



CAREER EXECUTIVE SERVICE BOARD

ANNUAL REPORT 2020

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## Message of the Chair



Isang malugod na pagbati sa lahat sa pagpasok ng panibagong taon sa ating buhay.

On several occasions in the past, we have long been talking about developing "future-ready leaders" who are ready to respond to the challenges and demands of the Volatile, Uncertain, Complex, Ambiguous and Disruptive (VUCAD) world we now live in. In our various leadership development sessions, we were taught to think strategically, leverage on technology, work collaboratively, and operate with greater agility and flexibility.

But 2020 was a year far beyond what we expected and prepared for.

COVID-19 has impacted every sphere of everyone's life in all corners of the world. It extremely challenged our healthcare system, social safety nets, industries as well as our political system. On a personal level, it threatened our health, livelihood, relationship, and even our being.

But no matter how dark it may seem, we look back to 2020 with more gratitude than sorrow because in many ways, we THRIVE. We learned new skills, acquired new hobbies, rediscovered our talents, and strengthened our family bond. Improvements in the workplace took place to make alternative work arrangements effective. We have successfully managed our teams remotely, and used technology to our advantage to innovate our work process. But above everything else, we made "empathy and compassion" more than a lip service but a way of life as stewards of the various communities we serve.

Having said those, allow me to personally express my gratitude and salutation to all of you, my fellow public servant leaders, for your committed service amid this challenging time. A part of this annual report, as conscientiously gathered by the CESB Secretariat through the CES Compassion Project Facebook Group, recollects some of your great and innovative efforts to reach out to others. It is indeed true that not every act of kindness is within our limited vision or space, but we hope that what we have shown you will be sufficient to spark hope and inspiration as we continue our battle towards a better normal.

Let us continue walking hand-in-hand towards the recovery of our beloved nation. We heal as one!

Alicia Dela Rosa-Bala CESO I

Chairperson

# Message of the Executive Director



A blessed 2021 to everyone as we look forward with optimism for a bright and new beginning.

The previous year has brought immense distress in our lives because of the Covid 19 outbreak which resulted in an unprecedented global health, social and economic emergency that threatens our well-being and livelihood. So much so that the situation called for more responsive and decisive governance, amid the disruption and abrupt changes in work arrangements as a response to the required health protocols.

With its economic and social repercussions, the journey during the pandemic may have been extremely difficult. But indeed, the pandemic has laid bare the contrasting strengths and weaknesses in governance and leadership across the bureaucracy and have become the prime moving force for innovative transformations.

The 2020 Annual Report is a compilation of the significant events that document our own transformation as we shift to online platforms and institute health protocols to ensure that we remain to be faithful to our mandate and that our services remain to be available to our clientele. It also features the CES Community Passion Projects, as we pay tribute to our public managers in action, who in their own ways, some in collaborative efforts with the private sectors, contributed to the fight against the virus and in mitigating its adverse impact to the communities, the frontliners, and vulnerable groups,

Through this annual report, we hope to impart the importance of working together and the value of stewardship in ensuring continuity of service and in fulfilling our mandates during these challenging times.

My heartfelt appreciation to the unswerving commitment of our government executives to public service, to the CES Governing Board for their guidance and support of the CESB's undertakings, and to my staff for their untiring dedication to deliver services to our stakeholders.

Let the team spirit continue to inspire us as we work towards the recovery of our country.

Maria Marcy Cosare-Ballesteros, CESO IV
Executive Director

## Our Mandate

The Career Executive Service Board (CESB) was created by virtue of Presidential Decree No. 336 dated 14 November 1973 to serve as the governing body of the Career Executive Service (CES), the corps of well-selected and development-oriented career administrators who shall provide competent and faithful service.

Since its establishment in 1973, the CESB has evolved its programs and policies to ensure that the selection, classification, compensation, and career development of members of the CES are relevant to the needs of the time, yet remain faithful to its mandate of bringing change, expertise, and leadership for a responsive public service.

