



CHECKLIST OF REQUIREMENTS FOR ADJUSTMENT¹ IN CAREER EXECUTIVE SERVICE RANK

(Pursuant to CESB Resolution No. 1516-A, Series of 2019, or the Revised Omnibus Policies on Rank Appointments in the Career Executive Service)

Applicants for adjustment in CES rank must satisfy the following requirements:

1. **Incumbency.** A Career Executive Service Officer (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.
2. **Performance rating.** A CESO must have obtained a CESPES rating of at least “Very Satisfactory” for at least one (1) year or two (2) consecutive semesters in his/her present CES position before he/she can be recommended for an adjustment in CES rank.
3. **Training requirements.** 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 CESB Resolution 1516-A, Series of 2019.

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/her CES rank at the time when attendance in the LAMP Program was not yet required, only needs to complete the training requirements prescribed for the next higher CES rank.

4. **Other documentary requirements:**

- a. Clearances² from the following agencies:
 - i. Civil Service Commission;
 - ii. *Sandiganbayan*;
 - iii. Office of the Ombudsman; and
 - iv. National Bureau of Investigation.
- b. Agency certification that the CESO or CES Eligible has not been formally charged.
- c. Drug test certificate issued by any government forensic laboratories or by any of the drug-testing laboratories accredited and monitored by the Department of Health in accordance with CESB Resolution No. 1342, Series of 2017.³
- d. A self-certification, under oath, stating the circumstances surrounding his/her

¹ Adjustment in CES rank is a type of promotional appointment to CES rank which refers to the appointment of a CESO by the President to a CES rank that is equivalent to the higher CES position to which he/she has been appointed or promoted to, upon the recommendation of the Board. In no case shall the promotion in rank be more than one (1) rank higher than the Salary Grade of the CES position presently occupied by the CESO.

² If the applicant has a pending case or cases from the abovementioned Offices, the CESB Secretariat shall request the applicant’s agency to issue a certification that the case/s filed do not involve moral turpitude.

³ “Guidelines on Mandatory Drug Test as a Requirement for Conferment of Career Executive Service (CES) Eligibility and Appointment to/Adjustment of/ Promotion in/Reactivation of CES Rank”

involvement in the tobacco industry, in accordance with CESB Resolution No. 1223, Series of 2015.⁴

- e. Certification 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, Liabilities, and Net Worth (SALN), Disclosure of Business Interests and Financial Connections, and Identification of Relatives in the Government Service and Certification from the SALN Review and Compliance Committee 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.
- j. Endorsement of the Department Secretary/Agency Head.

NOTHING FOLLOWS

⁴ "Guidelines Requiring Full Disclosure of Interactions with the Tobacco Industry by Career Executive Service Officers and Eligibles and Applicants for CES Eligibility"