



Republika ng Pilipinas  
**Hambagang 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

*[Handwritten signature]*

OUR REFERENCE:

MC No. 40 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 : CIVIL SERVICE COMMISSION AND CAREER EXECUTIVE SERVICE  
BOARD JOINT CIRCULAR NO. 1, SERIES OF 2002**

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

"Joint Circular No. 1  
Series of 2002

**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: GUIDELINES FOR THE ADMINISTRATION OF THE CAREER  
EXECUTIVE SERVICE POOL**

**I. RATIONALE FOR THE POOL**

Presidential Decree No. 1 dated September 24, 1972 as amended, provides  
that:

- (1) The Career Executive Service (CES) is created to form a continuing  
pool of well selected and development oriented career administrators  
who shall provide competent and faithful service;

- (2) Members of the CES may be reassigned or transferred from one position to another and from one department, bureau or office to another, provided that said reassignment or transfer is made in the interest of public service and involves no reduction in rank or salary;
- (3) There shall be a continuing program of training and career development for members of the Career Executive Service.

## **II. OBJECTIVES**

This program will create a pool of talent and expertise drawn from CESOs whose participation are either voluntary or involuntary.

- (1) To serve as a safeguard to instability brought about by a change in administration, and to provide an alternative mechanism to promote mobility that protects one's security of tenure and at the same time enhance career and professional development of a CESO.
- (2) To restore confidence in the CES, maximize CESO performance and showcase innovations and best practices.
- (3) To provide opportunity to develop, experiment and apply better systems and procedures for performance measurement and assessment.
- (4) To provide support mechanism for CESOs whose careers and tenure are at risk. They will be provided an opportunity to prove their worth.

## **III. PREMISES**

The following premises regarding the CES Pool shall prevail:

### **(1) Coverage**

This guideline shall apply to all Career Executive Service Officers or CESOs. CESOs are those who possess CES eligibility and have been appointed to CES ranks by the President.

### **(2) Modes of Entry Into the Pool**

While the CES Pool has been designed to accommodate both voluntary and involuntary participation of CESOs, priority in the admittance to the pool shall temporarily be limited to those requests made by the Head of Agency and those invited by the CSC Chair (with endorsement from the Head of Agency) to join the pool for a specific project or undertaking. Voluntary application to the pool (i.e., CESOs who would want to go on sabbatical leave) may be allowed subject to prior approval of the agency head and shall be in accordance with the policy on sabbatical leave program as provided for under CESB Circular No. 2, s. 2000.

### ***(3) Duration of Placement in the Pool***

Said CESOs, shall stay in the Pool for a maximum period of 6 months. In extremely meritorious situations however, the period may be extended for another 6 months. Within such period, CSC, through CESB shall endeavor to match the available expertise with the existing demands within the bureaucracy.

### ***(4) Payment of Salaries, Benefits and Allowances***

Agencies requesting/endorsing placement of CESOs in the pool shall shoulder the salary, including benefits and allowances as provided by law, of CESOs for the first three (3) months. Thereafter, payment of salaries, including benefits and allowances, shall be sourced from the pool fund until such time that an appropriate match is found and arranged.

In cases of participants coming from those exempted from the Salary Standardization Law (SSL), payment of their compensation by the pool shall be limited only up to what is allowed for their rank or position under the SSL. The difference shall be paid by their mother agencies.

Payment of salaries, benefits and allowances of CESOs who avail of the CES pool to go on sabbatical leave shall be shouldered by his/her mother agency.

Payment of salaries, benefits and allowances of CESOs requested/invited by the CSC chair to join the pool for a specific project or undertaking shall be shouldered by the CES pool fund.

### ***(5) Personnel Actions During Entry and Exit from the Pool***

Because CESOs at present are appointed to positions rather than rank (consequently limiting mobility and flexibility for cross posting), personnel actions with respect to entry and exit from the pool shall, for the time being, be limited to detail, secondment and transfer.

- A CESO who is placed in the pool is automatically considered to be on detail to the office of the CSC/CESB Chair (as pool administrator) while he/she is in the pool and while the proper match is being arranged.