#### The CESB Program Expenditure **Classification Framework** LEGEND: CSC-CESB GAS STO OPERATIONS PROGRAM TITLE PROJECT / ACTIVITY **CSC-CESB GAS STO OPERATIONS** Organizational Outcome: Merit General Formulation, and Fitness system for Career Management and implementation and **Executive Service Officers** Supervision monitoring of policies, strengthened and pool of regulations, rulings or globally competitive Career legal opinions on the **Executive Service Officers** CES sustained Information systems **Career Executive** development Screening and management **Development Program**

**CES Capacity Building** 

**CES Eligibility Process** 

and Appointment /

Promotion in CESO

Rank

**CES Performance** 

Management and

**External Relations** 

# CES

## Program Accomplishments at a Glance



988

Career Executive Service (CES) Positions occupied by Career Executive Service Officers (CESOs) and CES Eligibles (CESEs)

1.912

Total Number of Occupied CES Positions



CES Performance Management and External Relations

## 100% online



Career Executive Service Performance Evaluation System (CESPES) complete ratings processed



10

CES eligibles endorsed for possible appointment



12

Public Manager Newsletters published online CES Eligibility Process and Appointment / Promotion in CESO Rank

rank appointment processed



original appointments



27 adjustment in CES rank



2 promotional appointments

leaders conferred with CES Eligibility

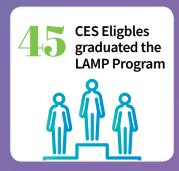
#### **CES Capacity Building**

9.55%



satisfaction rating % training participants rated the program Very Satisfactory or higher





Formulation, implementation and monitoring of policies, regulations, rulings or legal opinions on the CES



new policy resolutions



performance review and planning sessions conducted



ISO Certification Retained

#### Information systems development management



**Online Systems** managed



servers maintained



**Network Storages** maintained



new system developed

#### **General Administration**



**Budget Utilization** Report (BUR)

Total MOOE and CO Obligations over Total MOOE & CO Allotments, net of savings from discontinuance of MOOE and CO Allotments



**BUR** 

Compliance with accountability report submission





## CES Stewardship in the Time of Pandemic

What does it mean to be a steward in the time of pandemic?



The challenges brought about by the pandemic are far too great that leaders, as stewards, must adapt and innovate to address the urgent needs of the organization and its people, as well as to ensure a more resilient organization of the future.

#### **Stability Amid Transition**

In 2020, Maria Anthonette C. Velasco-Allones, the CESB Secretariat's steward for 13 years, started her new course as Chief Operations Officer of the Tourism Promotions Board, leaving the Secretariat at the care of Director Hiro V. Masuda, who was designated as Officer-in-Charge of the Office of the Executive Director.

Not long after his designation, Director Masuda also left the CESB to assume a higher position at the Department of Environment and Natural Resources. Director Maria Marcy Cosare-Ballesteros, then barely serving for four months as Director III of the CESB, was designated as Officer-in-Charge of the CESB Secretariat.

Atty. Allones' successor will have some big shoes to fill. Many have wondered if the home of the CES will remain as bright without its light for 13 years. But thanks to its visionary leaders -- Elmor D. Juridico, Normita Villanueva, Atty. Arturo M. Lachica, Mary Ann Z. Fernandez-Mendoza, and Atty. Allones, who set the systems and culture in place, our home remains true to its core values of Commitment, Excellence, Innovation, Integrity and Professionalism.

They say that a crisis is the true test of a leader, but we say that a crisis is the true test of a strong institution built by its visionary leaders.

#### **Ensuring Continuity of Service**

In line with the various community quarantine levels imposed in the National Capital Region, the CESB Management has issued several memoranda defining responsibilities for customer communication and instructions to ensure non-disruption of delivery of frontline services.

We quickly announced the cancellation of the eligibility examination and professional development activities, through various channels. Eventually, the suspension of the eligibility examination processes were formally adopted through CESB Resolution No. 1539, entitled "Resolution to Temporarily Suspend the Career **Executive Service Eligibility Examination Process until Further** Notice Due to Corona Virus Disease 2019 Pandemic" on 24 June 2020.

Among the internal policies issued was Office Order 2020-080 dated 27 July 2020 which provides for the guidelines on the implementation of Alternative Work Arrangements; rapid response measures and support mechanisms in case of suspected and confirmed COVID-19 affliction; financial and administrative processes; and transportation/ shuttle servicing to employees. It also reiterates the observance of health and safety protocols inside and outside the CESB premises to limit the risk of infection among the CESBies.

