

THE CIVIL SERVICE REPORTER

GAWING LINGKOD BAYANI ANG BAWAT KAWANI

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**ADVANCING SCIENCE AND TECHNOLOGY
THROUGH PUBLIC SERVICE**



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Christmas and Year-End Message from the Chairperson



brought by social, political, and environmental issues, civil servants serve as the anchors of stability, the engines of progress, and the symbol of continuity in a world of many uncertainties.

This season, let us honor the spirit of Christmas not just with festive gatherings but by serving those in need. As we take comfort in the warmth of family and friends, let us not forget the true meaning of our celebrations and our moral duty to help uplift the lives of those who are less fortunate than us. In this season of giving, let our greatest gift be the unwavering strength of our community, shining its light brightly for all to see.

This year, we were tested by challenges both novel and familiar. But as we have always done, we weathered every crisis with a resilient and enduring spirit that has come to define us as Filipinos.

Through it all, the dedication of our public servants shines like a beacon, modern-day heroes who stand their ground and serve with passion and integrity even in the face of adversity.

Mula sa mga healthcare workers na nagtatrabaho nang walang kapaguran upang magligtas ng mga buhay, sa mga guro na nagmumulat ng kaisipan ng mga kabataan, sa mga inhinyero na nagtatayo ng mga tulay na nagdadala sa atin nang mas malapit sa isa't isa, at sa mga social workers na nagbibigay gabay sa mga komunidad — each one of them embodies what it truly means to be a "Lingkod Bayani." Amidst the disruptions

As we turn the page to a new year, let us embrace the promise of renewal. Let us commit to building a Philippines where compassion reigns, where every Filipino thrives, and where the light of public service shines ever brighter. May we forge a path of innovation, driven by excellence, integrity, and love for our country leaving behind a legacy of good governance for generations to come.

Sa ngalan ng Komisyon sa Serbiyo Sibil, hiling ko para sa inyong lahat ang kaligayahan at kasaganahan ngayong Pasko at sa darating na bagong taon.

Mabuhay po kayo!

(Sgd.) **ATTY. KARLO A.B. NOGRALES**
Chairperson

PUBLIC DOMAIN

Since 2012, the Contact Center ng Bayan (CCB) has served as the public's helpline on government-related transactions, ensuring that government agencies deliver their promise of timely and quality service to the Filipino people.

As the CCB continues to harvest feedback from its clients, some commendations reflect how CCB can also bridge the trust gap between the public and government agencies, and how it can spark hope among clients.

ECCB111207

Parent Ticket : ECCB110951
Agency : Philippine Statistics Authority (PSA)
Client's Main Issue/Concern : Follow up on the delivery of requested birth certificate.
Requested action from the agency : "We need the document for the passport application of my son so we can file for family reunification visa. Hoping for your understanding."
Client's feedback : "Dear Ma'am Grande and Contact Center ng Bayan, thank you so much for your assistance. It is now clear to us and we can finally plan better on what to do next. As advised, I already requested my son's birth certificate online. Looking forward to receiving the annotated version. I appreciate all your help and efforts."

ECCB111364

Parent Ticket : ECCB110115
Agency : Department of Foreign Affairs (DFA)
Client's Main Issue/Concern : Report on alleged delay in the release of passport
Requested action from the agency : "Nagmamakaawa na po ako. Please po. DFA Lucena po ako nag-process, tiga Taysan, Batangas pa po ako. Please po. Parang awa n'yo na po."
Client's feedback : "Thank you, CCB! Got my passport na po. I'm sure kung hindi po dahil sa inyo hindi mare-release ng mas maaga ang passport ko. Yung iba po kasi na-suspended passport ay inabot ng six months to one year bago nila maayos. But with your help po mas maaga na-release ang suspended passport ko. Thank you po sa inyo!"

ECCB111859

Parent Ticket : ECCB111156
Agency : Department of the Interior and Local Government (DILG)
Client's Main Issue/Concern : Report on the alleged irregularities in the hiring process at the Municipal Government of Bulakan in Bulacan
Requested action from the agency : To investigate the alleged irregularities at the Municipal Government of Bulakan.
Client's feedback : "Dear CCB, I would like to extend my deepest gratitude for your prompt action on my complaint. May all the civil servants of this country adhere to the true spirit of serving the people. Mabuhay po kayo."

ECCB112265

Parent Ticket : ECCB109560
Agency : Department of Justice (DOJ)
Client's Main Issue/Concern : Report on the alleged non-wearing of official ID and failure to attend to the client's concern at the Department of Justice in Ermita, Manila City
Requested action from the agency : "I would like to ask your good office if this is the proper way of providing service to your clientele. In addition, I am asking for a Public Assistance Desk personnel for me to talk with as I wasn't able to get a clear information, because they didn't listen to me."
Client's feedback : "CCB always enforces immediate action on concerns that I have."

ECCB112434

Parent Ticket : ECCB111358
Agency : Government Service Insurance System (GSIS)
Client's Main Issue/Concern : Cancellation of pension
Requested action from the agency : "Nagmamakaawa po kami sa inyong opisina na matulungan n'yo kami. Yung complaint namin sa DILG Public Assistance ay nakatengga lang sa GSIS NCR. Sana maintindihan n'yo po kami ma'am/sir."
Client's feedback : "Good day ma'am/sir, maraming salamat po sa inyong tanggapan dahil nabigyan pansin ang aming reklamo. Abot langit ang saya namin ngayon dahil sa tulong n'yo. More power at marami pa kayong matulungan. Saludo po ako sa office n'yo. Serbisyong totoo. God bless you all."

ECCB114340

Parent Ticket : ECCB113943
Agency : Philippine Statistics Authority
Client's Main Issue/Concern : Follow up on the release of National ID, which was processed in May 2022
Requested action from the agency : "Kahit 'yong soft copy lang po sana magkaroon po ako, need ko lang po sa aking investment, need po kasi doon ay National ID at hindi po pwede ibang ID na pinakita ko po. I hope you may consider helping me."
Client's feedback : "I would like to thank you, Contact Center ng Bayan, for paying attention to my concern. It's a humongous thanks to you all and declaring non-stop blessings for the good service you provide to an ordinary Filipino like me."

Tell us what you think about the Civil Service Reporter magazine.

We hope that you would take time to answer this short questionnaire to help us improve our upcoming issues and determine the mode(s) of publication best suited for our readers.

All the information collected from this survey shall be treated with strict confidentiality and shall be used only for feedback processing. Personal information shall NOT be shared with third parties. An informant has the right to request for the deletion of his/her data from the host's records provided that the host has already processed the survey responses for appropriate usage.

Answer the survey online (<https://bit.ly/CSReporterSurvey2022>) or accomplish this physical survey, snap a photo and email to paio.pmr@gmail.com with the subject line "CS Reporter Survey".

Should you have any concern regarding this survey, please send an email to paio.pmr@csc.gov.ph with the subject "Civil Service Reporter magazine survey".

Thank you.

Readership SURVEY

- How did you know about this survey?
 - CSC website (csc.gov.ph)
 - CSC Facebook Page ([fb.com/civilservicegovph](https://www.facebook.com/civilservicegovph))
 - Hard copy of the Civil Service Reporter magazine
 - PDF copy of the Civil Service Reporter magazine
 - CSC eNewsletter
 - Other: _____
- Date of answering this survey: _____
- Email address: _____
- Age:
 - 18-24
 - 25-34

- Gender:
 - Female
 - Male
 - LGBTQ+
 - Prefer not to say
- Location
 - National Capital Region
 - Region I - Ilocos Region
 - Region II - Cagayan Valley
 - Region III - Central Luzon
 - Region IV A – CALABARZON
 - Region IV B – MIMAROPA
 - Region V - Bicol Region
- Government employee?
 - Yes
 - No

FOR GOVERNMENT EMPLOYEES:

- Years of service in the government
 - 1-5
 - 6-10
 - 11-15
 - 16-20
 - 21-25
 - 26-30
 - 31-40
 - 41 years and above
- Sector
 - National Government Agency
 - Local Government Unit
 - State University or College
 - Government Owned and Controlled Corporation
 - Local Water District
 - Government Financial Institution
 - Other: _____
- Position classification
 - First Level
 - Second Level
 - Third Level

FOR NON-GOVERNMENT EMPLOYEES:

- Which of the following best represents your sector/occupation?
 - Private sector
 - Civil society organization/non-government organization
 - Student
 - Looking for job opportunities
 - Other: _____

READERSHIP

- How do you usually get a copy of the Civil Service Reporter magazine? (tick all answers that apply)
 - Hard copy (mail subscription)
 - Hard copy (in a CSC office)
 - Hard copy (in my organization)
 - Soft copy/PDF (downloaded from CSC website)
 - Soft copy/PDF (link posted on CSC's Facebook Page)
 - Soft copy/PDF (downloaded from a CSC eNewsletter)
 - Soft copy/PDF (link sent by a colleague)
 - Other: _____
- Which format of the CS Reporter would you read most likely?
 - Hard copy
 - PDF/digital copy
 - Online magazine/magazine website
- I have been reading the Civil Service Reporter for:
 - Less than a year
 - 1-2 years
 - 3-4 years
- Featured topics which I find most useful (pick up to three topics):
 - New CSC issuances
 - Special eligibilities
 - Public sector unionism
 - Human interest or stories of public servants
 - HR issuances and policies
 - Civil Service Examinations
 - Legal opinions
 - Training programs
 - HR insights and tips
- CS Reporter should feature more articles on (pick up to three topics):
 - New CSC issuances
 - Special eligibilities
 - Public sector unionism
 - Human interest or stories of public servants
 - HR issuances and policies
 - Civil Service Examinations
 - Legal opinions
 - Training programs
 - HR insights and tips

- How do you dispose old copies of the CS Reporter? (choose up to two only)
 - Throw in a bin
 - Sell to a recycling center/junk shop
 - Give old copies to friends
 - Recycle or reuse
 - Donate
 - Other: _____
- Which format of CS Reporter would you most likely refer/share to a colleague or friend?
 - Hard copy
 - PDF/digital copy
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Other comments/suggestions: _____



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Facebook Page: /civilservicegovph
YouTube Channel: @CSCPHmedia
TikTok Channel: @civilservicegovph
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NEWS



CSC Public Assistance and Information Office Director IV Maria Luisa Salonga Agamata (leftmost), Acting Assistant Commissioners Judith Dongallo-Chicano (2nd from left) and Nerissa B. Canguilan (rightmost), together with CSC Regional Office IV Director IV Maria Leticia G. Reyna (2nd from right) present the token of appreciation to the Rizal Police Provincial Office for their assistance during the Plant Run in Tanay, Rizal in September 2023.

