



MC No. 20, s. 2007

MEMORANDUM CIRCULAR

TO : ALL HEADS OF CONSTITUTIONAL BODIES, DEPARTMENTS, BUREAUS, AND AGENCIES OF THE NATIONAL GOVERNMENT; GOVERNMENT-OWNED-OR-CONTROLLED-CORPORATIONS WITH ORIGINAL CHARTER; AND STATE COLLEGES AND UNIVERSITIES AND COLLEGES

SUBJECT : Implementing Guidelines for the Career Executive Officer (CEO) Rank System

In connection with CSC Resolution No. 062246 which established the Career Executive Officer (CEO) Rank System, the Commission promulgated CSC Resolution No. 071735 dated September 03, 2007 which contains the Implementing Guidelines for the CEO Rank System.

Primarily, the CEO Rank System was established to uphold the Constitutional provision of merit and fitness through the creation of a competent and professional executive workforce in the government service. As a parallel system to the CESO Rank System, the CEO rank system is six-tiered and it is likewise designed to provide the third level executives professional growth through exposure to various interventions that aim to update them on the current trends in management and governance.

In this regard, the following are the guidelines embodied in CSC Resolution No. 071735:

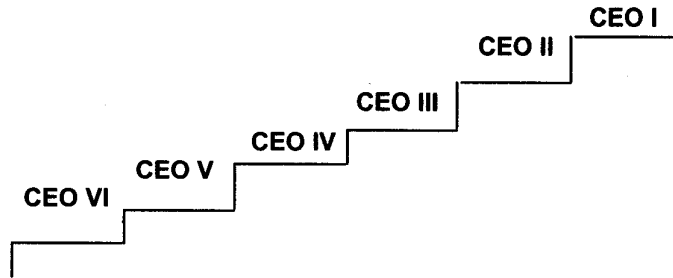
RULE I GENERAL POLICIES

Section 1. The following are the general policies governing the CEO rank system:

- a) The CEO rank system is established to uphold the Constitutional provision of merit and fitness through the creation of a competent and professional executive workforce in the government service. It is designed to provide the third level executives professional growth through exposure to various interventions that aim to up-skill and update them on the current trends in management and governance.
- b) A Career Service Executive (CSE) / Career Executive Service (CES) / Career Executive Officer (CEO) eligibility is a prerequisite for conferment of a CEO rank.

- c) The CEO rank system covers incumbents of all third level executive positions in the career service on permanent status. This includes those holding positions in the CES and those incumbents of other executive/managerial positions in the career service.

Section 2. Career Executive Officer (CEO) Ranking Structure. The rank structure of the CEO is as follows:



As illustrated above, the highest rank is CEO I while the lowest rank is CEO VI. CEO ranks I, II, and III shall be considered Senior CEO Ranks and incumbents thereof shall be regarded as Senior CEOs.

Section 3. Conferment of a CEO Rank. Conferment of appropriate CEO ranks shall be made by the Commission from the roster of CES/CSE/CEO eligibles. The Personnel Policies and Standards Office (PPSO) of the CSC shall serve as the Secretariat of the Commission in the implementation of this policy and shall manage and keep all pertinent records up-to-date.

RULE II CONFERMENT OF CEO RANK

Section 1. Conferment of CEO Rank VI. CES/CSE/CEO eligibles appointed to a third level executive position in the career service on permanent status (regardless of SG) shall be given the initial rank of CEO VI. The Commission shall confer the rank of CEO VI to a third level executive eligible based on four (4) major criteria, to wit:

Eligibility	:	<i>CSE, CES, or CEO Eligibility</i>
Experience	:	<i>An aggregate of one (1) year in the same or different third level executive position</i>
Training	:	<i>Completion of one accredited training course</i>
Performance Rating	:	<i>A Very Satisfactory rating or its equivalent in the CESPES for the previous year</i>

Section 2. Additional Requirements for Conferment of CEO Rank.

In addition to the major criteria for conferment of a CEO Rank, a CSE/CEO eligible is required to submit to the Commission the following documentary requirements:

- a. Endorsement letter from the Department or Agency where connected
- b. Clearances from the following offices:
 - i. Agency where employed
 - ii. Civil Service Commission
 - iii. Sandiganbayan;
 - iv. Presidential Anti-Graft Commission;
 - v. Office of the Ombudsman;
 - vi. National Bureau of Investigation;
- c. Self-certification issued by the CEO or CSE/CEO Eligible under oath stating that he/she has no pending administrative or criminal case;
- d. Copy of service record duly certified by the Office Personnel/Administrative Officer; and
- e. Copies of training certificates duly certified by authorized personnel of the duly recognized training institutions.

