



Anggapan ng Pangalawang Kalihim  
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FEB 05 2010

DepEd MEMORANDUM  
No. **47**, s. 2010

**DISSEMINATION OF CAREER EXECUTIVE SERVICE BOARD (CESB)  
CIRCULAR NOS. 1, 2 AND 3, SERIES OF 2010**

To: Undersecretaries  
Assistant Secretaries  
Directors of Bureau/Center/Service  
Regional Directors  
Schools Division Superintendents

1. For the information and guidance of all concerned, enclosed are a copy each of the following 2010 Career Executive Service Board (CESB) Circulars, which are self explanatory:
  - a. **CESB Circular No. 1, s. 2010** dated 15 January 2010 entitled "Family/Home Visit Privilege for Incumbents of Career Executive Service (CES) Positions";
  - b. **CESB Circular No. 2, s. 2010** dated 15 January 2010 entitled "Rules and Procedures on the Revocation and/or Demotion in Rank of a CESO Found Guilty of an Administrative Offense";
  - c. **CESB Circular No. 3, s. 2010** dated 15 January 2010 entitled "Amendatory Guidelines to the One-Year Incumbency Requirement for Appointment/Promotion in Career Executive Service (CES) Ranks".
2. Immediate dissemination of this Memorandum is desired.

  
**RAMON C. BACANI**  
*Undersecretary*

Encls.: As stated  
Reference: None  
Allotment: 1—(D.O. 50-97)  
To be indicated in the Perpetual Index  
under the following subjects:

APPOINTMENT, REAPPOINTMENT  
OFFICIALS  
PROMOTION  
RULES & REGULATIONS



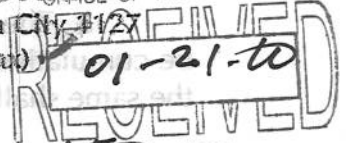
Republic of the Philippines  
**CAREER EXECUTIVE SERVICE BOARD**

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DEPARTMENT OF EDUCATION  
OFFICE OF THE SECRETARY



**Circular No. 01**  
**Series of 2010**

By: [Signature] Time: 11:21  
Reg. # 115121

**TO : ALL HEADS OF DEPARTMENTS AND AGENCIES OF THE NATIONAL GOVERNMENT, INCLUDING GOVERNMENT-OWNED OR CONTROLLED CORPORATIONS WITH ORIGINAL CHARTERS, AND ALL OFFICIALS IN THE CAREER EXECUTIVE SERVICE.**

**SUBJECT : FAMILY / HOME VISIT PRIVILEGE FOR INCUMBENTS OF CAREER EXECUTIVE SERVICE (CES) POSITIONS**

The Career Executive Service Board (CESB), through Resolution No. 815, dated September 10, 2009, issued the "Family / Home Visit Privilege for Incumbents of Career Executive Service (CES) Positions."

Since incumbents of CES positions are bound by the mobility principle as provided for in Article IV, Part III of the Integrated Reorganization Plan (IRP), as approved by Presidential Decree No. 1, assignment to work stations away from their homes and families is expected during their tenure.

The institution of a family/home visit privilege is in line with the government's thrust of promoting the values of professionalism and humanism in the bureaucracy, as it aims to soften the impact of displacement of an affected official as a result of his/her being assigned in a work station away from his/her domicile and family.

Displacement is a recognized plight in the CES which affects the emotional, psychological health and well being of an official who is away from his family, hence the Board, came up with rules and guidelines on the grant family/home visit privilege to incumbents of CES positions, to wit:

1. The monthly family/home visit privilege is a paid family visit granted once a month to *incumbents* of CES positions who are assigned to work stations that are at least fifty (50) kilometers away from their domicile, or that which requires travel by sea or air.

2. The privilege is made up of two (2) working days a month inclusive of travel time from work station to residence and vice versa, consisting of a half (1/2) day travel time from the work station to the residence and another half (1/2) day travel time from the residence to the work station and shall be considered as official time. If the travel time falls on a declared special nonworking holiday, the day after the holiday shall be considered as official travel time.

*Isang Karangalan ang Maglingkod Sa Bayan*

3. The days allotted to the monthly family/home visit privilege shall not be cumulative and should the privilege be not availed of within the given month, the same shall be deemed forfeited.

4. Only actual transportation expenses shall be allowed / charged against the MOOE of the office where the officers are assigned, subject to availability of funds.

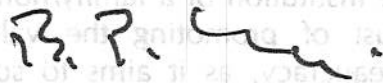
5. In its initial implementation, funds for the family/home visit privilege shall be charged from the savings of the agency. Subsequently the agency concerned may include the same in the agency's budget for the succeeding years.

6. If any section or part of this resolution shall be held to be invalid, the remaining provisions shall be given full force and effect as if the part held invalid had not been included therein.

7. All existing CES rules and regulations, circulars and memoranda inconsistent with this resolution are hereby repealed or amended accordingly.

In this regard, all concerned are formally notified for their information and guidance.

This Circular takes effect immediately.



**BERNARDO P. ABESAMIS**  
Chairperson

Attested by:



**MARIA ANTHONETTE V. ALLONES**

Executive Director

January 15, 2010  
Date



Republic of the Philippines  
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**Circular No. 02**  
**Series of 2010**

**TO :** All Heads of Departments and Agencies of the National Government, Including Government-Owned or Controlled Corporations with Original Charters, and All Officials in the Career Executive Service.

**SUBJECT :** **RULES AND PROCEDURES ON THE REVOCATION AND/OR DEMOTION IN RANK OF A CESO FOUND GUILTY OF AN ADMINISTRATIVE OFFENSE**

Pursuant to Career Executive Service Board (CESB) Resolution No. 820 dated October 7, 2009 (Rules and Procedures on the Revocation and/or Demotion in Rank of a CESO Found Guilty of an Administrative Offense), the Rules and Procedures for the Revocation and/or Demotion of CES Rank are as follows:

1. Receipt of the Decision Rendered. Upon receipt of a decision against a CESO in an administrative disciplinary case finding him/her guilty of an administrative offense, the CESB Secretariat shall officially verify with the court or quasi-judicial body which rendered the decision, the actual existence of the said case and whether the same has become final and executory.
2. Revocation or Demotion Proceedings. After verification of the finality of the said decision, the CESB Secretariat shall, within sixty (60) days thereof, proceed in accordance with the following procedures:
  - a. Officially inform the CESO concerned that a finding of guilt in an administrative disciplinary case, which has become final and executory, has been rendered against him/her by a judicial or quasi judicial body and for him/her to explain within fifteen (15) days from receipt thereof why his/her rank should not be revoked or demoted, as the case may be.
  - b. The said CESO shall submit his/her answer in writing and under oath. It shall contain relevant facts and applicable laws, if any, including documentary evidence, sworn statements covering testimonies of witnesses, if there be any, in support of his/her case.

In case the CESO fails or refuses to answer the communication sent to him or her within fifteen (15) days from receipt thereof, he/she shall be

considered to have waived his/her right and the proceedings shall commence.

c. On the basis of the answer submitted by the CESO concerned, the CESB Secretariat shall consider the case submitted for resolution.

d. If, after the filing of the answer and the supporting pieces of evidence, if any, there are facts material to the case which the CESB Secretariat may need to be clarified on, it may conduct a clarificatory hearing during which the CESO shall be afforded the opportunity to be present but without the right to examine or cross examine the witness being questioned. Where the appearance of a CESO or the witnesses is impracticable, the clarificatory questioning may be conducted in writing, whereby the questions desired to be asked by the CESB Secretariat shall be reduced in writing and served on the CESO or witness concerned who shall be required to answer the same in writing and under oath.

e. If there is no necessity for further proceedings on the basis of the clarificatory conference conducted, the CESB Secretariat shall declare the case submitted for resolution.

5. Report of Investigation. Within thirty (30) days after the conclusion of the revocation or demotion proceedings, a Report of Investigation containing a narration of the material facts established during the investigation, the findings and the evidence supporting said findings, as well as the recommendations, shall be submitted by the CESB Secretariat to the Board.

The complete records of the case shall be likewise attached to the Report of Investigation.

The complete records shall be systematically and chronologically arranged, paged, and securely bound to prevent loss. A table of contents shall be prepared. The person in-charge of the transmittal of the complete records of the case shall be held responsible for any loss or suppression of pages thereof.

6. Rendition of Decision. Within sixty (60) days from receipt of the Report of Investigation, the Board shall deliberate on the findings of the CESB Secretariat. In case the recommendation of the CESB Secretariat is to revoke or demote the rank of the CESO, as the case may be, and the same is affirmed by the Board, the latter shall issue a corresponding resolution to such effect.

Otherwise, the Board shall issue a Resolution dismissing the case.

7. Penalties Imposed. The following penalties may be imposed to a CESO who has been found guilty by final judgment of an administrative offense, as follows

a. Revocation of rank - when a CESO has been dismissed from government service with an accessory penalty of cancellation of CES eligibility rendered by a court or quasi-judicial-body where the decision has become final and executory.

b. Two (2) ranks demotion - when a CESO has been suspended from government service for a period ranging from six (6) months and one (1) day to one (1) year by a court or quasi-judicial-body where the decision has become final and executory.

c. One (1) rank demotion - when a CESO has been suspended from government service for a period ranging from one (1) month and one (1) day to six (6) months by a court or quasi-judicial-body where the decision has become final and executory.

d. Reprimand - when a CESO has been suspended from government service for a period ranging from one (1) day to one (1) month or reprimanded by a court or quasi-judicial-body where the decision has become final and executory.

