



Republic of the Philippines
Department of Environment and Natural Resources

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AUG 15 2022

DIR. LORMELYN E. CLAUDIO, CESO IV

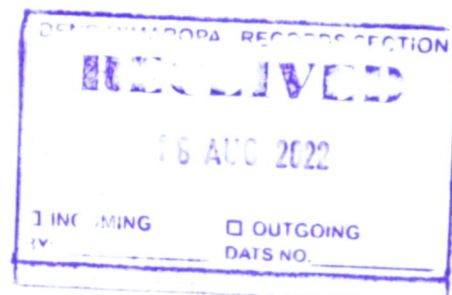
Director IV

DENR MIMAROPA

DENR by the Bay Building

1515 Roxas Boulevard

Ermita, Manila



Dear **Director Claudio**:

Warmest Greetings!

Congratulations on your appointment to Director IV position on March 09, 2022.

To continue your journey in acquiring security of tenure in the CES, we advise you to apply for rank adjustment. Based on CES Ranking Structure, the appropriate rank commensurate to your current position is CESO Rank III. The rules and procedures for adjustment in CES Ranks are provided under CESB Resolution No. 1516-A dated 21 November 2019 entitled "Revised Omnibus Policies on Rank Appointments in the Career Executive Service (CES)". Please find attached a copy of the said CESB Resolution for your reference.

Please submit to the Human Resource Development Service (HRDS) your complete basic and other documentary requirements as provided under Articles I, III and IV (if applicable) of the said CESB Resolution to facilitate immediate processing of your application.

The Career Development Division (CDD) shall closely coordinate with you to provide necessary assistance in your application process. For inquiries, you may communicate directly with the CDD at telephone no. 02 8 9279107 or at local 1063.

Thank you.

Very truly yours,

ATTY. ERNESTO D. ADOBO, JR., CESO I

(Signature)
Undersecretary

Legal, Administration, Human Resources,
and Legislative Affairs

REQUIREMENT CHECKLIST FOR APPLICATION FOR ADJUSTMENT IN CES RANK
(in reference to CESB Resolution No. 1516-A)

Name of Official: _____
Position/Designation: _____
Office: _____
Salary Grade: _____
Adjustment in CES Rank from : _____ to _____

I. BASIC REQUIREMENTS:

- ☐ **A. INCUMBENCY-** A CESO who has been appointed/promoted to a higher CES position or a CESO returning to government service through appointment to a higher CES position may be recommended for adjustment in CES rank.
- ☐ **B. PERFORMANCE RATING-** A CESO must have obtained a CESPES rating of "Very Satisfactory" for at least one (1) year or two consecutives semesters in his/her present CES position before he or she can be recommended for an adjustment in CES rank;
- a. CESPES rating period _____ Final Rating - _____
- b. CESPES rating period _____ Final Rating - _____
- ☐ **C. TRAINING** - A CES Eligible must comply with the following training requirements:
- ☐ CESO I Completion of Leadership and Management Proficiency (LAMP) Program and three (3) accredited training programs or its equivalent
- ☐ CESO II Completion of LAMP Program and two (2) accredited training programs or its equivalent
- ☐ CESO III Completion of LAMP Program and one (1) accredited training program or its equivalent
- ☐ CESO IV Completion of Salamin, Diwa and Gabay ng Paglilingkod courses (LAMP Graduate)
- ☐ CESO V Completion of Salamin and Diwa ng Paglilingkod courses
- ☐ CESO VI Completion of Salamin ng Paglilingkod course

II. OTHER DOCUMENTARY REQUIREMENTS:

- a. Clearances from:
- ☐ 1. CSC;
- ☐ 2. Sandiganbayan;
- ☐ 3. Office of the Ombudsman; and
- ☐ 4. NBI.
- ☐ If the applicant has a pending case/s from the above mentioned offices:
- ☐ Executive Summary;
- ☐ Agency Certification that the case/s filed do not involve moral turpitude.
- ☐ b. Agency certification that the CESO or CES Eligible has not been formally charged ;
- ☐ c. Drug test certificates issued by any government forensic laboratories or by any of the drug-testing laboratories accredited and monitored by the Department of Health (DOH) in accordance with CESB Resolution No. 1342, Series of 2017;
- ☐ d. A self-certification, under oath, stating the circumstances surrounding his/her involvement in the tobacco industry, in accordance with CESB Resolution Number 1223, Series of 2015;
- ☐ e. Certificate of no notice of disallowance/s and unliquidated cash advances from the Finance/ Administrative Division of the Agency of the applicant
- ☐ f. Recent sworn Statement of Assets and Liabilities, and Net Worth, Disclosure of Business Interests and Financial Connections and Identification of relatives in the Government Service and Certification from the SALN Review and Compliance Committee (RCC) attesting to the full compliance as to the timeliness, completeness and in proper form of the candidate's submission of his/her SALN;
- ☐ g. Copy of appointment paper and service record duly certified by the Human Resource Management Officer;
- ☐ h. Updated Personal Data Sheet;
- ☐ i. Copies of training certificates of attendance in duly accredited training programs; and
- ☐ j. Endorsement of the Department Secretary/Agency Head.

