



Republic of the Philippines
Department of Environment and Natural Resources
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929-70-41 to 43

MEMORANDUM

TO : All Incumbents or OICs of CES Positions
Central Office, Bureaus, Attached Agencies and
Regional Offices

FROM : The Undersecretary

SUBJECT : **SEARCH FOR "OUTSTANDING CAREER EXECUTIVE
OFFICERS (CEOs)" PROGRAM OF THE CES BOARD**

DATE : 15 February 2005

The CES Board has launched the search for "Outstanding Career Executive Officers (CEOs)" program. It aims to recognize, reward and promote excellence in public service by honoring civil servants occupying executive and managerial positions for exemplary leadership and outstanding achievements in their work.

For more essential and complete information on the program, we have attached the following documents:

1. CESB Resolution No: 566 – Search for Outstanding Career Executive Officers Program;
2. Policies, Rules, Guidelines and Requirements for Program Implementation; and
3. Copies of the Nomination Form

These documents have also been posted and may be downloaded in the CESB website (www.cesboard.gov.ph).

Nominations for the award must be forwarded to and received by the CES Board on or before February 28, 2005. Those received after this date shall automatically be evaluated for the succeeding year's award.

For your information and appropriate action.


ARMANDO A. DE CASTRO

cc: The Chair
DENR-PRAISE Committee

MEMO
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Republic of the Philippines
CAREER EXECUTIVE SERVICE BOARD
No. 3 Marcelino Street, Holy Spirit Drive, Diliman, Quezon City 1127
Tel. Nos. 951-4981 to 85 (Trunkline) / 951-3308 (Fax)
website: www.cesboard.gov.ph

**SEARCH FOR OUTSTANDING
CAREER EXECUTIVE OFFICERS
PROGRAM**

X-----X

RESOLUTION NO. 566

WHEREAS, Presidential Decree No. 1, created the Career Executive Service Board (CESB) "to serve as the governing body of the Career Executive Service" and mandated it to "promulgate rules and standards and procedures on the selection, classification and career development of members of the Career Executive Service";

WHEREAS, there is a need to recognize Career Executive Officers (CEOs) occupying executive and managerial positions in the third level for their exemplary accomplishments or contributions which have led to or produced positive and sustainable changes toward improving the quality of life of the stakeholders and the community;

WHEREAS, there is a need to highlight their outstanding accomplishments not only to reward good performance but most importantly, to inspire and motivate others in government to give their best to public service;

WHEREAS, the annual Search for Outstanding CEOs will serve as an avenue in giving this recognition to CEOs for their outstanding performance and significant contributions;

WHEREAS, ultimately, it is intended to make CEOs live up to the ideals of being accountable public managers who are development-oriented, willing to bring change where this is needed, expertise where this is missing and leadership where this is wanting;

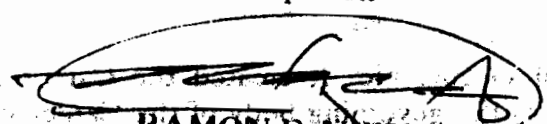
WHEREAS, the evaluation process for the award shall be formulated by a Committee on Awards created for this purpose;

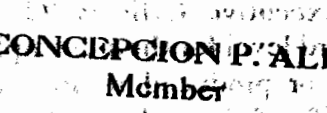
WHEREFORE, IT IS RESOLVED, as it is hereby RESOLVED by this Board, to IMPLEMENT THE SEARCH FOR OUTSTANDING CAREER EXECUTIVE OFFICERS. It is further resolved that the Board Secretariat shall establish the detailed activities involved in this program and shall be responsible for its implementation.

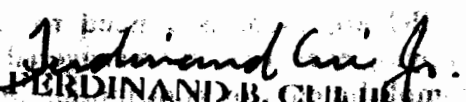
Isang Karangalan Ang Maglingkod Sa Bayan

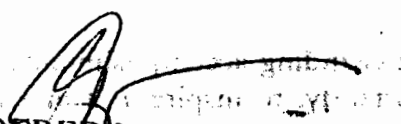
APPROVED this 09th day of November 2004 in Quezon City, Philippines.

