



**Tanggapan ng Kalihim**  
*Office of the Secretary*

MAR 16 2006


**DEPED MEMORANDUM**

No. 102, s. 2006

**2006 SEARCH FOR OUTSTANDING CAREER EXECUTIVE  
OFFICERS (CEOs) PROGRAM**

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

1. For the information and guidance of all concerned, attached is a copy of the letter of Chairperson Karina Constantino-David of the Career Executive Service Board (CESB), announcing the launching of the "2006 Search For Outstanding Career Executive Officers (CEOs)" programs.
2. The policies, rules, guidelines and requirements for program implementation and the nomination form are hereto attached. These documents are also available at the CESB website: [www.cesboard.gov.ph](http://www.cesboard.gov.ph).
3. For more information and concerns, you may contact the CESB at telephone numbers: 951-4981 to 85 or e-mail at [pmcnds@cesboard.gov.ph](mailto:pmcnds@cesboard.gov.ph).
4. Immediate dissemination of this Memorandum is desired.

  
**FE A. HIDALGO**  
*Undersecretary  
Officer-In-Charge*

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

OFFICIALS

SEARCH

## SEARCH FOR OUTSTANDING CAREER EXECUTIVE OFFICERS PROGRAM



I. What is the Search for Outstanding Career Executive Officers (CEO) Program?

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The Search for Outstanding CEO is an annual program of the Career Executive Service Board (CESB) which recognizes, rewards and promotes performance excellence in the public service by honoring Third Level civil servants distinguished for exemplary leadership and outstanding achievements in their work. Awardees are nominated and chosen through a national level competition.

II. What is the Rationale of the Award?

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The Award aims to inspire CEOs and Third Level Eligibles to live up to the ideals of being accountable and development-oriented public managers who are willing to bring change where it is needed, expertise where it is missing, and leadership where it is wanting.

The Award highlights exceptional accomplishments not only to reward and encourage consistent superior performance, but most importantly to motivate government workers to give their best in public service and to promote excellence among their ranks. Non-eligibles, in particular, are persuaded to aspire for Third Level eligibility and, consequently, to help further professionalize the CES and the entire bureaucracy as well.

III. What is the Scope of the Award?

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Only Career Executive Officers (CEOs/ CESOs) and Third-Level Eligibles - whether Career Service Executive Eligibles (CSEE) or Career Executive Service Eligibles (CESE) - occupying executive and managerial positions in the Third Level shall qualify for the award.

The Third Level of the Philippine Civil Service includes all positions higher than Division Chief based on the Position Classification System of the Department of Budget and Management (DBM) in parallel systems covering or as may be applicable across the Executive, Legislative, and Judicial branches, including Constitutional Offices.

## SEARCH FOR OUTSTANDING CAREER EXECUTIVE OFFICERS PROGRAM

### IV. Who shall Qualify for the Award?

In addition to the above, a nominee **MUST MEET ALL** of the following requirements to qualify:

1. **INCUMBENCY IN / OCCUPANCY OF** a Third Level position at the time of nomination;
2. **VERY SATISFACTORY PERFORMANCE** or its equivalent for the **LAST TWO (2) CONSECUTIVE ANNUAL** rating periods prior to his/her nomination;
3. **NEVER BEEN FOUND GUILTY** of any administrative or criminal offense involving moral turpitude and **HAS NO PENDING** administrative or criminal case at the time of the nomination; and
4. **SUBMISSION OF TWO (2) COMPLETE NOMINATION PACKAGES** within the nomination period.

### V. What are the Contents of the Nomination Package?

**EACH** nomination package must contain a **COMPLETE** set of the following:

#### A. FOR NOMINATORS

A **FULLY ACCOMPLISHED COPY** of the Search for Outstanding Career Executive Officer (CEO) Nomination Form A;

#### B. FOR NOMINEES

1. A **FULLY ACCOMPLISHED** Career Executive Service Personal Data Form (CES-PDF) duly sworn to before the highest-ranking Human Resource Management Officer (HRMO) of the employing agency;
2. Passport size (4.5 x 3.5 cm.) ID photographs (i.e., computer print-out and photocopy not acceptable) taken within the last six (6) months;
3. Agency issued official certification of the nominee's performance ratings for the **LAST TWO (2) CONSECUTIVE ANNUAL** rating periods **IMMEDIATELY PRIOR** to nomination.
4. Duly notarized nominee's self-certification of: a) **NEVER** having been found guilty and convicted of any administrative or criminal offense involving moral turpitude, and b) **NO PENDING** administrative or criminal case filed against him/her at the time of nomination;
5. Detailed information on dismissed case/s, if any;
6. Latest and duly notarized Statement of Assets and Liabilities;

