



Tanggapan ng Kalihim
Office of the Secretary


MAR 06 2007

DepED MEMORANDUM
No. 90 s. 2007

2007 SEARCH FOR OUTSTANDING CAREER
EXECUTIVE OFFICERS (CEOs) PROGRAM

To: Undersecretaries
Assistant Secretaries
Bureau Directors
Directors of Services, Centers and Heads of Units
Regional Directors
Schools Division/City Superintendents

1. For the information and guidance of all concerned, enclosed is a copy of the letter of Chairperson Karina Constantino-David of the Career Executive Service Board (CESB), announcing the "2007 Search for Outstanding Career Executive Officers (CEOs) Program".
2. The policies, rules, guidelines, and requirements for program implementation and the nomination form are enclosed. These documents are also available at the CESB website at www.cesboard.gov.ph.
3. For more information and concerns, contact the CESB at tel. nos. 951-4981 to 85 or e-mail at pmcnds@cesboard.gov.ph.
4. Immediate dissemination of this Memorandum is desired.


FRANKLIN C. SUNOA
Undersecretary

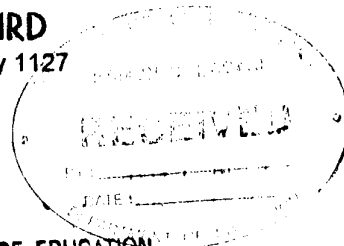
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Reference: DepED Memorandum: No. 102, s. 2006
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To be indicated in the Perpetual Index
under the following subjects:

OFFICIALS
PROGRAMS
SEARCH



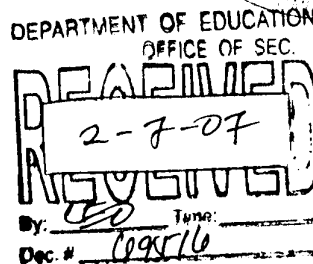
Republic of the Philippines
CAREER EXECUTIVE SERVICE BOARD

No. 3 Marcelino Street, Holy Spirit Drive, Diliman, Quezon City 1127
Tel. Nos. 951-4981 to 85 (Trunkline) / 951-3306 (Fax)
website: www.cesboard.gov.ph



17 January 2007

Hon. Jesli A. Lapus
Secretary
Department of Education
2/F, Rizal Bldg., University of Life,
Meralco Avenue
1600 Pasig City



Dear Secretary **Lapus**:

Greetings from the Career Executive Service (CES) Board!

In its continuous effort to promote performance excellence in the public service, the CESB commences its **2007 Search for Outstanding Career Executive Officers**. The Search is an annual program of the CESB which recognizes, rewards and promotes performance excellence in the public service by honouring Third Level executives, distinguished for exemplary leadership and outstanding achievements in their work.

In this regard, we encourage you to nominate candidate/s from your agency. Your nomination/s bestows recognition to those who performed excellently and promotes the best practices of your agency worthy of emulation. To provide you essential and complete information, we have attached program documents for your reference, as follows:

1. CESB Resolution No: 566 – Search for Outstanding Career Executive Officers Program;
2. Policies, Rules, Guidelines and Requirements for Program Implementation; and
3. Copies of the Nomination Form for the Program.

These documents have also been posted as downloadable documents in the CESB website (www.cesboard.gov.ph).

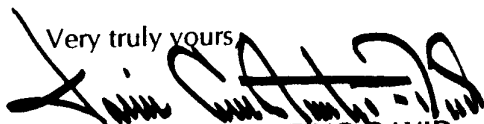
We also request your support in generating awareness about the program. Also attached are the program primer and campaign posters used for this purpose. Please disseminate the information on the Search in any possible manner to all units within your scope of coverage.

For better coordination and alignment of our efforts, please feel free to communicate with us any issue, question and all other related concerns using our e-mail address: pmcds@cesboard.gov.ph. You may also call Ms. Imee Guanzon at telephone numbers: 951-4981, 951-4984, 951-4985 and 951-4988, locals 104, 121 and 129.

We are confident that the successful conduct and outcome of the 2007 Search shall draw upon the strength of our partnership and our shared passion to promote excellence in the public service.

Thank you.

Very truly yours,

A handwritten signature in black ink, appearing to read 'Karina Constantino-David', written in a cursive style.

KARINA CONSTANTINO-DAVID
Chairperson



Republic of the Philippines
CAREER EXECUTIVE SERVICE BOARD
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website: www.cesboard.gov.ph

**SEARCH FOR OUTSTANDING
CAREER EXECUTIVE OFFICERS
PROGRAM**

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RESOLUTION NO. 566

WHEREAS, Presidential Decree No. 1, created the Career Executive Service Board (CESB) “to serve as the governing body of the Career Executive Service” and mandated it to “promulgate rules and standards and procedures on the selection, classification and career development of members of the Career Executive Service”;

WHEREAS, there is a need to recognize Career Executive Officers (CEOs) occupying executive and managerial positions in the third level for their exemplary accomplishments or contributions which have led to or produced positive and sustainable changes toward improving the quality of life of the stakeholders and the community;

WHEREAS, there is a need to highlight their outstanding accomplishments not only to reward good performance but most importantly, to inspire and motivate others in government to give their best to public service;

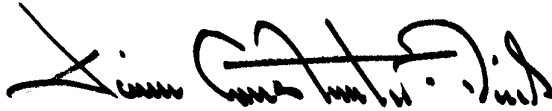
WHEREAS, the annual Search for Outstanding CEOs will serve as an avenue in giving this recognition to CEOs for their outstanding performance and significant contributions;

WHEREAS, ultimately, it is intended to make CEOs live up to the ideals of being accountable public managers who are development-oriented, willing to bring change where this is needed, expertise where this is missing and leadership where this is wanting;

WHEREAS, the evaluation process for the award shall be formulated by a Committee on Awards created for this purpose;

WHEREFORE, IT IS RESOLVED, as it is hereby RESOLVED by this Board, to IMPLEMENT THE SEARCH FOR OUTSTANDING CAREER EXECUTIVE OFFICERS. It is further resolved that the Board Secretariat shall establish the detailed activities involved in this program and shall be responsible for its implementation.