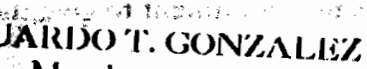

KARINA CONSTANTINO-DAVID
Chairperson



RAMON F. NIRVA
Vice Chairperson

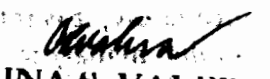

MA. CONCEPCION P. ALFILBER
Member


FERDINAND B. CUFJIL
Member

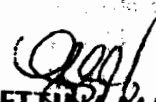

GODOFREDO C. DE GUZMAN
Member


EDUARDO T. GONZALEZ
Member


GERARDO A. PLANA
Member


CARINA S. VALERA
Member

Attested by:


BETTINA MARGARITA S. LAYUGAN
Acting Board Secretary

SEARCH FOR OUTSTANDING CAREER EXECUTIVE OFFICERS PROGRAM



I. What is the Search for Outstanding Career Executive Officers (CEO) Program?

The Search for Outstanding CEO is an annual program of the Career Executive Service Board (CESB) which recognizes, rewards and promotes performance excellence in the public service by honoring Third Level civil servants distinguished for exemplary leadership and outstanding achievements in their work. Awardees are nominated and chosen through a national level competition.

II. What is the Rationale of the Award?

The Award aims to inspire CEOs and Third Level Eligibles to live up to the ideals of being accountable and development-oriented public managers who are willing to bring change where it is needed, expertise where it is missing, and leadership where it is wanting.

The Award highlights exceptional accomplishments not only to reward and encourage consistently superior performance, but most importantly to motivate government workers to give their best in public service and to promote excellence among their ranks. Non-eligibles, in particular, are persuaded to aspire for Third Level eligibility and, consequently, to help further professionalize the CES and the entire bureaucracy as well.

III. What is the Scope of the Award?

Only Career Executive Officers (CEOs/ CESOs) and Third-Level Eligibles - whether Career Service Executive Eligibles (CSEE) or Career Executive Service Eligibles (CESE) - occupying executive and managerial positions in the Third Level shall qualify for the award.

The Third Level of the Philippine Civil Service includes all positions higher than Division Chief based on the Position Classification System of the Department of Budget and Management (DBM) in parallel systems covering or as may be applicable across the Executive, Legislative, and Judicial branches, including Constitutional Offices.

SEARCH FOR OUTSTANDING CAREER EXECUTIVE OFFICERS PROGRAM

IV. Who shall Qualify for the Award?

In addition to the above, a nominee **MUST MEET ALL** of the following requirements to qualify:

1. **INCUMBENCY IN/ OCCUPANCY OF** a Third Level position at the time of nomination;
2. Performance appraisal rating of **AT LEAST "Very Satisfactory"** or its equivalent for the **LAST TWO (2) CONSECUTIVE** rating periods prior to his/ her nomination; and
3. **NEVER BEEN FOUND GUILTY** of any administrative or criminal offense involving moral turpitude and **HAS NO PENDING** administrative or criminal case at the time of the nomination.

V. What are the Criteria for Evaluation?

A. Outstanding Accomplishments

The nomination should identify the most outstanding accomplishments achieved by and exclusively attributable to the **NOMINEE** as exemplified by innovative interventions or projects/ outputs initiated and/ or implemented by the nominee singly or in collaboration with other individuals. The accomplishments must: 1) have been achieved within the last five (5) years, 2) be work-related, and 3) be of national significance. Such interventions and/ or projects must have resulted in/ or produced positive, meaningful and sustainable changes leading to improvements in the quality of life of the stakeholders and the community.

