



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  
FAX NO.: 926-28-46

OUR REFERENCE:

MC No. 30 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. 3 SERIES OF 2002**

Quoted hereunder in full for the information and guidance of all concerned is  
CES Board Circular No. 3 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. 3  
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 : REVISED POLICY ON THE APPOINTMENT TO AND/OR  
PROMOTION OF OFFICIALS IN CES POSITIONS**

Pursuant to Board Resolution No. 408, dated March 25, 2002, the following  
policy on appointment to and/or promotion in CES position is hereby prescribed:

1. The Career Executive Service (CES) Eligibility conferred by the Career Executive Service Board is a requirement for appointment to and/or promotion of any person to a position in the Career Executive Service.
2. A Career Executive Service Officer (CESO) or CES Eligible shall be given priority in an appointment to a vacant CES position.
3. In exceptional cases, the President or the appropriate appointing authority may appoint a non-CES eligible to a CES position. The appointment of a non-CESO to a CES position shall be temporary in nature and shall not exceed twelve months. Upon appointment to a CES position, a non-CES eligible or non-CESO shall be required to subsequently take the Career Executive Service Eligibility Examinations.
4. The President or appropriate appointing authority may issue promotional appointment to a higher CES position of a non-CES eligible occupying CES position, provided, that no CES eligible is available and qualified for such higher CES position as certified by the Career Executive Service Board. Provided further, that such promotional appointment of a non-CESO shall be temporary in nature and shall not exceed 12 months unless the appointee subsequently acquires CES eligibility and appointed by the President to CES rank.
5. CESB Circular No. 13, series of 1997 is hereby superseded accordingly.
6. For compliance of all concerned.

Done in Quezon City, Philippines, this 25<sup>th</sup> day of March 2002.

**(SGD.) KARINA CONSTANTINO-DAVID**  
Chairperson

Attested by:

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

Be guided accordingly.

  
**JESUS EMMANUEL M. PARAS**  
Administrator