Prepared by: _____

CLARO M. AQUINO
Action Officer

Reviewed by: _____

DEXTER M. TINDOC
Chief, CDD-HRDS

Remarks: _____



Republic of the Philippines
CAREER EXECUTIVE SERVICE BOARD

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**REVISED OMNIBUS POLICIES ON RANK
APPOINTMENTS IN THE CAREER
EXECUTIVE SERVICE (CES)**

X-----X

Resolution No. 1516-A

WHEREAS, Article IV, Part III of the Integrated Reorganization Plan (IRP), approved under Presidential Decree (PD) No. 1, Series of 1972, as amended, authorizes the Career Executive Service (CES) Governing Board to promulgate rules, standards and procedures on the selection, classification, compensation and career development of members of the CES;

WHEREAS, the same law further provides that members of the CES shall be classified according to rank and appointment to appropriate classes in the CES shall be made by the President from a list of career executive eligibles recommended by the Board;

WHEREAS, Section 7, Chapter 2, Sub-Title A, Title I, Book V of the Administrative Code of 1987 provides that the positions in the CES shall include the following: 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, all of whom are appointed by the President;

WHEREAS, letter (e), paragraph 5, Article IV, Part III of the IRP provides that depending upon their ranks, members of the CES shall be assigned to occupy positions of 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 on the basis of the member's functional expertise;

WHEREAS, letter (f), paragraph 5, Article IV, Part III of the IRP provides that members of the Career Executive Service shall be divided into a number of broad functional groupings based on subject-matter of specialization, not on the particular department in which the work is done;

WHEREAS, the Career Executive Service Officer (CESO) rank, pursuant to the long line of decisions promulgated by the Supreme Court (SC), has been made as basis for security of tenure in the CES;

WHEREAS, the Board deemed it necessary to amend policies on rank appointments in the CES to ensure that it fulfills its mandate as embodied in the IRP and that its policy issuances are reflective of current developments and responsive to the current needs of third level officials;

WHEREFORE, the foregoing premises considered, the Board **RESOLVES**, as it is hereby **RESOLVED**, to adopt the following omnibus rules and procedures on appointment to, adjustment of, promotion in, demotion in and revocation of CES ranks:

ARTICLE I

Original Appointment to a Career Executive Service (CES) Rank

Section 1. The CES Ranking Structure. There are six (6) ranks in the CES Ranking Structure, as follows:

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

In the above ranking structure, Career Executive Service Officer (CESO) I shall be the highest rank with an equivalent salary grade (SG) of 30, while CESO VI shall be the lowest rank with an equivalent SG of 25.

Section 2. Membership in the CES. A CES eligible appointed to any CES Position and appointed by the President to a CES Rank upon recommendation by the Board becomes a member of the CES.

Section 3. Original Appointment to a CES Rank. A CES Eligible appointed to a CES position may qualify for original appointment to a CES rank based on the Salary Grade corresponding to his/her CES position subject to the approval of the President.

Section 4. Requirements for Original Appointment to a CES Rank. The Board shall recommend a CES eligible for original appointment to a CES rank upon compliance with the following basic requirements:

- a. **Incumbency.** A CES eligible must be an incumbent of a CES position to be recommended by the Board for original appointment to a CES rank commensurate to the position.
- b. **Performance Rating.** A CES eligible must have obtained a Career Executive Service Performance Evaluation System (CESPES) rating of at least "Very Satisfactory" for two consecutive (2) semesters before he or she may be recommended for appointment to a CES rank.