He/she shall be on detail to said office for a maximum period of 6 months unless a match is arranged in which case

- the CESO may be transferred to the receiving agency if there is an available vacant plantilla item; or

- the CESO may be on detail to the receiving agency in the absence of an available plantilla item or
- The CESO may be seconded to the receiving agency
- In cases where no agency is found willing to receive a CESO either on detail, transfer or secondment,
  - The CESO reverts back to his/her mother agency at the end of his/her six month stay in the pool; or
  - The CESO who is involuntarily placed in the pool for cause may be dropped from the rolls pursuant to the existing mechanisms under the Civil Service rules and regulations if the CESO is found guilty of the charge or receives a poor rating for his/her performance during his/her stay in the pool.

*(6) Limits as to the Number of CESOs to be Placed/Accommodated in the Pool*

- In any given year, each agency may nominate up to a maximum of 1% of the total number of their CESOs to the pool. However, accommodation to the pool shall be subject to the absorptive and financial capacity of the pool.
- As a rule, the pool may accommodate up to a maximum of 20 CESOs at any given time provided that it does not exceed the yearly budget allocation by DBM.

#### IV. MECHANICS

- (1) Head of Agency informs the CESO in writing of his/her intention to place the CESO in the pool.
- (2) Head of Agency informs the CSC/CESB chair in writing of his/her decision to place the CESO in the pool. The letter should contain the following:
  - Reasons for placing the CESO in the pool
  - Date of effective placement (which should in no case be less than one month from the date of CSC's receipt of the letter)
  - Description of the CESOs expertise/skills which can be utilized in the pool including his/her strengths and weaknesses
  - Assessment of CESOs performance in the exercise of his/her duties for the last two years.

The concerned CESO shall be furnished a copy of the said letter.

Within 15 days, the CESO may contest his/her placement in the pool through written communication addressed to the CSC/CESB chair. In such cases, the CSC/CESB Chair shall intervene to facilitate an arrangement that shall be to the best interest of the service.

- (3) If no appeal is received from the CESO, the CSC/CESB Chair shall, within 15 days, acknowledge the letter of the agency head.
- (4) Within 30 days from receipt of such letter (and prior to the effectivity of placement of the CESO to the pool),
  - The CSC/CESB chair, through the CESB, shall scout for agencies interested in acquiring the services of the CESO. In scanning the environment for demand of the available expertise, it shall be the CESB Secretariat's responsibility to summarize and recommend options open to the CESO.
  - From among the options, the CESO shall be asked to indicate his/her preference.
  - Once the choice is made, the CESB Secretariat shall ensure that all necessary documents are prepared to effect the arrangements; such as but not limited to:
    - Office Order from the mother agency (in cases of detail)
    - MOA/contract between the mother agency and the receiving agency (in cases of secondment)
    - Appointment papers issued by the receiving authority/appointing authority to transfer the CESO from the mother agency (in cases of transfer)
  - The CSC/CESB chair shall call all concerned parties to a conference for (1) the signing of pertinent documents including a *performance contract* and (2) for an orientation/leveling-off on the rights and obligations of all parties with respect to the new arrangements.
- (5) However, if within 30 days no interested agencies are found, the concerned parties (i.e., CESO, Head of Agency and CSC chair) shall meet to agree on the details of the placement:
  - a) That the CESO will be temporarily detailed to CSC until such time that an appropriate placement is found and arranged;

- b) That in no case shall the CESO stay in the pool for more than 6 months;
- c) That within the six month stay of the CESO in the pool, the CSC/CESB chair shall

- Exercise supervision over the concerned CESO
- Shall assign to the CESO special projects/specific undertakings that will benefit most from his/her expertise.
- Evaluate CESOs performance on the assigned task

Moreover, the CSC/CESB chair shall:

- Make proper representation with department or agency heads for possible placement of CESOs in the pool to their departments/agencies.
- d) If the CESO is placed within the six month period either through detail, transfer or secondment,

The CESB Secretariat shall

- Ensure that all necessary documents are prepared to effect the arrangements; such as but not limited to:
  - Office Order from the mother agency (in cases of detail)
  - MOA/contract between the mother and receiving agencies (in cases of secondment)
  - Appointment papers issued by the receiving authority/appointing authority to transfer the CESO from the mother agency (in cases of transfer)

The CSC/CESB chair, through the CESB Secretariat, shall

- Call all concerned parties to a conference for (1) the signing of pertinent documents including a performance contract and (2) for an orientation/levelling-off on the rights and obligations of all parties with respect to the new arrangement.

The receiving agency shall

- Exercise supervision over the concerned CESO
- Shall assign to the CESO special projects/specific undertakings that will benefit most from his/her expertise
- Evaluate CESOs performance on the assigned task

- Recommend to the CSC/CESB chair appropriate actions concerning the placed CESO at the end of the prescribed period of detail or secondment.

