



Republic of the Philippines
Department of Education

DIGOS CITY DIVISION

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

SGOD-2024-722

To : Assistant Schools Division Superintendent
CID and SGOD Chiefs
Education Program Supervisors
Public Schools District Supervisors
All Concerned Personnel

Subject : PREPARATION AND SUBMISSION OF THE ONLINE CAREER
EXECUTIVE PERFORMANCE EVALUATION SYSTEM

Date : November 14, 2024

In compliance to the Guidelines on the Enhanced Career Executive Service Performance Evaluation System (CESPES), this Office directs the core group which are composed of the personnel mentioned below to coordinate and monitor the completion of the data collection for the Online CESPES of SDS, Ma'am Melanie P. Estacio, PhD, CESO VI through the link, <https://tinyurl.com/CESPES-DIGOS>.

The members of the core group are the following:

- Sollie B. Oliver, JD, MATE, Chief ES- SGOD
- Beverly S. Daugdaug, EdD, Chief ES- CID
- Francis Jude D. Alcomendras, AO-V
- Cherrie Anne B. Bohol, EPS- SGOD
- Reyzen O. Monserate, SEPS- M&E
- Eleser D. Mateo, PSDS- CID
- Ivy F. Solano, EPS-Science
- Jem Boy B. Cabrella, EPS-Math
- Neptune L. Tambilawan, Budget Officer
- Catherine B. Rabaya, OIC- Accountant Officer
- Myhrra Faye L. Balingit, AO-IV HRM
- Mark V. Castanares, AO-II/ DRRM Alternate Focal

There will be a meeting for the core group on November 18, 2024, 10:00 AM at the Division Conference Room right after the convocation activity for further instructions.

For information, guidance, and compliance.

For and in the absence of the
Schools Division Superintendent

100Ed Schools Division of Digos City
RECORDS SECTION

RELEASED
DATE: NOV 15 2024
TIME: 2:00 PM

PETER-JASON C. SENARILLOS
SEPS-SMN
Officer-In-Charge

Enclosed: As stated
SGOD/PRY/mbr



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GUIDELINES ON THE ENHANCED CAREER EXECUTIVE SERVICE PERFORMANCE EVALUATION SYSTEM (CESPES)

RULE I TITLE

Section 1. Title. These rules shall be known and cited as "Guidelines on the Enhanced Career Executive Service Performance Evaluation System (CESPES)."

RULE II PURPOSE AND COMPONENTS OF THE CESPES

Section 1. Purpose. The CESPES shall be the official annual performance evaluation system for members of the Career Executive Service (CES). It shall be used as basis for official personnel actions such as the following:

- a.) Original and promotional appointment to CES ranks;
- b.) Grant of merit-based incentives/benefits, including, but not limited to, performance based-bonus, step increments, awards, and other forms of recognition, including the annual Gawad CES Program; and,
- c.) Career planning and development;

Section 2. Components. The CESPES shall have the following components:

- a.) **Accomplishments.** The Ratee's rating on accomplishments at the end of the year shall be measured based on targets/commitments aligned to the Organizational Strategic Objective.
- b.) **Executive/Managerial Competence.** This refers to an assessment of the Ratee's executive leadership and managerial competence in the work setting. The assessment shall be determined from scores obtained from different sets of behavioural rating scales accomplished by the Ratee's Superiors and Subordinates.

The Ratee's executive/managerial competence shall focus on the six (6) core competencies adopted and prescribed as the fundamental standards for executive performance in various ranks in the CES. The six (6) core competencies are as follows:

- i.) **Strategic and Critical Thinking.-** The ability to obtain information and identify key issues and relationships relevant to achieving a long-range goal or vision; to commit a course of action to accomplish a long-range goal or vision after developing alternatives based on logical assumptions, facts, available resources, constraints, and organizational values.

- ii.) **Leading in a Continuously Changing Environment** - The ability to encourage others to seek opportunities for different and innovative approaches in addressing problems and opportunities, and to facilitate the implementation and acceptance of change within the organization.
- iii.) **Empowering/Developing Others to Establish Collective Accountability for Results** - The ability to develop and promote effective relationships with colleagues and team members and to deal constructively with conflicts. The ability to develop subordinates' skills and competencies by planning effective development activities related to current and future jobs.
- iv.) **Linkaging and Networking for Productive Partnerships** - The ability to develop and strengthen partnerships that can provide information, assistance and support to the organization; to identify and use synergies across the organization with external partners.
- v.) **Planning/Organizing for Greater Impact** - The ability to establish a course of action for self and/or others to accomplish a specific goal; to plan proper assignments of personnel and appropriate allocation of time and other resources.
- vi.) **Driving Performance for Integrity and Service** - The ability to produce and deliver quality results, to be action-oriented and committed to the achievement of the outcomes.

RULE III COVERAGE AND RATING PERIOD

Section 1. Coverage. The CESPES shall cover all incumbents of CES positions in various departments and/or agencies of the national government, including government-owned or controlled corporations (GOCCs) with original charters, for an uninterrupted period of at least three (3) months. Division Chiefs and those occupying lower positions shall be covered by the CESPES provided they are:

- a.) Career Executive Service (CES) eligibles or Career Service Executive (CSE) eligibles or Career Executive Officer (CEO) eligibles; and,
- b.) Designated in Acting or Officer-In-Charge (OIC) capacity.

Section 2. Rating Period. The rating period, which refers to a twelve (12)-month period covering January to December, shall embody the time frame during which the overall performance of the Ratee shall be the subject and focus of measurement and assessment.

Section 3. Frequency and Period of Conduct. The cycle of each CESPES run is one whole year or twelve (12) months covering January 1 to December 31 of each year and shall be implemented simultaneously to all departments/agencies covered by the CES in accordance with the schedule prepared by the CESB.