CSC salutes partner agencies for success of 123rd PCSA

The Civil Service Commission (CSC) recognized its partner agencies that helped ensure the success of the 123rd Philippine Civil Service Anniversary (PCSA) during the Appreciation Program for PCSA Key Partners on 15 November 2023 at the CSC Resource Center in Quezon City.

CSC Chairperson Karlo Nograles expressed gratitude to the

attendees, noting that the program serves as a venue to appreciate the invaluable partnerships and collaborations forged toward a common goal.

"Kung gaano kabigat ang ating trabaho araw-araw bilang lingkod bayan, higit na mahirap manghikayat ng daan-daang ahensya at tanggapan ng pamahalaan mula sa iba't ibang probinsya, lungsod, at munisipalidad sa bansa na makilahok sa ating mga aktibidad para sa pagdiriwang ng PCSA ngayong taon. This difficult task required the concerted efforts of multiple stakeholders, and you, our partners, have been indispensable in helping us achieve this mission. *Kaya maraming maraming salamat sa inyong suporta at kooperasyon,"* he said.

Organized by the CSC Civil Service Institute (CSI), the Appreciation Program took place in both onsite and online formats. The event showcased audio-visual presentations and expressions of gratitude from the 123rd PCSA Co-Chairs, Assistant Commissioner

Ariel G. Ronquillo and Director IV Maria Luisa Salonga Agamata, and other CSC Directors who played key roles in the activities conducted in September.

CSC Acting Assistant Commissioners Judith Dongallo-Chicano and Nerissa B. Canguilan presented the certificates of recognition to the government offices, private institutions, stakeholders, and CSC officials and employees nationwide for their valuable support and contribution in organizing and conducting the PCSA events.

In her message, CSC Commissioner Aileen Lourdes A. Lizada noted that the active participation of agencies did not only highlight the importance of having a dynamic civil service, but also rallied public servants into donating blood, conducting medical assistance in communities, and raising funds for the bereaved families of fallen civil servants under the CSC's *Pamanang Lingkod Bayani* Program.

(continued on page 13)



Civil Service Commission (CSC) Chairperson Karlo Nograles (2nd from right) and Anti-Red Tape Authority Director General Ernesto Perez (2nd from left) lead the toast of unity during the first Anti-Red Tape Summit on 25 October 2023 at the CSC Central Office.

CSC holds first anti-red tape summit

The Civil Service Commission (CSC) organized the first Anti-Red Tape (ART) Summit on 25 October 2023 at the CSC Central Office in Batasan Hills, Quezon City.

The event was designed for those responsible for implementing Republic Act (R.A.) No. 11032, otherwise known as the "Ease of Doing Business and Efficient Government Service Delivery Act of 2018" (EODB EGSD).

Focused on the theme "One CSC, One Government Against Red Tape," the ART Summit

sought to fortify the dedication of government agencies in enforcing R.A. 11032 and explore opportunities for collaboration. It also emphasized the important roles of the Anti-Red Tape Division (ARTD) at the CSC Central Office (CO) and the Anti-Red Tape Units (ARTUs) in CSC Regional Offices (ROs) in implementing the EODB EGSD law.

"With this Summit, we aim to harmonize the internal strategic goals of the CSC's ARTD and ARTUs, ensuring their alignment with the overall thrust and direction of the Commission. And through this process, we hope to deepen our collective understanding of the fundamental principles and the finer nuances of the EODB EGSD Act," said CSC Chairperson Karlo Nograles.

The Summit was also graced by CSC Commissioners Aileen Lourdes A. Lazada and Ryan Alvin R. Acosta, Anti-Red Tape Authority (ARTA) Director General Ernesto V. Perez, ARTA Deputy Director

General for Legal Geneses R. Abot, CSC Assistant Commissioner Ariel G. Ronquillo, and Department of Trade and Industry (DTI) Assistant Secretary Mary Jean T. Pacheco.

Moreover, Acting Assistant Commissioners Judith Dongallo-Chicano, Nerissa B. Canguilan, and Karin Litz P. Zerna of the CSC, alongside various directors from the CSC CO and ROs attended the event. Additionally, guest speakers from the Department of Information and Communications Technology (DICT), Government Service Insurance System, and the Supreme Court of the Philippines were also in attendance.

In his message of support, ARTA Director General Perez conveyed the importance of the ART Summit in implementing R.A. 11032.

"Indeed, this Summit comes at a right time as we join in our battle against red tape, knowing that bureaucratic red tape is a major

(continued on page 19)

CSC salutes partner agencies ... from page 11

"When I talked to CSC PCSA focals, the bottomline of the partnership conversation with you is that of genuinely wanting to help and appreciating the role of government workers in nation-building. *Nawa ay maiparamdam namin ang taos-puso naming pasasalamat sa pamamagitan ng simpleng programang ito para sa inyo,*" she said.

Among the partner agencies recognized were the Bangko Sentral ng Pilipinas, Bureau of Internal Revenue, Government Service Insurance System, Philippine Information Agency, Insurance Commission, Philippine Blood Center, Dr. Jose N. Rodriguez Memorial Hospital, Jose B. Lingad Memorial General Hospital, Department of Health, Philippine Dental Association, Baguio City Health Services Office, and the National Commission for Culture and the Arts.

The CSC also thanked the assistance provided by the Provincial Government Office of Rizal; Department of Environment and Natural Resources Region 3; City Environment and Natural Resources Office of Capas, Tarlac; Municipal Government of Tanay, Rizal; Laguna Lake Development Authority; Water Districts of Morong, Tanay, and Pililla of the Province of Rizal; Philippine Army; Department of Public Works and Highways First and Second District Engineering Office; Rizal Police Provincial Office; Bureau of Jail Management and Penology; and Bureau of Fire Protection.

Several business establishments were also credited for granting special privileges to civil servants for the whole month of September. The Commission specifically

thanked the SM Appliance Center, SM Supermalls, SM Foundation, JobStreet by SEEK, MX3 Philippines, SM Supermalls, and SM Foundation, Generika Drugstore, Ka Tunying's, Watsons Philippines, Star City, Majesty Driving School, Hi-Q appliance, Auto-Dox Car Care Center, and the Philippine Long Distance Telephone Company.

CSC Commissioner Ryan Alvin Acosta expressed his hopeful outlook, anticipating renewed support from partner agencies for the 124th PCSA celebration next year.

"Your continuous support is vital as we strive to make a better, more inclusive, and service-oriented future for our nation. It is the enduring partnership like ours that make a significant difference in fostering a sense of community, social responsibility, and patriotism," he said.

ABOUT THE PCSA

The annual PCSA celebration commemorates the signing of Public Law No. 5 or An Act for the Establishment and Maintenance of an Efficient and Honest Civil Service in the Philippine Islands on 19 September 1900.



CSC Commissioner Ryan Alvin R. Acosta delivers his message of appreciation to the attendees of the Philippine Civil Service Anniversary Appreciation Program.

The celebration is also pursuant to Presidential Proclamation No. 1050, series of 1997 signed by the late President Fidel Valdez Ramos declaring the month of September as the Civil Service Month.

The PCSA has a 10-year overarching theme, Transforming Public Service in the Next Decade: Honing Agile and Future-Ready Servant-Heroes, which reflects the collective experience of the government workforce in the new normal, and in pushing for digital transformation and innovations to uphold public service excellence and continuity.

The month-long PCSA celebration engaged 1.9 million civil servants nationwide to participate in the following activities: Online Zumba and Film Showing; PCSA Virtual Launch and Press Briefing; Government Online Career Fair; Bloodletting Activity; Plant-Run; Medical Mission of Government Workers; 2023 Public Sector HR Symposium; Search for Outstanding Government Workers; Contact Center ng Bayan Partner Recognition Program; and the offering of special treats for government workers. 🇵🇭

Honor graduates of open distance learning may avail of eligibility

Individuals who have earned Latin honors through open distance learning (ODL) programs can now submit applications for civil service eligibility if they wish to pursue a career in the public sector.