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## SEARCH FOR OUTSTANDING CAREER EXECUTIVE OFFICERS PROGRAM

7. Tax Clearance Certificate issued by the Bureau of Internal Revenue; and
8. Original and/or photocopies of clippings from official publications (i.e., sources cited) of news, feature, photo items and other information references supporting the nomination.

### C. FOR NOMINATOR AND NOMINEES

A FULLY ACCOMPLISHED Abstract of Accomplishments of the Nominee (Nomination Form B), which may be accompanied by supporting data (e.g. pictures, articles and other proof)

#### VI. What are the Criteria for Evaluation?

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##### A. Outstanding Accomplishments

The Abstract of Accomplishments (Nomination Form – B) should identify the most outstanding accomplishments achieved by and exclusively attributable to the **NOMINEE** as exemplified by innovative interventions or outputs initiated and/ or implemented by the nominee singly or in collaboration with other individuals. The accomplishments must: 1) have been achieved within the last five (5) years, 2) be work-related, and 3) be of national significance. Such interventions/outputs must have resulted in/or produced positive, meaningful and sustainable changes leading to improvements in the quality of life of the stakeholders and the community.

The criteria for evaluating outstanding accomplishments are the following:

1. **Noteworthiness of the Outstanding Performance / Contributions** – the degree of uniqueness and originality of the outstanding performance or contributions;
2. **Results / Impact of Performance / Contributions** – the extent to which the interventions or outputs are being used, the scope/ range of their effects, cost savings/ surplus generated, the kinds and numbers of stakeholders benefited, resulting qualitative improvements in the stakeholders' conditions, structures and systems improved and transactions/ processes facilitated, paradigm shifts it caused;
3. **Reliability and Effectiveness** – the extent to which the innovative interventions or outputs meaningfully addressed felt and/or prioritized needs and improved the efficiency and dependability of service delivery;
4. **Consistency of Performance** – the degree of consistency in manifesting a strong desire and working for outstanding performance based on historical work record.

## SEARCH FOR OUTSTANDING CAREER EXECUTIVE OFFICERS PROGRAM

### B. Personal Attributes

Under this dimension, the nominee will be evaluated based on demonstrated exemplary leadership and managerial attributes and competencies, namely:

1. **Leading Change** – displays the highest levels of creativity and innovation, leads and implements well-planned and systematic change initiatives, and demonstrates maturity and skills in guiding people and the organization through change processes to produce meaningful and sustainable results relevant to the specific needs of the stakeholders and the community;
2. **Developing and Leading People** – demonstrates successful, innovative and acceptable practices in building, nurturing and sustaining goal and standards-focused, process-oriented, cohesive, disciplined, organized, highly-motivated and consistently productive work teams;
3. **Results-Driven** – consistently maintains an exceptional record for achieving strategically important results with meaningful impact on stakeholders;
4. **Business Acumen** – demonstrates exceptional competence in managing and optimizing human, technological, financial, capital and information resources in performing an organization's core businesses, accomplishing its mission, and in contributing to its strategic goals while cultivating public trust;
5. **Building Coalitions / Communication** – demonstrates key competencies in developing and sustaining alliances, partnerships and cooperative relations with various stakeholders;
6. **Integrity** – manifests unwavering conviction to uphold moral ethics and highest professional standards in all aspects of personal and social life; maintains living standards reasonably within visible means and limits of income as completely and accurately disclosed in tax returns, annual Statements of Assets and Liabilities; and has never indulged in extravagant or ostentatious displays of wealth in any form.

### VII. What is the Process for the Selection of the Awardees?

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#### A. COMPETITION PROCESS

##### 1. SUBMISSION OF NOMINATIONS

TWO (2) SETS of the Nomination Package WHEN COMPLETED shall be submitted to the CESB Secretariat.

Only candidates officially nominated IN WRITING by a qualified nominator shall be considered for the Award. Self-nominations shall NOT be accepted nor considered.

