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MEMORANDUM CIRCULAR
No. 2022- 06

**SUBJECT: GUIDELINES ON THE DENR PORTFOLIO ASSESSMENT
FOR THE CAREER EXECUTIVE SERVICE (PACES)
ELIGIBILITY PROCESS**

In line with the Career Executive Service Board Resolution No. 1579, the DENR adopts the following internal guidelines on the Portfolio Assessment for the Career Executive Service (PACES) Eligibility Process.

I. COVERAGE

The PACES Eligibility Process shall cover all DENR presidential appointees who are third-level incumbents performing management/leadership functions and have shown exemplary performance and contributions, given their educational attainment, training, and extensive managerial experience.

II. DEFINITION OF TERMS

For purposes of this guideline, the words and phrases below shall have the following meanings:

- A. Applicant** - refers to an incumbent of third level position who has signified intention in writing to undergo the PACES Eligibility Process.
- B. Career Executive Service (CES)** - refers to a continuing pool of well-selected and development-oriented career administrators belonging to the third level of the civil service who shall provide competent and faithful service. It operates on the rank concept and was created by Presidential Decree No. 1.
- C. Career Executive Service Board (CESB)** – refers to the governing body of the Career Executive Service, herein referred to as Board.
- D. Career Executive Service Eligibility or CES Eligibility-** refers to the eligibility conferred to a person who passes the four-stage CES Eligibility

Examination process and meets the other requirements prescribed by the CESB.

- E. Career Executive Service Officer (CESO)** - refers to a Career Executive Service (CES) Eligible appointed by the President to a CES rank upon the recommendation by the CESB.
- F. Career Executive Service Performance Evaluation System (CESPES)** - is the official annual performance evaluation system for members of the Career Executive Service (CES). It covers all incumbents of CES positions, Career Executive Service Eligibles (CESEs) or Career Service Executive Eligibles (CSEEs) or Career Executive Officers (CEOs) in non-CES positions in various departments and/or agencies of the national government, including Government-Owned or Controlled- Corporations (GOCCs) with original charters, for an uninterrupted period of at least three (3) months.
- G. Deferred Applicant** – an applicant who has lacking documentary requirements pursuant to CESB Resolution No. 1579 and herein internal guidelines.
- H. DENR PACES Assessment Committee (DPAC)** – refers to the internal committee responsible for the review of the applicant’s qualifications prior to endorsement by the Department Secretary/Head of Agency to the Board, herein referred to as DPAC;
- I. Division Performance Commitment Rating (DPCR)** - is a performance evaluation tool accomplished by Division Chiefs used to establish commitment and evaluate accomplishments at the end of a given period.
- J. Driving Performance for Integrity and Service-** One of the CES Core Competencies which refers to the ability to produce and deliver quality outputs and achieve results/outcomes with consistent regard for customer satisfaction while adhering to the highest ethical standards of public office.
- K. Empowering/Developing Others to Establish Collective Accountability for Results-** One of the CES Core Competencies which refers to the ability to develop and nurture effective relationships with colleagues and team members and to deal constructively with conflicts. The ability to develop subordinates’ competencies and enhance performance by planning effective development activities related to current and future jobs.
- L. Exemplary Performance-** must have at least Very Satisfactory Performance or its equivalent for the last two (2) consecutive CESPES, OPCR, and DPCR semi-annual rating periods prior to his/her application or its equivalent performance report in the private sector.
- M. Leading in a Continuously Changing Environment-** One of the CES Core Competencies which refers to the ability to encourage others to seek opportunities for different and innovative approaches in addressing challenges

and opportunities, and to facilitate the implementation and acceptance of change within the organization.

