



Republic of the Philippines
Department of Environment and Natural Resources
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22 December 2022

MEMORANDUM

FOR/TO : All Undersecretaries, Assistant Secretaries, Service/Project Directors
All Regional Executive Directors, Assistant Regional Directors
All Bureau Directors
All Regional Directors (MGB and EMB)

FROM : The Assistant Secretary
Human Resources, Strategic Communication and Sectoral Initiatives

SUBJECT : **SUBMISSION OF RATEE INFORMATION SHEET (RIS) FOR
CY 2022 (SECOND SEMESTER) CAREER EXECUTIVE
SERVICE PERFORMANCE EVALUATION SYSTEM
(CESPES)**

Pursuant to the CESB Circular No. 2 series of 2022 and Resolution No. 1445 dated 25 January 2019 re: *“Revised Guidelines on Strengthening Performance Accountability through the Enhanced Career Executive Service Performance Evaluation System (CESPES)”*, all Presidential appointees (appointed/designated) are required to submit the names of all their immediate superior/s, subordinates and peers using the attached Ratee Information Sheet (RIS) CESPES Form No. 001 as contained in No. 7 under CESB Resolution No. 1445 series 2019, prescribing as follows:

7.1. **Superior Rater** – one to whom the ratee directly reports as his/her immediate superior during the rating period.

If there are more than one (1) set of Superior Raters, please fill out separate forms for each set of rater.

7.2 **Subordinate Rater** – one whom the ratee directly supervises as his/her immediate subordinate during the rating period.

An immediate subordinate who functions as a utility worker or driver shall not be considered as a subordinate rater. Job order/contract of service staff are also disqualified as subordinate raters considering the absence of employer-employee relationship.

If there are more than one (1) set of Subordinate Raters, please fill out separate forms for each set of rater.

- 7.3. **Peer Rater** (within the cluster) – a colleague of the ratee in the agency who holds a position of equivalent level with the ratee based on the agency's organizational structure.

Likewise, may we request you to submit the name of your respective Focal Persons that shall perform the following duties:

- a. To ensure the timely submission by the Ratee Officials of their duly accomplished Ratee Information Sheet (RIS) (REDs, ARDs, RDs, Bureau Directors)
- b. To ensure that peer and subordinate raters are duly notified and are able to rate their respective peer or superior ratee/s within the timeframe prescribed in the guidelines
- c. To monitor CESPES compliance covering all third level officials in their respective offices; and
- d. To ensure the confidentiality of the performance information that comes to its knowledge and possession in the performance of his/her role as CESPES Focal Person.

Please accomplish the attached form and submit it to your respective CESPES encoders/focal persons. Also, email the signed copy to denrcespes2022@gmail.com not later than **03 January 2023, 5:00 p.m.**

Your preferential action is requested.


HIRO V. MASUDA, DBA, CESO III

Let's Go Green!!!

CONFIDENTIAL

Republic of the Philippines
CAREER EXECUTIVE SERVICE BOARD
No. 3 Marcelino St., Holy Spirit Drive, Diliman, Quezon City
Tel. Nos. 951-4981 local 110, 111 & 126; 951-4986

CAREER EXECUTIVE SERVICE PERFORMANCE EVALUATION SYSTEM
RATEE INFORMATION SHEET

CESPES FORM No. 001

Performance Rating Period _____

NAME OF RATEE:	BIRTH DATE:
	E-MAIL ADDRESS:
POSITION TITLE/DESCRIPTION: (Item 1 of DBM-CSC Form No. 1) Regional Director	
Agency/Department: (Item 7 of DBM-CSC Form No. 1)	Work Station: (Item 8 of DBM-CSC Form No. 1)

REPORTING RELATIONSHIP		
REPORTING TO (Superior Rates):		
NAME	POSITION	E-MAIL ADDRESS
1.		
DIRECT REPORTS (Subordinate Raters)		
NAME (Use additional sheets, if necessary)	POSITION	E-MAIL ADDRESS
1.		
2.		
3.		
4.		
5.		
PEERS (Use additional sheets, if necessary)	POSITION	E-MAIL ADDRESS
1.		
2.		
3.		
4.		
5.		

PREPARED BY:

VERIFIED FOR ONLINE ENCODING BY:

NAME OVER SIGNATURE OF RATEE-OFFICIAL

NAME OVER SIGNATURE OF CESPES COORDINATOR

DATE: _____

DATE: _____