**CES OCCUPANCY REPORT**

**NAME OF AGENCY** : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**DATE**  : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This is to certify that there are no changes/updates (movements in the CES Plantilla of the agency/department; List of Vacant CES positions; and, List of CESOs and Eligibles in Non-CES positions) in the Office’s CES Occupancy Report since \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (period of last submission).

This is in compliance with the Career Executive Service Board Circular No. 8, Series of 2005’s requirement for the quarterly submission of CES Occupancy report.

Prepared/Approved by:

**PRINTED NAME AND SIGNATURE** **:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**POSITION : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**