- N. Linkaging and Networking for Productive Partnerships-** One of the CES Core Competencies which refers to the ability to create and strengthen partnerships that can provide information, resources, and leverage to the organization; to define and harness synergies across the organization, and with external partners.
- O. Managerial Experience** – refers to the experience obtained by a person performing the functions of at least a Division Chief position in the national government or government-owned or controlled corporations, or its equivalent in the private sector, including experience in acting or Officer-In-Charge (OIC) capacity.
- P. Office Performance Commitment Rating (OPCR)** - is a performance evaluation tool accomplished by Head of Office, at least Director Level, used to establish commitment and evaluate accomplishments at the end of a given period.
- Q. Performance Evaluation System-** a planned system that allows feedback to be given in a formal way. Performance evaluations can also be called performance appraisals or performance assessments. It should establish commitment (management objectives and targets) and evaluate key results/accomplishments at the end of a given period.
- R. Planning and Organizing for Greater Impact-** One of the CES Core Competencies which refers to the ability to establish a systematic course of action for one's self and/or others to achieve a specific goal; to plan and implement rational assignments of personnel, and appropriately allocate time and other resources.
- S. Portfolio Assessment for the Career Executive Service-** refers to the adoption of a developmental approach, which capacitates third-level CES eligibility aspirants. It is purposive, focused, and structured learning and development intervention program. This entails the assessment of the management qualifications of the above-cited officials based on the CES Competency Standards, including demonstrated behaviors in performing their actual duties, responsibilities, and roles in addressing specific needs of the organization.
- T. Qualified Applicant-** an applicant who has successfully met the qualifications and has submitted the documentary requirements pursuant to CESB Resolution No. 1579 and herein internal guidelines.
- U. Strategic and Critical Thinking-** One of the CES Core Competencies which refers to the ability to obtain information and identify key issues and relationships relevant to achieving a long-range goal or vision; to commit to a course of action to accomplish a long-range goal or vision after developing alternatives based on logical assumptions, facts, available resources,

constraints, and organizational values, available resources, constraints, and organizational values.

III. QUALIFICATION OF DENR PACES APPLICANTS

The DENR third level CES eligibility applicant must have met the following minimum qualifications:

1. At least three (3) years of managerial experience in the public and/or private sector;
2. Finished any of the following:
 - a. Master's degree or its equivalent;
 - b. Certificate course in Leadership and Management Program (*i.e. C-PRO or its equivalent*); and
 - c. Cumulative two hundred (200) hours/three (3) years suitable training in public administration, governance, management, business administration, law, finance or any of the technical fields of the agency's concern or higher.
3. Have shown at least two (2) Very Satisfactory (VS) performance ratings in the CESPES or any equivalent performance evaluation system.
 - 3.1 A presidential appointee who is an incumbent of a third-level position currently performing or has performed management/leadership functions in the Department shall submit his/her CESPES rating available covering the immediately preceding two rating periods.
 - 3.2 A newly appointed and/or promoted presidential appointee occupying a CES position, including a presidential appointee from the private sector, who is not yet qualified to have a CESPES rating, shall submit any equivalent performance evaluation report for the period covering performance of managerial/supervisory functions for the immediately preceding two rating periods.
4. Endorsed by the DENR Secretary.

IV. DENR PACES DOCUMENTARY REQUIREMENTS

PACES applicants must submit the following documentary requirements to the DPAC for evaluation of his/her eligibility to the PACES Eligibility Process:

1. Letter of intent/request for inclusion in the PACES program addressed to the CESB Executive Director through the Secretary (Annex A);
2. Duly accomplished PACES form (with Annex B);
3. Latest Very Satisfactory (VS) performance rating in the CESPES or any equivalent performance evaluation system as explained in Item III.3;
4. Authenticated/certified true copy of the appointment paper from the Office of the President;

5. Updated Personal Data Sheet with Work Experience Sheet;
6. Diploma of Master's Degree, Doctorate Degree, or its equivalent (*if applicable*);
7. Training Certificates with Special Order of Managerial/Supervisory/Leadership Trainings attended (*if applicable*); and
8. Affidavit or Self-Certification of No Pending Administrative, Civil, or Criminal Case (*If the applicant has a pending administrative or criminal case at the time of application, he/she shall be required to submit a summary of the case for consideration*).