- c. **Training.** A CES eligible must comply with the following training requirements:

<u>CES Rank</u>	<u>Training</u>
<u>CESO I</u>	<u>Completion of Leadership and Management Proficiency (LAMP) Program and three (3) accredited training programs or its equivalent</u>
<u>CESO II</u>	<u>Completion of LAMP Program and two (2) accredited training programs or its equivalent</u>
<u>CESO III</u>	<u>Completion of LAMP Program and one (1) accredited training program or its equivalent</u>
<u>CESO IV</u>	<u>Completion of Salamin, Diwa and Gabay ng Paglilingkod courses (LAMP Graduate)</u>
<u>CESO V</u>	<u>Completion of Salamin and Diwa ng Paglilingkod courses</u>
<u>CESO VI</u>	<u>Completion of Salamin ng Paglilingkod course</u>

ARTICLE II

Promotional Appointment to a CES Rank

Section 1. Promotional Appointment to a CES Rank. Promotional appointment of a CESO to a higher CES rank shall be subject to the approval of the President upon recommendation of the Board. There are two (2) cases of promotional appointment to a CES rank, namely:

- a. **Adjustment in CES Rank** – the appointment of a CESO by the President to a CES rank, which is equivalent to the higher CES position to which he or she has been appointed or promoted to, upon recommendation of the Board; and
- b. **Promotion in CES Rank** – the appointment of a CESO by the President to the next higher CES rank, even without getting promoted to a higher CES position, upon recommendation by the Board.

In no case shall promotion in rank be more than one (1) rank higher than the SG of the CES position presently occupied by the CESO.

Section 2. Requirements for Adjustment in CES Rank. The Board shall recommend to the President the adjustment in CES Rank of a CESO equivalent to the higher position to which he or she has been appointed or promoted to, upon compliance with the following basic requirements:

- a. **Incumbency.** A CESO who has been appointed/promoted to a higher CES position or a CESO returning to government service

through appointment to a higher CES position may be recommended for adjustment in CES rank.

- b. **Performance Rating.** A CESO must have obtained a CESPES rating of at least "Very Satisfactory" for at least one (1) year or two consecutive semesters in his/her present CES position before he or she can be recommended for an adjustment in CES rank.
- c. **Training.** A CESO is required to comply with the training requirements prescribed for the recommended CES rank as provided under Paragraph (c), Section 4, Article I of this Resolution.

The requirement to complete the LAMP Program or any of its courses for purposes of appointment to a CES rank shall not be applied retroactively. Hence, a CESO, who was appointed to his or her CES rank at the time when attendance in the LAMP Program was not yet required, need only to complete the training requirements prescribed for the next higher CES rank.

Section 3. Requirements for Promotion in CES Rank. The Board shall recommend to the President the promotion in rank of a CESO, even without getting promoted to a higher CES position, upon compliance with the following basic requirements:

- a. **Residency.** A CESO must have at least one (1) year residency in his or her present rank corresponding to his or her position.
- b. **Performance Rating.** A CESO must have obtained a CESPES rating of "Outstanding" for two (2) consecutive semesters in the rank corresponding to his or her position.
- c. **Training.** A CESO shall comply with the training requirements prescribed for the recommended CES rank as provided under Paragraph (c), Section 4, Article I of this Resolution.

The requirement to complete the LAMP Program or any of its courses for purposes of appointment to a CES rank shall not be applied retroactively. Hence, a CESO, who was appointed to his or her CES rank at the time when attendance in the LAMP Program was not yet required, need only to complete the training requirements prescribed for the next higher CES rank.

- d. **Demonstrated and Verifiable Competencies.** The CESO must possess and demonstrate his or her exemplary management and leadership competencies or potential corresponding to the functions of the position equivalent to the rank he or she is recommended for promotion.

- e. **Accomplishments.** During the one (1)-year residency required under Paragraph (a) of Section 3 of this Article, the CESO must submit a written Report of his or her exceptional accomplishments which significantly redounded to the benefit of his or her agency, specifying clearly how such accomplishment/s significantly contributed to the attainment of the agency strategic goals, such as the accumulation of significant savings based on more efficient operation and the implementation of relevant program or administrative reforms. The Report must be accompanied by supporting documents and attested by the direct superior and the Agency Head.
- f. **Due Diligence Check and Performance Validation Process.** Before a CESO shall be recommended by the Board for promotion to one (1) rank higher than the Salary Grade of the CES position which he or she occupies, he or she shall be subject to a due diligence check and performance validation process to confirm his or her on-the-job performance, leadership capacity, managerial competence, and integrity. Further, the performance validation process must include a determination as to whether the competencies/potential requirement provided for under Paragraph (d), Section 3 of this Article have been adequately met.

Section 4. Promotion in CES Rank of Gawad CES Awardees. Gawad CES awardees are entitled to promotion to the next higher rank in accordance with Executive Order Number 715, Series of 2008¹ and CESB Resolution Number 780, Series of 2008². However, if the current rank of the Gawad CES awardee already corresponds to one (1) rank higher than his or her current position, he or she shall no longer be promoted in CES rank.

ARTICLE III

Other Documentary Requirements for Appointment to CES Ranks

Section 1. Other Requirements for Appointment to CES Ranks. *In addition to the basic requirements for original appointment to, adjustment of, promotion in, and reactivation of a CES Rank, a CESO or CES eligible is required to submit the following documentary requirements:*

a. Clearances from:

a.1. CSC;

a.2. Sandiganbayan;

a.3. Office of the Ombudsman; and

a.4. NBI.

¹ Establishing the Gawad CES Award

² Entitlement of Gawad CES Winners to a Rank Higher than Their Current CESO Rank or Position

If the applicant has a pending case/s from the above mentioned offices, the CESB Secretariat shall request the applicant's agency to issue a certification that the case/s filed do not involve moral turpitude.

- b. Agency certification that the CESO or CES eligible has not been formally charged;
- c. Drug test certificates issued by any government forensic laboratories or by any of the drug-testing laboratories accredited and monitored by the Department of Health (DOH) in accordance with CESB Resolution No. 1342, Series of 2017³;
- d. A self-certification, under oath, stating the circumstances surrounding his/her involvement in the tobacco industry, in accordance with CESB Resolution Number 1223, Series of 2015⁴;
- e. Certificate of no notice of disallowance/s and unliquidated cash advance/s from the Finance/Administrative Division of the agency of the applicant;
- f. Recent sworn Statement of Assets and Liabilities, and Net Worth, Disclosure of Business Interests and Financial Connections and Identification of Relatives in the Government Service and Certification from the SALN Review and Compliance Committee (RCC) attesting to the full compliance as to the timeliness, completeness and in proper form of the candidate's submission of his/her SALN;
- g. Copy of appointment paper and service record duly certified by the Human Resource Management Officer;
- h. Updated Personal Data Sheet;
- i. Copies of training certificates of attendance in duly accredited training programs⁵; and
- j. Endorsement of the Department Secretary/Agency Head.

³ Guidelines on Mandatory Drug Test as a Requirement for Conferment of CES Eligibility and Appointment to/Adjustment of/Promotion in/Reactivation of CES Rank

⁴ Guidelines Requiring Full Disclosure of Interactions with the Tobacco Industry by CESOs and Eligibles and Applicants for CES Eligibility

⁵ CESB Resolution No. 1447 s. 2019 (Amending Section 9 of CESB Resolution No. 1281, "Supplemental Policy on the CES Accreditation and Equivalency System (CESAES)," and Providing for the Amendatory Policy on the CES Equivalency) and CESB Resolution No. 1446 s. 2019 (Amending Sections 4 to 8 of CESB Resolution No. 1281, "Supplemental Policy on the CES Accreditation and Equivalency System (CESAES)," and Providing for the Amendatory Policy on the CES Accreditation System)

ARTICLE IV
Original and Promotional Appointment to CES Ranks
of Officials With Pending Cases

RULE I
With Respect to Cases Pending with the Office of the Ombudsman,
the Regular Courts or Quasi-Judicial Bodies

- Section 1.** The Board shall, after an exhaustive evaluation, recommend a CESO or a CES Eligible for appointment to a CES rank even if he or she has pending cases, under the following circumstances:
- a. If the cases filed do not involve moral turpitude⁶; and
 - b. Even if the cases filed involve moral turpitude, if the Board has reasonable grounds to believe that the cases are purely harassment cases or constitute malicious prosecution and the acts complained of arose from the performance of official functions.
- Section 2.** A "pending case" is when a formal charge has been issued; or in case of a complaint filed by a private person, a prima facie case is found to exist by the disciplining authority.
- Section 3.** In case of dismissal and/or exoneration from the charges filed, the official concerned shall furnish the Board a copy of the Decision/Order of Dismissal together with a Certification that he or she has no pending criminal or administrative case.

RULE II
With Respect to Cases Pending with the Sandiganbayan

- Section 1.** The Board shall not endorse the appointment to a CES rank of the official concerned until such time that he or she is finally cleared or exonerated from the charges.

ARTICLE V
Revocation of and/or Demotion in CES Rank of a CESO
Found Guilty of an Administrative Offense

- Section 1.** **Receipt of the Decision Rendered.** Upon receipt of a decision against a CESO in an administrative disciplinary case finding him/her guilty of an administrative offense, the CESB Secretariat shall officially verify with the court or quasi-judicial body which rendered the decision, the actual existence of the said case and whether the same has attained finality.