APPROVED this 9th day of November 2004 in Quezon City, Philippines.



KARINA CONSTANTINO-DAVID
Chairperson



RAMON F. NIEVA
Vice Chairperson

ABSENT
MA. CONCEPCION P. ALFILER
Member



FERDINAND B. CUI JR.
Member



GODOFREDO C. DE GUZMAN
Member

ABSENT
EDUARDO T. GONZALEZ
Member



GERARDO A. PLANA
Member



CARINA S. VALERA
Member

Attested by:



BETTINA MARGARITA S. LAYUGAN
Acting Board Secretary



Search for Outstanding Career Executive Officers Program PROGRAM GUIDELINES

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

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?

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?

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.

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:

1. A **FULLY ACCOMPLISHED COPY** of the Search for Outstanding Career Executive Officer (CEO) Nomination Form;
2. 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;
3. 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;
4. Agency issued official certification of the nominee's performance ratings for the **LAST TWO (2) CONSECUTIVE ANNUAL** rating periods **IMMEDIATELY PRIOR** to nomination.
5. 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;
6. Detailed information on dismissed case/s, if any;
7. Latest and duly notarized Statement of Assets and Liabilities;
8. Tax Clearance Certificate issued by the Bureau of Internal Revenue; and
9. 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.



VI. What are the Criteria for Evaluation?

A. Outstanding Accomplishments

The nomination 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

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?

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.

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.

B. RESPONSIBILITIES AND ROLES

RESPONSIBILITIES OF THE NOMINATOR:

1. 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;
2. Together with the nominee, accomplish the Nomination Form;
3. 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; and
2. Assist the nominator in accomplishing the Nomination Form.

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.

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?

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?

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.

X. What would the Awardees expect to receive?

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?

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

Nominations for the award must be forwarded to and received by the Career Executive Service Board on or before April 30, 2007.



**Search for Outstanding Career Executive Officers Program
NOMINATION FORM**

Instruction: Please accomplish this form completely and accurately. This form must be submitted with accompanying document requirements for nomination.

PART I: Contact Information

In this section, you are expected to provide detailed information about the nominee, the nominator and two reference persons. The reference persons 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.

Recently taken
passport size photo
with name tag
(1 1/2" x 2")

Computer generated
picture is not
accepted

NOMINEE	
Name: _____	
(Last)	(First) (Middle)
Date of Birth: _____	Civil Status: _____
Position/Title: _____	
Department/Agency: _____	_____
Mailing Address: _____ _____	
Phones (Landline): _____	
(Mobile): _____	
(Fax): _____	
E-mail: _____	
Third Level Eligibility Status _____	

NOMINATOR
Name: _____
Position/Title: _____
Agency/Organization: _____
Mailing Address: _____ _____
Phone (Landline): _____
(Mobile): _____
(Fax): _____
Email: _____
Signature of nominator: _____ (Signature over printed name)

REFERENCE PERSON
Name: _____
Position/Title: _____
Agency/Organization: _____
Mailing Address: _____ _____
Phone (Landline): _____
(Mobile): _____
(Fax): _____
Email: _____
Signature of referee: _____ (Signature over printed name)

REFERENCE PERSON
Name: _____
Position/Title: _____
Agency/Organization: _____
Mailing Address: _____ _____
Phone (Landline): _____
(Mobile): _____
(Fax): _____
Email: _____
Signature of referee: _____ (Signature over printed name)



Search for Outstanding Career Executive Officers Program
NOMINATION FORM

PART II: Abstract of the Nominee's Accomplishment(s)

In this section, you are expected to provide a complete, specific, concise and factual account of the nominee's accomplishments. The nominee's accomplishments can be: policies, programs, projects or processes 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; and
- Conceptualized/ initiated, developed, planned, installed, implemented and/ or completed (if finished) primarily by the nominee **WITHIN THE LAST FIVE (5) YEARS**.

A. Identification of the Nominee's Most Outstanding Accomplishments

Identify the nominee's three most outstanding accomplishments within the last five (5) years.

Accomplishment(s):

1. _____

2. _____

3. _____

B. Information About the Outstanding Accomplishment

Below is the prescribed format in accomplishing Part II-B of the nomination. Provide ALL NEEDED DATA for each item and STRICTLY FOLLOW the prescribed format. Each accomplishment must be discussed separately.

Accomplishment No _____

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



Search for Outstanding Career Executive Officers Program
 NOMINATION FORM

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

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

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

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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. Specific questions can be addressed via email: pmcads@cesboard.gov.ph, phone (632) 951-4981, 951-4984, 951-4985 and 951-4988 at locals 104, 121 or 129, or by writing to CESB at No. 3 Marcelino Street, Holy Spirit Drive, Diliman,



Search for Outstanding Career Executive Officers Program
NOMINATION FORM

PART III: Description of the Nominee

A. Performance Data

Identify and briefly describe: 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.

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B. 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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C. Current Duties and Responsibilities

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Search for Outstanding Career Executive Officers Program
NOMINATION FORM

PART IV: 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:
