REGIONAL MEMORANDUM

No.____**463**____, s. 2025

OCT 0 8 2025

RE-OPENING OF CAREER EXECUTIVE SERVICE PERFORMANCE EVALUATION SYSTEM (CESPES) RATINGS FOR CY 2025 (1ST SEMESTER) THROUGH THE ONLINE CESPES

To: Schools Division Superintendents
       All Other Concerned

1.   Attached is Memorandum OM-OUHROD-2025 dated October 03, 2025 re: "Re-opening of Career Executive Service Performance Evaluation System (CESPES) Ratings for CY 2025 (1st Semester) through the Online CESPES" which is self-explanatory.

2.   Immediate dissemination of and compliance with this Memorandum are desired.

RAMIR B. UYTICO EdD, CESO III
Regional Director

Encl.: As stated
Reference: As stated

To be indicated in the Perpetual Index
       under the following subjects:

RATINGS   POLICY   EVALUATION   PERFORMANCE

ASD/PS/AGS/REGIONAL MEMO --S. 2025 dissemination of OM- OUHROD-2025 -CESPES

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Republika ng Pilipinas

Department of Education

OFFICE OF THE UNDERSECRETARY
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM
OM-OUHROD-2025-_____

For   :   **Undersecretaries**
Assistant Secretaries
Central Office Directors
Regional Directors
Schools Division Superintendents

From   :   E-signed by
Wilfredo Cabral
WILFREDO E. CABRAL 1:08:13 AM
Undersecretary
Human Resource and Organizational Development

Subject: **Re-opening of Career Executive Service Performance Evaluation
System (CESPES) Ratings for CY 2025 (1st semester) through the
Online CESPES**

Date   :   3 October 2025

For the information and guidance of all concerned, the Career Executive Service Performance Evaluation System (CESPES) Ratings for CY 2025 through the Online CESPES will be open until **October 31, 2025**.

All third level officials, including those serving in OIC capacity in the DepEd Central Office are requested to submit their accomplished RIS through this link: https://tinyurl.com/DepEdRIS1stSem2025. **Officials in the Region and Schools Division Offices are advised to coordinate with their respective CESPES coordinators**.

Forms/templates and other materials regarding the CESPES may be accessed through this link under the *Third Level* folder: https://tinyurl.com/BHROD-PDtemplates.

Inquiries regarding the Online CESPES implementation may be addressed to the Third Level Management Unit of the Personnel Division through email at 3rdlevel@deped.gov.ph. You may also directly contact the Performance Management and Assistance Division of the CESB at telephone numbers (02) 951-4986, 951-4981 to 85 locals 110, 111 and 126.

For immediate and strict compliance.

Thank you.

Room 102, Rizal Building, DepEd Complex, Meralco Ave., Pasig City 1600
Telephone No.: (+632) 8633706 | (+632) 86318494
Email Address: usec.hrod@deped.gov.ph | Website: www

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How to Accomplish the Online Career Executive Service Performance Evaluation System (CESPES)

## Ratee Information Sheet (RIS) Accomplishment

1 Accomplish RIS and submit to the Personnel Division for encoding in the Online CESPES system by the CESPES Coordinator. For DepEd Central Office, you may submit through the link below or scan the QR code.
Link: https://tinyurl.com/DepEdRIS1stSem2025

2 The CESPES Coordinator shall encode the details of the submitted RIS in the online CESPES.
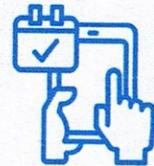
3 A link informing the ratee and raters will be sent to the respective emails of the Ratee-Official, Superior Rater, Subordinate Rater and Peers.

For materials/forms/templates/reference, you may refer to this link and find /Third Level/CESPES: https://tinyurl.com/BHROD-PDtemplates

Performance Commitment and Review Form (PCRF) Accomplishment

4 Accomplish the PCRF of the rater by encoding the PCRF in the Online CESPES account. To access, CESB sent an email to the Ratee-Official providing the password and link.

5 To accomplish the PCRF, you may refer to the paper version of the PCRF by referring to these forms: CESPES Form-No. 003-A, CESPES Form-No. 003-B, and CESPES Form-No. 003-C. Reference materials for accomplishing the PCRF are the following: DepEd Performance Accomplishments; Quarterly Physical Report of Operations (BAR No. 1); Certificate of Compliance with RA 11032 Requirements; Financial Reports/Audit Reports; Internal and External Audit ISO Reports; and Results of Client Satisfaction Survey.

6 Upon encoding of PCRF, click submit.

7 The Ratee-Official or staff may inform the Superior Rater through their respective staff that the PCRF is already available for rating.

