



DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
KAGAWARANG NG KAPALIGIRAN AT LIKAS NA YAMAN



18 June 2024

MEMORANDUM

FOR/TO : All Third Level Appointees and Designated Officers-In-Charge

FROM : The Undersecretary
Organizational Transformation and Human Resources

SUBJECT : **SUBMISSION OF RATEE INFORMATION SHEET (RIS) FOR CY 2024 (FIRST SEMESTER) CAREER EXECUTIVE SERVICE PERFORMANCE EVALUATION SYSTEM (CESPES)**

Pursuant to the CESB Circular No. 1 series of 2024 re: Online Career Executive Service Performance Evaluation System (CESPES) for First Semester CY 2024 and Resolution No. 1445¹ dated 25 January 2019 re: entitled "*Revised Guidelines on Strengthening Performance Accountability through the Enhanced 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.

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- 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 remind your respective Focal Persons of 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, encode in CESB portal and email the signed copy to denrcspes2023@gmail.com not later than 28 June 2024, 12:00 noon.

Your preferential action is requested.


AUGUSTO D. DELA PEÑA

https://www.cesboard.gov.ph/2018/Public%20Documents/Resolutions/2019/1445_.pdf



Republic of the Philippines
CAREER EXECUTIVE SERVICE BOARD



Circular No. 1
Series of 2024

FOR : ALL HEADS OF DEPARTMENTS AND AGENCIES OF THE NATIONAL GOVERNMENT AND ALL OFFICIALS IN THE CAREER EXECUTIVE SERVICE (CES)

SUBJECT : ONLINE CAREER EXECUTIVE SERVICE PERFORMANCE EVALUATION SYSTEM (CESPES) FOR FIRST SEMESTER CY 2024

This is to formally inform all departments/agencies covered by the Career Executive Service (CES) and all its CES officials on the conduct of the performance review and evaluation for the 1st Semester CY 2024 rating period pursuant to the Career Executive Service Board (CESB) Resolution No. 1445 dated 25 January 2019, entitled *Revised Guidelines on Strengthening Performance Accountability through the Enhanced CESPES*.

The Online CESPES Portal shall be open via the website www.cesboard.gov.ph from 1 July 2024 to 31 August 2024 to enable the designated HR/CEPES Coordinators and the Ratee Officials (ROs) to accomplish the Ratee Information Sheets and Performance Commitment and Review Forms, respectively and the Superiors, Subordinates, and Peers to rate the ROs for the said period.

For your information and guidance.


ATTY. KARLO ALEXEI B. NOGRALES
Chairperson
Career Executive Service Board
and Civil Service Commission

Attested by:


MARIA MARCY COSARE-BALLESTEROS, CESO II
Executive Director

13, June 2024

"Isang Karangalan ang Maglingkod sa Bayan!"



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)		
NAME	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: _____