

**[ CESB RESOLUTION NO. 453, SEPTEMBER 10, 2002,  
September 10, 2002 ]**

**REVISED POLICY ON ORIGINAL AND PROMOTIONAL APPOINTMENT TO  
CAREER EXECUTIVE SERVICE (CES) RANKS**

WHEREAS, Article IV, Part III of the Integrated Reorganization Plan, as approved by Presidential Decree No. 1 dated September 24, 1972, expressly provides that the "Career Executive Service is created to form a continuing pool of well-selected and development oriented career administrators who shall provide competent and faithful service;"

WHEREAS, the afore-quoted law likewise provides that "a person who meets such managerial experience and other requirements and passes examinations, as may be prescribed by the Board, shall be included in the register of career executive eligibles and upon appointment to appropriate class in the Career Executive Service, become an active member of the service" and that "the appointment to appropriate classes in the Career Executive Service shall be made by the President from a list of career executive eligibles recommended by the Board. Such appointments shall be made on the basis of ranks;"

WHEREAS, Presidential Decree No. 1 reiterates that "Members of the Career Executive Service shall be classified according to rank based on broad levels of responsibility, on personal qualifications and on demonstrated competence. Salary and status shall be based on rank, not on the position occupied at any given time. The number and classification of ranks in the service shall be recommended by the Board and reviewed and approved by the President;"

WHEREAS, pursuant to this provision of law, the Office of the President issued Memorandum Circular No. 796 s. 1974 which provides for the ranking structure of the Career Executive Service where CES Rank I, with the corresponding equivalent position Undersecretary is the highest rank, and CES Rank V with the corresponding equivalent position of Assistant Regional/Director (Bureau Wide regionalization) is the lowest;

WHEREAS, the President, by virtue of Memorandum Order No. 372, s. 1991 dated July 3, 1991, issued a modified ranking structure and salary schedule in the Career Executive Service with CES Rank I with the corresponding salary grade 30 of as the highest rank, and CES Rank VI with the corresponding salary grade of 26 as the lowest rank, and further directed the Career Executive Service Board to establish the mechanics for the classification of members of the CES in accordance with the said ranking structure and to issue the corresponding rules and regulations;

WHEREAS, pursuant to Memorandum Order No. 372, s. 1991 of the Office of the President and CESB Resolution No. 91-11, the Board issued CESB Circular No. 8, s. 1991 dated July 15, 1991 for the implementation of the Modified Ranking Structure in the Career Executive Service;

WHEREAS, the Board issued CESB Resolution No. 39, s. 1991 dated November 25, 1991 entitled "Simplified CES Ranking System" which simplified the process of determining the appropriate CES rank to which a qualified CES Eligible or CESO may be recommended for appointment to CES rank by the President;

WHEREAS, the Board, through CESB Resolution No. 54, s. 1992 dated January 20, 1992 entitled "Modified System of Determining Ranks in the CES," adopted a refined system for the determination of ranks of CES Eligibles being considered for appointment to CES ranks;

WHEREAS, in response to the ever-changing needs of the bureaucracy, the Board deemed it necessary to review the policies previously adopted in the appointment and promotion in CES Rank pursuant to the modified ranking structure issued by the President through M.O. No. 372

with the end view of transforming members of the CES into Career Executive Service Officers (CESOs) who are truly leaders, change agents, experts, a cut above the rest in the bureaucracy, and indeed can make a difference in the government service;

WHEREFORE, the abovementioned premises considered, the Board RESOLVES, as it is hereby RESOLVED, to adopt the Revised Policy on Original and Promotional Appointment to Career Executive Service (CES) Ranks, stated herewith as follows:

**ARTICLE I**  
**Original Appointment to Career Executive Service (CES) Ranks**

**SECTION 1.** *Ranking Structure in the Career Executive Service.* — There are six ranks in the Career Executive Service (CES) Ranking Structure, to wit:

Career Executive Service Rank	Salary Grade
Career Executive Service Officer Rank I	SG 30
Career Executive Service Officer Rank II	SG 29
Career Executive Service Officer Rank III	SG 28
Career Executive Service Officer Rank IV	SG 27
Career Executive Service Officer Rank V	SG 26
Career Executive Service Officer Rank VI	SG 25

In the above ranking structure, the six rank levels (CESO I-VI) are given the corresponding salary grades ranging from salary grade 25-30. Career Executive Service Officer (CESO) I shall be the highest rank with an equivalent salary grade of 30, while Career Executive Service Officer (CESO) IV shall be the lowest rank with an equivalent salary grade of 25.