The criteria for evaluating outstanding accomplishments are the following:

1. **Noteworthiness of the Outstanding Performance/ Contributions** – the degree of uniqueness and originality of the outstanding performance or contributions;
2. **Results/ Impact of Performance/ Contributions** – the extent to which the ideas, interventions or outputs are being used, the scope/ range of their effects, cost savings/ surplus generated, the kinds and numbers of stakeholders benefited, resulting qualitative improvements in the stakeholders' conditions, structures and systems improved and transactions/ processes facilitated, paradigm shifts it caused;
3. **Reliability and Effectiveness** – the extent to which the innovations, interventions or outputs meaningfully addressed felt and/ or prioritized needs and improved the efficiency and dependability of service delivery;
4. **Consistency of Performance** – the degree of consistency in manifesting a strong desire and working for outstanding performance based on historical work record.

SEARCH FOR OUTSTANDING CAREER EXECUTIVE OFFICERS PROGRAM

B. Personal Attributes

Under this dimension, the nominee will be evaluated based on demonstrated exemplary leadership attributes and qualities, namely:

1. **Leading Change** – displays highest levels of creativity and innovation, leads and implements well planned and systematic change initiatives, and demonstrates maturity and skills in guiding people and the organization through change processes to produce meaningful and sustainable results relevant to the specific needs of the stakeholders and the community;
2. **Developing and Leading People** – demonstrates successful, innovative and acceptable practices in building, nurturing and sustaining goal and standards-focused, process-oriented, cohesive, disciplined, organized, highly motivated and consistently productive work teams;
3. **Results-Driven** – consistently maintains an exceptional record for achieving strategically important results with meaningful impact on stakeholders;
4. **Business Acumen** – demonstrates exceptional competence in managing and optimizing human, technological, financial, capital and information resources in performing an organization's core businesses, accomplishing its mission, and in contributing to its strategic goals while cultivating public trust;
5. **Building Coalitions/Communication** – demonstrates key competencies in developing and sustaining alliances, partnerships and cooperative relations with various stakeholders;
6. **Integrity** – manifests unwavering conviction to uphold moral ethics and highest professional standards in all aspects of personal and social life; maintains living standards reasonably within visible means and limits of income as completely and accurately disclosed in tax returns, annual Statements of Assets and Liabilities; and has never indulged in extravagant or ostentatious displays of wealth in any form.

VI. What is the Process for the Selection of the Awardees?

A. NOMINATION PROCESS

GUIDELINES FOR NOMINATION

1. All Nominations must be submitted to the CESB. Only candidates officially nominated **IN WRITING** by a qualified nominator shall be considered for the Award. Self-nominations shall **NOT** be accepted nor considered.
2. Nomination forms must be accurately, completely and properly accomplished, and must be accompanied by **SUFFICIENT** supporting documents stated in Item 5 hereof and other paper requirements enumerated in Section VIII.

For more information on the Search for Outstanding CEO Program, or to download this form and other related materials, go to www.cesboard.gov.ph. Specific questions can be addressed via email: pmcads@cesboard.gov.ph, phone (632) 951-4981 to 88 at loc 104, 121 or 129, or by writing to CESB, No. 3 Marcelino St., Holy Spirit Drive, Diliman, Quezon City 1127

SEARCH FOR OUTSTANDING CAREER EXECUTIVE OFFICERS PROGRAM

3. The Pre-Screening Committee (PSC), chaired by the Executive Director and composed of senior staff of the CES Board Secretariat, shall conduct a preliminary evaluation of the nomination documents submitted, to check on their completeness;
4. The PSC-CESB shall forward all nomination forms and their supporting documents to the nominee's agency for verification, authentication and evaluation by the Program on Awards and Incentives for Service Excellence (PRAISE) Committee, and subsequent endorsement by the HEAD OF OFFICE. The PRAISE Committee Chairperson or the highest Human Resource Management Officer and the HEAD OF OFFICE must certify the authenticity, accuracy/ correctness and completeness of data in the nomination forms and all supporting documents.
5. To establish the consistency of the nominee's performance, a Summary of Accomplishments discussing the major accomplishments or contributions of the NOMINEE WITHIN THE LAST FIVE (5) YEARS must be prepared and submitted by the nominator. The Summary of Accomplishments must meet the criteria outlined in Section V, A 1-4 and may be accompanied by supporting data (e.g., pictures, articles and other proof).
6. While agencies/organizations are expected to nominate only the best among their officials, there is NO LIMIT to the number of candidates who may be nominated by EACH NOMINATOR.