This development comes after the Civil Service Commission (CSC) issued CSC Resolution No. 2300615 on 28 July 2023, which extends the coverage for Honor Graduate Eligibility (HGE). As a result, the HGE is now available to bachelor's degree graduates who earned distinctions of *summa cum laude*, *magna cum laude*, or *cum laude* from ODL programs at colleges and universities accredited by the Commission on Higher Education (CHED).

"The COVID-19 pandemic has sped up the adoption of digital technologies for learning, promoting accessible education despite the lockdown. By including honor graduates from open distance learning in the coverage of HGE, we recognize the role of digitalization in ushering progressive development in

academic standards and honing future-ready civil servants," said CSC Chairperson Karlo Nograles.

Presently, the CSC grants the HGE to honor graduates from qualified domestic and foreign schools and universities in accordance with Presidential Decree No. 907. The decree's aim is to facilitate the immediate absorption of Latin honor graduates in the public service, ensuring their active involvement in public affairs and enhancing the quality of the government workforce.

Meanwhile, Republic Act (R.A.) No. 10650, or the Open Distance Learning Act, combines the approaches of "open learning" and "distance education" under the framework of open and flexible learning. This legislation mandates that all courses or subjects provided through ODL must match the rigor and depth of conventional classroom or traditional programs, despite their non-traditional delivery methods.

Chairperson Nograles explained that the proposal to extend the HGE to ODL graduates with Latin honors originated from the University of the Philippines Open University. They emphasized the need for the competitive atmosphere found in



source: freepik

residential universities to also be integrated into ODL.

Applicants for the grant of HGE through ODL must meet all of the following qualification requirements: graduated from school year 2015-2016, upon the promulgation of the Implementing Rules and Regulations of R.A. No. 10650 on 29 February 2016, and thereafter; graduated with distinctions of *summa cum laude*, *magna cum laude*, or *cum laude* in their bachelor's degree through ODL, regardless of the number of years of completion; and graduated from an open university/college/institution recognized by the CHED as a degree-granting Higher Education Institution.

The said university/college/institution must hold a minimum Level III accreditation or its CHED equivalent for the programs offered through the conventional classroom or traditional mode of learning, pursuant to Section 3 (g) of R.A. No. 10650.

CSC Resolution No. 2300615 will take effect 15 days from the date of publication in a newspaper of general circulation or on 02 November 2023. For more information on the grant of Honor Graduate Eligibility, please visit the CSC website at www.csc.gov.ph. [®]

CSC seeks nominations to honor fallen civil servants

In an ongoing effort to commemorate the invaluable sacrifices of civil servants who have met their untimely demise in the line of duty, the Civil Service Commission (CSC) has extended an open invitation for nominations to the *Pamanang Lingkod Bayani* (PLBi) program.

This initiative, pursuant to CSC Resolution No. 2100266 dated 10 March 2021 and CSC Memorandum Circular No. 9 promulgated 5 October 2023, serves as a solemn tribute to these dedicated individuals who have given their all-in service to the nation, honoring their unwavering commitment and selflessness.

The PLBi program covers civilian employees with permanent, temporary, probationary, elective, contractual, casual, and co-terminus status of employment, except those entitled to compensation and death benefits under existing and prospective laws and issuances.

CSC Chairperson Karlo Nograles urged agency or regional office heads to submit nominations of qualified deceased or killed personnel to the relevant CSC Regional or Field Offices within six (6) months of their passing.



source: freepik

"Ang PLBi ay paraan ng CSC upang kilalanin at pasalamatan ang tapang at dedikasyon ng ating mga namatay na kawani na hanggang sa huli ay inuna ang serbisyo publiko. We want their families and loved ones to know that their efforts did not go unnoticed, and their sacrifice is valued," said Chairperson Nograles.

Moreover, Chairperson Nograles emphasized that the CSC pays tribute to the dedication and sacrifice of the country's fallen heroes by providing one-time financial assistance to their bereaved family members through the *Pondong Pamanang Lingkod Bayani*. This support is coupled with a plaque signed by the CSC Chairperson, and it is presented during a simple program known as the "*Pamanang Parangal sa Lingkod Bayani*," hosted by the relevant CSC Regional Office.

Additionally, through the *Pamanang Lingkod Bayani Iskolarsyip*, it is possible to recommend up to three (3) eligible beneficiaries of PLBi honorees

as scholars in state universities and colleges. This program is conducted in partnership with the Philippine Association of State Universities and Colleges.

"The CSC would like to express gratitude to all civil servants who have continuously supported the PLBi over the years by participating in our fundraising activities every Philippine Civil Service Anniversary. Your active participation in our R.A.C.E to Serve Fun Run, Online Zumba sessions, Film Showings, and more recently, the Plant Run allows us to honor our fellow kawani," added Chairperson Nograles.

The complete list of nomination requirements and procedures may be viewed at <https://www.csc.gov.ph/programs/honor-awards-program/pamanang-lingkod-bayani>.

For queries or concerns, send an email to hapsecretariat@csc.gov.ph or email@contactcenter-ngbayan.gov.ph. [®]

CSC reminds gov't agencies to promote mental health

As the country celebrated Mental Health Awareness Month, the Civil Service Commission (CSC) reminded government agencies of the need to promote the mental health of the 1.9 million state workers nationwide.

According to CSC Chairperson Karlo Nograles, agency heads and officials must recognize that the quality of public service delivered to stakeholders depends on government workers' physical and mental health.

"Championing dynamic and resilient government workers, which was the highlight of the month-long celebration of the 123rd Philippine Civil Service Anniversary (PCSA), does not just entail changes in policies and processes. We must also recognize the varying capacities, capabilities, and unseen struggles that affect every civil servant's well-being and productivity," said Chairperson Nograles.

He noted that the CSC, as the central human resource (HR) agency of the Philippine government, is constantly striving to provide transformative HR and organizational development programs and policies to guide agencies in fostering a healthy workplace.

Under CSC Resolution No. 1901265 promulgated in October 2019, government agencies are directed to establish and implement a Mental Health Program (MHP) integrated into their respective HR development and management policies and programs to provide an inclusive, conducive, and

supportive work environment for public officials and employees.

The MHP shall also address the stigma on mental health and provide appropriate psychosocial support and treatment for employees with mental health conditions, as mandated under Republic Act No. 11036 or the Mental Health Act of 2018.

Chairperson Nograles also urged agencies to further promote employees' well-being by organizing team building activities, sports festivals, support groups, and even virtual events such as the recently included online Zumba and film showing held during the 123rd PCSA.

"Even though Mental Health Awareness Month is celebrated only every October, promoting mental health must be a year-round commitment. It is anchored in our mission to safeguard our employees' mental and physical well-being as they serve as the foundation of a resilient bureaucracy," said Chairperson Nograles. **®**

CSC calls on gov't agencies to intensify fight against workplace harassment

The Civil Service Commission (CSC) directed government agencies to intensify the campaign against sexual harassment in the workplace in line with the celebration of the 18-Day Campaign to End Violence Against Women (VAW) from 25 November to 12 December 2023.

CSC Chairperson Karlo Nograles noted that an alarming rate of 22.8% of employees worldwide, including the Philippines, have experienced violence and harassment at work, based on the study conducted by the International Labour Organization, Lloyd's Register Foundation, and

analytics company Gallup. The study showed that women were slightly more likely than men to have experienced violence and harassment.

"We need to recognize that gender-based sexual harassment is real, and it is still happening not just on the streets but also in the workplace. Our duty as civil servants is to prioritize and intensify the implementation of laws, policies, and programs that make our workplaces a safe and secure environment for women to flourish and succeed," reminded Chairperson Nograles.

(see next page)



Employees of the Civil Service Commission raise their hands to show support to the 18-day campaign to End Violence Against Women during the Kick-off Activity on 28 November 2023.

He called on government agencies to intensify the implementation of CSC Resolution No. 2100064 (Revised Administrative Disciplinary Rules on Sexual Harassment Cases), which amended provisions of the 2017 Rules on Administrative Cases in the Civil Service, pertaining to the offense of sexual harassment committed by government officials and employees.

The amendment was intended to harmonize CSC rules with the provisions of Republic Act No. 11313 or the Safe Spaces Act (Bawal Bastos Law) and its Implementing Rules and Regulations.

CSC Resolution No. 2100064 requires heads of agencies or other persons of authority, influence or moral ascendancy to prevent the occurrence of any form of sexual harassment in the workplace, and to take immediate action on complaints filed. Heads of agencies shall also ensure the widest dissemination of the law and rules to all persons in the workplace and institute preventive measures against sexual harassment including the conduct of anti-sexual harassment seminars, and

gender sensitivity trainings to all employees, among others.

Heads of agencies must create a Committee on Decorum and Investigation (CODI), an independent internal mechanism to address and investigate complaints of sexual harassment. The CODI shall be composed of at least one representative from the management, supervisory staff, rank-and-file employees, and the respective union/s or employees association, if any. It shall be headed by a woman, and at least half of its members should be women.

The CODI is given ten (10) days from the termination of the investigation to submit its findings with recommendations to the disciplining authority for decision, averting possible delays in verifying the allegations in the complaint while maintaining confidentiality and observing due process.

Furthermore, they must ensure the protection of a complainant from retaliation without causing her/him any disadvantage, diminution

of benefits or displacement, and without compromising his/her security of tenure.

