



Procedures in Rating the CSC Officials under the New Career Executive Service Performance Evaluation System (CESPES)

I. Background

In 2006, the Civil Service Commission was one of the pilot offices which implemented the New CES Performance Evaluation System being administered by the Career Executive Service Board (CESB).

In January and February of the same year, a number of CSC officials attended the Orientation-Workshop on the New CESPES. During the orientation, officials from Director II up to Assistant Commissioners were informed of the need to submit their Performance Contracts (PC) covering the period April – June 2006. This was clarified by the CESB Secretariat and the Project Management and Consultants' Group that for purposes of the pilot implementation, pilot agencies shall only submit to CESB a PC covering the said period. However, considering that other pilot agencies such as the Department of Labor and Employment and Department of Environment and Natural Resources have no existing PES/PMS, except CESPES, to evaluate the performance of their officials, these agencies decided to use the new CESPES for the entire 2006. The Commission also decided to adopt the new CESPES for the entire year of 2006 and thereafter in rating the performance of CSC officials.

For consistency in rating the officials, the following procedure shall be adopted.

II. Mechanics in Rating the Performance of CSC Officials

The CESPES guidelines which provide two components: 1) Performance Contract and 2) Behavioral Competence, shall be the basis in rating the performance of officials. This is pursuant to the CESB Resolution No. 661 (Guidelines/Rules and Regulations of the Career Executive Service Performance Evaluation System) as implemented by CESB Circular No. 4, s. 2007 which provides the overall guidelines on substance and procedures on CESPES.

Performance Contract (PC)

The following percentage allocation is assigned in rating the Leading and Innovating Milestones (LIM) and Regular/Routine Milestones (RRM) of CSC Officials:

Level of Position	Percentage Weight Allocation for LIM and RRM	
	LIM	RRM
Assistant Commissioner	80%	20%
Director IV	70%	30%
Director III	60%	40%
Director II	50%	50%

Behavioral Competence (BC)

The following uniform weight allocation shall be adopted by the Commission in rating the behavioral competence of CSC officials:

Level of Position	Percentage Weight Allocation for Behavioral Competence	
	Superior	Subordinate
Assistant Commissioner	60%	40%
Director IV	60%	40%
Director III	60%	40%
Director II	60%	40%

IV. Identified Raters of CSC Officials

CESPES Component	Ratee	Rater
Performance Contract <ul style="list-style-type: none"> Leading and Innovating Milestones 	Asst Commissioners, Director IV Director III Director II	Commission Proper Director IV Director IV/III (Per delineation of responsibilities)
<ul style="list-style-type: none"> Regular/Routine Milestones 		(based on Office rating equivalent to OPES)

CESPES Component	Ratee	Rater
Behavioral Competence	CO Assistant Commissioner	Superior – Commission Proper Subordinates <ul style="list-style-type: none"> ✓ Director IV, if applicable ✓ Director III ✓ DC/OIC/caretaker and highest technical staff in the division/s supervised per delineation of responsibilities (OM 15, s. 2006) ✓ Secretary Immediate staff at the OAC
	RO Assistant Commissioner/ Director IV	Superior – Commission Proper Subordinates Per delineation of responsibilities (OM 15, s. 2006): <ul style="list-style-type: none"> ✓ DC/OIC/caretaker and highest technical staff in the division/s supervised ✓ Director II under his/her supervision ✓ Secretary
	CO Director IV	Superior – Commission Proper (and Asst. Commissioner, if applicable) Subordinates <ul style="list-style-type: none"> ✓ Director III ✓ DC/OIC/caretaker and highest technical staff in the division/s supervised per delineation of responsibilities (OM 15, s. 2006) ✓ Secretary

CESPES Component	Ratee	Rater
	RO Director III	Superior – Director IV Subordinates Per delineation of responsibilities (OM 15, s. 2006): ✓ DC/OIC/caretaker and highest technical staff in the division/s supervised ✓ Director II under his/her supervision ✓ Secretary
	RO Director II	Superior ✓ Director IV or Director III per delineation of responsibilities (OM 15, s. 2006) Subordinates ✓ All CSC staff in the FO under his/her supervision

V. Aligning the CESPES Rating Scale with the PMS Rating Scale

The results of the OPES shall be reflected under the “RRM” component of the CESPES.

The OPES and CESPES

- **CESPES**
 - Performance Contracts
 - Leading and Innovating Milestones
 - **Regular and Routine Milestones**
 - Behavioral Competence
 - Areas of Improvement
 - Critical Incidents
 - Incentive Points

OPES
Rating of units under the CEO

CSC – Performance Management System

For consistency in rating the performance of officials with respect to the RRM, the table below shows that the PMS-OPES rating scale is aligned with the CESPES rating scale by assigning a numerical rating for Solid Performance.

This rating scale shall be adopted in rating the RRM of Assistant Commissioners, Directors IV, III and II.

Adjectival Rating	CESPES Numerical Rating Scale	PMS-OPES Numerical Rating Scale
Exceptional	7	8.94 – 10.00
Commendable	6	8.09 – 8.93
Above Average	5	7.26 – 8.08
Good Solid Performance	4	6.12 – 7.25
Solid Performance	3	4.98 – 6.11
Below Average	2	4.15 – 4.97
Unacceptable	1	0.00 – 4.14

VI. Effectivity

This rating procedure took effect in 2006 and will be enforced for the next years, unless amended or repealed by the Commission.