CES rank levels I, II and III shall be considered as Senior CES rank levels and occupants thereof shall be known as Senior CESOs.

**SECTION 2.** *Membership in the CES* — Upon inclusion of his/her name in the Roster of CES Eligibles after the conferment of CES Eligibility and compliance with the other requirements prescribed by the Board, a CES Eligible assigned to any CES position and appointed by the President to a CES Rank becomes a member of the CES.

**SECTION 3.** *Original Appointment to CES Rank.* — Appointment to appropriate classes, based on ranks in the CES, shall be made by the President from a list of CES Eligibles recommended by the Board.

Only a CES Eligible assigned to a CES position may be appointed by the President to a CES Rank. The entry rank in the CES shall be CESO Rank VI regardless of the position to which a CES Eligible is assigned.

**SECTION 4.** *Basis for Original Appointment to CESO Rank VI.* — The original appointment to CESO Rank VI of a CES Eligible by the President shall be based on three (3) major criteria, to wit:

- a. Broad Levels of Responsibility;
- b. Personal Qualifications; and
- c. Demonstrated Competence

**SECTION 5.** *Broad Levels of Responsibility.* — The level of managerial responsibility that a CES Eligible performs shall be one of the criteria to be considered for original appointment by the

President to CESO Rank VI. It shall be reckoned in terms of the general duties and responsibilities that a CES Eligible performs or exercise.

A CES Eligible shall only be recommended by the Board for appointment to CESO Rank VI by the President, if he/she, among other criteria, is assigned to any of the following CES positions, namely: Undersecretary, Assistant Secretary, Bureau Director, Assistant Bureau Director, Regional Director, Assistant Regional Director, Chief of Department Service and other officers of equivalent rank as may be identified by the Board.

**SECTION 6. *Personal Qualifications.*** — A CES Eligible assigned to a CES position, prior to his/her original appointment to CESO Rank VI, must possess the following minimum personal qualifications:

Rank	Experience in the CES	Training	Eligibility
CESO VI	Six (6) months to one (1) year in the CES position to which he/she is assigned	Completion of SALAMIN Course	CES Eligibility

**SECTION 7. *Demonstrated Competence*** — The level of performance of a CES Eligible shall be considered in his/her original appointment to CESO Rank VI.

The level of performance of a CES Eligible shall be based on his/her Career Executive Service Performance Evaluation System (CESPES) rating in the CES position to which he/she is assigned.

The baseline rating for original appointment to CES rank shall be "Very Satisfactory". A CES Eligible, who obtained a performance rating below "Very Satisfactory", shall not be recommended by the Board to the President for appointment to CESO Rank VI.

## **ARTICLE II**

### **Promotional Appointment to Career Executive Service (CES) Ranks**

**SECTION 1. *Upward Vertical Movement or Promotional Appointment to CES Rank*** — The hierarchical CES ranking structure where the system of entry starts at the bottom rank allows a CESO to grow in rank as he/she grows professionally and improves in competence, even if, overtime, he/she remains to occupy the same CES position.

**SECTION 2. *Qualification Requirements for Promotional Appointment to the Next Higher CES Rank*** — A CESO shall be promoted by the President to the higher CES rank upon the recommendation of the Board.

The promotional appointment of a CESO to the next higher CES rank shall be made by the President based on three (3) major criteria, namely:

1. Broad Levels of Responsibility;
2. Personal Qualifications; and
3. Demonstrated Competence

**SECTION 3. *Broad Levels of Responsibility*** — The level of managerial responsibility that a CESO performs shall be one of the considerations of the Board in determining whether he/she shall be recommended to the President for promotion in CES rank.

A CESO shall be recommended by the Board for promotional appointment to the next higher CES rank, provided he/she is assigned to any of the following CES positions, namely: Undersecretary, Assistant Secretary, Bureau Director, Assistant Bureau Director, Regional Director, Assistant Regional Director, Chief of Department Service and other officers of equivalent rank as may be identified by the Board.

Moreover, a CESO, regardless of the CES position to which he/she is assigned, may be recommended by the Board for promotional appointment to the next higher CES rank even