

**[ CESB JOINT CIRCULAR NO. 2, S.  
2002, SEPTEMBER 10, 2002, September 10, 2002 ]**

**REVISED GUIDELINES ON THE ADMINISTRATION OF THE  
CAREER EXECUTIVE SERVICE OFFICER (CESO) POOL**

**I**

**Rationale for the CESO Pool**

Presidential Decree No. 1 dated 24 September 1972 as amended, provides that:

1. The Career Executive Service (CES) is created to form a continuing pool of well-selected and development-oriented career administrators who shall provide competent and faithful service;
2. Members of the CES may be reassigned or transferred from one position to another and from one department, bureau or office to another, provided that said reassignment or transfer is made in the interest of public service and involves no reduction in rank or salary;
3. There shall be a continuing program of training and career development for members of the Career Executive Service.

**II**

**Objectives**

This program will create a pool of talent and expertise drawn from Career Executive Service Officers (CESOs) whose participation is either voluntary or involuntary.

- 1) To serve as a safeguard to instability brought about by a change in administration, and to provide an alternative mechanism to promote mobility that protects one's security of tenure and at the same time enhances career and professional development of a CESO.
- 2) To restore confidence in the CES, maximize CESO performance and showcase innovations and best practices.
- 3) To provide opportunity to develop, experiment and apply better systems and procedures for performance measurement and assessment.
- 4) To provide support mechanism for CESOs whose careers and tenure are at risk. They will be provided a venue for capability building and enhancement and an opportunity to prove their worth.
- 5) To clarify the implementing guidelines on the administration of the Career Executive Service Officer (CESO) Pool and broaden its concept.

**III**

**Premises**

The following premises regarding the CESO Pool shall prevail:

**A. Coverage**

These guidelines shall apply to all Career Executive Service Officers or CESOs. CESOs are those who possess CES eligibility and have been appointed to CES ranks by the President.

**B. Modes of Entry into the Pool**

While the CESO Pool has been designed to accommodate both voluntary and involuntary participation of CESOs, priority in the admittance to the Pool shall temporarily be limited to those requests made by the Head of Agency. Voluntary participation is limited to those invited by the CSC/CESB Chairperson for a specific project or undertaking and to those who voluntarily apply to the Pool (i.e., CESOs who would want to go on sabbatical leave), subject to prior approval of the agency head. Voluntary application shall be in accordance with the policy on sabbatical leave program as provided for under Career Executive Service Board (CESB) Circular No. 2 series of 2000.

**C. Delineation of Modes of Entry into the Pool**

1. Voluntary Participation in the CESO Pool
  - a. Voluntary participation of a CESO in the CESO Pool shall refer to the following:
    - aa. A CESO invited by the Civil Service Commission (CSC)/Career Executive Service Board (CESB) Chair with the corresponding endorsement from the head of agency to join the pool for a specific project or undertaking; and
    - bb. A CESO who would want to go on sabbatical leave or for other similar reasons.
  - b. This mode of entry into the CESO Pool shall be limited to the following personnel actions:
    - aa. Detail which involves the temporary movement of a CESO from one department or agency to the CESO Pool, which does not involve the reduction in rank, salary or status or loss of position; and
    - bb. Secondment which involves the movement of an employee from one department or agency to the CESO Pool which is temporary in nature, which may or may not require the issuance of an appointment and which may involve increase in compensation and benefits. Acceptance, however, should be voluntary on the part of the CESO.
  - c. During the prescribed period of detail or secondment, the mother agency can only appoint an Officer-in-Charge (OIC) to the post temporarily vacated by the CESO placed in the Pool.
2. Involuntary Participation in the CESO Pool
  - a. Involuntary participation in the CESO Pool shall refer to the following:

- aa. A CESO who is placed in the Pool for cause;
- bb. A CESO who is placed in the Pool for want of capacity to perform his/her respective duties and responsibilities;
- cc. A CESO who has lost the confidence of his/her agency head; and
- dd. A CESO who differs with the policy directions of his/her agency head.