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For more information on the Search for Outstanding CEO Program, or to download this form and other related materials, go to [www.cesboard.gov.ph](http://www.cesboard.gov.ph). Specific questions can be addressed via email: [pmcnds@cesboard.gov.ph](mailto:pmcnds@cesboard.gov.ph), phone (632) 951-4981 to 88 at loc 104, 121 or 129, or by writing to CESB, No. 3 Marcelino St., Holy Spirit Drive, Diliman, Quezon City 1127

## SEARCH FOR OUTSTANDING CAREER EXECUTIVE OFFICERS PROGRAM

While agencies/organizations are expected to nominate only the best among their officials, there is **NO LIMIT** to the number of candidates who may be nominated by **EACH NOMINATOR**.

### **2. PRE-SCREENING**

The Pre-Screening Committee (PSC), chaired by the Executive Director and composed of senior staff of the CESB Secretariat shall conduct a preliminary evaluation of the nomination documents submitted. The PSC shall forward all nominations that are complete and in order to the nominee's agency for the subsequent endorsement by the **HEAD OF OFFICE**. All nominations endorsed by the Head of Agency shall qualify for the next stage.

### **3. FIRST SCREENING**

The list of qualified nominees and all pertinent documents shall be submitted by the PSC to the Committee on Awards for evaluation and deliberation. The Committee on Awards shall decide who among the nominees shall qualify for the validation of accomplishments.

### **4. VALIDATION OF ACCOMPLISHMENTS**

Trained and competent validators shall be deputized by the Secretariat to investigate and validate all data and factual claims stated in nomination forms and other submitted documents. Validators shall prepare and submit individual Validation Reports for each nominee to the Committee on Awards.

### **5. SECOND SCREENING**

The Committee on Awards shall then evaluate and deliberate on the validation report findings.

### **6. INTERVIEW (OPTIONAL)**

The Committee on Awards may require the presence of the nominee for a panel interview to validate the data in the nomination form, supporting papers and findings in the Validation Report

### **7. DECISION**

The Committee on Awards shall determine and render the final decision on the winner.

### **8. CES BOARD APPROVAL**

The decision of the Committee on Awards shall be endorsed to the CES Board for approval.

## SEARCH FOR OUTSTANDING CAREER EXECUTIVE OFFICERS PROGRAM

### B. RESPONSIBILITIES AND ROLES

#### RESPONSIBILITIES OF THE NOMINATOR:

1. Fully accomplish 2 copies of Nomination Form A;
2. Inform the nominee of the nomination and request him/her to submit 2 copies each of the contents of the nomination package under Section V-B;
3. Together with the nominee, accomplish Nomination Form B: Abstract of Accomplishments
4. Compile all the necessary documents and submit 2 complete and separate sets of the nomination packages containing the documents mentioned in Section V to the CESB within the prescribed period.

#### RESPONSIBILITIES OF THE NOMINEE:

1. Submit to the nominator 2 copies each of all the contents of the nomination package under Section V-B; and
2. Assist the nominator in accomplishing the Nomination Form B

#### RESPONSIBILITIES OF THE PRE-SCREENING COMMITTEE (PSC):

1. Organize and convene as the PSC;
2. Conduct a preliminary evaluation of the nomination documents submitted to check on their completeness;
3. Submit to the Committee on Awards the list of qualified nominees and all pertinent documents.

#### RESPONSIBILITIES OF THE COMMITTEE ON AWARDS:

1. Formulate the evaluation process for the award;
2. Evaluate and deliberate on the merit of the nominations;
3. Require the presence of the nominee for a panel interview to validate the data in the nomination form, supporting papers (e.g. submitted accomplishments reports) and findings in the Validation Report;
4. Determine the winners.

## SEARCH FOR OUTSTANDING CAREER EXECUTIVE OFFICERS PROGRAM

### RESPONSIBILITIES OF THE SEARCH SECRETARIAT:

1. Coordinate, facilitate, document and monitor the activities pertaining to the program;
2. Provide administrative and logistical support;
3. Request the head of agency of the nominee to furnish the PSC an endorsement, in the event that this was not secured by the nominator and the nominee;
4. Inform the nominator and the nominee of the disqualification of the nomination due to the lack of endorsement of the head of agency or for the reasons outlined in Section IX; and
5. Deputize trained and competent validators to investigate and validate all data and factual claims stated in the nomination forms and other documents. The validator shall prepare and submit a Validation Report to the Committee on Awards.