8. Recommendation to Revoke or Demote the CES Rank. The resolution and the complete records of the case shall be transmitted by the Board to the Office of the President within thirty (30) days from issuance thereof.

9. Authority to Revoke or Demote a CES Rank. The authority to revoke or demote the rank, as the case may be, of a CESO is vested upon the President of the Philippines based upon the recommendation of the Board.

10. Revocation or Demotion of a CES Rank. Upon receipt of the Office of the President's decision revoking or demoting the rank of the CESO concerned, the name of the CESO, in case of revocation, shall be stricken off by the Board from the Roster of CESOs and shall be transferred to the Roster of Persons with Revoked CESO ranks, or in case of demotion, the Board shall issue a notice to the said CESO reflecting his/her demoted rank.

11. Notice of Revocation or Demotion of a CES Rank. Within fifteen (15) days after the notice has been issued by the President, the Board shall duly notify the official concerned of the decision for revocation or demotion in rank, as the case maybe. His/her new employer-agency shall likewise be informed of the said decision.

12. Effect of Revoked or Demoted CES Rank. An Official whose rank has been revoked by the President shall cease to be entitled to the rights and privileges accorded by existing law or rules and regulations to a CESO, including the right to security of tenure.

A CESO whose rank has been demoted shall accordingly receive the salary attached to his/her new demoted rank or the salary of the position he/she occupies, whichever is higher.

CESB Resolution No. 820, series of 2009 was published on November 9, 2009 in the Official Gazette.

In this regard, all concerned are formally notified for their information and guidance.

This Circular takes effect immediately.



**BERNARDO P. ABESAMIS**  
Chairperson

Attested by:



**MARIA ANTHONETTE V. ALLONES**  
Executive Director

15 January 2010  
Date

PPS2010/Circulars/X4/Rank Revocation\_Demotion CESB Res 820



Republic of the Philippines  
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**Circular No. 03**  
**Series of 2010**

**TO :** ALL HEADS OF DEPARTMENTS AND AGENCIES OF THE NATIONAL GOVERNMENT, INCLUDING GOVERNMENT-OWNED OR CONTROLLED CORPORATIONS WITH ORIGINAL CHARTERS, AND ALL OFFICIALS IN THE CAREER EXECUTIVE SERVICE.

**SUBJECT :** AMENDATORY GUIDELINES TO THE ONE-YEAR INCUMBENCY REQUIREMENT FOR APPOINTMENT/PROMOTION IN CAREER EXECUTIVE SERVICE (CES) RANKS

The Career Executive Service Board (CESB), through Resolution No. 817, dated October 7, 2009, issued the "Amendatory Guidelines to the One-Year Incumbency Requirement for Appointment / Promotion in Career Executive Service (CES) Ranks."

On May 5, 2009, the Board passed CESB Resolution No. 798 entitled "Revised Rules and Procedures on Original and Promotional Appointment to Career Executive Service (CES) Ranks" providing for a one-year incumbency requirement for appointment/promotion to Career Executive Service (CES) ranks to ensure that the consequent appointment/adjustment in CES rank is based on merit since the CES official concerned is also required to obtain at least a "Very Satisfactory" performance rating during the said incumbency.

The CESO rank, pursuant to the long line of decisions promulgated by the Supreme Court, has been made the basis for the conferment of security of tenure in the CES.

CESB Resolution No. 719 dated February 21, 2008 pertinently provides that an official in the Career Executive Service (CES) may only acquire security of tenure after meeting two (2) significant requisites, namely: 1) CES eligibility; 2) Appointment to appropriate CES rank, hence, an official in the Career Executive Service (CES) has no security of tenure if he/she has not been appointed to a CES rank commensurate to the position held.

Consistent with the policy of security of tenure, the Board deemed it necessary to liberalize the requirements for appointment/adjustment in CES rank by removing the one-year incumbency requirement since the requirement of merit and fitness



is deemed complied with considering the stringent process in acquiring the CES eligibility as a pre-requisite to appointment to a CES rank.

Furthermore, the Board shall recommend a CES eligible for appointment/adjustment in CES rank provided he/she has a performance rating of at least "Very Satisfactory" in his/her previous position for the year immediately preceding his/her appointment/adjustment in CES rank.

In this regard, all concerned are formally notified for their information and guidance.

CESB Resolution No. 817, series of 2009 was published on November 9, 2009 in the Official Gazette.



**BERNARDO P. ABESAMIS**  
Chairperson

Attested by:



**MARIA ANTHONETTE V. ALLONES**  
Executive Director

15 January 2010  
Date