#### *d.1 DETAIL*

- Detail involves the temporary movement of a CESO from one department or agency to another, which does not involve reduction in rank, status or salary.
- The detail of the CESO to the receiving agency shall be for a minimum of 6 months (equivalent to one performance rating period) up to a maximum period of one year. During this period, the detailed CESO shall receive salary from his/her mother unit or agency. Detail beyond one year may be allowed provided that it is with the consent of the CESO.
- During the prescribed period of detail, the mother agency can only appoint an OIC to the post temporarily vacated by the CESO placed in the pool.
- At the end of the prescribed period of detail, any of three scenarios may take place:
  1. CESO is permanently transferred to the receiving agency (if a plantilla item is made available) or transferred to another agency in case there is a vacancy in the agency interested in enlisting his/her services.
  2. CESO reverts back to the mother agency. In such cases CESO cannot be put back into the pool until after 3 years.
  3. CESO is dismissed from service/stripped of rank as a result of a poor rating.

#### *d.2 TRANSFER*

- Transfer involves the movement of a CESO from one position to another which is of equivalent rank, level or salary without a break in the service involving the issuance of an appointment. The transfer may be from one department or agency to another or from one organizational unit to another in the same department or agency.

#### *d.3 SECONDMENT*

- Secondment involves the movement of an employee from one department or agency to another which is temporary in nature which may or may not require the issuance of an appointment and which may involve increase in

compensation and benefits. Acceptance however, should be voluntary on the part of the CESO.

- Secondment of CESOs to the receiving agency shall likewise be for a minimum of 6 months (equivalent to one performance rating period) and a maximum of 3 years unless otherwise provided by law. The details of the secondment (i.e. duration, compensation etc.) shall be covered by a Memorandum of Agreement (MOA) or contract between the mother agency and the receiving agency with concurrence of the CESO. The MOA signing must be witnessed by CSC.
- During the period of secondment, the mother agency can only appoint an OIC to the post temporarily vacated by the CESO placed in the pool.
- Payment of salaries of the seconded CESO shall be borne by the receiving agency. The seconded CESO shall be on leave without pay in his/her mother agency for the duration of his/her secondment, and during such period, he may earn leave credits which are commutable immediately thereafter and payable by the receiving agency.

#### **V. CES POOL COMMITTEE**

A CES Pool Committee shall be created which shall serve as the coordinative mechanism for the efficient management of the pool.

The Committee shall be composed of:

- CSC Assistant Commissioner (designated by CSC chair);
- Fund administrator (on call) designated by CSC chair;
- Head, CESB Secretariat;
- CESB Board Member (designated by CESB).

The Committee shall have the following functions:

- (1) Receive and evaluate the merits of the applications/nominations to the CES pool.
- (2) Recommend to the CSC chair approval and prioritization of the said applications/nominations.
- (3) Recommend to the CSC chair the best possible match for CESO expertise/skill vis-à-vis vacancy/demand for such expertise within the bureaucracy.
- (4) Provide technical support to the CSC chair in assessing the performance of the participant/s in the pool.
- (5) Recommend to the CES Board necessary amendments on the policies/guidelines herein provided.



## **VI. ADMINISTRATION AND SUPERVISION**

While over-all accountability for the CES pool shall rest with the Civil Service Commission in the person of its Chair, the specific roles and responsibilities with respect to the administration of the CES Pool shall be delineated as follows:

- The Civil Service Commission shall be responsible for the fund management as well as the marketing of and supervision over the CESO in the pool.
- The CES Board shall formulate necessary policies (including performance evaluation standards) and draft the necessary guidelines for the efficient administration of the pool.
- The CESB Secretariat shall render secretariat and technical support in the administration of the pool and shall perform functions including but not limited to
  - maintaining an updated inventory of CESOs' skills/expertise and vacancies in government (forecasting/matching of supply and demand)
  - executing and monitoring of pool placements
  - processing of requests; preparation of pertinent documents/contracts/reports
  - documentation

## **VII. FUNDING**

Salaries, allowances and other benefits including all other financial requirements in the administration of the CES Pool shall be provided by the DBM through the GAA.

For compliance of all concerned.

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

**(SGD.) KARINA CONSTANTINO-DAVID**  
Chairperson, Civil Service Commission  
Chairperson, Career Executive Service Board

Be guided accordingly.

  
**JESUS EMMANUEL M. PARAS**  
Administrator