Section 3. Endorsement from the Department Secretary or Agency Head for Conferment of a CEO Rank. A candidate who meets the requirements for conferment of a CEO rank shall seek the endorsement of the Department Secretary or Agency Head for such conferment. The Department Secretary or Agency Head shall act upon the request for endorsement within thirty (30) calendar days from the receipt of the request.

Should the Department Secretary or Agency Head fail to act within the prescribed period, the CES/CEO eligible may seek the assistance of the Personnel Policies and Standards Office, CSC, which shall communicate directly with the concerned public official about the matter. If such efforts do not result in the endorsement, the CSC shall waive the endorsement and shall evaluate the qualifications of the candidate and accordingly confer the appropriate rank if found qualified.

**RULE III
CONFERMENT OF HIGHER CEO RANK**

Section 1. Criteria for Conferment of a Higher CEO Rank. A CEO may be conferred a higher rank based on the following criteria:

- a) Experience in a particular rank
- b) Completion of required training program from duly recognized training institutions
- c) Performance rating in the CESPES

Section 2. Experience in a particular rank. The following are the required experience for conferment of a higher rank:

Rank	Experience in the Rank
CEO I	Three (3) years as CEO II
CEO II	Three (3) years as CEO III
CEO III	Three (3) years as CEO IV
CEO IV	Three (3) years as CEO V
CEO V	Three (3) years as CEO VI

Section 3. Completion of required training programs from duly recognized training institutions. A candidate must have completed the required training programs corresponding to each rank:

Rank	Required Training Programs
CEO I	Completion of Executive Leadership Program (ELP) or similar course or its equivalent and one (1) program of duly recognized training institutions
CEO II	Completion of ELP or similar course or its equivalent and one (1) program of duly recognized training institutions
CEO III	Completion of ELP or similar course or its equivalent and one (1) program of duly recognized training institutions
CEO IV	Completion of ELP or similar course or its equivalent
CEO V	Completion of ELP or similar course or its equivalent

Section 4. Performance Rating in the CESPES. The performance rating of a CEO obtained through the CESPES is a factor for conferment of a higher CEO Rank.

A CEO should obtain a CESPES rating of at least Very Satisfactory or its equivalent for every year of experience in a CEO rank. An outstanding CESPES rating received by a CEO during the year shall be equivalent to two (2) years of experience in a CEO rank.

A CEO who receives an Outstanding and a Very Satisfactory CESPES rating shall be considered to have met the three (3) years of experience in the CEO rank, hence, shall be considered for conferment of the next higher CEO rank. The computation of either an Outstanding or Very Satisfactory CESPES rating shall be cumulative in nature.

An Unsatisfactory or Poor CESPES rating received by a CEO before s/he could complete the three (3) Very Satisfactory or Outstanding/Very Satisfactory CESPES requirements referred to in the preceding paragraphs shall negate his/her previously obtained Outstanding and/or Very Satisfactory ratings. Hence, the CEO shall be required to start accumulating Outstanding and/or Very Satisfactory ratings based on the preceding paragraph before he/she can be recommended to the Commission for conferment of a higher CEO rank.

The CESPES rating of a CEO, who is qualified for conferment of a higher CEO Rank, shall be subjected to a validation by the Commission.

Section 5. Additional Requirements. The additional requirements provided in Sections 2 and 3 of Rule II shall apply to conferment of a higher CEO rank.

Section 6. Screening Process prior to Entry to a Senior CEO Rank Level. In addition to the requirements for conferment of a higher CEO rank as provided in the preceding sections, a CEO IV shall be required to hurdle a screening process established by the Commission prior to his/her entry to the Senior CEO level.

RULE IV BENEFITS ATTACHED TO THE CEO RANK

Section 1. A CEO and a CESO shall be entitled to the same benefits including monetary benefits. However, officials from Salary-Standardization-Law (SSL)-exempt agencies, owing to their higher compensation, are not entitled to any additional monetary benefit by virtue of these guidelines.