The CESB Secretariat formed the **CESBies Facebook Groupchat to keep** everyone connected and updated of issues affecting them despite physical distance. A survey of ICT equipment requirements of the staff was conducted and administrative arrangements were made to ensure that everyone is adequately supported to perform on Work-From-Home (WFH) arrangement. Likewise, the guidelines on the provision of mobile data services of key personnel was issued to ensure that the CESBies remained connected to one another, as well as to the public we serve. To further support external communication, the CESB Management issued Office Order No. 2020 -044 dated 25 September 2020, to provide guidelines on receiving and sending official documents using the



**Electronic Document Tracking System** (EDTS) via Google sheets.

All these activities were documented through CESB's Business Continuity Plan, which describes the procedures for continuity or contingency for the recovery of services delivered by any means practicable.

#### Maintaining the Bar of Excellence

The CESB maintained its ISO Certification for Quality Management (ISO 9001:2015 Standard) for 11 years in 2020. We passed the second surveillance audit with no nonconfirmity and five (5) best practices, as follows:

- a. Very good COVID-19 control measures initiated and implemented by the top management for the continuity of operations and worker safety and health.
- b. The orderliness and cleanliness

- of the facility is commendable.
- c. The processes of eligibility and rank appointment including validation is commendable.
- d. The implementation of online client satisfaction survey for internal and external clients in compliance with AO25 IATF guidelines (included is the issuance of request for Action Report and inform the complainants of the organization's action).
- Detailed presentation of management review agenda and discussion is commendable.

#### Transitioning to **Digital Platform**

In June 2020, we conducted our first webinar series with the theme, "Adaptive Leadership: Purposeful Evolution in Real Time", which aims to equip our client with tools and skill set that is necessary for effective leadership in the "new normal". This









initial venture to go online can be considered as a huge success with as high as 784 Zoom participants at a given time, 61,000+ Facebook views, 50,000+ Facebook engagements, and 1,000+ Facebook Shares.

We also conducted two (2) sessions of e-Integrated Gabay ng Paglilingkod, delivered through synchronous and asynchronous learning activities which were managed through a Learning Management System.

In addition, we delivered three (3) Human Resource Managers Fellowship Meeting and Learning Sessions, one (1) CES Leadership Conclave Session, and one (1) Paglaum Training Workshop through online platform.

By October 2020, we resumed the conduct of On-the-Job Performance Validation and Panel Interview Stages of the CES Eligibility Examination process. We also celebrated our 47th CES Anniversary, through digital platform with the conduct of the CES LifeLong

Learning for Leadership Congress on 24-27 November 2020, with the theme, "Thriving Leadership: Spirit-Led Stewardship Towards the New Normal". The Congress featured competency-based, deep-dive, and work-life balance learning sessions, as well as the CES Pride Events that we usually deliver during our annual anniversary event.

#### Keeping the Workplace and CESBies Safe

Health is wealth, that is why, above everything else, the CESB Secretariat ensured the health and safety of its personnel.

Upon the declaration of Presidential Proclamation No. 922, Declaring a State of Public Health Emergency Throughout the Philippines, the CESB Management issued internal guidelines through Office Order No. 055. Quick actions were also

undertaken, such as: sanitation and disinfection of office premises, installation of markers for physical distancing and standard health and safety protocols, and distribution of Personal Protective Equipment and hygiene kits to prevent spread of COVID19 virus. CESB personnel were also provided with shuttle service to and from the office. The CESB's female dormitory was also refurbished to accommodate the needs of employees living outside the National Capital Region.

Anticipating the gradual lifting of restriction and return-to-work of most of its employees, the CESB conducted a webinar on "Sustaining Mental Health during the COVID19 Pandemic" and coordinated the administration of COVID19 Rapid Tests and Flu Vaccines for all CESB employees to ensure that the CESBies are physically and mentally ready to go back to work.

### **Compassion Project**

Members of the Career Executive Service (CES) community are doing their share in responding to the needs of fellow Filipinos affected by the COVID-19 pandemic with their own random acts of kindness in their respective localities.

> Through CES Board Resolution No. 1529, the Board implemented the CES ComPASSION Project to Combat COVID19 to encourage the CES Community to contribute to the country's efforts in the ongoing fight against the COVID-19 pandemic and in mitigating its adverse impact to the communities / frontliners / and vulnerable groups, through an online platform. By the end of 2020, it documented almost 200 ComPassion Projects that were undertaken by more than 80 groups, mostly led by CES officers and eligibles across the country. These initiatives have helped support hospitals, medical workers and other frontliners, local communities, and those in the vulnerable sector.

