MEMORANDUM

FOR : ALL THIRD LEVEL OFFICIALS

SUBJECT : SUBMISSION OF CAREER EXECUTIVE SERVICE PERFORMANCE EVALUATION SYSTEM (CESPES) RATING FOR 2010

DATE : 13 JANUARY 2011

Pursuant to Career Executive Service Board (CESB) Circular No. 1, series of 2009, on the submission of the Career Executive Service Performance Evaluation System (CESPES) Rating, you are hereby reminded to submit your individual Performance Contract Review Form, under the new CESPES covering the period January to December 2010 signed by your immediate superiors (see attached form).

Said Performance Contract shall include the target **Leading and Innovating Milestones (LIM)** and **Regular and Routine Milestones (RRM)**. The LIM can be in the form of policies, programs, projects, processes of procedures to be developed, installed, completed and implemented within the given period of time. The RRM includes the performance of technical and administrative functions needed to sustain the day-to-day operation in the Office. The leading and innovating milestones once institutionalized in the Agency, become regular/routine functions.

As agreed during our orientation-workshop conducted by the CESB on March 27 & 28, 2008 at Tagaytay City, the following are the weight allocations for both LIM and RRM:

<table>
<thead>
<tr>
<th>POSITION</th>
<th>RRM</th>
<th>LIM</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrator</td>
<td>20%</td>
<td>80%</td>
</tr>
<tr>
<td>Dep. Administrator</td>
<td>30%</td>
<td>70%</td>
</tr>
<tr>
<td>Director IV</td>
<td>40%</td>
<td>60%</td>
</tr>
<tr>
<td>Director II</td>
<td>50%</td>
<td>50%</td>
</tr>
</tbody>
</table>

Deadline for submission of the accomplished individual Performance Contract (PC) to the Human Resource Development Division (HRDD) is on or before **15 February 2011**.
Likewise, the Behavioral Competency (BC) Scale will be administered to the subordinates by the CESB once your individual Performance Contract are accomplished and submitted. Said BC Scale includes critical and systematic thinking, creativity and innovation, environmental acumen, honesty and integrity, judgment and leadership skills. **Only those officials who have submitted their individual PCs will be included in the conduct of BC Scale.**

In view thereof, please fill-up and submit the attached Ratee Information Sheet (RIS) for 2010 in order to determine and identify the immediate superior and subordinates of the concerned official. Deadline for submission of the said form to the HRD Division is on or before **15 February 2011.**

All accomplished PC and BC Scale will be submitted to the CESB on **16 March 2011** for validation and computation of performance rating. An individual feedback report shall be directly forwarded by the CESB to the ratee.

Performance Rating that will be obtained in the new CESPES will serve as the ratee’s CESPES rating for CY 2010 and will serve as basis for the entitlement of incentives/awards and step increments.

For guidance and compliance.

NORIEL P. DEVANADERA  
Deputy Administrator  
Management Services