



Republic of the Philippines
Department of Environment and Natural Resources
Visayas Avenue, Diliman, Quezon City
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18 July 2023

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 2023 (FIRST 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.

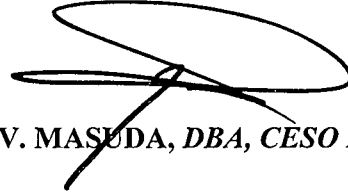
- 7.3. **Peer Rater** (within the cluster) – a colleague of the ratee in the agency who holds a position of equivalent level with the ratee based on the agency's organizational structure.

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 denrcespes2023@gmail.com not later than **20 July 2023, 5:00 p.m.**

Your preferential action is requested.



HIRO V. MASUDA, DBA, CESO III

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.		
FUNCTIONS OF THE POSITION (Item 20 of DBM-CSC Form No. 1,		
FUNCTIONS OF THE ORGANIZATIONAL UNIT (Item 19 of DBM-CSC Form No. 1,		
DELIVERY UNIT		

PREPARED BY:

VERIFIED FOR ONLINE ENCODING BY:

NAME OVER SIGNATURE OF RATEE-OFFICIAL

NAME OVER SIGNATURE OF CESPES COORDINATOR

DATE: _____

DATE: _____



Republic of the Philippines
CAREER EXECUTIVE SERVICE BOARD
No. 3 Marcelino Street, Holy Spirit Drive, Diliman, Quezon City 1127
Tel. Nos. 9514981 to 85 (Trunkline) 9513306 (Fax)
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**REVISED GUIDELINES ON STRENGTHENING
PERFORMANCE ACCOUNTABILITY THROUGH
THE ENHANCED CAREER EXECUTIVE SERVICE
PERFORMANCE EVALUATION SYSTEM
(CESPES)**

x-----x

Resolution No. 1445

WHEREAS, Presidential Decree No. 1 dated 24 September 1972, created the Career Executive Service Board (CESB) to serve as the governing body of the Career Executive Service (CES) and to promulgate rules, standards and procedures on the selection, classification, compensation and career development of members of the CES;

WHEREAS, based on the aforementioned law, the CESB, pursuant to Resolution No. 90-06, adopted a Career Executive Service Performance Evaluation System (CESPES) for all Officials in the CES;

WHEREAS, pursuant to Resolution No. 661 s. 2007, the CESB adopted a new set of guidelines as well as a new set of instruments to make the CESPES more responsive, systematic and practicable, with the purpose of contributing to the fulfilment of the Board's mandate to form a continuing pool of well-selected and development-oriented career administrators who shall provide competent and faithful service in the CES;

WHEREAS, in 2009, the Congress of the Philippines issued Joint Circular No. 4, mandating, among others, the Civil Service Commission (CSC) to develop a Performance Management System that will ensure that personnel performance shall be linked with organization performance in order to enhance the performance orientation of the compensation system;

WHEREAS, on 21 December 2011, the Office of the President issued Administrative Order (AO) No. 25, "Creating an Inter-Agency Task Force (IATF) on the Harmonization of National Government Performance Monitoring, Information and Reporting Systems", which, among others, prescribes that the harmonized Results-Based Performance Management System (RBPMS) shall be the basis for entitlement to performance-based allowances, incentives or compensation of government personnel and directs the IATF to involve the CSC and the CESB in order to align the Strategic Performance Management System and the CESPES to the RBPMS;

WHEREAS, on 13 June 2012, the Department of Budget and Management issued through Circular No. 2012-9 the Organizational Performance Indicators Framework (OPIF) Reference Guide, a learning resource tool on the use of OPIF as an accountability mechanism that defines the outputs and outcomes the Department Heads and agency managers are supposed to achieve and report to the President as mandated by Executive Order No. 292 and provides framework for performance management through a cascading process that assigns responsibilities and targets for service delivery throughout the whole organization down to the lowest units and individual employees;

WHEREAS, the CSC issued CSC Memorandum Circular No. 6, series of 2012 and Memorandum Circular No. 8 series of 2013 directing agencies to establish and implement an Agency Strategic Performance Management System (SPMS) that is focused on linking individual performance vis-a-vis the agency's organizational vision, mission and strategic goals and the creation of a Performance Management Team that will serve as the counterpart of the IATF in the development of the agency's internal guidelines in the implementation of performance-based incentive system and in the review of the performance indicators, targets and accomplishments from the department down to the individual level.

WHEREAS, CESB issued CESB Resolution No. 1136 s. 2014 or the "Guidelines on the Enhanced CESPES", prescribing the use of a new set of systems and tools that is aligned with the SPMS of the CSC and ensuring its smooth implementation. It also aims to modify the behavioural competence dimensions to align them with the CES Core Competency Framework, simplify the rating forms and procedures and define a new rating scale from seven to five points;

WHEREAS, the CESB recognized the need to further refine the CESPES framework guidelines and tools to align the same with the Results-Based Performance Management System (RBPMS) and the Program Expenditure Classification (PREXC) as prescribed by Section 4 of Administrative Order No 25 and to other related laws and regulations;

WHEREFORE, foregoing premises considered, the Board **RESOLVES**, as it is hereby **RESOLVED**, to adopt the Revised Guidelines on Strengthening Performance Accountability through the Enhanced Career Executive Service Performance Evaluation System (CESPES).


APPROVED on 25 January 2019 in Quezon City, Philippines.


ALICIA dela ROSA-BALA
Chairperson

Resolution **1445** REVISED GUIDELINES ON STRENGTHENING
PERFORMANCE ACCOUNTABILITY THROUGH THE ENHANCED
CAREER EXECUTIVE SERVICE PERFORMANCE EVALUATION SYSTEM
(CESPES)


ENGELBERT C. CARONAN, JR.
Member

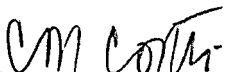

ROLANDO L. METIN
Member


ALBERTO A. BERNARDO
Member


ERWIN M. ENAD
Member


RICARDO P. BERNABE III
Member

Attested by:


CARMELA M. CONTI
Board Secretary III