MEMORANDUM

TO : All Career Executive Service Officers and CES Eligibles

SUBJECT : CESB CIRCULARS NO.1 & NO.2, SERIES OF 2004

DATE : February 27, 2004

May we provide you with the following significant provisions of the attached CESB Circulars No.1 and No.2 series of 2004:

1. CESB Circular No. 1, s. 2004 dated January 13, 2004 (Prescriptive Period for Assessment Center (AC) Re-takers under the Old Policy on AC Re-Take)

   • Applicants who took and failed the Assessment Center for the first time prior to the effectivity of CESB Resolution No. 459 s. 2002 shall be allowed to re-take the test based on CESB Resolution No. 137 s. 1996.
   • Those qualified to re-take the Assessment Center are required to signify to the Board their written intention to undergo the Assessment Center re-take within 2 months reckoned from the date of effectivity of this resolution (January 13, 2004).
   • Except in cases of medical emergency or in the exigency of public service as certified by the attending physician or immediate superior respectively, all applicants shall be provided with an Assessment Center schedule upon payment of the Assessment Center Cost. The cost of re-take shall be shouldered by applicants concerned.

2. CESB Circular No.2, s. 2004 dated January 13, 2004 (Amendment to Item B, Section 2, Article III of the Revised Policy on Original and Promotional Appointment to Career Executive Service (CES) Ranks)

Additional requirements for Original and Promotional Appointment to CES Rank are clearances from the following offices:

1. Department/Agency of the CESO or CES Eligible;
2. Civil Service Commission
3. Sandiganbayan;
4. Presidential Anti-Graft Commission
5. Office of the Ombudsman
6. Nat'l. Bureau of Investigation

Please be guided accordingly.

ROSA LINDA DIMAPILIS-BALDOZ
Administrator

19

CONTROLLED AND DISSEMINATED

BY CRD ON MAR 0 4 2004
Circular No. 1
Series of 2004

TO : All Heads of Departments and Agencies of the National Government, Including Government-Owned or Controlled Corporations with Original Charters, and all Officials in the Career Executive Service

SUBJECT : PRESCRIPTIVE PERIOD FOR ASSESSMENT CENTER (AC) RE-TAKERS UNDER THE OLD POLICY ON AC RE-TAKE

Pursuant to CESB Resolution No. 512, dated November 25, 2003, the following guidelines for Assessment Center re-takers under the old policy on AC retake are hereby adopted by the Board:

1. Applicants who took and failed the Assessment Center for the first time prior to the effectivity of the Revised Rules on CES Eligibility (CESB Res. No. 459 s. 2002), shall be allowed to re-take the same pursuant to the old policy on the Assessment Center re-take specified under CESB Res. No. 137 s. 1996.

The old policy provides that an applicant who fails the Assessment Center (AC) for the first time shall be allowed to go through the Assessment Center for the second time at his/her own expense if the Assessors of the Development Academy of the Philippines (DAP) would recommend the AC re-take.

It shall be understood that an applicant is governed by the old policy on Assessment Center retake pursuant to CESB Res. No. 137 s. 1996 when he/she took the Assessment Center before December 31, 2002, the date of effectivity of the Revised Policy on CES Eligibility (CESB Res. No. 459 s. 2002).

2. Assessment Center re-takers, who are qualified to re-take the Assessment Center pursuant to the old policy, are required to signify to the Board their written intention to undergo an Assessment Center re-take within two (2) months reckoned from the date of effectivity of this resolution. Failure on their part to signify their written intent, within the period prescribed herein, shall constitute a waiver on their part to take an Assessment Center re-take based on the old policy.
3. Except in cases of medical emergency or in the exigency of public service as may be certified by the attending physician or the immediate superior of the applicant concerned, as the case may be, all applicants, who signified their intention to re-take the Assessment Center within the period prescribed above, shall be subsequently provided with an Assessment Center schedule, upon payment of the Assessment Center Cost, which shall not be later than one (1) month reckoned from the date of receipt of their letter signifying their intention in writing to re-take the Assessment Center. Otherwise, they shall be required to re-take the MATB pursuant to the Revised Rules on CES Eligibility (CESB Res. No. 459 s. 2002).

4. The cost of the Assessment Center re-take shall be shouldered by the applicant concerned.

This Circular shall take effect immediately.

Done in Quezon City, Philippines this 15th day of January, 2004.

[Signature]
KARINA CONSTANTINO-DAVID
Chairperson

Attested by:

[Signature]
NORMITA L. VILLANUEVA
Executive Director
Circular No. 2
Series of 2004

TO: All Heads of Departments and Agencies of the National Government, Including Government-Owned or Controlled Corporations with Original Charters, and all Officials in the Career Executive Service

SUBJECT: AMENDMENT TO ITEM B, SECTION 2, ARTICLE III OF THE REVISED POLICY ON ORIGINAL AND PROMOTIONAL APPOINTMENT TO CAREER EXECUTIVE SERVICE (CES) RANKS (CESB RES. NO. 453 s. 2002)

Pursuant to CESB Resolution No. 513, dated December 23, 2003, the following amendments to Item B, Section 2, Article III of CESB Resolution 453, s. 2002, is hereby resolved and adopted by the Board:

“Section 2. Additional Requirements for Original and Promotional Appointment to CES Ranks. In addition to the three (3) major criteria for original or promotional appointment to CES rank, a CESO or CES eligible is required to submit to the Board the following documentary requirements:

x x x

b. Clearances from the following offices:
   1. Department or Agency of the CESQ or CES Eligible;
   2. Civil Service Commission;
   3. Sandiganbayan;
   4. Presidential Anti-Graft Commission;

x x x”

to read as follows:

Section 2. Additional Requirements for Original and Promotional Appointment to CES Ranks. In addition to the three (3) major criteria for original or promotional appointment to CES rank, a CESO or CES eligible is required to submit to the Board all of the following documentary requirements:

x x x
c. Clearances from the following offices:
   1. Department or Agency of the CESO or CES Eligible;
   2. Civil Service Commission;
   3. Sandiganbayan;
   4. Presidential Anti-Graft Commission;
   5. Office of the Ombudsman;
   6. National Bureau of Investigation;

   x x x"

This Circular shall take effect immediately.

Done in Quezon City, Philippines this 19th day of January, 2004.

\[Signature\]

KARINA CONSTANTINO-DAVID
Chairperson

Attested by:

\[Signature\]

NORMITA L. VILLANUEVA
Executive Director