#### Paglaum Batch 25 (Team Oragon)



#### **SalDiwa**



#### Association of Regional Executives in National Agencies Region 7









#### **Central Luzon Association of Regional Officers**



#### **Board of Investments**



#### **Career Executive Service Board Secretariat**



#### **Department of Agrarian Reform Provincial Offices**



#### **Department of Agrarian Reform Provincial Offices**



#### **Provincial Environment and Natural Resources Offices**



#### **City Environment and Natural Resources Offices**







#### **Environmental Management Bureau**



#### **Environmental Protection and Enforcement Task Force**



Pasig River Coordinating and Management Office



#### **Department of Education**







#### **Schools Division Offices**



#### **Department of Science and Technology**



#### Department of the **Interior and Local** Government



#### **Forest Products** Research and **Development Institute**



#### Department of Public Works and Highways





#### Philippine Council for Health Research and Development



#### **Government Procurement Policy Board**



#### **Department of Trade** and Industry Provincial Offices







#### National Commission on Indigenous Peoples



National Transmission Corporation



National Police Commission



#### Philippine Fisheries Development Authority



Philippine Health Insurance Center



Philippine National Police Academy



Philippine State College of Aeronautics



Presidential Communications Operations Office



Sulu State College



Technical Education and Skills Development Authority Region II



**Tourism Promotions Board** 



League of Cities of the Philippines



## Financial Statement

#### **CAREER EXECUTIVE SERVICE BOARD STATEMENT OF CASH FLOWS ALL FUNDS**

For The Year Ended December 31, 2020 (With Comparative Figures for CY 2019)

		Note	2020	2019
sh Flow f	rom Operating Activities:			
Cash In	flows:			
	Receipt of Notice of Cash Allocation (NCA)		72,026,854.00	93,858,094.00
	Constructive Receipt of NCA for TRA	21	3,988,799.23	5,997,600.26
	Collection of Income/Revenues	16	10,520,443.57	27,035,720.00
	Total Cash Inflows		86,536,096.80	126,891,414.26
Cash O	utflows:			
	Remittance to National Treasury		99,457.18	25,000.00
	Payment of Expenses		57,124,863.20	80,879,587.90
	Purchase of Inventories		1,401,825.27	1,829,527.94
	Grant of Cash Advances		2,589,693.33	10,996,710.21
	Prepayments		489,583.07	346,000.54
	Payment of Accounts Payable		980,939.35	2,194,667.71
	Remittance of personnel benefits contributions and			
	mandatory deductions		8,924,398.02	12,799,392.97
	Release of Inter-Agency Fund Transfers		552,205.48	2,686,739.56
	Reversion/Return of Unused NCA		12,709,606.79	925,957.97
	Other Disbursement - refund of cash advance		2,449.10	123,411.68
	Total Cash Outflows		84,875,020.79	112,806,996.48
Cash Pi	rovided by (Used in) Operating Activities		1,661,076.01	14,084,417.78
5	contact by (coots in, openating neutrino		_,00_,01000_	_ 1,00 1,1=1110
sh Provid	ed by Investing Activities			
Cash O	•			
	Purchase of machinery and equipment		448,859.05	1,232,528.12
	Purchase of furniture, fixtures and books		18,571.43	1,336,932.00
	Purchase of other property, plant and equipment		0.00	648,578.00
	Purchase of computer software		0.00	3,140,858.00
	Total Cash Outflows		467,430.48	6,358,896.12
	ed by (used in) Investing Activities		(467,430.48)	(6,358.896.62)
ash Provide	(		(101,100.40)	(3,555.550.52)
ash Provide				
	crease) in Cash and Cash Equivalents		1,193,645.53	7,725,521.16
ıcrease (De	crease) in Cash and Cash Equivalents sh Equivalents, January 1, 2020		1,193,645.53 30,311,160.76	7,725,521.16 22,585,639.60

## CAREER EXECUTIVE SERVICE BOARD STATEMENT OF CHANGES IN NET ASSETS/EQUITY ALL FUNDS

For The Year Ended December 31, 2020 (With Comparative Figures for CY 2019)

