



Republika ng Pilipinas
Pambansang Pangasiwaan ng Patubig
(NATIONAL IRRIGATION ADMINISTRATION)
Lungsod ng Quezon

OFFICE ADDRESS: NATIONAL GOVERNMENT CENTER
E. DE LOS SANTOS AVENUE
QUEZON CITY PHILIPPINES

TELEPHONE NOS.: 929-60-71 to 79
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OUR REFERENCE:

MC No. 28 s. 2002

MEMORANDUM CIRCULAR

TO : THE DEPUTY ADMINISTRATOR, ASSISTANT ADMINISTRATORS,
DEPARTMENT / REGIONAL / OPERATIONS / PROJECT MANAGERS,
PROVINCIAL IRRIGATION OFFICERS, IRRIGATION SUPERINTENDENTS
AND ALL OTHERS CONCERNED

SUBJECT : **CAREER EXECUTIVE SERVICE BOARD (CES BOARD) CIRCULAR NO. 1
SERIES OF 2002**

Quoted hereunder in full for the information and guidance of all concerned is CES Board Circular No. 1 series of 2002, to wit:

"Republic of the Philippines
CAREER EXECUTIVE SERVICE BOARD
No. 3 Marcelino Street, Holy spirit Drive, Quezon City 1127
Tel. Nos 951-4981 to 88 / 931-5732 (Fax)

Circular No. 1
Series of 2002

TO : All Heads of Department and Agencies of the National Government
Including Government-owned or Controlled Corporations with Original
Charters and All Officials in the Career Executive Service

SUBJECT : **Strict Compliance with the Career Executive Service Performance
Evaluation System (CESPES) for Officials in the Career Executive
Service.**

1. PURPOSE

This Circular is issued pursuant to the provisions of the Integrated Reorganization Plan, as approved by Presidential Decree No. 1, dated September 24, 1972, as amended and Resolution No. 390 Series of 2002, to provide the guidelines on the strict compliance with the Career Executive Service Performance Evaluation System for officials in the Career Executive Service.

2. COVERAGE

The Career Executive Service Performance Evaluation System (CESPES) shall cover all Career Executive Service Officers (CESOs), Career Executive Service (CES) Eligibles, and incumbents of CES positions in the various departments and agencies of the National Government including Government-owned or Controlled Corporations with original charters.

3. GUIDELINES

- 3.1 The Career Executive Service Performance Evaluation System (CESPES) shall be conducted annually and completed not later than the end of April of each year. The performance of officials concerned during the preceding year shall be the subject of the evaluation.
- 3.2 CESPES rating forms submitted beyond the end of April deadline shall no longer be processed, thus, appointment or promotion in rank, as the case may be, of affected officials likewise shall not be processed by the Secretariat for lack of CESPES rating. Neither shall CES officials be entitled to receive incentives and awards without the required CESPES ratings.
- 3.3 CES Board may allow the conduct of the performance evaluation outside the regular conduct of the CESPES upon request of the CES official concerned provided that such request shall be made in writing specifying the reason therein and after payment of reasonable fees, the amount of which shall be determined by the Board Secretariat.
- 3.4 All expenses, such as transportation and other allowances, incurred in the conduct of the evaluation outside the regular schedule shall be shouldered by the requesting official and/or by their respective agencies on top of the aforementioned fees.

4. EFFECTIVITY

This Circular shall take effect immediately.

Done in Quezon City, Philippines, this 7th day of January, 2002.

(SGD.) KARINA CONSTANTINO-DAVID
Chairperson

Attested by:

(SGD.) ATTY. NORMITA L. VILLANUEVA
Executive Director"

Be guided accordingly.


JESUS EMMANUEL M. PARAS
Administrator

29 April 2002