The administrative offense of sexual harassment may be classified as light, less grave and grave. A government official or employee found guilty of the administrative offense of sexual harassment may be meted the penalty ranging from reprimand, suspension and dismissal from the service, depending on the gravity of the acts committed.

Meanwhile, heads of agencies who fail to create a CODI or take action on complaints filed shall be charged with Neglect of Duty.

"More than a human resource issue, violence against women is also a public health problem as it impacts a woman's attitudes and sense of self, affecting her welfare and productivity at home, at work, and even in the community. Our awareness and compassion will come a long way in the success of our mission to make our communities a safe space for all," said Chairperson Nograles. **®**



The 59 Filipinos who will pursue their postgraduate studies in Australia under the Australia Awards scholarships were formally sent-off by Australian Ambassador to the Philippines Ms. HK Yu PSM, FCPA (Aust) [second row, sixth from left] last November 2023.

Australian Government grants prestigious Australia Awards Scholarships to over 50 Filipinos

A new batch of high-achieving Filipinos will be starting their postgraduate studies in Australia by January 2024 under Australia Awards.

The contingent includes 54 scholars who will be undertaking master's programs in Australia's world-class universities and five

individuals who will be pursuing doctoral degrees as fellows of the John Allwright Fellowship (JAF) Philippines, a pilot graduate fellowship program jointly funded by the Australian Centre for International Agricultural Research and the Department of Science and Technology, and administered by Australia Awards.

During their pre-departure briefing, Australian Ambassador to the Philippines HK Yu PSM, FCPA (Aust) acknowledged the important role of the scholars in strengthening Australia-Philippines relations and their contribution to the nation's development.

"Australia Awards has been an essential component of Australia's partnership with the Philippines. As scholars, you are visible representations of the strong and deep people-to-people links between our two countries. Your Australian education and training will prepare and equip you with the knowledge and skills to help you make a difference in the Philippines when you return," said Ambassador Yu.

Upon their return to the Philippines, Filipino scholars are expected to implement their re-entry action plan (REAP). REAPs enable scholars to apply their learnings in Australia to meaningful projects that will

contribute to the development of their respective organisations or communities.

Among the areas of study that will be pursued by this batch of scholars are agriculture, aquatic and natural resources management; digital economy and cybersecurity; education; governance and public policy; infrastructure and smart cities; law and justice; maritime studies; and trade and economics.

In September this year, Australian Prime Minister Anthony Albanese and Philippine President Ferdinand Marcos Jr., forged a strategic partnership between Australia and the Philippines that includes boosting educational links, such as through Australia Awards, to foster invaluable people-to-people connections between the two countries.

Since 2005, over 1,500 exemplary Filipinos have studied in Australia on Australian Government scholarships. The new batch of scholars will join the 92 Filipino scholars who are currently on scholarship in Australia. At the conclusion of their studies, Australia Awards scholars will join the dynamic Australia Global Alumni community in the Philippines.

Further information is available at australiaawardsphilippines.org.

CSC holds first anti-red tape ... from page 12

hindrance to economic growth and development. This event is a significant opportunity for us to reaffirm our commitment to fighting red tape and improving the efficiency of government service delivery in the country," he said.

In reaffirming its dedication to enforce the mentioned law, the CSC conducted a ceremonial toast presided over by CSC Commissioner Lizada, alongside CSC Chairperson Nograles, ARTA Director General Perez, and other officials representing the CSC, ARTA, and DTI.

"Let us raise our glasses to the progress we have made and to the countless successes that lie ahead. May our commitment to providing efficient government services and eliminating red tape remain steadfast. Together, we are shaping a brighter future for our nation. Cheers to a more efficient government. Cheers to public service," exclaimed CSC Commissioner Lizada.

In a panel discussion, CSC Assistant Commissioner Ronquillo, ARTA

Deputy Director General for Legal Abot, and DTI Assistant Secretary Pacheco discussed the interwoven roles and functions of various implementing agencies of the EODB EGSD law under a whole-of-government approach.

An integral component of the program was the discussion of the delineation of roles of ARTD and ARTUs, which was presented by CSC Assistant Commissioner Ronquillo.

Meanwhile, ARTA Deputy Director General Abot outlined the key thrusts of the agency as the chief implementer of the R.A. 11032. He likewise delivered updates on relevant ARTA issuances, such as the Guidelines and Supplemental Guidelines on the Implementation of the Citizen's Charter, Formation of Committee on Anti-Red Tape in covered agencies, Zero Backlog Report, and National Policy on Regulatory Management System, among others.

On the other hand, Director IV Maria Luisa Salonga-Agamata of the Public Assistance and Information Office explained the steps taken by

the CSC during its shift from being the main implementing agency for R.A. 9485 (the Anti-Red Tape Act of 2017) to its new responsibilities under R.A. 11032. This session also served as an official introduction for the ARTUs that have recently started operating in the CSC ROs.

As another key implementer of R.A. 11032, DICT Supervising Director Dennis E. Morales shared updates on the pending eGovernance bill and the eGovernment priority projects such as the eGov PH application, eLGU, eTravel, eGovPay, and eReport.

The Summit also featured three concurrent sessions on the critical provisions of the law and pertinent information for the 155 attendees composed of the CSC's ARTD and ARTU action officers, support personnel, and representatives from the CSC and other agencies, respectively.

On 31 August 2023, the CSC and ARTA signed a Memorandum of Agreement ensuring the effective implementation of R.A. 11032 in Diliman, Quezon City. The ART Summit was an offshoot of the said agreement. 



Officials from the Civil Service Commission and Anti-Red Tape Authority conducted the first Anti-Red Tape Summit on 25 October 2023 at the CSC Central Office.



CSC Chairperson Karlo Nograles and Cagayan Third District Governor Joseph Lara lead the ribbon cutting during the inauguration of the new CSC Regional Office II building.

CSC RO II receives new regional office

The Civil Service Commission (CSC) Regional Office (RO) II has inaugurated its new three-storey RO building at the Regional Government Center in Carig Sur, Tuguegarao City on 10 October 2023.

CSC Chairperson Karlo Nograles, together with CSC Acting Assistant Commissioner Nerissa B. Canguilan, CSC RO II Acting Director IV Marites Lappay, and Cagayan Third District Governor Joseph L. Lara, led the inauguration of the regional office that serves as a testament of CSC's commitment in providing quality public service.

With a total cost of PHP50 million funded under the General Appropriations Act (GAA), the three-storey building features a waiting area for clients, offices for the regional departments, dormitories, and a Learning and Development Resource Center.

In her message, Acting Assistant Commissioner Canguilan, who previously served as the Director IV of CSC RO II, expressed gratitude to Congressman Lara for the support in the construction of the new office in the lot donated by the Regional Development Council to the CSC.

Meanwhile, Acting Director IV Lappay acknowledged the role of the Department of Public Works and Highways (DPWH) - Cagayan Third District Engineering Office headed by DPWH District Engineer Mariano Malupeng in the construction of the regional building.

The new building at the Regional Government Center now provides accessibility not just for CSC officials and employees but also for stakeholders in the region. 📍

CSC RO III hosts 2023 Luzon Friendship Games

The Civil Service Commission Regional Office (RO) III played host to the 2023 Luzon Friendship Games (LFG) from October 16 to 20, 2023 at the Subic Bay Metropolitan Authority (SBMA) Sports Facilities in Olongapo City.

Chairperson Karlo Nograles emphasized the core values of friendship and camaraderie, underscoring the essence of the sporting event.

Acting Director IV Rosalinda A. Tanaliga-Oliva of CSC RO III ignited the friendship torch, symbolizing the spirit of unity, followed by a message of hope and the official commencement of the LFG by CSC Commissioner Aileen Lourdes A. Lizada.

Participants played in various events, namely: cheer dance competition, basketball, volleyball, badminton, table tennis, darts, chess, scrabble, 100-meter dash, and relay.

The CSC Central Office (CSC CO) clinched victory for the second consecutive year with an impressive total score of 725 points across

(see next page)

CSC RO V caps off 7th regional workforce congress

The Civil Service Commission Regional Office (CSC RO) V successfully conducted the 7th Regional Workforce Congress at the Marison Hotel Legazpi on 25 October 2023.

A total of 300 government employees and aspiring civil servants from all over the region attended the Congress aimed to equip participants with the knowledge, skills, and mindset



CSC Commissioner Atty. Ryan Alvin Acosta delivering his keynote speech for the Regional Workforce Congress.

required to navigate the challenges of the post-COVID-19 work environment.

In his message, CSC Commissioner Ryan Alvin R. Acosta emphasized that the event's theme, "Resilience and Innovation toward Service Excellence", highlights the importance of resilience and innovation as key drivers for organizations in delivering quality public service.

He noted that in today's world, service excellence is not just a goal but a necessity, and individuals and organizations must be equipped with the capacity to bounce back from setbacks and embrace change as an opportunity for growth.

CSC RO V Director IV Daisy Punzalan Bragais introduced the three subject matter experts (SMEs) from different government agencies, namely:

(continued on page 24)



various sporting events. CSC NCR secured the second position with 605 points, while CSC RO I rallied to claim the third-place for the overall championship crown with 340 points.

Meanwhile, CSC Cordillera Administrative Region excelled in the cheer dance competition,

earning 60 points and securing the top spot in the overall ranking. CSC RO III and CSC RO I closely followed as the first and second runner-up, respectively.

