

[CESB RESOLUTION NO. 791, February 10, 2009]

**REVISED INTEGRATED RULES ON THE GRANT OF CAREER
EXECUTIVE SERVICE ELIGIBILITY**

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 (CES) and to promulgate rules, standards and procedures on the selection, classification, compensation and career development of members of the Career Executive Service;

WHEREAS, Section 8, Paragraph 1 (c) and 2, Chapter 2, Book V of Executive Order No. 292 expressly provides that the "third level shall cover positions in the Career Executive Service" and that entrance to the third level shall be prescribed by the Career Executive Service Board;"

WHEREAS, Paragraph 5 (a), Article IV, Part III of the Integrated Reorganization Plan, as approved under P.D. No. 1 provides that "a person who meets such managerial experience and other requirements and passes such examinations, as may be prescribed by the Board, shall be included in the register of career executive eligibles;"

WHEREAS, the Board issued Circular No. 1 dated December 15, 1989 which provides for a four-stage CES eligibility examination process, namely: Management Aptitude Test-Battery (MATB), Assessment Center; Board Interview and Performance Validation on-the-job;

WHEREAS, the Board through CESB Resolution No. 459 s. 2002 adopted the Revised Rules on CES Eligibility, which integrated and/or modified the guidelines in the four-stage CES eligibility examination process, namely: Management Aptitude Test-Battery (MATB), Assessment Center; Board Interview and Performance Validation on-the-job adopted by the Board through the years;

WHEREAS, the Board and the Civil Service Commission (CSC) through Resolution No. 05-001 dated July 29, 2005 adopted a Unified Third Level Examination System also consisting of the same four-stage examination process where the CSC administers the first stage or the Written Examination phase;

WHEREAS, the Board, on April 25, 2008 decided through CESB Resolution No. 736 to conduct the Written Examination and the three other remaining stages of the CES eligibility examination process in accordance with law;

WHEREAS, the Civil Service Commission through Resolution No. 08-2226 (Authority of the Commission over Third Level Positions) reaffirmed the continuing effectivity of CSC Resolution No. 94-2925, dated May 31, 1994 which was circularized in CSC MC No. 21, s. 1994 especially in classifying other positions which are career in nature; above division chief level where the duties and responsibilities require the performance of executive and managerial functions and clarified further that the

third level shall be composed of CES positions as well as those positions occupied by non-presidential appointees that are above division chief level and discharging managerial and executive responsibilities;

WHEREAS, there is a need to further strengthen the existing policies on the examination process to make it more responsive and practicable, thus, fulfilling the Board's mandate to form a continuing pool of well-selected and development oriented career administrators who shall provide competent and faithful service in the CES;

NOW, THEREFORE, foregoing premises considered, the Board RESOLVES, as it is hereby RESOLVED, to adopt the Revised Integrated Rules on the Grant of Career Executive Service (CES) eligibility;

RULE I

CAREER EXECUTIVE SERVICE ELIGIBILITY

SECTION 1. Mandate of the Board - The Board is the governing body of the Career Executive Service that is mandated to promulgate rules, standards and procedures on the selection of members of the Career Executive Service. It is authorized to confer CES eligibility.

SECTION 2. Original and Promotional Appointment to CES Rank - The CES eligibility is an appropriate eligibility for appointment to a position in the CES.

CES eligibility shall also be one of the requirements for original appointment to a CES rank.

No person shall be recommended by the Board to the President for original appointment to a CES rank unless he/she has been conferred CES eligibility by the Board.

SECTION 3. Grounds for Invalidation of Application for CES Eligibility - A n applicant for CES eligibility is required to make a full disclosure to the Board of any information relevant to his/her application for CES eligibility.

When an applicant is found to have intentionally made any false statement of material fact or employed any form of deception or fraud in connection with his/her application for CES eligibility, the Board shall invalidate such application, without prejudice to the filing of appropriate administrative and/or criminal case against the applicant concerned.

SECTION 4. Non-compliance with Requirements - The Board, in its discretion, reserves the right to discontinue the processing of application for CES eligibility of an applicant who is unable to comply with the requirements established in any of the stages of the CES eligibility examination.

SECTION 5. The CES Eligibility Examination Process - The four-stage CES eligibility examination process shall consist of the following stages:

- 1st stage : CES Written Examination
- 2nd stage : Assessment Center
- 3rd stage : Performance Validation
- 4th stage : Board Interview

RULE II

CES WRITTEN EXAMINATION

SECTION 1. CES Written Examination - The CES Written Examination is a test given to determine the aptitude and competence of an applicant.

SECTION 2. Admission Requirements - An applicant for CES Written Examination must be a Filipino citizen of good moral character and meets the following requirements:

2.1 Government Sector, Career Service:

2.1.1 He/She must have been appointed to a CES position or designated in an acting capacity or Officer-in-Charge (OIC) of a CES position for at least six (6) months; or

2.1.2 He/She must have been appointed or designated to at least a Division Chief position (SG) 24 and has at least two (2) years of managerial experience.