B. FIRST SCREENING

The list of qualified nominees and all pertinent documents shall be submitted by the PSC to the Committee on Awards for evaluation/ deliberation. The Committee on Awards shall decide who among the nominees shall qualify for the validation of accomplishments.

C. PERFORMANCE VALIDATION

Trained and competent validators shall be deputized by the Committee on Awards to investigate and validate all factual claims contained in nomination forms and other submitted documents. The validator shall prepare and submit a Validation Report to the Committee on Awards.

D. SECOND SCREENING

The Committee on Awards shall then evaluate and deliberate on the validation report findings.

E. INTERVIEW (OPTIONAL)

The Committee on Awards may require the presence of the nominee for a panel interview to validate the data in the nomination form, supporting papers (e.g., submitted accomplishment reports) and findings in the Validation Report.

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F. DECISION

The Committee on Awards shall determine the winners. Each Committee member shall assess and score each individual candidate according to each criterion identified in Section V and come up with an averaged general score for each candidate. General scores for each candidate are averaged across all Committee members to come up with each candidate's final score. The final scores shall serve as the basis for ranking candidates and for determining the winners. The Committee's decision is final.

VII. Who may Nominate?

Government agencies, national or regional associations of career executive officers, and non-government/ civil society organizations, through their HEADS OF OFFICES or CHIEF EXECUTIVES, may nominate candidates for the award.

VIII. What are the Required Documents for Nomination?

NOMINATORS must FULLY ACCOMPLISH and SUBMIT TWO (2) COPIES of the:

1. Search for Outstanding Career Executive Officer (CEO) Nomination Form.

NOMINEES must FULLY ACCOMPLISH and SUBMIT TWO (2) COPIES of EACH of the following:

1. Career Executive Service Personal Data Form (CES-PDF) duly sworn to before the highest-ranking Human Resource Management Officer (HRMO) of the employing agency;
2. Passport size (1½ x 2") ID photographs (i.e., no computer print-out nor photocopy) taken within the last six (6) months;
3. Agency issued official certification of nominee's Performance Appraisal Ratings for the **LAST TWO (2) CONSECUTIVE** rating periods **IMMEDIATELY PRIOR** to nomination.
4. Duly notarized nominee's certification of: a) **NEVER** having been found guilty and convicted of any administrative or criminal offense involving moral turpitude, and of b) **NO PENDING** administrative or criminal case filed against him / her at the time of nomination;
5. Detailed information on dismissed case/s, if any;
6. Latest and duly notarized Statement of Assets and Liabilities;
7. Tax Clearance Certificate issued by the Bureau of Internal Revenue; and
8. Original and/ or photocopies of clippings from official publications (i.e., sources cited) of news, feature, photo items and other information references supporting the nomination.

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IX. What are the Grounds for Disqualification?

Any or all of the following circumstances constitute grounds for automatic disqualification of nominations:

1. **FAILURE** to submit **ANY ONE** of the requirements stated under Section VIII;
2. Any **MISREPRESENTATION OR FALSIFICATION** of information stated in the nomination form or in any supporting document submitted;
3. **NON-COMPLIANCE** with instructions in accomplishing the nomination form; and
4. Conviction of any administrative or criminal offense involving moral turpitude and/ or being a respondent in a pending administrative or criminal case on or before final deliberations by the Committee on Awards even after the nomination has been submitted.

X. What are the Award Components?

The Search for Outstanding Career Executive Officer Awardee shall receive a:

1. Plaque of Recognition containing the citation and signature of the Chairperson of the Career Executive Service Board;
2. Cash award amounting to PhP 50,000.00;
3. Nomination to the Civil Service Commission Honor Awards Program; and
4. May expect their success stories to be documented for possible publication in tri-media form.

XI. Who will Comprise the Committee on Awards?

The Committee on Awards shall be composed of two (2) Members of the CES Board and three (3) other representatives from outside the CES Board who shall be identified by the Board.