Section 2. Other Benefits. A CEO may be given preference in availing him/herself of non-monetary benefits which may include but not limited to the following:

- 1) Attendance in training and seminars (local and abroad)
- 2) Post-graduate scholarships (local and abroad)
- 3) CSC Endorsement for cross-posting in an agency of choice
- 4) Assignment to a special project of interest (local or foreign funded)
- 5) Priority representation in international conferences/conventions
- 6) CSC endorsement for Secondments to international bodies

**RULE V
TRANSITORY PROVISIONS**

Section 1. Conferment of Equivalent CEO Rank to CESOs. Third level executive eligibles who have already been conferred a CESO Rank shall be conferred the equivalent CEO Rank.

Section 2. Conferment of CEO Rank VI to CSE Eligibles. CSE eligibles who will subsequently be appointed to third level executive positions on permanent status shall be conferred a rank of CEO VI, provided that they meet the other requirements stated in Rule II of these guidelines.

Section 3. Conferment of CEO Rank VI to incumbent of third level executive positions. The CES and CSE eligibles who are already appointed to third level executive positions on permanent status shall be automatically conferred the rank of CEO VI.

**RULE VI
FINAL PROVISIONS**

Section 1. Separability Clause. If any section or part of this circular shall be held to be invalid, the remaining provisions shall be given full force and effect as if the part held invalid had not been included therein.

Section 2. Repealing Clause. All existing rules and regulations, circulars and memoranda inconsistent with this circular are hereby repealed or amended accordingly.

Section 3. Effectivity. These guidelines shall take effect fifteen (15) calendar days after its publication in a newspaper of general circulation or in the official gazette.

For your guidance.


KARINA CONSTANTINO-DAVID
Chair

20 September 2007

CSC Res No. 07-1735 – published in the Manila Times on September 19, 2007



Implementing Guidelines on the Career Executive Officer (CEO) Rank System

X-----X

RESOLUTION No. 071735

WHEREAS, the Civil Service Commission is mandated by the Constitution, as the central personnel agency of the Government, to establish a career service, adopt measures to promote morale, efficiency, integrity, responsiveness, and courtesy in the civil service, strengthen the merit and reward system, integrate all human resources development programs for all levels and ranks, and institutionalize a management climate conducive to public accountability;

WHEREAS, pursuant to CSC Resolution No. 050660 and CSC Resolution No. 070080, and through CSC-CESB Joint Resolution No. 05001 (Implementing the Unified Third Level Examination System), the Commission and CESB began administering the CEO eligibility examination in 2005;

WHEREAS, the Commission deemed it proper and necessary to institute a rank system akin to that of the CES which will be applicable to incumbents of third level executive positions on permanent status in the government service and for this it promulgated CSC Resolution No. 062246 dated December 19, 2006 creating the Career Executive Officer (CEO) Rank System;

WHEREAS, in order to effectively implement the CEO rank system, there must be a set of implementing guidelines that will govern the conferment of a CEO rank;

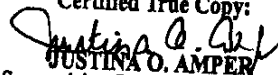
WHEREFORE, by virtue of its policy-making and rule-making power, the Commission hereby **RESOLVES** to adopt the following *Implementing Guidelines for the Career Executive Officer (CEO) Rank System*:

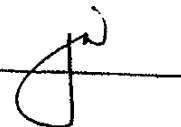
IMPLEMENTING GUIDELINES FOR THE CEO RANK SYSTEM

**RULE I
 GENERAL POLICIES**

Section 1. The following are the general policies governing the CEO rank system:

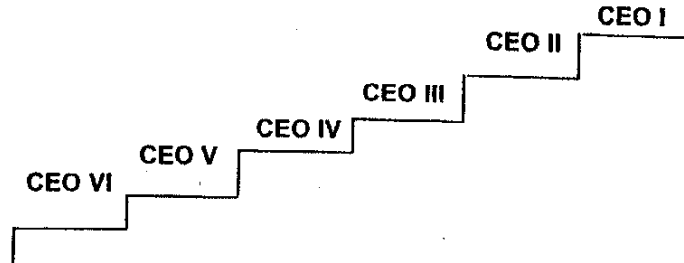
- a) The CEO rank system is established to uphold the Constitutional provision of merit and fitness through the creation of a competent and professional executive workforce in the government service. It is designed to provide the third level executives professional growth through exposure to various interventions that aim to up-skill and update them on the current trends in management and governance.

