



DEPARTMENT OF EDUCATION  
OFFICE OF THE UNDERSECRETARY  
FOR REGIONAL OPERATIONS

29 January 2016

**MEMORANDUM**

To : Undersecretaries  
Assistant Secretaries  
Bureau/Service Directors  
Regional Directors  
Schools Division Superintendents  
All Others Concerned

Subject: **Online Submission of the Performance Contract and Review Form (PCRF) of the CY 2015 Career Executive Service Performance Evaluation System (CESPES)**

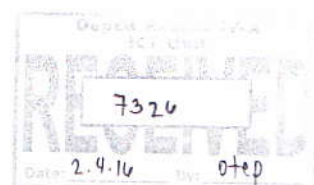
For the information and guidance of all concerned, attached is a copy of the Career Executive Service Board (CESB) Circular No. 1, s. 2015 regarding the completion of the Career Executive Service Performance Evaluation System (CESPES).

The CESB has been implementing the enhanced/online CESPES which is an instrument to measure individual job performance of third level officials and to make the performance evaluation more systematic, efficient and transparent.

In this connection, all third level officials, including those serving in an OIC capacity, are requested to immediately submit the following CESPES Forms for CY 2015:


1. **Ratee Information Sheet (RIS)**. The RIS shall be submitted to the respective Regional and Central Office HR Coordinators in the attached list, for encoding in the online system all information, including e-mail address of the Ratee and the Raters. An automatic e-mail notification that contains instructions and link will be immediately received by the following officials and employees:
  - a. **Third level official (Ratee)** to accomplish the Performance Commitment and Review Form (PCRF);
  - b. **Immediate Supervisor (Superior Rater)** to approve/disapprove the PCRF of the Ratee and to assess the Ratee's cutive leadership and managerial competence; and
  - c. **Subordinates** to evaluate the Ratee's executive leadership and managerial competence.
2. **Performance Commitment and Review Form (PCRF)**. Upon receipt of the e-mail notification from CESB, the third level officials are requested to accomplish/encode the PCRF to the online system and shall be approved by the official's immediate supervisor.

All CESPES forms of third level officials/Ratees shall be completed on or before **15 February 2016**.



For further details and inquiries, please contact your respective HR Coordinators, Mr. Albert Jerome C. Andres of the Personnel Division at telephone number (02) 636-6546, and the Performance Management Division of the CESB at telephone numbers (02) 951-4981.

For immediate and strict compliance. Thank you.

  
**RIZALINO D. RIVERA**  
Undersecretary

Albert's Files/Memo/Re: CES

**Online Career Executive Service Performance Evaluation System (CESPES)  
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