2.2 Government Sector, Non Career Service One who is appointed to a non-career position whether under a coterminous or contractual status in any department or agency of the government may be allowed to take the CES Written Examination provided:

2.2.1 He/She has at least three (3) years managerial experience;

2.2.2 He/She has served the government for the same period of time of his/her application; and

2.2.3 He/She must have been occupying a position equivalent to or higher than a Division Chief (SG 24).

2.3 Private Sector

Outstanding men/women from outside the government may be allowed to take the CES Written Examination; provided he/she is any of the following:

2.3.1 A proprietor who is performing managerial/supervisory functions for at least three (3) years;

2.3.2 A n incumbent of a managerial position exercising supervisory functions, as defined under these rules, for a minimum period of three (3) years.

For the purpose of this rules, managerial/supervisory functions pertains to directing and approving the work outputs of concerned employees; delegating functions to the staff; monitoring and rating employees' performance based on the duly approved performance targets/plans; and supervising the unit or section/division based on the staffing pattern or organizational structure.

As such, in the application form, a certification containing information on the supervisory functions performed by the applicant shall be accomplished by the head of the agency/authorized official, in case of applicants from the government sector or authorized official, in case of those from the private sector.

SECTION 3. Application Form and Examination Fee - An applicant for CES Written Examination shall be required to submit to the Secretariat either personally or through mail, a duly accomplished application form including supporting documents, if there are any, and the corresponding fee not later than fifteen (15) days before the date of the examination.

An application form submitted beyond the deadline shall be automatically considered for the next schedule provided that the applicant concerned shall be informed of his/her examination schedule.

An applicant who fails to submit to the Secretariat the required supporting documents or examination fee upon submission of the application form may be temporarily accepted, provided that the said applicant submits such documents or pays the corresponding examination fee before or on the date of the scheduled examination. No applicant shall be allowed to take the test without submitting the required supporting documents or payment of the required examination fee.

SECTION 4. Grounds for Disapproval of Application - An application shall be disapproved under any of the following circumstances:

4.1 The applicant has been dismissed from the service for cause;

4.2 The applicant has been found guilty by final judgment of a crime involving moral turpitude or other criminal offenses where the penalty imposed by the court carries with it an accessory penalty of perpetual absolute disqualification to hold public office; and,

4.3 The applicant has been found guilty of offenses relative to or in connection with the conduct of any government examination.

These grounds for disapproval shall also apply to an MNSA or MPSA degree holder who seeks the accreditation of his/her degree as equivalent to the CES Written Examination.

SECTION 5. Appeal on the Disapproval of Application - An applicant, whose application for CES Written Examination has been disapproved, may appeal to the Board in writing within fifteen (15) days reckoned from receipt of the Secretariat's decision disapproving his/her application.

The decision of the Board en banc regarding appeal on the disapproval of an application for CES eligibility shall be final and executory.

SECTION 6. Standard of Passing - The Board shall establish the norms and standard of passing in the CES Written Examination.

SECTION 7. Frequency of Examination - The CES Written Examination shall be conducted by the Board through the Secretariat at least once a year or as often as may be necessary on such dates as may be announced from time to time.

SECTION 8. Frequency of Taking the Examination- An applicant who fails to meet the cut-off score as determined by the Board shall observe the following periods before retaking the examinations:

8.1 For an incumbent of a CES position :	Six (6) months reckoned from the date of his/ her last examination. For succeeding retakes thereafter, he/she
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shall observe the one (1) year interval requirement.

8.2 For non-incumbent of a CES position: One (1) year reckoned from the date of his/her last examination.

SECTION 9. Release of CES Written Examinations Results - The results of the CES Written Examination shall be released by the Secretariat within thirty (30) days from the date of the examination.

The results shall be officially announced by the Secretariat through the Board's website and official publications. An applicant shall likewise be officially notified to his/ her rating.

SECTION 10. Rechecking of the Answer Sheet - Rechecking of the Applicant's Answer Sheet in the CES Written Examination shall be allowed. However, a written request must be submitted to the Secretariat within one hundred twenty (120) days from the release of the examination results.

SECTION 11. Validity of the Results - There shall be no prescriptive period on the validity of the passing grades obtained in the CES Written Examination.

SECTION 12. Examination Committee - An Examination Committee shall be established with the principal function of preparing the examination to be conducted. The Committee shall consist of the following:

Chairman: Designated Board Member
Vice-Chairman: Executive Director
Member: NUCESO President
Director for ERAD and PPLD Cluster
ERAD, Chief

For purposes of preserving the integrity of the CES Written Examination, the Examination Committee shall be reconstituted monthly or depending on the frequency of the conduct of examination.

SECTION 13. Accreditation of the MNSA and MPSA Degrees - The Master in National Security Administration (MNSA) and Master in Public Safety Administration (MPSA) degrees conferred by the National Defense College of the Philippines (NDCP) and Philippine Public Safety College (PPSC), respectively shall be accredited as equivalent to the CES Written Examination, provided that the holder thereof is an appointee to at least a division chief level position (SG 24) or its equivalent in the government, regardless of whether he/she is in the career or non-career service with at least three (3) years managerial experience. In case the MNSA or MPSA degree holder is appointed to a non-career position, he/she should have served the government for at least three (3) years at the time of the application.

An MNSA or MPSA degree holder, who is interested to accredit his/her course as equivalent to the CES Written Examination, is required to submit a written request to the Board for its accreditation. The request should be accompanied by the following documentary requirements: