



CHECKLIST OF REQUIREMENTS FOR PROMOTIONAL APPOINTMENT¹ TO 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 promotional appointment to CES rank must satisfy the following requirements:

1. **Residency.** A Career Executive Service Officer (CESO) must have at least one (1) year residency in his/her present rank corresponding to his/her position.
2. **Performance rating.** A CESO must have obtained a CESPES rating of “Outstanding” for two (2) consecutive semesters in the rank corresponding to his/her position.
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, need only to complete the training requirements prescribed for the next higher CES rank.

4. **Demonstrated and Verifiable Competencies.** The CESO must possess and demonstrate his/her exemplary management and leadership competencies or potential corresponding to the functions of the position equivalent to the rank he/she is recommended for promotion.
5. **Accomplishments.** During the required one (1) year residency, the CESO must submit a written report of his/her exceptional accomplishments which significantly redounded to the benefit of his/her agency, specifying clearly how such accomplishment/s significantly contributed to the attainment of the agency’s 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 Agency Head.
6. **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

¹ The Board shall recommend to the President the promotion in rank of a CESO, even without getting promoted to a higher CES position, upon recommendation by 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.

Gawad CES awardees are entitled for promotion to the next higher CES rank in accordance with Executive Order No. 715, Series of 2008 (“Establishing the Gawad CES Award”) and CESB Resolution No. 780, Series of 2008 (“Entitlement of Gawad CES Winners to a Rank Higher than their current CESO Rank or Position”). However, if the current rank of the Gawad CES awardee already corresponds to one (1) rank higher than his/her current position, he/she shall no longer be promoted to CES rank.

Grade of the CES position which he or she occupies, he/she shall be subject to a due diligence check and performance validation process to confirm his/her on-the-job performance, leadership capacity, managerial competence and integrity. The performance validation process must include a determination as to whether the competencies /potential requirement have been adequately met.

7. 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 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

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"

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