



Republic of the Philippines  
**Department of Education**



376-6

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

MAR 14 2007

DepED MEMORANDUM  
No. 104, s. 2007

DISSEMINATION OF CESB CIRCULAR NO. 1, SERIES OF 2007  
(Amendatory Policy on Attendance to Training Programs as a Requirement for Original and Promotional Appointment to CESO Ranks)

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 Career Executive Service Board (CESB) Circular No. 1, s. 2007, entitled "**Amendatory Policy on Attendance to Training Programs as a Requirement for Original and Promotional Appointment to CESO Ranks Pursuant to the Revised Policy on Original and Promotional Appointment to CESO Ranks (CESB Resolution No. 453, s. 2002)**".
2. Immediate dissemination of this Memorandum is desired.

*R. C. Bacani*  
RAMON C. BACANI  
Undersecretary

Encl.:

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

APPOINTMENT, EMPLOYMENT, REAPPOINTMENT  
OFFICIALS  
POLICY  
PROMOTIONS



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

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*Personal - PJ*

DEPARTMENT OF EDUCATION  
 OFFICE OF THE SECRETARY

RECEIVED  
 2/5/07  
 15442 *Arden*

RECEIVED  
 RAMON C. BACANI  
 UNDER SECRETARY  
 DEPARTMENT OF EDUCATION  
 DATE 0702-27-4

RECEIVED  
 FEB 12 2007  
 BY: Frank  
 Doc. # 08EC-64775

Circular No. 1  
 Series of 2007

**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 POLICY ON ATTENDANCE TO TRAINING PROGRAMS AS A REQUIREMENT FOR ORIGINAL AND PROMOTIONAL APPOINTMENT TO CESO RANKS PURSUANT TO THE REVISED POLICY ON ORIGINAL AND PROMOTIONAL APPOINTMENT TO CESO RANKS (CESB RESOLUTION NO. 453 S. 2002)

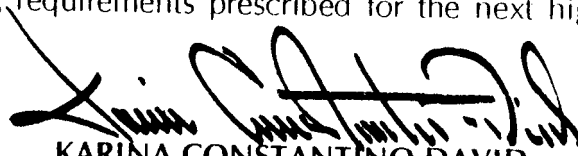
In accordance with Section 4, Article II of the Revised Policy on Original and Promotional Appointment to CESO Ranks (CESB Resolution No. 453 dated September 10, 2002), which provides for three (3) minimum personal qualifications, namely: Experience on CESO Rank, Training and Eligibility before the Career Executive Service Board (CESB) can recommend one for appointment by the President to CESO ranks, the CESB pursuant to Resolution No. 653 dated December 12, 2006, hereby adopts an amendatory policy on the attendance to training programs as a requirement for original and promotional appointment to CESO ranks, stated as follows:

1.0. Training requirements for purposes of promotional appointment to CESO ranks III, II, I provided under Section 4, Article II of CESB Resolution No. 453 s. 2002 shall be as follows:

Rank	Training Requirement
CESO I	Completion of the Senior Executives Development Program (SEDP) and three (3) accredited trainings or forty-eight (48) hours of relevant training
CESO II	Completion of the SEDP and two (2) accredited trainings or thirty-two (32) hours of relevant training
CESO III	Completion of the SEDP and one (1) accredited training or sixteen (16) hours of relevant training; passing the Senior Career Executive Officer Assessment Program (SCAP)

Relevant training programs, for this purpose, refer to formal courses such as seminars, workshops (and the like) provided by reputable training institutions, and non-formal human resource development interventions such as coaching, mentoring and job rotation, that enhance one's managerial and leadership capabilities. A certification relative to the non-formal human resource development intervention should be issued by the agency's human resource management officer.

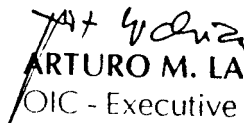
- 2.0 The requirement to attend the Executive Leadership Program (ELP) or any of its courses for original or promotional appointment to CESO ranks shall not be applied retroactively. Hence, those who have obtained their respective CESO ranks at the time when attendance to the ELP was not yet required need only to take the training requirements prescribed for the next higher CESO rank.



KARINA CONSTANTINO-DAVID

Chairperson

Attested by:

  
ARTURO M. LACHICA  
OIC - Executive Director

February 15, 2007

Date