



Republic of the Philippines  
**CAREER EXECUTIVE SERVICE BOARD**  
 No. 3 Marcelino Street, Holy Spirit Drive, Diliman, Quezon City 1127  
 Tel. Nos. 9514981 to 85 (Trunkline) 9513306 (Fax)  
 website: www.cesboard.gov.ph



CIVIL SERVICE COMMISSION  
 OFFICE OF THE CHAIRMAN  
 Received By: VW  
 Date & Time: 12/15/15 @ 10:30  
 Document No. \_\_\_\_\_

**FOR :** HONORABLE ALICIA dela ROSA-BALAN, CESO I  
 Chairperson, Civil Service Commission

**FROM:** MARIA ANTHONETTE VELASCO-ALLONES, CESO I  
 Executive Director, Career Executive Service Board

RECEIVED  
 FEB 02 2016  
 DEPARTMENT OF EDUCATION  
 Time: 9:00

**RE:** CESB CIRCULAR ON COMPLETION OF THE CAREER EXECUTIVE SERVICE PERFORMANCE EVALUATION SYSTEM (CESPES) RATINGS FOR CY 2015

**DATE:** 14 December 2015

For **SIGNATURE** of the Chairperson is the Memorandum Circular entitled "Completion of the Career Executive Service Performance Evaluation System (CESPES) Ratings for CY 2015".

May we inform that each year, the CESB issues a circular on the mandatory implementation of the CESPES for all concerned CES Officials to provide guidance on how to accomplish the various CESPES tools.

Thank you.

Republic of the Philippines  
 Department of Education  
 Cordillera Administrative Region  
 Wangal, La Trinidad, Benguet

February 2, 2016

To : The Schools Division Superintendents  
 All Divisions

For information, guidance and compliance.

*ELLEN B. DONATO*  
 ELLEN B. DONATO, Ed. D., CESO III  
 Regional Director

DA/gens/mb/02.02.16



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**FOR :** HONORABLE ALICIA dela ROSA-BALTA, *Alice* CESO I  
Chairperson, Civil Service Commission

**FROM:** MARIA ANTHONETTE VELASCO-ALLONES, *Ma Allones* CESO I  
Executive Director, Career Executive Service Board

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To ~~ADD~~, SDSs + ASDs:  
For information, guidance and  
Compliance

*[Signature]*  
02-01-2016



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**Circular No. 1**  
**Series of 2015**

**FOR : ALL HEADS OF DEPARTMENTS AND AGENCIES OF THE NATIONAL GOVERNMENT AND ALL OFFICIALS IN THE CAREER EXECUTIVE SERVICE (CES)**

**SUBJECT : COMPLETION OF THE CAREER EXECUTIVE SERVICE PERFORMANCE EVALUATION SYSTEM (CESPES) RATINGS FOR CY 2015**

Pursuant to Career Executive Service Board (CESB) Circular No. 11, s. 2007 (Guidelines/Rules and Regulations of the Career Executive Service Performance Evaluation System), which provides for the mandatory implementation of the CESPES, all concerned CES Officials and Human Resource Management and Development (HRMD) Directors/Officers, for purposes of obtaining the CY 2015 CESPES ratings, are hereby advised to complete the following:

**A. Performance Commitment:**

All concerned CES Officials/Ratees are advised to complete their CY 2015 Performance Commitment and Review Form (PCRF) online and submit the same to their respective Superior-Raters for approval. CES Officials/Ratees shall submit their duly accomplished and PCRF online within the specified period prescribed by the CESB.

**B. Behavioral Competence:**

Regarding the completion and submission of the Behavioral Competency Scale (BCS) rating forms of superior and subordinate raters in the offices of the various departments/agencies, ***all Human Resource Management and Development Directors or equivalent officials heading the unit/service responsible for the CESPES are requested to coordinate with the CESB on the schedule of the online CESPES administration in their respective offices to ensure the efficient conduct and completion of the ratings.*** They shall likewise be responsible for the dissemination of the corresponding schedule of the CESPES administration to the superior and subordinate raters of the CES Officials/Ratees concerned.

All the BCS rating forms for superior and subordinate raters, for purposes of the CY 2015 Online CESPES ratings, shall be completed on or before **15 February, 2016**.

All HRMD Directors/Officers or their designated CESPES official coordinators are requested to update the online Ratee Information Sheet of their respective CES Officials before the scheduled administration of the CESPES.

All accomplished individual PCRf and BCS Forms of all Officials/Ratees in the department/agency shall be completed for the computation of the performance ratings not later than 15 February 2016. Completion after the said period shall no longer be received nor entertained by the CESB and shall cause the Official/Ratee to have no CESPES rating for the Rating Period.

It should be noted that CESPES ratings and participation in other performance-related CESB programs are requirements for original or promotional appointment to CES ranks.

Inquiries regarding the CESPES implementation in your department/region may be addressed to the Performance Management and Assistance Division of the CESB at Telephone numbers 951-4986 and 951-49-81, 84, and 88 locals 110, 111 and 126.

For compliance and guidance.

  
ALICIA dela ROSA-BALA, CESO I  
Chairperson  
Civil Service Commission

Attested by:

  
MARIA ANTHONETTE VELASCO-ALLONES, CESO I  
Executive Director

22 December 2015

## ONLINE CESPE SCHEDULE (FOR CY 2015)

DATE OF ADMINISTRATION	AGENCY	ATTACHED BUREAUS
<b>2016</b>		
JANUARY 4-15	<b>DAR</b>	
JANUARY 4-15	<b>DA</b>	PHILRICE, ATI, BAR, BAS, BAFPS, BAI, BFAR, BPI, BSWM, FPA, LDC, NAFC, NDA, NMIS, PCC, PCDM, PHILFIDA, SRA
JANUARY 4-15	<b>DBM</b>	
JANUARY 4-15	<b>DOE</b>	NEA
JANUARY 4-15	<b>DENR</b>	EMB, MGB, NAMRIA, NWRB
JANUARY 4-15	<b>DOF</b>	BOC, BIR, BLGF, BOT, IC, NTRC SEC
JANUARY 4-15	<b>DOH</b>	POPCOM, PCMC
JANUARY 18-29	<b>DILG</b>	BFP, BJMP, LGA, NAPOLCOM
JANUARY 18-29	<b>DOJ</b>	BPP, BuCor, BI, LRA, NBI, PA