

DENR Administrative Order
No. 2000 – 72
October 10, 2000

SUBJECT : Guidelines on the Conduct of CES Eligibility Assistance Activities for DENR Officials.

The Department is committed to professionalize the ranks of its executives especially those occupying Career Executive Service (CES) positions. Hence, it encourages these officials to endeavor for appointment to Career Executive Service Official (CESO) ranks.

Towards this end, the conduct of the CES eligibility assistance activities for DENR officials is hereby authorized and should be a regular activity of HRMS. These activities aim to facilitate the attainment by non-CES Officials of their CES ranks and to increase the pool of CES Eligibles in the Department.

A. Management Aptitude Test Battery (MATB) Review Class and Special Examination

This program aims to prepare these managers to be mentally fit and ready to take the MATB examinations which is the first step in qualifying for CES eligibility.

1. The priority participants of the review class shall be officials occupying CES positions, e.g. Undersecretaries, Assistant Secretaries, Bureau Directors and Assistant Directors, Service Directors, Regional Executive Directors (REDs), Assistant Regional Executive Directors (AREDs), MGB and EMB Regional Directors and Provincial Environment and Natural Resources Officers (PENROs). The Community Environment and Natural Resources Officers (CENROs) and the Division Chiefs may be allowed to take over slots reserved for CES incumbents if

the latter request for deferment of participation or express non-interest in taking the MATB examination.

2. Interested applicants shall be nominated in writing by the head of office who shall endorse said nomination to the Office of the Assistant Secretary for Management Services through the HRMS.
3. Expenses for the purpose shall be collectively shouldered by the examinees, chargeable against the funds of their respective offices, subject to the availability of funds and the usual accounting and auditing rules and regulations. The cost/amount shall be incorporated in the Special Order authorizing the attendance of the nominee in the particular review class.
4. Officials are allowed to charge their participation in the Review Class to their respective offices **only twice**. If the reviewee fails the MATB examination for the second time, he may apply directly to the Career Executive Service Board (CESB) to take the MATB Examination again, but he has to shoulder the transportation, travelling and other incidental expenses to be incurred.
5. The HRMS shall coordinate with the CESB for the conduct of special MATB examinations for DENR officials. Their attendance shall also be on official time.

B. Assessment of Managerial Capabilities and Potential/Assessment Center

The Assessment of Managerial Capability and Competence/Assessment Center (AC) consists of a battery of simulated management exercises required to qualify for the third stage. The MATB passers who are holding PENRO and non-CES positions are required to undergo the AC.

1. Qualified DENR officials shall be authorized to participate on official time in the Assessment Center (AC). However, officials who have been designated to CES positions shall be the priority participants.
2. Fifty percent (50%) of the cost of their participation in this CES examination stage shall be charged against HRMS funds. However, the transportation and travelling expenses shall be shouldered by the AC participants' respective offices.
3. Interested applicants shall be nominated in writing by the head of office who shall endorse said nomination to the Office of the Assistant Secretary for Management Services through the HRMS. The HRMS shall coordinate with the CESB the participation in the AC of the nominated officials.
4. Officials are allowed to charge their participation in the AC to their respective offices **only twice**. If the examinee fails the AC examination twice, he may apply directly to the Career Executive Service Board (CESB) to take the AC again. However, all expenses to be incurred from thereon shall be shouldered by the examinee.
5. The HRMS is hereby authorized to design and implement training programs on Leadership, Negotiation, Communication and Conflict Management to enhance the AC examinees chances of passing.

C. Validation of Managerial Capabilities

The validation of managerial capabilities shall be undertaken by the CESB through interviews with the examinee's superior, subordinates, some peers and some clients. AC passers and officials who have been appointed to CES positions are the participants in this examination stage.

1. The HRMS shall assist concerned DENR officials in the validation of their managerial capabilities. These officials are: (1) those who have been appointed to CES positions and have passed the MATB examination; and (2) those who are holding PENRO and non-CES positions who have passed the Assessment Center.
2. The HRMS assistance shall be in the form of scheduling with the CESB the availability of the examinee's superior, subordinates, peers and clients to be interviewed to determine the examinee's on-the-job performance. The HRMS personnel shall accompany interviewers to the field offices upon the request of the CESB.

D. Final Interview and Orientation to the Career Executive Service

The Final Interview shall be conducted by a member of the CES Board. The participants in this examination phase are those who have passed the validation stage. The Orientation to the Career Executive Service shall be given to those who have successfully hurdled the 4-stage CES Eligibility Examination.

1. The HRMS shall coordinate with the CESB the conduct of the final interview for those DENR officials who have passed the Validation process.
2. The attendance of the interviewee shall be on official time and the necessary transportation and travelling expenses shall be charged against his office's funds.
3. The attendance of those who passed the Final Interview to the Orientation to the Career Executive Service shall also be on official time with the necessary transportation and travelling expenses to be charged against their respective offices.

E. Endorsement to CESO Rank

The HRMS shall assist the CESB in the endorsement to CES ranks of those officials who have passed all stages of the CES Eligibility Examination.

1. The HRMS shall seek the assistance of pertinent offices in the issuance of clearances/certifications of no pending cases of the CESO candidate.
2. The HRMS shall draft the Secretary's endorsement letter for appointment of the CESO candidate to a CES rank. The HRMS shall submit the signed endorsement letter to the CESB.

F. CESPES

The Career Executive Service Performance Evaluation System (CESPES) is the periodic evaluation of the performance of the officials in the career executive service. The CESPES covers all officials, whether CESO/CES Eligible or not, occupying career executive service positions.

1. The HRMS shall assist the CESB in the conduct of the annual CESPES to evaluate the performance of the officials in the career executive service.
2. The HRMS shall facilitate the identification of superior and subordinates raters of the particular official. It shall be responsible for collating and submitting the accomplished CESPES forms to the CESB.
3. HRMS personnel shall accompany interviewers to the field offices.

Based on the foregoing, the HRMS-Management Development Division (MDD) shall also serve as repository of records/files on CES concerns.

This Order takes effect immediately.

(Sgd.) ANTONIO H. CERILLES
Secretary