XII. Submission of Nominations

Nominations for the award must be forwarded to and received by the Career Executive Service Board on or before February 28, 2005. Those received after this date shall automatically be evaluated for the succeeding year's award.

SEARCH FOR OUTSTANDING CAREER EXECUTIVE OFFICERS PROGRAM
FORM A: Nominator and Nominee Information Form



**Recently taken
 Passport Size Photo
 with name Tag
 (1 ½" x 2")**

**Computer generated
 or xerox copy of
 picture is not
 accepted**

INSTRUCTIONS: Please accomplish the following form completely using accurate and updated information. Two (2) reference persons are required who must be deeply familiar with the nominee and his/her accomplishments, and able and willing to provide detailed information on the nominee and his/her performance.

NOMINEE

NOMINEE

Name: _____
 (Last) (First) (Middle)

Date of Birth: _____ Civil Status: _____

Position/Title: _____

Department/Agency: _____

Mailing Address: _____

Phones (Landline): _____

(Cell): _____

(Fax): _____

Email: _____

Website (If any): _____

Third Level Eligibility Status: _____
 (CES/CSEE/CESO Rank)

NOMINATOR

Name: _____

Position/Title: _____

Agency/Organization: _____

Mailing Address: _____

Phone (Landline): _____

(Cell): _____

(Fax): _____

Email: _____

Signature of Nominator: _____

(Signature over printed name)

REFERENCE 1

Name: _____

Position/Title: _____

Agency/Organization: _____

Mailing Address: _____

Phone (Landline): _____

(Cell): _____

(Fax): _____

Email: _____

REFERENCE 2

Name: _____

Position/Title: _____

Agency/Organization: _____

Mailing Address: _____

Phone (Landline): _____

(Cell): _____

(Fax): _____

Email: _____

SEARCH FOR OUTSTANDING CAREER EXECUTIVE OFFICERS PROGRAM

FORM B: Nominee Accomplishment Data Form

Instructions to NOMINATORS:

Please compose an ESSAY on the following items. It must be encoded/ typewritten in double space, four (4) pages or less (excluding the Certification), printed on size A4 bondpaper, and in triplicate (3 copies). Be SPECIFIC, CLEAR, CONCISE and FACTUAL. For nominees who qualify, all statements made here will be subjected to validation using more detailed questionnaires and interviews in the next program stage.

Discussion Items

1. **NOMINEE'S Significant Accomplishments Within the Last Five (5) Years.** Identify specific accomplishments (i.e., project/ work output) of the NOMINEE (NOT of the unit/ agency) to be validated and assessed. For each accomplishment identified, describe the: a) needs and/ or problems addressed, b) objectives set, c) stakeholders involved and their roles, d) strategies/ activities undertaken, e) innovations introduced, f) problems encountered, and g) solutions applied.
2. **Impact of NOMINEE'S Accomplishments.** Discuss/ describe the: a) cost savings/ surplus generated, b) resulting qualitative improvements in the stakeholders' conditions, c) structures and systems improved, and d) transactions facilitated. Indicate whether or not the accomplishments are outputs of regular functions. If so, justify why these accomplishments are considered exemplary of extraordinary.
3. **Other information about the NOMINEE.**
 - a. Major awards and citations received
 - b. Organizational affiliations
 - c. Description of the nominee:
 - i. As a Person
 - ii. As a Worker
 - iii. As a Family Member
 - iv. As a Citizen

CERTIFICATION

We attest to the completeness, accuracy and timeliness of all the facts stated herein and authorize use of these information for publication. We understand and agree that the Committee on Awards will verify and validate all information contained in this form. We consent to the conduct of a background investigation.

Signature over printed name:

NOMINEE

NOMINATOR

For more information on the Search for Outstanding CEO Program, or to download this form and other related materials, go to www.cesboard.gov.ph. Specific questions can be addressed via email: pmcads@cesboard.gov.ph, phone (632) 951-4981 to 88 at loc 104, 121 or 129, or by writing to CESB, No. 3 Marcelino SL, Holy Spirit Drive, Diliman, Quezon City 1127