(In Philippine Peso)

		Note	2020	2019
				(As Restated)
Balance as at J	anuary 1		74,182,186.18	68,965,535.58
Add/(Deduct):				
	Changes in accounting policy		0.00	0.00
	Prior Period Adjustments	4	(1,460,950.39)	(741.347.83)
Restated balan	ce			
Add/(Deduct):				
Changes in Net	Assets/Equity for the Calendar Year			
	Surplus (Deficity) for the Year		1,680,803.71	6,059,984.47
	Others - *1		0.00	(1,359,411.43)
	Others - *2		0.00	(203,525.00)
Balances at De	cember 31		74,402,039.50	72,721,235.79
*1 -	Direct adjustment to Net Assets/Equity which are not r check staled directly charged to Accumulated Surplus,	•	enses (e.g. cancellation a	and replacement of prior year
*2 -	Direct adjustment to Net Assets/Equity which are not r Furniture and Fixtures to Barangay Unit directly charge	•	, ,	mi-expendable,

This statement should be read in conjunction with the accompanying notes

## CAREER EXECUTIVE SERVICE BOARD STATEMENT OF COMPARISON OF BUDGET AND ACTUAL AMOUNT ALL FUNDS

#### For The Year Ended December 31, 2020 (With Comparative Figures for CY 2019)

		(In Philipp	Jille Peso)			
Particulars	Notes	Budgete	Budgeted Amounts		Difference Final	
		Original	Final	Comparable Basis	Budget and Actual	
RECEIPTS						
Tax Revenue					-	
Services and Busines	s Income	-	-	-	-	
Assistance and Subsid	dy	-	-	-	-	
Shares, Grants and Do	onations					
Gains						
Others						
Total Receipts		-	-	-	-	
PAYMENTS						
Personnel Services		39,233,000.00	39,686,265.00	33,034,402.62	6,651,862.38	
Maintenance and Othe	er Operating	53,848,000.00	40,662,452.31	27,028,718.09	13,633,734.22	
Capital Outlay		208,000.00	1,637,194.59	499,430.48	1,137,764.11	
Financial Expenses		4,000.00	7,600.00	300.00	7,300.00	
Others						
<b>Total Payments</b>		93,293,000.00	81,993,511.90	60,562,851.19	21,430,660.71	
NET RECEIPTS/(PAYMENTS)		(93,293,000.00)	(81,993.511.90)	(60.562,851.19)	(21,430,660.71)	

#### **CAREER EXECUTIVE SERVICE BOARD** STATEMENT OF FINANCIAL PERFORMANCE **ALL FUNDS**

#### For The Year Ended December 31, 2020 (With Comparative Figures for CY 2019)

	Note	2020	2019
			(As Restated)
Revenue			
Service and Business Income	16	10,520,443.57	27,024,370.00
Total Revenue		10,520,443.57	27,024,370.00
ess: Current Operating Expenses			
Personal Services (PS)	17	34,617,193.11	41,969,072.98
Maintenance and Other Operating Expenses (MOOE)	18	31,287,873.74	71,291,597.80
Financial Expenses	19	1,510.00	1,450.00
Non-Cash Expenses	20	4,737,358.23	4,822,287.71
Total Current Operating Expenses		70,643,935.08	118,084,408.49
surplus (Deficit) from Current Operation		(60,123,491.51)	(91,060,038.49)
Net Financial Assistance/Subsidy	21	62,853,603.74	97,127,222.96
·	21	• •	
Losses		(1,049,308.52)	(7,200.00)
		61,804,295.22	97,120,022.96
Surplus (Deficit) for the Period		1,680,803.71	6,059,984.47
his statement should be read in conjunction with the accompanying notes			