Certified True Copy:

JUSTINA O. AMPER
 Supervising Personnel Specialist
 Commission Secretariat and Liaison Office
 Civil Service Commission



- b) A Career Service Executive (CSE) / Career Executive Service (CES) / Career Executive Officer (CEO) eligibility is a prerequisite for conferment of a CEO rank.
- c) The CEO rank system covers incumbents of all third level executive positions in the career service on permanent status. This includes those holding positions in the CES and those incumbents of other executive/managerial positions in the career service.

Section 2. Career Executive Officer (CEO) Ranking Structure. The rank structure of the CEO is as follows:




As illustrated above, the highest rank is CEO I while the lowest rank is CEO VI. CEO ranks I, II, and III shall be considered Senior CEO Ranks and incumbents thereof shall be regarded as Senior CEOs.

Section 3. Conferment of a CEO Rank. Conferment of appropriate CEO ranks shall be made by the Commission from the roster of CES/CSE/CEO eligibles. The Personnel Policies and Standards Office (PPSO) of the CSC shall serve as the Secretariat of the Commission in the implementation of this policy and shall manage and keep all pertinent records up-to-date.

**RULE II
CONFERMENT OF CEO RANK**

Section 1. Conferment of CEO Rank VI. CES/CSE/CEO eligibles appointed to a third level executive position in the career service on permanent status (regardless of SG) shall be given the initial rank of CEO VI. The Commission shall confer the rank of CEO VI to a third level executive eligible based on four (4) major criteria, to wit:

Eligibility	:	CSE, CES, or CEO Eligibility
Experience	:	An aggregate of one (1) year in the same or different third level executive position
Training	:	Completion of one accredited training course
Performance Rating	:	A Very Satisfactory rating or its equivalent in the CESPES for the previous year

Certified True Copy:

JUSTINA O. AMPER
 Supervising Personnel Specialist
 Commission Secretariat and Liaison Office
 Civil Service Commission



Section 2. Additional Requirements for Conferment of CEO Rank. In addition to the major criteria for conferment of a CEO Rank, a CSE/CEO eligible is required to submit to the Commission the following documentary requirements:

- a. Endorsement letter from the Department or Agency where connected
- b. Clearances from the following offices:
 - i. Agency where employed
 - ii. Civil Service Commission
 - iii. Sandiganbayan;
 - iv. Presidential Anti-Graft Commission;
 - v. Office of the Ombudsman;
 - vi. National Bureau of Investigation;
- c. Self-certification issued by the CEO or CSE/CEO Eligible under oath stating that he/she has no pending administrative or criminal case;
- d. Copy of service record duly certified by the Office Personnel/Administrative Officer; and
- e. Copies of training certificates duly certified by authorized personnel of the duly recognized training institutions.

Section 3. Endorsement from the Department Secretary or Agency Head for Conferment of a CEO Rank. A candidate who meets the requirements for conferment of a CEO rank shall seek the endorsement of the Department Secretary or Agency Head for such conferment. The Department Secretary or Agency Head shall act upon the request for endorsement within thirty (30) calendar days from the receipt of the request.

Should the Department Secretary or Agency Head fail to act within the prescribed period, the CES/CEO eligible may seek the assistance of the Personnel Policies and Standards Office, CSC, which shall communicate directly with the concerned public official about the matter. If such efforts do not result in the endorsement, the CSC shall waive the endorsement and shall evaluate the qualifications of the candidate and accordingly confer the appropriate rank if found qualified.

RULE III CONFERMENT OF HIGHER CEO RANK

Section 1. Criteria for Conferment of a Higher CEO Rank. A CEO may be conferred a higher rank based on the following criteria:

- a) Experience in a particular rank
- b) Completion of required training program from duly recognized training institutions
- c) Performance rating in the CESPES

Section 2. Experience in a particular rank. The following are the required experience for conferment of a higher rank:

Rank	Experience in the Rank
CEO I	Three (3) years as CEO II
CEO II	Three (3) years as CEO III
CEO III	Three (3) years as CEO IV
CEO IV	Three (3) years as CEO V
CEO V	Three (3) years as CEO VI

Section 3. Completion of required training programs from duly recognized training institutions. A candidate must have completed the required training programs corresponding to each rank:

Rank	Required Training Programs
CEO I	Completion of Executive Leadership Program (ELP) or similar course or its equivalent and one (1) program of duly recognized training institutions
CEO II	Completion of ELP or similar course or its equivalent and one (1) program of duly recognized training institutions
CEO III	Completion of ELP or similar course or its equivalent and one (1) program of duly recognized training institutions
CEO IV	Completion of ELP or similar course or its equivalent
CEO V	Completion of ELP or similar course or its equivalent

Section 4. Performance Rating in the CESPES. The performance rating of a CEO obtained through the CESPES is a factor for conferment of a higher CEO Rank.