### VIII. Who may Nominate?

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Any of the following persons/ organizations may nominate:

1. Government agencies, national and regional associations of career executive officers and non-government/ civil society organizations, through their HEADS OF OFFICES or CHIEF EXECUTIVES; and
2. Nominee's superior/ subordinate or any individual from the nominee's agency who has substantial knowledge of the nominee's leadership/ managerial attributes and accomplishments.

### IX. What are the Grounds for Disqualification?

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ANY or ALL of the following circumstances constitute grounds for automatic disqualification of nominations:

1. TERMINATION OR VOLUNTARY SEPARATION from the service effective on or before the final deliberations of the Committee on Awards;
2. Any MISREPRESENTATION OR FALSIFICATION of information stated in the nomination form or in any supporting document submitted; and
3. Conviction of any administrative or criminal offense involving moral turpitude and/ or being a respondent in a pending administrative or criminal case on or before final deliberations by the Committee on Awards.



**SEARCH FOR OUTSTANDING CAREER EXECUTIVE OFFICERS PROGRAM**

X. What would the Awardees expect to receive?

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The Search for Outstanding Career Executive Officer Awardee shall receive a:

1. Plaque of Recognition containing the citation and signature of the Chairperson of the Career Executive Service Board;
2. Cash award amounting to PhP 50,000.00;
3. Nomination to the Civil Service Commission Honor Awards Program.

XI. Who will Compose the Committee on Awards?

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The Committee on Awards shall be composed of two (2) Members of the CES Board and three (3) other representatives from outside the CES Board who shall be identified by the Board.

XII. Submission of Nominations

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Nominations for the award must be forwarded to and received by the Career Executive Service Board on or before April 7, 2006.

For more information on the Search for Outstanding CEO Program, or to download this form and other related materials, go to [www.cesboard.gov.ph](http://www.cesboard.gov.ph). Specific questions can be addressed via email: [pmcads@cesboard.gov.ph](mailto:pmcads@cesboard.gov.ph), phone (632) 951-4981 to 88 at loc 104, 121 or 129, or by writing to CESB, No. 3 Marcelino St., Holy Spirit Drive, Diliman, Quezon City 1127

h/s  
3/14  
9-025

# SEARCH FOR OUTSTANDING CAREER EXECUTIVE OFFICERS PROGRAM

FORM A: Nominator and Nominee Information Form



**Recently taken  
Passport Size Photo  
with name Tag  
(1 1/2" x 2")**

**Computer generated  
or xerox copy of  
picture is not  
accepted**

**INSTRUCTIONS:** Please accomplish the following form completely using accurate and updated information. Two (2) reference persons are required who must be deeply familiar with the nominee and his/her accomplishments, and able and willing to provide detailed information on the nominee and his/her performance.

# NOMINEE

## NOMINEE

Name: \_\_\_\_\_  
(Last) (First) (Middle)

Date of Birth: \_\_\_\_\_ Civil Status: \_\_\_\_\_

Position/Title: \_\_\_\_\_

Department/Agency: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phones (Landline): \_\_\_\_\_  
(Cell): \_\_\_\_\_  
(Fax): \_\_\_\_\_

Email: \_\_\_\_\_

Website (If any): \_\_\_\_\_

Third Level Eligibility Status: \_\_\_\_\_  
(CES/CSEE/CESO Rank)

## NOMINATOR

Name: \_\_\_\_\_

Position/Title: \_\_\_\_\_

Agency/Organization: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone (Landline): \_\_\_\_\_  
(Cell): \_\_\_\_\_  
(Fax): \_\_\_\_\_

Email: \_\_\_\_\_

Signature of Nominator: \_\_\_\_\_

\_\_\_\_\_

(Signature over printed name)

## REFERENCE 1

Name: \_\_\_\_\_

Position/Title: \_\_\_\_\_

Agency/Organization: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone (Landline): \_\_\_\_\_  
(Cell): \_\_\_\_\_  
(Fax): \_\_\_\_\_

Email: \_\_\_\_\_

## REFERENCE 2

Name: \_\_\_\_\_

Position/Title: \_\_\_\_\_

Agency/Organization: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone (Landline): \_\_\_\_\_  
(Cell): \_\_\_\_\_  
(Fax): \_\_\_\_\_