#### **CAREER EXECUTIVE SERVICE BOARD** STATEMENT OF FINANCIAL POSITION **ALL FUNDS**

#### As at December 31, 2020 (With Comparative Figures for CY 2019)

		Note	2020	2019
				(As Restated)
TS Current Ass	rate			
Current Ass	Cash and Cash Equivalents	5	31,504,806.29	30,311,160.76
	Receivables	6	1,092,394.24	1,935,193.51
	Inventories	7	8,572,831.88	8,796,612.87
	Other Current Assets	11	311,735.04	305,644.47
	Total Current Assets	11	41,481,767.45	41,348,611.61
	Total Current Assets		41,401,707.43	41,546,011.01
Non-Currer	nt Assets			
	Investments	8	47,000.00	599,323.47
	Property, Plant and Equipment	9	34,224,897.93	38,005,198.50
	Intangible Assets	10	1,993,103.63	2,450,705.81
	Total Non-Current Assets		36,265,001.56	41,055,227.78
	TOTAL ASSETS		77,746,769.01	82,403,839.39
ILITIES				
Current Lia	bilities			
	Financial Liabilities	12	2,544,769.11	8,145,786.26
	Inter-agency Payables	13	549,176.42	818,001.89
	Trust Liabilities	14	240,138.00	155,846.00
	Total Current Liabilities		3,334,083.53	9,119,634.15
Non-Currer	nt Liabilities			
	Other Deferred Credit	15	10,645.98	562,969.45
	Total Non-Current Liabilities		10,645.98	562,969.45
	TOTAL LIADULITIES		2 244 722 51	0.000.000.00
	TOTAL LIABILITIES		3,344,729.51	9,682,603.60
Total Assets	less Total Liabilities		74,402,039.50	72,721,235.79
ACCETC/FOU	TV			
ASSETS/EQUI Accumulate	d Surplus/(Deficit)		74,402,039.50	72,721,235.79
	Total Net Assets/Equity		74,402,039.50	72,721,235.79
	Total Het 133ets/ Equity		. 1,102,000.00	12,121,233.13

## List of Policy Resolutions Promulgated

- 1. CESB Resolution No. 1516-A, "Revised Omnibus Policies on Rank Appointments in the Career Executive Service (CES)", (21 November 2019);
- 2. CESB Resolution No. 1516-B, "Amending Section 3 of CESB Resolution Number 726, Series of 2008 ('The Revised Guidelines on the Revocation of Career Executive Service (CES) Ranks')", (21 November 2019);
- 3. CESB Resolution No. 1536, "Classifying Four (4) Executive Director IV and Ten (10) Director III Positions in the Board of Investments (BOI) as Career Executive Service (CES) Positions, and Two (2) Attorney V Positions Therein as Non-CES Positions", (18 June 2020);
- 4. CESB Resolution No. 1537, "Classifying the Position of **Executive Director III in the National Kidney and Transplant** Institute (NKTI) as a Non-Career Executive Service (Non-CES) **Position**", (18 June 2020);
- 5. CESB Resolution No. 1539, "Temporarily Suspending the Career Executive Service (CES) Eligibility Examination Process due to the Coronavirus Disease (COVID-19) Pandemic", (25 June 2020);
- 6. CESB Resolution No. 1543, "Amending Title III, Chapter I (Evaluation of Candidates) of the Gawad CES Code of **Procedure**", (16 July 2020);
- 7. CESB Resolution No. 1560, "Reclassifying the Forty Director Positions in the National Bureau of Investigation (NBI) as Non-Career Executive Service (Non-CES) Positions, and Repealing CESB Resolution Number 1409, Series of 2018", (15 October 2020).

# The CES Board and Secretariat













Giselle Luna, Imelda Guanzon, and Gina Sapang





#### Vision



A CES that provides leadership and continuity in governance, imbues relevance, builds collaboration, and inspires trust in achieving national development goals hand in hand with political leaders, the bureaucracy, and the citizen.

We will maintain continuity and stability in the civil service and serve as a critical link between government and the Filipino people. We will infuse our ranks with well-selected and development-oriented leaders, and through them, bring change, expertise, and leadership for a responsive public service.





### **Quality Policy**



We, in the Career Executive Service Board. recognize the importance of understanding, meeting, and enhancing client requirements.

We are committed to deliver excellent service to satisfy client requirements.

We aim for a continually improving working environment for all. To achieve and maintain the required level of excellence, we shall:

- Serve with relevant knowledge, skills, and attitude:
- Strive to nurture our talents and do our best to enhance efficiency and effectiveness.
- Remain responsive to the changing needs of our clients and stakeholders: and
- Continuously seek new ideas, strategies and tools to improve our quality management system.



Direct Lines: 8366-1943, 8366-1941, 8366-1986, 8366-1979, 8366-1965, 8366-1984 Fax: 8951-4983, 8951-4986, 8931-5732, 8952-0335