For materials/forms/templates/reference, you may refer to this link and find /Third Level/CESPES: https://tinyurl.com/BHROD-PDtemplates

FAQs on the Enhanced Career Executive Service Performance Evaluation System (CESPES)

1. **What is CESPES?**

    The Career Executive Service Performance Evaluation System or CESPES is the official performance evaluation system for members of the Career Executive Service (CES). It serves as the basis for personnel actions, including original and promotional appointment to CES ranks, salary adjustments, grant of merit-based incentives such as the Performance Based Bonus (PBB) and conferment of awards like the annual GAWAD CES program, quarterly CES VIP and Outstanding CEO awards, and career planning and development.

2. **Who are covered by the CESPES?**

    The CESPES covers: (a) officials who are appointed to CES positions, whether Career Executive Service Officers (CESOs) Career Executive Service Eligibles (CESEs), Career Service Executive Eligibles (CSEEs) or non-CES eligibles; and (b) those designated in acting or officer-in-charge capacity of a CES position for an uninterrupted period of at least three (3) months.

3. **How is performance evaluated in CESPES?**

    Each CES official is evaluated based on two (2) major components: (a) Accomplishment (through their Performance Commitment) and (b) Executive/Managerial Competence (through the Behavioral Competency Scale), with corresponding weight allocations of 80% and 20%, respectively.

4. **How is CESPES conducted?**

    The Online CESPES is implemented simultaneously in all departments/agencies covered by the CES in accordance with the schedule prepared by the CESB. It is conducted twice a year covering the performance of the preceding semester. The first semester performance covering the January – June rating period shall be rated from 1 July to 31 August. Meanwhile, the second semester performance covering the July to December rating period shall be rated from 1 January to 28 February of the following year.

5. **What are the repercussions of delayed and/or incomplete submission of CESPES?**

    An official without a CESPES rating shall not be eligible for original or promotional appointment to CES ranks. He/she may not qualify for the grant of merit-based incentives/benefits or for nomination to awards and other forms of recognition, including the annual Gawad CES Program and the quarterly CES VIP and Outstanding CEO awards.

About the Online CESPES

6. **Why the shift from manual to Online CESPES?**

    The administration of semestral performance evaluation of CES officials through an online interface will make the performance evaluation more systematic, efficient and transparent. Because processes and methods are simplified and more accessible, Online CESPES allows

access to data from different places. Performance appraisal can be done at a specified time, eliminating age-old problems associated with a paper system such as tracking down people and missing signatures.

7. **I am a user of the previous version of the CESPES on-line system. Do I need to register in the new version?**

No. You may log-in directly to the CESPES Online Log-in Page. However, you must be added as a Rater or a Ratee-Official by your CESPES Coordinator to perform any further action, such as writing your performance contract or rate a ratee-official.

8. **I am a new user. How can I use the 2017 Online System?**

Your Agency CESPES Coordinator should add you as a Ratee-Official, a Superior Rater or a Subordinate Rater. Once added, you will receive an email notifying you that you are identified as a CESPES User and providing you with a link to the CESPES Registration page.

9. **I am a newly designated CESPES coordinator by my office. How can I have access to the Online CESPES?**

Your head of office should endorse you in writing to be included as CESPES Coordinator. The endorsement should clearly state your full name, position and email address.

Once added in the system, you will receive an email informing you that you have been designated as a CESPES Coordinator and requesting you to register or log-in to the Online CESPES.

10. **How can I check the status of my Performance Contract and Review Form?**

You may view the status of your PCRF in My Account Page, the page you see upon logging in to the website. There is a dropdown menu to choose the rating period you want to access. After selecting the rating period, the page will display a table titled **PCRF**. The first column of this table shows the name of your superior rater. The second column shows the status of your PCRF, which may be any of the following: New, Submitted or Approved.

11. **How is Performance Planning done using the CESPES Online?**

Performance Planning is done in the PCRF Page. You will be directed to this page once you click the "Create" button in the PCRF Table displayed in My Account Page. The Create button is in the third column opposite the name of your Superior Rater.

In the PCRF page, you will see three dialogue boxes where you may encode the items of your performance commitment namely: a) Organizational Strategic Objectives, b) Office Performance Objectives, and c) Ratee's Performance Commitment.

There are two ways in which you may write and submit your performance commitment. One way is by uploading a document not exceeding 1Mb in Microsoft Word, Excel and PDF format. Another way is by writing directly on the boxes provided for the purpose. You need to fill these boxes before clicking the "Send for Approval" button.