During the closing program, Commissioner Lizada expressed gratitude to CSC RO III led by Acting Director IV Tanaliga-Oliva,

for their unwavering dedication in organizing the annual event, which serves as an outlet for camaraderie and sportsmanship.

Also present during the LFG were Subic Bay Metropolitan Authority Chairperson and Administrator Jonathan D. Tan, Deputy Administrator for Administration Atty. Ruel John D. Kabigting, Olongapo City Mayor Rolen C. Paulino Jr., and CSC RO III - PINTIG President Sonny O. Cuadro of CSC FO Tarlac.

The 2023 LFG marked the second year of the annual event, which commenced in 2019 but was briefly interrupted by the pandemic. 📍

CSC RO V ... from page 21

Department of Health Bicol Center for Health Development Medical Officer IV Dr. Monrey Isaiah Mancilla discussed Workplace Health and Safety: Preventing Illness and Promoting Occupational Wellnes, sharing importance of Occupational Safety and Health (OSH) and healthy behaviors that must be fostered by both employees and employers.



CSC RO V Regional Director Atty. Daisy Punzalan Bragais welcomes the participants of the 7th Regional Workforce Congress and introduces CSC Commissioner Atty. Ryan Alvin Acosta as the guest of honor.

CSC Integrated Records Management Office Acting Director III Jilven T. Amar shared relevant points in ensuring effective and efficient records management in the office as well important tips to remember in ensuring safety of the records and the records' keeper.



Dr. Monrey Isaiah Mancilla of DOH Bicol CHD, answering queries and clarification from the participants of the Regional Workforce Congress during the Q & A portion.

Lastly, Ms. Dana V. Altea, Supervising Human Resource Specialist of CSC Camarines Sur Field Office facilitated the Integration: Mindfulness and Well-being. Ms. Altea provided wellness exercises for all the participants.



(From left) Acting Director III of the CSC Integrated Records Management Office, Jilven T. Amar and Supervising Human Resource Specialist of CSC RO V, Neil Magdato during the Q&A portion of the Regional Workforce Congress.

Citizen's Guide

Grant of Honor Graduate Eligibility through Open Distance Learning

1. **What is the Grant of Honor Graduate Eligibility through Open Distance Learning?**

The Honor Graduate Eligibility is granted to **honor graduates of Bachelor's Degree from Open Distance Learning (ODL) programs** in colleges and universities accredited by the Commission on Higher Education (CHED).



2. **But first, what is the Honor Graduate Eligibility (HGE)?**

It is a special eligibility granted to an individual who graduated **summa cum laude, magna cum laude, or cum laude**, in their baccalaureate degree.

Honor Graduate Eligibility should be applied for. Once granted, a Certificate of Eligibility will be given to the individual.



3. **What is the Honor Graduate Eligibility for? Where can it be used?**



The Honor Graduate Eligibility shall be considered appropriate for first and second level positions in the government that do not involve practice of profession and are not covered by Bar/board/other special laws.

4. Who are entitled to the grant of Honor Graduate Eligibility?

- Those who graduated **summa cum laude, magna cum laude, or cum laude**, in their baccalaureate degree, regardless of the number of years of completion either from **conventional mode of learning or open distance learning (ODL)**;
- Those who graduated from school year 1972-1973, and thereafter for conventional mode of learning; or from **school year 2015-2016, and thereafter for ODL**; and



Those who graduated in:



- Private Higher Education Institution (HEI) in the Philippines with baccalaureate/bachelor's degree recognized by the CHED; or
- State/Local College or University with baccalaureate/bachelor's degree duly approved by its Board of Trustees/Board of Regents; or
- For honor graduates through ODL, open university/college/institution recognized by the CHED as a degree-granting HEI.**

5. What are the specific qualification requirements for the grant of HGE through ODL?

- He/She graduated from **school year 2015-2016**, upon the promulgation of the Implementing Rules and Regulations of R.A. No. 10650 on 29 February 2016, **and thereafter**;
- He/She graduated with a **Latin honor** of either **summa cum laude, magna cum laude, or cum laude**, in their **bachelor's degree through ODL**, regardless of the number of years of completion; and



- He/She graduated from an open university/college/institution recognized by the CHED as a degree-granting HEI.

The said university/college/ institution should have at least a Level III accreditation or CHED equivalent in the programs offered in the conventional classroom or traditional mode of learning, pursuant to Section 3 (g) of R.A. No. 10650.



6. What is the basis for the grant of HGE through ODL?

On 28 July 2023, the CSC promulgated **CSC Resolution No. 2300615**, which extends the coverage of the grant of Honor Graduate Eligibility (HGE) to bachelor's degree graduates who earned distinctions of **summa cum laude, magna cum laude, or cum laude** through ODL programs from colleges and universities accredited by the Commission on Higher Education (CHED).

Effectivity date: 2 November 2023



7. What are the documentary requirements to apply for HGE?

The honor graduate should submit the following documentary requirements:

- Properly accomplished Application Form (CS Form 101-HGE, Revised 28 July 2023);
- Three (3) pieces of identical passport I.D.-sized pictures with white background and handwritten name and signature;



- Original and photocopy of any valid I.D. card (not expired upon filing of application) containing applicant's name, clear picture, date of birth, signature, and with the name and signature of authorized issuing officer;
- Certification of No Pending Case/Non-Conviction of Any Offense (CSC SPEL Form 1, April 2012);
- Original and photocopy of the Transcript of Records (TOR) of the applicant;
- Certification from the university/college that the applicant graduated **summa cum laude, magna cum laude, or cum laude**; and
- For ODL honor graduates, copy of Certification from the CHED showing that the university/college/institution should have at least Level III accreditation or CHED equivalent in the programs offered in the conventional classroom or traditional mode of learning.**



8. How to apply for the grant of Honor Graduate Eligibility?

All documentary requirements must be submitted to the CSC Regional Office, or any of its Field Offices, having jurisdiction over the university/college/institution from where an applicant has graduated.

Modes for filing of application may be any of the following:

- By the applicant in person;
- Through a representative;
- Through a conduit CSC Regional Office; or
- Through mail.

Fees include PHP200 Evaluation Fee and PHP200 Processing Fee for the Certificate of Eligibility.

For the complete information on the grant of Honor Graduate Eligibility, visit the CSC website at:

csc.gov.ph/special-eligibilities/honor-graduate-eligibility



AGIA: Anchor of Governance with Integrity and Accountability for Quality Public Service*

I would like to express my appreciation to the Association of Government Internal Auditors, Inc. or AGIA for inviting the Civil Service Commission (CSC) to provide its insights on the theme of this annual convention, "AGIA: Anchor of Governance with Integrity and Accountability for Quality Public Service." I welcome invitations to these events which aim to highlight policies, programs, and initiatives designed to bring back trust in public service institutions, including us, your CSC.

PUBLIC SERVICE IS A PUBLIC TRUST

A guiding principle for our 1.9 million public servants is the phrase, "Public office is a public trust. Public officers and employees must, at all times, be accountable to the people, serve them with utmost responsibility, integrity, loyalty, and efficiency; act with patriotism and justice, and lead modest lives."

This emphasizes the importance of integrity, accountability, and excellence in public service. As Ken Poirot rightly said "When self-interest supersedes public service, society collapses under the weight of corruption."

These reminders are timely as I address the 800 internal auditors, officials, and employees performing allied functions attending this convention. I urge you to reflect on whether you are still committed to the sacrifices needed in public service and prioritize serving our fellow Filipinos over personal gain. By making service our prayer of gratitude, we will always make the right choices. Giving back and being a

blessing to others fulfills our altruistic desires and provides a higher sense of purpose.

GAWING LINGKOD BAYANI ANG BAWAT KAWANI

When it comes to purpose, *ang* main objective *ng* CSC ay "*gawing lingkod bayani ang bawat kawani.*"

The concept of the *lingkod bayani* was introduced more than a decade ago – a play on the terms "*lingkod bayan*" which means public servant, and "*bayani*" which means hero, thus the call for state workers to be heroes in even the smallest of their contributions and integrity in their actions. The tagline was used to extensively promote the values of patriotism, integrity, excellence, and spirituality in public service.

This core purpose is anchored on the tenets of Republic Act No. 6713 or the Code of Conduct and Ethical Standards of Public Officials and Employees. In the last decade, we remained committed to encouraging the *kawani* to level up and exemplify the values of the *lingkod bayani*.

REPUBLIC ACT NO. 6713 (CODE OF CONDUCT AND ETHICAL STANDARDS OF PUBLIC OFFICIALS)

The foundational values of public service are enshrined in Section 2 of Code of Conduct and Ethical Standards of Public Officials – "It is the policy of the State to promote a high standard of ethics in public service. Public officials and employees shall at all times be accountable to the people and shall discharge their duties with utmost responsibility, integrity, competence, and loyalty, act with patriotism and



Public officials and employees shall remain true to the people at all times.



CSC Commissioner Aileen Lourdes A. Lizada delivered the keynote message during the 64th Annual Convention of the Association of Government Internal Auditors, Inc. held last 18 October in Malay, Aklan.

*Keynote message delivered by Commissioner Aileen Lourdes A. Lizada at the 64th Annual Convention of the Association of Government Internal Auditors, Inc., 18 October 2023, Boracay Newcoast, Malay, Aklan

justice, lead modest lives, and uphold public interest over personal interest.”

