

**[ CESB RESOLUTION NO. 887, August 17, 2010 ]**

**PLACEMENT PROGRAM IN THE CAREER EXECUTIVE SERVICE**

WHEREAS, Presidential Decree No. 1 dated September 24, 1972, created the Career Executive Service Board (CESB) to serve as the governing body of the Career Executive Service and to promulgate rules, standards and procedures on the selection, classification, compensation and career development of members of the Career Executive Service;

WHEREAS, the CESB, under its placement program, implements various activities in order to assist CESOs and third level eligibles for possible appointment to vacant CES positions;

WHEREAS, one of the activities under the placement program is the preparation of referrals which aims to assist qualified CESOs and third level eligibles who have expressed their interest to be appointed to various vacant CES position;

WHEREAS, as part of the placement program, the CESB prepares Agency Bluebooks to provide the Secretary/head of agency updated information on the career executives in the department/agency and reiterates policies governing their placements and appointments. The Bluebook contains important data about the status of occupancy of CES position, such as the number and percentage of positions occupied by CESOs and Eligibles; existing vacancies; and the list of CESOs and Eligibles who are not yet occupying CES position in the agency;

WHEREAS, to operationalize the mobility concept of the CES and expand the career advancement opportunities of CESOs and third level eligibles, the Secretariat distributes and collects Executive Placement Survey to identify their career options for possible job matching;

WHEREAS, with the policy pronouncement of the Aquino Administration that emphasizes the importance of Career Executive Service Officer (CESO) Rank in the security of tenure to CES positions and with the possible vacancies of CES positions occupied by non-CESOs, the Secretariat receives several requests for endorsements and referrals from CESEs and CESOs in non-CES positions and those longing for promotion;

WHEREAS, for the past two years, the CESB has witnessed the increasing demand from Agencies and even the Search Committee of the Office of the President to expand its role in selection and appointment to CES positions;

WHEREAS, there is a need to consolidate these initiatives and standardize the requirements and processes in handling placement requests in order to strengthen its placement program;

WHEREFORE, based on the foregoing premises considered, the Board RESOLVES, as it hereby RESOLVED, to adopt the policy on the Placement Program in the Career Executive Service.

## PLACEMENT PROGRAM IN THE CAREER EXECUTIVE SERVICE

### RULE 1 THE EXECUTIVE PLACEMENT PROGRAM

Section 1. Definition and purpose. The Executive Placement Program refers to the programs and activities that aim to promote the placement of CESOs and third level eligibles to CES Position. The placement policy intends to achieve the following objectives:

- 1) standardize the process of handling placement requests;
- 2) provide CESOs and eligibles opportunity to achieve their career goals
3. assist agencies in their internal selection for third level positions; and
- 4) establish a system on deliberating for motu proprio recommendations and endorsements to vacant positions

Section 2. The Executive Placement Program Structure. The Executive Placement Program activities may be classified under two major sub-programs as follows:

2.1 Placement Assistance and Referral Program. The Placement Assistance and Referral Program aims to assist CESOs/CESs requesting short term or one time endorsement.

2.2 Executive Placement Program. Executive Placement Program aims to match the placement participants' career options with the needs of the bureaucracy as determined by the Agencies and/or the Office of the President Search Committee. It requires strategic and continuing partnership with the Agency and gathering and maintenance of information regarding agency specific requirements, and the expertise and competencies and career options of the placement participants to enable job-matching.

### Section 3. The Placement Assistance Desk

The CESB shall establish a CESB Placement Assistance Desk. It shall have the following responsibilities:

- 1) Receive requests for endorsement and enrollment in the Executive Placement Program;
- 2) Check completeness of documents/information submitted by placement participants;
- 3) Provide information on vacant positions to executive placement participants;