⁶ In the case of Villaber vs. Commission on Elections (COMELEC, G.R. No. 148326 dated 15 November 2001, moral turpitude is defined as "an act of baseness, vileness, or depravity in the private duties which a man owes his fellowmen, or to society in general, contrary to the accepted and customary rule of right and duty between man and woman, or conduct contrary to justice, honesty, modesty, or good morals."

Section 2. **Recommendation to Revoke or Demote the CES Rank.** After verification of the finality of the said decision, the Board shall issue a corresponding resolution recommending to the President of the Philippines the revocation of or demotion in CESO rank, as the case may be, of the official concerned. The resolution shall be transmitted by the Board to the Office of the President within thirty (30) days from issuance thereof.

Section 3. **Penalties Imposed.** The following penalties may be imposed to a CESO who has been found guilty by final judgment of an administrative offense, as follows:

- a. Revocation of rank – when a CESO has been dismissed from government service where the decision has attained finality.
- b. Two (2) ranks demotion – when a CESO has been suspended from government service for a period ranging from six (6) months and one (1) day to one (1) year by a court or quasi-judicial body where the decision has attained finality.
- c. One (1) rank demotion – when a CESO has been suspended from government service for a period ranging from one (1) month and one (1) day to six (6) months by a court or quasi-judicial body where the decision has attained finality.
- d. Reprimand – when a CESO has been suspended from government service for a period ranging from one (1) day to one (1) month or reprimanded by a court or quasi-judicial body where the decision has attained finality.

Section 4. **Authority to Revoke or Demote a CES Rank.** The authority to revoke or demote the rank, as the case may be, of a CESO is vested upon the President of the Philippines based upon the recommendation of the Board.

Section 5. **Revocation or Demotion of a CES Rank.** Within fifteen (15) days upon receipt of the Office of the President's decision revoking or demoting the rank of the CESO concerned, the name of the CESO, in case of revocation, shall be stricken off by the Board from the Roster of CESOs and shall be transferred to the Roster of Persons with Revoked CESO ranks. In case of demotion, the Board shall issue a notice to the said CESO reflecting his or her demoted rank.

The Board shall duly notify the officials concerned of the decision for revocation or demotion in rank, as the case may be. His or her agency shall likewise be informed of the said decision.

Section 6. Effect of Revoked or Demoted CES Rank. An official whose rank has been revoked by the President shall cease to be entitled to the rights and privileges accorded by existing law or rules and regulations to a CESO, including the right to security of tenure.

A CESO whose rank has been demoted shall accordingly receive the salary grade attached to his or her new demoted rank or the salary grade of the position he or she occupies, whichever is higher.

ARTICLE VI

Prohibition on Appointment to a CES Rank

Section 1. Prohibition on Appointment to a CES Rank. No CESO or CES Eligible shall be appointed to a CES Rank six (6) months prior to his or her compulsory retirement from government service, except as otherwise provided by law.

ARTICLE VII

Request for Extension of Service

Section 1. Request for Extension of Service Endorsed by the Agency Head. The agency through its Human Resources Department shall formally notify the Board, for record purposes, in case of extension of service of a CESO who has reached the compulsory retirement age of 65 years, which extension of service was endorsed by the Agency Head and duly approved by the President.

During the period of extension, the CESO shall continue his or her inclusion in the Roster of active CESOs and his or her entitlement to the rights and privileges accorded by existing law or rules and regulations to a CESO.

ARTICLE VIII

Transitory Provisions

Section 1. Separability Clause. If any section or part of this resolution shall be held to be invalid, the remaining provisions shall be given full force and effect as if the part held invalid had not been included therein.

Section 2. Repealing Clause. All existing CES rules and regulations, circulars, and memoranda inconsistent with this resolution are hereby repealed or amended accordingly.

Section 3. Effectivity. This resolution shall take effect fifteen (15) days after publication in a newspaper of general circulation or in the Official Gazette.

APPROVED this 21st day of November 2019 in Tagaytay City.


ALICIA dela ROSA-BALA
Chairperson


ENGELBERT C. CARONAN, JR.
Ex-Officio Member

ALBERTO A. BERNARDO
Member

ERWIN M. ENAD
Member


RICARDO P. BERNABE III
Member

MILAGROS S. JAVELLANA
Member


ROLANDO L. METIN
Member

Attested by:


CARMELA M. CONTI
Board Secretary III