Meanwhile, Section 4 prescribes the Eight Norms of Conduct of Public Officials and Employees. These are commitment to public interest, professionalism, justness and sincerity, political neutrality, responsiveness to the public, nationalism and patriotism, commitment to democracy, and simple living.

In addition to highlighting the norms of conduct, allow me to present exceptional public servants who consistently displayed integrity and accountability in their roles. These individuals consistently exhibited exemplary conduct and noteworthy performance throughout their government service, never succumbing to corruption or flawed values. Their integrity, accountability, and excellence were unwavering, even in the face of difficult and crucial decisions. They always prioritized honorable and ethical actions, never putting self-interest above public service.

COMMITMENT TO PUBLIC INTEREST

The first norm is commitment to public interest. Public officials and employees shall always uphold the public interest over and above personal interest.

Just like most of you here, State Auditor IV Adeline P. Baarde, is a guardian of public funds working for the Commission on Audit in Tuguegarao City. Leading her team of auditors they discovered and recovered millions worth of cash shortages incurred by accountable officers of various Local Government Units from 2009-2016.

Despite the dangers attached to her work, Baarde remained unfazed by the ire of local politicians over adverse audit findings, being in the midst of gun fights in NPA infested sitios or barangays when undertaking audit missions, threats to life and health when performing onsite cash examinations, and dangerous treks to reach far-flung LGUs. It was no surprise that she was a recipient of the *Dangal ng Bayan* Award last year.

PROFESSIONALISM

Next is public officials and employees shall perform and discharge their duties with the highest degree of excellence, professionalism, intelligence and skill. They shall enter public service with utmost devotion and dedication to duty.

Dr. Jose Jonas Diño Del Rosario is a Medical Specialist III at the Philippine General Hospital and his commitment to public interest was put to the test being one of the few interventional pediatric cardiologists who continued to provide care for the children with heart defects during the height of the COVID-19. Since PGH has become a COVID referral center, he accepted patients from other hospitals to perform life-saving cardiac procedures.

Dr. Rosario was not spared from the virus and tested positive in April 2020. While he was able to quickly recover and return to work, he also mourned the passing of his parents after they both succumbed to the virus. The strength he championed enabled him to rise above the grief and he returned to the field to provide critical medical services. He was a *Dangal ng Bayan* recipient in 2020.

JUSTNESS AND SINCERITY

On justness and sincerity, public officials and employees shall remain true to the people at all times. They must act with justness and sincerity and shall not discriminate against anyone, especially the poor and the underprivileged.

Director III Rey Mancera Cueva of the Technical Education and Skills Development Authority Agusan del Norte Provincial Office is the epitome of justness and sincerity in the delivery of TESDA's services.

PD Rey is described as a man consistently on the go. He is behind the “TESDA Abot Lahat” mantra, which ensured that skills upgrading programs and promotion of sustainable livelihood activities reached remote areas and peace-challenged communities. PD Rey is determined to terminate

the dead-end dependency and dole-out mentality in poor rural areas, and helps uplift lives in far-flung communities. He is a recipient of the Presidential *Lingkod Bayan* award in 2021.

POLITICAL NEUTRALITY

Political neutrality requires public officials and employees to provide service to everyone without unfair discrimination and regardless of party affiliation or preference.

Kuya Jun, as he is fondly called by colleagues, is Aquilino Ronquillo Mapili Jr., an Administrative Aide III at the Municipal Government of San Jose, Occidental Mindoro.

He remained neutral in the performance of his duties, not minding as to whose administration will get credit from his initiatives. It was Kuya Jun who started the Mobile Civil Registration System which aims to bring the civil registration service closer to the IP community living in remote mountainous areas of San Jose, Occidental Mindoro.

With the Mobile Civil Registration System, the city was able to register members of IP communities. Its successful execution has facilitated their recognition within the community, access to education for their children, enabled them to pursue employment opportunities, and ensured the possession of requisite travel documents, among other privileges. Such noteworthy outcomes are but tangible manifestations of Kuya Jun's overarching vision of advancing equitable opportunities for all, meriting him the esteemed accolade of *Dangal ng Bayan* in the year 2020.

RESPONSIVENESS TO THE PUBLIC

Public officials and employees shall extend prompt, courteous, and adequate service to the public as adherence to responsiveness to the public.

When learning extends beyond the walls of the classroom, you know that someone is also going beyond what is expected of them. One such person is Principal II Rowan L. Celestra of Buenavista Elementary School.

He devoted his entire career to the Department of Education (DepEd), from being a teacher to now school principal. He empowered communities and delivered impactful projects that were replicated in various schools in Sorsogon. The engaging and empowering educational programs implemented from 2019-2022 resulted in a decrease in the number of non-readers and struggling readers, zero dropouts, increased participation of parents in school activities, and support of different organizations for the school. He was also conferred with the esteemed *Dangal ng Bayan* award in 2022.

NATIONALISM AND PATRIOTISM

Nationalism and patriotism is the heart of quality of public service. Public officials and employees shall at all times be loyal to the Republic and to the Filipino people, promote the use of locally produced goods, resources and technology and encourage appreciation and pride of country and people.

Despite challenges, Dr. Cynthia Palmes Saloma, Executive Director of the Philippine Genome Center (PGC) is adamant to stay in government and serve her fellow Filipinos.

A scientist, molecular biologist, mentor, and innovator, Dr. Saloma laid the infrastructure for genomics research in the country and the foundation by which genomic bio-surveillance is now part of the arsenal for pandemic preparedness.

Under her leadership, the PGC played a critical role in the country's response against the pandemic by providing the IATF for the Management of Emerging Infectious Diseases with science-based genomics data critical for the whole-of-nation approach management of COVID-19. For her breakthrough contributions in public service, she was awarded the Presidential *Lingkod Bayan* in 2022.

“He remained neutral in the performance of his duties, not minding as to whose administration will get credit from his initiatives.”

“Alam kong sasang-ayon kayo na kailangan bigyang-halaga ang ambag ng bawat isa. Hindi lamang puro trabaho, targets, at accomplishments, dapat may rewards and recognition na kaakibat ito.”

COMMITMENT TO DEMOCRACY

Public officials and employees shall commit themselves to the democratic way of life and values, maintain the principle of public accountability. They shall at all times uphold the Constitution and display unwavering loyalty to the country above that to select persons or affiliations.

Teacher III Nellie Banaag of the Pinagbayanan National High School in Taysan, Batangas performed a great sacrifice while performing the most important role of public teachers—being a vanguard to the pillar of the country’s democracy—the elections.

Teacher Nellie and her team had just finished counting the votes cast hours earlier and were about to bring the ballot boxes to Taysan Town Hall when masked men, all armed, arrived and fired their guns, poured gasoline on the boxes and set them ablaze. The flames quickly spread and burned down the building. The service losing a hero like Banaag. A dozen other people were injured.

Banaag is remembered as a superb teacher, a loving mother, and an exemplary public servant. She was post-humously awarded the *Dangal ng Bayan* 15 years ago.

LIVING MODESTLY

Lastly, public officials and employees and their families shall lead modest lives appropriate to their positions and income. They shall not indulge in extravagant or ostentatious display of wealth in any form.

Customer Associate Reymond D. Gonzales of the Land Bank of the Philippines has to take long journeys to remote and critical areas via several transportation methods to serve clients. He experienced disembarking from a chopper due to engine trouble that could have led to a fatal crash. There was also a case where he had to postpone going back due to foreseen encounters with extremist groups and threats of attacks or abductions.

Despite working for LBP and handling more cash than he’ll earn in his lifetime, his integrity remained unquestioned. His lifestyle never changed. He remained modest and selfless. When asked why he continued his duty as a roving teller with his life always on the line, he said and I quote, “The reward after a day’s work made me stay. It is the feeling that you get when you see your accomplishments in other people’s lives and being able to provide the needs that the people demand from the government.”

REWARDS AND RECOGNITION: THE PHILIPPINES’ HONOR AWARDS PROGRAM

We gathered the inspiring stories of these exemplary public servants through the annual Search for Outstanding Government Workers. The CSC conducts the Search as part of the rewards and incentives program. Through this Honor Awards Program, we identify the heretofore nameless faces who quietly toil and have committed themselves to public service despite having to work in adverse circumstances.

Tayo sa CSC ay may mga programang naglalalayon na bigyan ng karampatang pagkilala ang mga lingkod bayan na nagpakita ng kahusayan at di matatawarang integridad sa serbisyo publiko. Alam kong sasang-ayon kayo na kailangan bigyang-halaga ang ambag ng bawat isa. Hindi lamang puro trabaho, targets, at accomplishments, dapat may rewards and recognition na kaakibat ito.

For these government exemplars, yes, it was their job. Yes, they were trained. Yes, they were equipped physically and mentally for the tasks they had to perform. But those do not diminish the nobility, the honor, and the selflessness of their actions. Nor should it detract us from showing them our gratitude and our respect.

INTEGRITY IN PUBLIC SERVICE

Corollary to the display of excellence, is how they managed to keep their integrity intact. Integrity is that moral uprightness and strong adherence to honesty and fairness. It also refers to wholeness and completeness. When one commits these unethical practices – and to use some audit

lingo: “unliquidated cash advance”, “cash shortage” or “irregular expenditure”, these corrode trust in the institution.