V. DENR PACES Eligibility Process

The DPAC shall adhere to the following:

1. Preliminary Activities

- 1.1 The Applicant shall accomplish the DENR PACES Online Application form;
- 1.2 The DPAC Secretariat shall check and acknowledge the completeness of application prior to the submission of hard copies (original/authenticated) of documentary requirements;
- 1.3 If documentary requirements are complete, the Secretariat shall prepare the slide deck to be presented to the DPAC;
- 1.4 If documentary requirements are incomplete, the Secretariat shall inform the applicant of the lacking requirements. Pending submission of these, processing of the application shall be deferred;

2. DENR PACES Assessment Committee Meeting

- 2.1 As far as practicable, the DPAC shall convene every last Thursday of the month or as the need arises to deliberate and screen the applications;
- 2.2 Quorum, determined as fifty percent (50%) plus one of the total numbers of the DPAC, shall be required for any meeting to proceed;
- 2.3 The DPAC Chairperson shall preside over the meeting. In case of unavailability of the Chairperson, the Vice-Chairperson shall act as presiding officer;
- 2.2 Qualified applications shall be endorsed to the DENR Secretary through a Resolution to be signed by the members of the DPAC, along with a draft endorsement letter to the CESB to be signed by the Secretary;

3. Endorsement from the Secretary

- 3.1 Once an endorsement is signed by the Secretary, a congratulatory letter will be sent to the applicant, with information on the next steps of the process including payment of the application fee in the amount of One Thousand Pesos (Php1, 000.00) to the CESB.

4. Submission of Approved PACES Applications to CESB

- 4.1 The PACES Secretariat shall package and submit the soft and hard copies of the applicant's documentary requirements to the CESB.

VI. DENR PACES Committee

The PACES Committee shall have the following specific composition and functions/responsibilities pursuant to Section 4.1.2 of the CESB Resolution No. 1579 and DENR Special Order No. 2021-450:

1. Composition of the DPAC

- 1.1 **Chairperson**
The Undersecretary supervising Human Resources (HR)
- 1.2 **Vice-Chairperson**
The Assistant Secretary supervising HR
- 1.3 **Members**
 - 1.3.1 The Director, Human Resource Development Service;
 - 1.3.2 The Director, Legal Affairs Service;
 - 1.3.3 Representative, DENR Association of Career Executives (CESO and at least a holder of a Director IV position)
 - a. The President of the DENR Association of Career Executives (ACE) Inc. shall nominate its principal and alternate representatives in the DPAC through a Memorandum addressed to the DPAC Chairperson.
- 1.4 Alternate representatives shall be designated through a Special Order. Designated alternates shall be granted authority to perform the following on behalf of the principal:
 - 1.4.1 Attend DPAC meetings to screen and evaluate applications;
 - 1.4.2 Exercise discretion, when called for, during the conduct of said DPAC meetings;
 - 1.4.3 Sign DPAC resolutions and other related documents.

2. Functions/Responsibilities of the DPAC

- 2.1 Screen and evaluate applicants
 - 2.1.1 Deliberate on applications with complete requirements, as presented by the DPAC Secretariat; and
 - 2.1.2 Resolve if the applicant is qualified or to be deferred through a resolution.
- 2.2 Submit to the Secretary its findings and recommendations for consideration/approval;
- 2.3 Monitor the progress of the applications in the eligibility process and give appropriate feedback to the Secretary on the Performance Validation results; and

- 2.4 Perform other-related functions as may be necessary to achieve the purpose for which the committee was created.

3. Functions/Responsibilities of the DPAC Secretariat

- 3.1 Conduct initial review of the submitted proofs of qualifications and documentary requirements of the applicant pursuant to CESB Resolution No. 1579 and herein DPAC guidelines;
- 3.2 Prepare the slide deck/PowerPoint presentations of the applicant who has submitted complete requirements and present these to the DPAC;
- 3.3 Inform the applicant of the lacking requirements; and
- 3.4 Draft endorsement letters, DPAC resolutions, letters to applicants/third-level incumbents, completed staff work for orientation activities, and other related documents.

VII. Funding

All expenses that will be incurred in relation to the aforementioned functions/responsibilities shall be charged against the DENR-HRDS funds, subject to the usual accounting and auditing rules and regulations.

This Circular takes effect immediately.

JIM O. SAMPULNA, CESO I
Acting Secretary