A CEO should obtain a CESPES rating of at least Very Satisfactory or its equivalent for every year of experience in a CEO rank. An outstanding CESPES rating received by a CEO during the year shall be equivalent to two (2) years of experience in a CEO rank.

A CEO who receives an Outstanding and a Very Satisfactory CESPES rating shall be considered to have met the three (3) years of experience in the CEO rank,

hence, shall be considered for conferment of the next higher CEO rank. The computation of either an Outstanding or Very Satisfactory CESPES rating shall be cumulative in nature.

An Unsatisfactory or Poor CESPES rating received by a CEO before s/he could complete the three (3) Very Satisfactory or Outstanding/Very Satisfactory CESPES requirements referred to in the preceding paragraphs shall negate his/her previously obtained Outstanding and/or Very Satisfactory ratings. Hence, the CEO shall be required to start accumulating Outstanding and/or Very Satisfactory ratings based on the preceding paragraph before he/she can be recommended to the Commission for conferment of a higher CEO rank.

The CESPES rating of a CEO, who is qualified for conferment of a higher CEO Rank, shall be subjected to a validation by the Commission.

Section 5. Additional Requirements. The additional requirements provided in Sections 2 and 3 of Rule II shall apply to conferment of a higher CEO rank.

Section 6. Screening Process prior to Entry to a Senior CEO Rank Level. In addition to the requirements for conferment of a higher CEO rank as provided in the preceding sections, a CEO IV shall be required to hurdle a screening process established by the Commission prior to his/her entry to the Senior CEO level.

RULE IV BENEFITS ATTACHED TO THE CEO RANK

Section 1. A CEO and a CESO shall be entitled to the same benefits including monetary benefits. However, officials from Salary-Standardization-Law (SSL)-exempt agencies, owing to their higher compensation, are not entitled to any additional monetary benefit by virtue of these guidelines.

Section 2. Other Benefits. A CEO may be given preference in availing him/herself of non-monetary benefits which may include but not limited to the following:

- 1) Attendance in training and seminars (local and abroad)
- 2) Post-graduate scholarships (local and abroad)
- 3) CSC Endorsement for cross-posting in an agency of choice
- 4) Assignment to a special project of interest (local or foreign funded)
- 5) Priority representation in international conferences/conventions
- 6) CSC endorsement for Secondments to international bodies

**RULE V
TRANSITORY PROVISIONS**

Section 1. Conferment of Equivalent CEO Rank to CESOs. Third level executive eligibles who have already been conferred a CESO Rank shall be conferred the equivalent CEO Rank.

Section 2. Conferment of CEO Rank VI to CSE Eligibles. CSE eligibles who will subsequently be appointed to third level executive positions on permanent status shall be conferred a rank of CEO VI, provided that they meet the other requirements stated in Rule II of these guidelines.

Section 3. Conferment of CEO Rank VI to incumbent of third level executive positions. The CES and CSE eligibles who are already appointed to third level executive positions on permanent status shall be automatically conferred the rank of CEO VI.

**RULE VI
FINAL PROVISIONS**

Section 1. Separability Clause. If any section or part of this circular shall be held to be invalid, the remaining provisions shall be given full force and effect as if the part held invalid had not been included therein.

Section 2. Repealing Clause. All existing rules and regulations, circulars and memoranda inconsistent with this circular are hereby repealed or amended accordingly.

Section 3. Effectivity. These guidelines shall take effect fifteen (15) calendar days after its publication in a newspaper of general circulation or in the official gazette.

