



MC No. 18, s. 2007

MEMORANDUM CIRCULAR

TO : ALL HEADS OF CONSTITUTIONAL BODIES, DEPARTMENTS, BUREAUS, AND AGENCIES OF THE NATIONAL GOVERNMENT; LOCAL GOVERNMENT UNITS, GOVERNMENT-OWNED-OR-CONTROLLED-CORPORATIONS WITH ORIGINAL CHARTER; AND STATE COLLEGES AND UNIVERSITIES AND COLLEGES

SUBJECT : Career Executive Officer (CEO) Rank System

The Commission recognizes that there are non-Career Executive Service (CES) positions in the government, the duties and responsibilities of which are noticeably managerial-executive in character but are not covered by the CES. Such positions are in government-owned or controlled corporations, constitutional commissions, and other national government agencies.

Moreover, within the executive/managerial third level, only the CES has the operational rank system wherein only those appointed by the President are conferred a rank leaving a void as to the rank system for the executive/managerial group not covered by the CES and the proper authority to confer such rank.

In view of the foregoing and by virtue of its policy-making and rule-making power, the Commission promulgated CSC Resolution No. 062246 dated December 19, 2006 creating the Career Executive Officer (CEO) Rank System which covers all incumbents of third level executive positions on permanent status in the career service. This precipitated from the adoption of a unified third level examination process promulgated under Joint CSC-CESB Resolution No. 05-001 dated July 29, 2005.

Below are the general policies that govern the CEO rank system:

I. Definition

The Career Executive Officer (CEO) Rank System is a system that intends to classify CEO positions and confer rank on incumbents of executive/managerial third level positions in the government based on their performance, demonstrated competence and personal qualifications.

II. Coverage

The CEO Rank System shall cover the following:

- A. Those who were conferred the Career Executive Officer Eligibility (CEOE) and are incumbents of a third level position in the government service under permanent status; and
- B. Those who were conferred either the Career Executive Service Eligibility (CESE) or the Career Service Executive Eligibility (CSEE) and occupy a third level position under permanent status.

III. Ranking Structure

The CEO rank system shall have a hierarchical ranking structure with six (6) rank levels where CEO Rank I is the highest and the CEO Rank VI is the lowest and initial rank.

IV. Original Appointment to CEO Rank

The entry rank of CEO VI shall be conferred to the CEO, CSE, and CES eligibles who are first time appointees under permanent status to executive/managerial third level positions outside the coverage of the CES.

V. Promotional Appointment to CEO Rank

The promotion of the CEO VI to the next higher ranks shall be based on performance, demonstrated competence and personal qualifications.

VI. Policy-making Body/Appointing Authority to CEO Rank

The Commission shall be the policy-making body for the CEO Rank System and shall make appointment to CEO Rank. The Personnel Policies and Standards Office of the Civil Service Commission shall serve as the Secretariat for this purpose.

VII. Active and Inactive Status of the CEO Rank

The separation of an executive/managerial third level eligible from the CEO position will automatically render the rank inactive including the benefits attached to the rank. The rank will be activated upon reappointment to a CEO position.

VIII. Transitory Process

The CEO eligibility shall be required for conferment to CEO rank. The CES and the CSE eligibles shall also qualify for conferment to CEO rank subject to the following conditions:

Career Executive Officer (CEO) Rank System

- A. Third level eligibles who have already been conferred a CES rank shall be given the same CEO rank;
- B. The CES and CSE eligibles who are already appointed to third level positions and who have not yet been conferred a rank shall be conferred the rank of CEO VI; and
- C. Both the CES and CSE eligibles who are incumbents of second level positions shall be qualified for conferment to rank if appointed to a third level position ¹ without the need to undergo the CEO eligibility process.

This Circular shall take effect immediately.



KARINA CONSTANTIO-DAVID

Chair

22 August 2007

¹ Those appointed to third level positions by the President shall be conferred both the CES rank (by the President) and the CEO rank (by the CSC). Conferment of CES rank shall be governed by the rules of the CESB while the conferment of CEO rank shall follow the above-stated rules on the conferment of CEO rank.