Email: \_\_\_\_\_

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# SEARCH FOR OUTSTANDING CAREER EXECUTIVE OFFICERS PROGRAM

FORM B: **Abstract of the Nominee's Accomplishments**



## I. Instructions (to the NOMINATORS)

Accomplish this form completely by answering **ALL** items. **Your responses must be complete, specific, concise and factual.** You may work with or seek the assistance of the nominee in answering the items. Using the given format, encode/ type all answers in double space, on size A4 bond paper, and print in triplicate (3) copies, all of which must be submitted to and received by the CESB Secretariat offices not later than **April 7, 2006**. Use additional sheets of paper as needed. If the nominee qualifies, **ALL data, statements and claims made in this form will be validated, studied and assessed and used as bases for the competition.**

### A. Identification of the Nominee's Most Outstanding Accomplishment(s)

Identify A MAXIMUM OF THREE (3) of the nominee's most outstanding accomplishment(s) WITHIN THE LAST FIVE (5) YEARS. These accomplishments can be: policies, programs, projects or processes/ procedures which have to be:

- Purposive innovations/ "value adding reforms" which strengthened and/ or improved the quality of the agency's structures, systems, operations, resources, products/ services and/ or relationships with its stakeholders significantly and on a sustainable basis, leading to the agency's overall organizational effectiveness;
- Direct outputs/ results of and exclusively attributable to the nominee in the performance of leading and innovating tasks/ functions within the scope of his/ her accountabilities within the last five (5) years; and
- Conceptualized/ initiated, developed, planned, installed, implemented and/ or completed (if finished) primarily by the nominee.

#### Accomplishment(s):

1. \_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_
3. \_\_\_\_\_  
\_\_\_\_\_

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# SEARCH FOR OUTSTANDING CAREER EXECUTIVE OFFICERS PROGRAM

## FORM B: Abstract of the Nominee's Accomplishments

### B. Discussion of the Accomplishment(s)

Provide ALL NEEDED DATA for each item and STRICTLY FOLLOW the prescribed format. Accomplish the complete set of items in the data form for EACH/ EVERY accomplishment stated above. Each stated accomplishment must have its own complete and separate data form.

Data Form for Accomplishment No: \_\_\_\_\_

Name of Accomplishment: \_\_\_\_\_

#### Profile of the Accomplishment:

Identify and describe the needs, problems and concerns INTENDED to be addressed by the accomplishment.

Discuss the INTENDED outcome(s)/ result(s) and benefits(s)/ use(s) of the accomplishment.

Processes/ Major Activities Leading to the Accomplishment	Kinds and Quantity of Resources Used	Duration and Timeframe	Activity Implementors and Their Specific Roles

#### Profile of the Stakeholder(s):

Stakeholder(s)/ Interest Group(s) Affected by the Accomplishment	Stakeholder's Relationship with the Accomplishment (Details on the: roles, involvement, contributions, accountability of stakeholder in/ how affected by the accomplishment)

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# SEARCH FOR OUTSTANDING CAREER EXECUTIVE OFFICERS PROGRAM

## FORM B: Abstract of the Nominee's Accomplishments

**Listing and Brief Description of ALL Task(s)/ Role(s) Actually Performed by the Nominee Leading to the Accomplishment:**


**Accomplishment Indicators:**

Explain essential features of the accomplishment that **DISTINGUISH, EXEMPLIFY and MAKE IT OUTSTANDING.**

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**DETAILED ACCOMPLISHMENT MEASURES AND INDICATORS**

Discuss complete data on ACTUAL: savings/ surplus generated, costs/ expenses reduced, revenues/ income earned, counterpart equity/ capital developed, assets acquired, resources invested, and other development indicators showing accomplishment's positive influence, IF AVAILABLE.

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**SEARCH FOR OUTSTANDING CAREER EXECUTIVE OFFICERS PROGRAM**  
**FORM B: Abstract of the Nominee's Accomplishments**

**Performance Indicators:**

Identify and briefly describe: ALL 1) significant awards, honors, prizes and other forms of recognition achieved by the nominee; 2) job performance records, and 3) organizational affiliations, which attest to his/ her exemplary accomplishments and demonstrated performance excellence WITHIN THE LAST FIVE (5) YEARS and which are RELATED AND CONTRIBUTORY TO the accomplishment cited.