Quezon City, SEP 03 2007


KARINA CONSTANTINO-DAVID
Chairperson

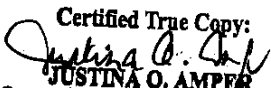

CESAR D. BUENAFLOR
Commissioner


MARY ANN FERNANDEZ-MENDOZA
Commissioner

PLS. SEE DISSIDENTING
POSITION ATTACHED.
11

Attested by:


JUDITH D. CHICANO
Director IV

Certified True Copy:

JUSTINA O. AMPAR
Supervising Personnel Specialist
Commission Secretariat and Liaison Office
Civil Service Commission



Office of Commissioner Cesar D. Buenaflor

Re: Implementing Guidelines on the
CEO Rank System

X-----X

DISSENTING POSITION

With due respect to my colleagues, under the Constitution and Executive Order No. 292, and for reasons of principle, consistency, and based on my stand in connection with the Unified Third Level Examination System and other related actions, this policy proposal is undeserving of my imprimatur.

It may be significantly recalled that the withdrawal of my concurrence and that of Commissioner J. Waldemar V. Valmores, COMPOSING THE MAJORITY OF THE COMMISSION, would render ineffectual CSC Resolution No. 050660 dated May 19, 2005 (*Unified Third Level Examination System*) and Joint CSC- CESB Resolution No. 05-001 dated July 29, 2005 (*Implementation of the Third Level Examination System*), including any and all related matters undertaken by the majority in this regard specifically the Implementing Guidelines on the CEO Rank System.

Accordingly, and as substantially posited in my DISSENTING POSITION AND AMENDED DISSENTING POSITION in CSC Resolution No. 061142 dated June 30, 2006 (*Operational Guidelines on the Grant of the Career Executive Officer Eligibility for Third Level Positions*), BASED FUNDAMENTALLY ON EXISTING LAWS, JURISPRUDENCE, AND DOJ OPINION, CSC HAS NO LEGAL MANDATE OR AUTHORITY OVER THE CES-THIRD LEVEL; THEREFORE, IT CANNOT JOINTLY UNDERTAKE A THIRD LEVEL EXAMINATION WITH THE CESB, GRANT OR CONFER ELIGIBILITY THEREFROM.

The creation of the CEO Rank System stems significantly from the conceptualization, actualization and implementation of the Unified Third Level Examination, crafting an entirely new system in granting and conferment of the third level eligibility with the major features of the new system like the appointment to rank by the CSC.

The proposed policy Resolution pertains to the Implementing Guidelines on the CEO Rank System as a consequent to the promulgation of CSC Resolution No. 062246 dated December 19, 2006 creating the Career Executive Officer (CEO) Rank System.

On this point, it has been my firm position that with regard to entrance or selection to the CES comprising the third level; the determination as to compensation, career development, mobility (assignment/reassignment/transfer), discipline and classification of its members which is the subject matter of this Resolution, falls within the domain of the CESB and are governed by the rules, standards and procedures promulgated by the said Board pursuant to the provisions of Presidential Decree No. 1 (P.D. No. 1) and its corresponding Integrated Reorganization Plan.

Certified True Copy:

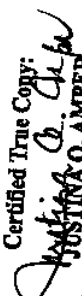
Justina O. Amper
Justina O. AMPER
Supervising Personnel Specialist
Commission Secretariat and Liaison Office
Civil Service Commission

Concededly, there are positions in the career service whose primary duties and responsibilities are not clerical, custodial, professional, technical or scientific in character, are no doubt managerial and executive. If the occupants of these positions are non-presidential appointees, albeit performing managerial or executive functions, they still belong to the second level as ruled by the Supreme Court in **HIGC vs. CSC, 220 SCRA 148**. This stand of the High Court was further reinforced and cemented in the latest case of the **OMB vs. CSC G.R. No. 162215 dated July 30, 2007** where it declared, thus: **"the CSC opinion that the Director II positions in the Central Administrative Service and the Finance and Management Service of the Office of the Ombudsman are covered by the CES is wrong x x x CES covers presidential appointees ONLY x x x the responsibility for the establishment, administration, and maintenance of qualification standards lies with the concerned department or agency, THE ROLE OF THE CSC IS LIMITED TO ASSISTING the department or agency WITH RESPECT TO THESE QUALIFICATION STANDARDS and approving them. THE CSC CANNOT SUBSTITUTE ITS OWN STANDARDS FOR THOSE OF THE DEPARTMENT OR AGENCY x x x."**

WHEREFORE, in light of the foregoing, I hereby pose a similar Dissent to the subject Resolution and reiterate my dissenting positions in related CSC Resolutions.


CESAR D. BUENAFLOR
Commissioner

August 24, 2007

Certified True Copy:

JUSTINA O. AMPER
Supervising Personnel Specialist
Commission Secretariat and Liaison Office
Civil Service Commission