b. This mode of entry into the CESO Pool shall be limited only to transfer. A transfer of a CESO to the CESO Pool shall have the following effects:

aa. A CESO who is transferred to the CESO Pool shall be deemed to have vacated his/her position in the mother agency upon placement in the Pool. However, as part of the transition, the mother agency shall pay the first three (3) months' salary of a CESO placed in the Pool. The mother agency may hire a replacement of the CESO even within the three months if it has sufficient savings;

bb. During the six-month period in the Pool, a CESO may be transferred from the Pool to another agency; and

cc. A CESO who accepts a co-terminus position shall be deemed to have automatically lost the security of tenure attached to his/her rank.

3. In both voluntary and involuntary participation in the CESO Pool, a CESO shall be automatically under the direct supervision of the CSC/CESB Chairperson while he/she is in the Pool.

#### **D. Duration of Placement in the Pool**

##### **1. Voluntary**

a. The duration of placement of a CESO who is placed in the Pool upon the invitation of the CSC/CESB Chairperson shall depend on the agreement between the CSC/CESB Chairperson and the head of agency in which the CESO belongs;

b. The duration of placement of a CESO who applied to the CESO Pool shall be subject to the rules on sabbatical leave.

##### **2. Involuntary**

The duration of placement in the CESO Pool shall be for a maximum period of six (6) months. In extremely meritorious situations, however, the period may be extended for another six (6) months. Within such period, the CSC through CESB, shall endeavor to match the available expertise with the existing demands within the bureaucracy.

#### **E. Payment of Salaries, Benefits and Allowances while in the CESO Pool**

##### **1. Voluntary**

a. Payment of salaries, benefits and allowances of a CESO requested/invited by the CSC/CESB Chair to join the Pool for a specific

project or undertaking shall be shouldered by the CESO Pool fund.

b. Payment of salaries, benefits and allowances of a CESO who avails of the CESO Pool to go on sabbatical leave shall be shouldered by his/her mother agency.

## 2. Involuntary

Agencies requesting/endorsing placement of a CESO in the Pool shall shoulder his/her salaries, including benefits and allowances as provided by law for the first three (3) months of his/her stay in the Pool. Thereafter, payment of his/her salaries, including benefits and allowances shall be sourced from the Pool fund until such time that an appropriate match is found and arranged.

In cases where a participant comes from an agency which is exempt from the Salary Standardization Law (SSL), payment of his/her compensation by the Pool shall be limited only up to what is allowed for his/her rank or position under the SSL. The difference shall be paid by his/her mother agency.

### **F. Expectations from a CESO While in the CESO Pool**

A CESO whether placed voluntarily or involuntarily in the Pool shall meet the following expectations:

#### 1. Strict Observance of the Prescribed Office Hours

A CESO shall strictly observe the prescribed office hours while in the Pool. A daily attendance record shall be maintained. It shall be signed by the CESO concerned and countersigned by the CSC/CESB Chairperson at the end of the month.

#### 2. Strict Observance of Approved Leave of Absence

When taking a leave while in the Pool, a CESO shall file a leave of absence and have the same approved by the CSC/CESB Chairperson in advance of its effective date, in case of a vacation leave of absence, or immediately upon the official's return from leave, in case of sick leave of absence.

The Omnibus Rules Implementing Book V of Executive Order No. 292 and Other Pertinent Civil Service Laws on Government Office Hours and Leave of Absence shall apply suppletorily to a CESO in the Pool.

### **G. Additional Expectations from a CESO Involuntarily Placed in the CESO Pool**

A CESO who is involuntarily placed in the Pool shall:

#### 1. Formulate a Work Plan

A CESO who is in the Pool shall formulate a work plan to be approved by the CSC/CESB Chairperson. This work plan shall vary depending on the 1) capability and expertise of a CESO; 2) areas for improvement of a CESO and 3) requirements of the office of the CSC/CESB Chairperson. A work plan shall include 1) specific programs, projects and activities; 2) impact indicators and target outputs for identified programs, projects and