As much as humanly possible, we seek to protect our integrity. We will not let anything damage it. Some people may think that they uphold their integrity by keeping their wrongdoings a secret. Non-disclosure does not make a difference. After all, integrity is doing the right thing, particularly when no one is watching.

Halimbawa po, an auditor was sent to Aklan on official business. But instead of working and completing the task, the auditor spent half of every day sightseeing. Is it alright to overlook these things or to let them pass? Some would say, ok lang, minsan lang naman or lahat naman ginagawa ‘yan.

Avoiding confrontation makes us complicit and perpetuates dishonorable behavior. Ignoring small unethical acts normalizes them, so we must fight this moral battle and return to our values. We must care enough to halt questionable practices before they become the norm.

As public officials and employees, we have a duty to protect not only our integrity but also that of the government. We owe it to the Filipino people to have integrity. The kind that cannot be bribed, bought, swayed, coerced, or made to do something that does not adhere to the highest moral standards.

Our credibility lies in our actions and not just our words. When faced with tough decisions, never compromise your integrity.

While our achievements matter, our impact on others and how we help them is what truly counts. More importantly, remember that genuine fulfillment goes beyond material possessions; it lies in the difference we make in people’s lives.

Sa AGIA at sa bawat lingkod bayan na narito, pagtulungan nating itaguyod ang karangalan sa serbisyo publiko

sa pamamagitan ng mabuting pamamahala na ang pundasyon ay integridad, pananagutan, kahusayan at malasakit sa bawat Pilipino.

Sa bawat pagkakataon, patuloy nating isabuhay, ipagmalaki at ipagbunyi ang hindi matatawarang sipag at katapatan sa serbisyo upang lalong mapag-ibayo ang paglilingkod sa sambayanan. Taas-noo nating sabihin sa mundo: isa akong kawani ng gobyerno; isa akong lingkod-bayananing Pilipino.

We finally come full circle with this mantra, “Public service is public trust.” I beg to disagree with anyone who would say that it is difficult to live by it since every Monday morning, we raise our right hands to the “*Panunumpa ng Lingkod Bayan*” and say:

Hindi ako makikibahagi sa mga katiwalian sa pamahalaan. Pipigilan at isisiwalat ko ito sa pamamagitan ng tama at angkop na pamamaraan. Isabuhay ko ang isang lingkod bayang maka-Diyos, maka-tao, makakalikasan at makabansa.

This is our vow, our commitment to our country and fellow Filipino, our struggle, and our triumph.

Thank you to AGIA for this opportunity, allowing your CSC, to provide insights and tangible inspiration on integrity and accountability for quality public service. We look forward to a continued partnership with you in proactively coming up with innovative solutions to transition to our collective better normal: a future of excellent public service and a country realizing its aspiration of having a “*matatag, maginhawa, at panatag na buhay para sa lahat*”.

Daghang salamat, mabuhay kayo at mabuhay ang serbisyo publiko! •

“Yes, it was their job... But those do not diminish the nobility, the honor, and the selflessness of their actions.”

“Remember that genuine fulfillment goes beyond material possessions; it lies in the difference we make in people’s lives.”

COVER *Story*

ADVANCING SCIENCE AND TECHNOLOGY THROUGH PUBLIC SERVICE



CYNTHIA PALMES SALOMA, PhD
Professor 12/Executive Director
Philippine Genome Center
Office of the Vice President for Academic Affairs
University of the Philippines System
Diliman, Quezon City

To be in public service is a unique endeavor. It is also a singular opportunity to utilize our individual and collective gifts and talents in the service of the nation, in improving the lives of our people while at the same time achieving self-actualization on a deeply personal level. We have many dedicated public servants whose contributions and accomplishments everyday form the foundation by which our government functions.

”

The symbiotic connection between science and society is manifested in the transformative influence of scientific activities on tools and methods that humans use, which not only improves quality of life, but also impacts societal change.

However, the strong connection between science and society may not always be easily understood by the individuals who are the focus of research, development, and technology. Scientists working in the public sector play a crucial role in serving the wider community. They are motivated by a dedication to public well-being, tackling societal issues, and actively participating in the creation of policies and solutions that enhance the overall welfare of society.

The Philippines is blessed with public servants who dedicate their lives into making science and technology reach the Filipino people and contribute to the overall development of the society.

In recognition of their hard work and commitment, these *makabayang* scientists have been recognized by the Civil Service Commission (CSC) through the Honor Awards Program.

Among the scientists recognized for their contributions were 2022 Presidential *Lingkod Bayan* awardees Dr. Cynthia Palmes Saloma of the University of the Philippines - Philippine Genome Center (PGC) and STARBOOKS Team of the Department of Science and Technology (DOST)- Science and Technology Information Institute; 2022 Civil Service Commission Pagasa recipient Community-Based Rice Mushroom Production Team of the Bataan Peninsula State University; and 2020 Presidential *Lingkod Bayan* awardee Carrageenan Plant Growth Promoter Team of the DOST Philippine Nuclear Research Institute (PNRI).

THE NUCLEUS OF GENOME STUDY IN THE COUNTRY

Dr. Saloma is the Executive Director of the PGC of the Office of the Vice President for Academic Affairs of the University of the Philippines. Under her guidance, the PGC played a pivotal role in the nation's response to the COVID-19 pandemic by providing genomics data to the Interagency Task Force for the Management of Emerging Infectious Diseases. Together with her team from the PGC and dedicated scientists from the Department of Health and DOST, they helped in providing science-based facts crucial in implementing a comprehensive, whole-of-nation approach to managing the pandemic.

Dr. Saloma sees the creation of the DNA Sequencing Core Facility (DSCF) at PGC as her most significant achievement. According to her, establishing the PGC and the core facilities for DNA sequencing and bioinformatics laid the foundation for the country's genomics infrastructure. This infrastructure, particularly the knowledge gained from genome sequences, can advance our understanding of animal diseases, plant development, and benefit fisheries and agriculture by using biomarkers and diagnostic tools.

She emphasized that the DSCF has become a haven for Filipino researchers interested in genomics. With this facility, local researchers and scientists across various fields now have the capability to conduct cutting-edge research without the need to send their samples abroad. This development is seen as a positive step forward for the advancement of genomics research in the Philippines. Top of Form

When asked what it feels like to be conferred with the 2022 Presidential *Lingkod Bayan* award, she noted that as a government worker for close to 25 years, the recognition is indeed very humbling and likewise affirming.



STARBOOKS

Department of Science and Technology (DOST)
Science and Technology Information Institute
DOST Complex, Bicutan, Taguig City

REACHING FOR THE STARS THROUGH LEARNING

“Motoring for six hours on rough roads and then completing the rest of the journey on foot for another three hours to reach our destination, where the STARBOOKS kiosk we brought are met by the warmest smiles from kids and barangay folk. Through STARBOOKS, you are making a direct, palpable impact on their lives.”

This was shared by the Science and Technology Academic and Research Based Openly Operated Kiosks (STARBOOKS) of the DOST Science and Technology Information Institute, the pioneer behind the groundbreaking approach to library services.

Led by Team Leader and Chief Science Research Specialist Alan Concepcion Taule, alongside Information Systems Researcher III Arjay Carandang Escondo, Senior Science Research Specialist, and Science Research Specialist II Nelly Agpawa Ngangay, the team envisions their public service as a catalyst for overcoming the digital divide. As scientists who believe in the power of education in shaping minds and transforming children’s future, they developed interactive kiosks that house a diverse range of learning materials, including text, audio, and videos

focusing on science, technology, engineering, and mathematics. Their innovation do not only provide internet-independent access but also significantly enhance students' reach to educational resources.

Despite facing challenges, the team has embraced the rewarding experiences of bringing STARBOOKS kiosks to some of the most challenging terrains and adverse conditions. Thanks to their portability, these kiosks can be seamlessly relocated anywhere in the country, reaching even off-grid locations, conflict zones, and remote indigenous communities.

“To be in public service is a unique endeavor. It is also a singular opportunity to utilize our individual and collective gifts and talents in the service of the nation, in improving the lives of our people while at the same time achieving self-actualization on a deeply personal level. We have many dedicated public servants whose contributions and accomplishments everyday form the foundation by which our government functions.”

A NEW COMMODITY FOR BATAAN FARMERS

Utilizing existing resources to improve production and help increase farmers’ output is crucial for not only for policy-makers, but also for scientists. This concern

was Community-Based Rice Mushroom Production Team headed by Team Leader Rina Quiambao Pagua, Assistant Professor IV together with group members Christian Misola Balba, Associate Professor I and Mirasol Macaranas Rosano, Administrative Aide VI. The team championed integrated farming by encouraging farmers to use rice straws as a fundamental material for mushroom growth. Dr. Pagua and her team introduced this technology to Bataan farmers in 2018 after observing the wasteful burning of rice straws.

With the approval of the proposal by the Department of Agriculture, Dr. Pagua and her team, supported by the provincial government, organized an initial group of 30 farmers. They conducted lectures and hands-on training to introduce the technology, promote organic fertilizers, and introduced two mushroom varieties suitable for processing and sale in communities.

After harvesting, the remaining organic matter is fed to worms to produce organic fertilizer, which is then sold by farmers or used for composting vegetables. The raw mushrooms are either sold or processed into various mushroom-based products.

The project has significantly improved Bataan farmers' productivity and reduced input costs. Not only have they achieved higher yields, but they have also diversified their income sources through mushroom production and processing surplus vegetables into commercial products. Farmer associations focusing on mushroom production and marketing have been established, making Bataan renowned not only as a major rice producer but for different mushroom varieties.