**Assessment of the Nominee (By the NOMINATOR):**

Write an essay (in not more than 300 words) describing your assessment of the nominee as a: 1) person, 2) leader/ manager in a public office, 3) family member, and as a 4) citizen.

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**SEARCH FOR OUTSTANDING CAREER EXECUTIVE OFFICERS PROGRAM**  
**FORM B: Abstract of the Nominee's Accomplishments**

**C. Certification**

We attest to the COMPLETENESS, TRUTHFULNESS, ACCURACY and TIMELINESS of all facts and claims stated herein and authorize the use of these information by the CESB for the Search for Outstanding Career Executive Officers (CEOs) Program, and for research and publication purposes. We understand and agree that the CESB, through the Committee on Awards, shall validate, study and assess all data and claims made in this form. We consent to the conduct of field validation research, background investigation, and other methodologies for this purpose.

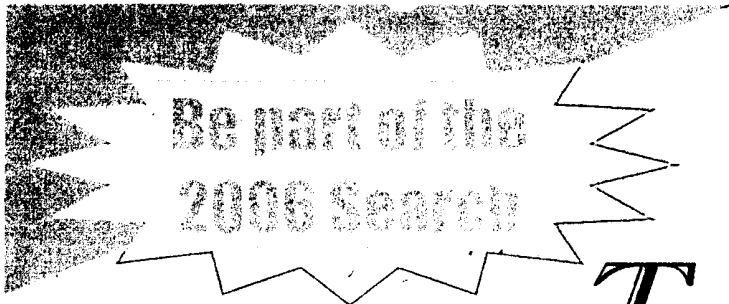
Please affix your signatures over your printed names.

\_\_\_\_\_  
NOMINEE

\_\_\_\_\_  
NOMINATOR

Date accomplished:  
  
\_\_\_\_\_

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**SEARCH FOR OUTSTANDING CAREER EXECUTIVE OFFICERS PROGRAM**



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*The Award aims to inspire CEOs and Third Level Eligibles to live up to the ideals of being accountable and development-oriented public managers who are willing to bring change where it is needed, expertise where it is missing, and leadership where it is wanting.*

**Who may be nominated?**

**Career Executive Officers (CEOs/ CESOs) and Third-Level Eligibles - whether Career Service Executive Eligibles (CSEE) or Career Executive Service Eligibles (CESE) - occupying executive and managerial positions in the Third Level demonstrating consistently outstanding accomplishments, leadership attributes, and unquestionable integrity.**

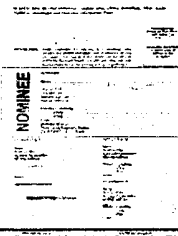
**2005 Outstanding Career Executive Officers**




Department of Science and Technology Undersecretary Fortunato T. Dela Peña, Vicente Sotto Memorial Medical Center Chief Filomena G. Delos Santos, Bureau of Fisheries and Aquatic

Resources Regional Director Sani D. Macabalang, National Economic and Development Authority Regional Director Leonardo N. Quito, Jr. and Department of the Interior and Local Government Regional Director Roberto C. Abejero were awarded as **2005 Outstanding Career Executive Officers** last September 22, 2005 during the Parangal... Pasasalamat - Civil Service Commission 103rd Anniversary Celebration at the Cultural Center of the Philippines. They received a plaque of recognition, 50,000 cash and nomination to the Presidential Lingkod Bayan Award. Macabalang, Delos Santos and Abejero also received a scholarship grant for a short-term study visit to Australia.

**Nominate Now!!!**



**Submit your nominations to:**

 **The Executive Director  
Career Executive Service Board  
3 Marcelino St., Holy Spirit Dr., Quezon City**

**Deadline for submission of nominations is on April 7, 2006.**

**Nomination Forms may be downloaded from the CESB website.**

**For complete details and inquiries on the program, you may contact us at the following addresses:**



**Address:** CAREER EXECUTIVE SERVICE BOARD  
3 Marcelino St., Holy Spirit Dr., Quezon City  
**Phone:** 951-4981, 951-4985, 951- 4988 locals: 104, 121 and 129  
**Fax:** 951-33306  
**Email:** pmcds@cesboard.gov.ph  
**Website:** www.cesboard.gov.ph