If you opt to upload a file, you must fill-out the boxes with the statement "See Attached File".

12. *How is Performance Monitoring done using the CESPES Online?*

Once you have submitted your performance commitment, your Superior will see this submission in the List of Persons To Be Rated Table at the My Account Page. Your superior must click the "View" button to be redirected to your PCRF page.

If your superior has comment/s or disagreements on your commitment, she/he may write this down in the comment box. You may respond to the comment/s of your superior in the same dialogue box.

13. *How is Performance Review done using the CESPES Online*

Completion of the PCRF

Once you have submitted your performance commitment, the status of your PCRF will change from "New" to "Submitted" and the required action will change from "Create" to "View Result".

Upon returning to your PCRF page, the box for Performance Result will now show and you may now encode your performance result. You may also upload a file containing your performance commitment and results achieved. You must fill the boxes with "See Attached File" to be able to submit your uploaded PCR.

The changes/updates you made in your PCRF will be viewed by your superior. Your superior may comment on the performance result you have written. If all issues/comment are settled, your Superior Rater must approve the submitted PCRF.

Please note that you can no longer edit/modify your PCRF once it has been approved by your Superior.

Completion of the Superior Rating

Once your PCRF has been approved, the required action of your PCRF in your superior's My Account Page will change from "View" to "Rate". Your Superior Rater must click the "Rate" button to be redirected to your PCRF Rating Page and proceed with the rating.

14. *I am a subordinate. How can I rate my superior?*

You will receive a notification once your name has been added in the Ratee Information Sheet asking you to log-in or register if you are a new user.

Once logged-in, you will be directed to the My Account Page. In this page, you will see a dropdown menu where you may select the rating period you need to access.

In the List of Persons to be Rated Table, you will see the name of your superior and the "Rate" button opposite it. Click this button to be directed to the Subordinate Rating Form page.

You may choose your rating from the scale which will be displayed upon clicking "Click Here to Rate" Button opposite each statement. When completed, click the "Next" button to proceed to the next Competency Cluster.

Click the "Finish" button at the last page of the Subordinate Rating Form. A notice will pop up stating that the evaluation has been completed.

15. **What if I do not receive an email notification as a ratee-official or I do not see any information in My Account Page?**

There are two possible reasons why this happens: one possible reason is that your RIS is not yet encoded by your Agency CESPES Coordinator. Another reason is that the email address encoded in your RIS is not the same as the account you are opening. Check with your Agency CESPES Coordinator if any of the above instances happen in your case. If none, please call the PMAD of the CESB at 951 4981 local 110 and 111 for further assistance.

16. **What if I do not see the name of the superior/subordinate I will rate?**

There are three possible reasons why this happens: (a) the RIS of your superior is not yet encoded in the system; (b) you were not added as a rater; and (c).there was an error in encoding your e-mail address.

You may check with your Agency CESPES Coordinator if any of the above instances happen in your case. If none, please call the PMAD of the CESB at 951 4981 local 110 and 111 for further assistance.

17. **I have successfully uploaded my PCR but cannot submit it. Why is this so?**

You are not allowed to submit your PCRF if any of the boxes are left empty. After you have uploaded the file, make sure that you type "See Attached File" in the boxes before submitting your PCRF.

18. **Can the Ratee-Official/Rater view the PCR?**

Yes. You and your Superior Rater may view your PCR in the PCRF page for as long as it is not yet approved by your Superior Rater.

19. **Can my superior reject my PCR?**

No. If your superior has issue/s in your PCR, she/he should discuss it with you. Your superior may do it by writing them down in the comment box.

20. **What will I do if my account has been locked?**

Online CESPES Administrators are authorized to unlock your account, reset your password and provide you with a temporary password. Please call the PMAD at 951 4981 local 110 and 111 for assistance

21. **There are a lot of times when the CESB website was inaccessible to users. What are your measures to ensure the reliability of your server?**

The CESB is constantly adopting measures to improve its IT-dependent services by acquiring additional servers to be more reliable and efficient for its Online System processes. More often, however, problems in accessing the CESB website are caused by poor internet connection. Internet connection strength and speed depend on the bandwidth capacity of the service provider.

Please check your internet connection if you find it difficult to access our website. If there is no problem with your connectivity, please call us at 9514981 local 110 or 111 so we can address the problem at our end.

22. **How do you ensure that the Online CESPES performs well despite internet congestion?**

Internet connection most likely gets slower than usual during deadlines because of congestion due to the large volume of users accessing the system at the same time. We encourage users to accomplish their Online CESPES on the scheduled dates provided to their respective agencies and avoid working on it at the last minute/deadline.