Despite challenges in introducing new practices, Dr. Pagua emphasized that her team overcame obstacles by translating their passion into action.

BIOTECHNOLOGY IN ADVANCING AGRICULTURE

The Carrageenan Plant Growth Promoter Team’s breakthrough discovery and development of a natural foliar fertilizer extracted from seaweed has directly impacted the community. The Carrageenan Plant Growth Promoter, which was commercialized in 2019, can induce resistance of rice against pests and diseases and increase yield by 15-20%.

Our accomplishment may not be so different with what others have achieved, but our uniqueness in dealing with people and our work habits are what make us different.



COMMUNITY-BASED RICE MUSHROOM PRODUCTION TEAM

Bataan Peninsula State University
Balanga City, Bataan



CARRAGEENAN PLANT GROWTH PROMOTER TEAM

Philippine Nuclear Research Institute
Department of Science and Technology
Diliman, Quezon City

Hindi lang tayo dapat tapat, kundi dapat ay meron tayong empathy sa mga tao. Kung meron tayong empathy sa mga kapwa natin Pilipino, doon lalabas yung ating kagalingan sa paggawa nung ating trabaho.



The team is composed of National Crop Protection Center former Director Gil L. Magsino and Department of Science and Technology – Philippine Nuclear Research Institute personnel, namely: Chief Science Research Specialist Dr. Lucille V. Abad, Senior Science Research Specialist Fernando B. Aurigue, Science Research Specialist II Mr. Partick Jay E. Cabalar, and Mr. Francis Cyril C. Valdez.

The Presidential *Lingkod Bayan* Award was given in recognition of the Carrageenan PGP Team's breakthrough discovery and development of the Carrageenan PGP formulation as natural foliar fertilizer extracted from seaweed. As an agriculturist, Aurigue takes pride in discovering or inventing new products that can help his fellow farmers but also improve production for the whole community. The irradiated carrageenan extract was turned into a fertilizer that can induce resistance of rice against pests and diseases and increase yield by 15-20%.

Dr. Abad, who has worked in the government for 40 years, noted that being a scientist is not an easy feat. "Being a researcher is challenging kasi you must use your imagination, kailangan mo talagang mag-isip palagi. *Maraming ups and downs pero mas maganda kung ang research natin ay makarating kay every Juan at Juana.*"

But as a millennial scientist full of hope, Cabalar has an inspiring message for his fellow researchers in public service, "*Ang research ay hindi lang siya mabilisan, kailangan mo ng patience. At the same time, bear in mind na ang ginagawa mo ay hindi para sa sarili mo lang kundi para sa lahat. Hindi lang tayo dapat tapat, kundi dapat ay meron tayong empathy sa mga tao. Kung meron tayong empathy sa mga kapwa natin Pilipino, doon lalabas yung ating kagalingan sa paggawa nung ating trabaho.*"

The Carrageenan Plant Growth Promoter Team, STARBOOKS, Community-Based Rice Mushroom Production Team, and Dr. Cynthia Saloma were recognized for their outstanding contributions and achievements in the delivery of public service and in improving the lives of Filipinos.

The CSC calls for nominations to the 2024 Search for Outstanding Government Workers. Online submission of nominations will be accepted through the CSC Regional Offices until 31 March 2024.

The complete guidelines and nomination forms are available and downloadable through the CSC website: <https://csc.gov.ph/programs/honor-awards-program/search-for-outstanding-government-workers>.

The CSC Memorandum Circular for the 2024 Search may also be viewed here: bit.ly/2024SOGW



During the 2023 Public Sector HR Symposium, CSC Chairperson Karlo A. B. Nograles led the launching of CSC Learning Management System at the World Trade Center, Pasay City, on 26-27 September 2023.

DX AT WORK:
LEARNING MANAGEMENT SYSTEM
FOR CIVIL SERVANTS

In the aftermath of the pandemic and in the face of the evolving normalcy, the significance of a dynamic workforce within the bureaucracy becomes even more critical for the nation's recovery. The ability of civil servants to adapt swiftly to unforeseen changes and endure challenges is indispensable to maintaining uninterrupted public service.

As the central human resource arm of the government, the Civil Service Commission (CSC) is tasked to provide transformative human resource (HR) and organization development (OD) programs and policies. These initiatives are essential to guiding the Philippine bureaucracy toward a resilient and forward-looking future.



Human resource practitioners from the public sector access the newly launched CSC Learning Management System during the 2023 Public Sector HR Symposium.

kasamahan sa CSC ang benefits ng DX because of smart and efficient systems," said Chairperson Nograles.

To further improve public service delivery, the CSC developed a new system founded on digitalization – the CSC Learning Management System (LMS).

Developed by the CSC Civil Service Institute, the LMS launched during the 2023 Public Sector HR Symposium is an online platform that serves as a one-stop-shop for public servants who are vying to enhance their leadership and HR management skills.

"The CSC-LMS is more than just a platform. It is a testament to our unwavering dedication to continuous learning wherever you are and whenever you want it to be. We, in the CSC, are committed to providing you with the best learning experience possible." Introduced Chairperson Nograles.

The LMS boasts features that will surely push forth more convenient and accessible learning experience for all civil servants through the following:

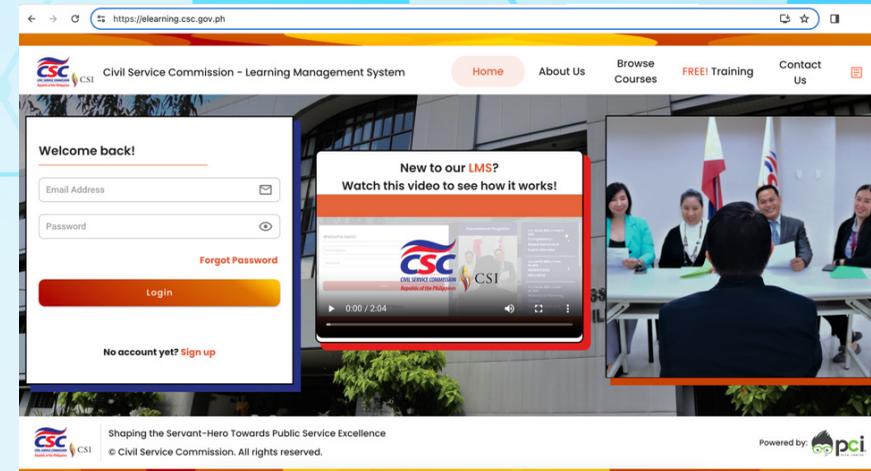
1. Training Information at a Glance – All the necessary training information is on LMS. The training guidelines, training hours, dates, training costs, training modules, and even an overview of the training, so interested users will be able to carefully choose the training they may want.

2. User-Friendly Interface – Admit it, sometimes, we do not give much importance to a website that is not pleasing to the eyes. The learnings you can get from training are nice, but it would be nicer if an LMS appeared professional and easy to use. This is exactly what CSC-LMS looks like. See for yourself: <https://elearning.csc.gov.ph/browse-courses>

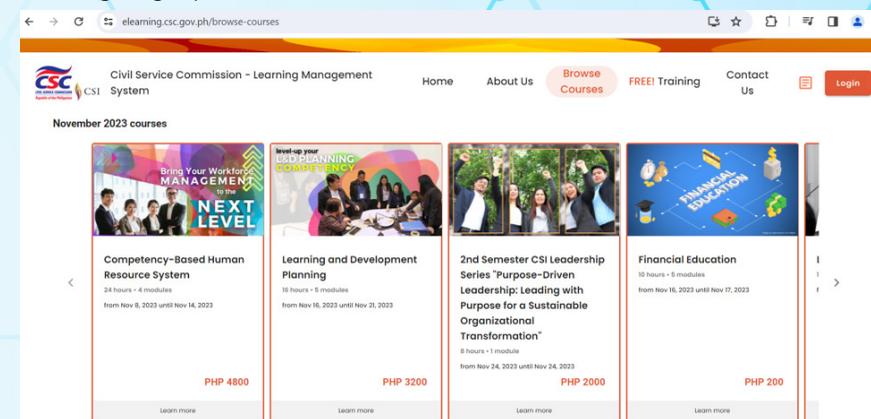
3. Progress Tracker – Aside from a greater sense of ownership, CSC-LMS will require its users to create an account for security purposes as well. CSC-LMS will track all your training progress, the history of your training, and much more. Signing up is as easy as creating an account on your favorite social media platform, sign up here: <https://elearning.csc.gov.ph/>

The number of upsides CSC-LMS has brought is immense, especially to public servants who wish to magnify their HR and Leadership skills. Previously, interested trainees relied solely on training announcements via CSC social media channels. Potential trainees even need to reach out to CSI to ask about training availability. With the LMS, all ongoing and upcoming training are posted online.

HR practitioners may browse from the wide range of courses available such as but not limited to Public Service Values Program (PSVP), Workforce Planning, Career Development and Succession Management (Planning, Developing, and Managing Careers), Ethical Leadership, Financial Education, and Competency-Based Human Resource System. Free training such as the Public Service Values Program: *Bawat Kawani Lingkod Bayani* and The Supervisor's Guide



Screen capture of the landing page of the CSC-Learning Management System (<https://elearning.csc.gov.ph/>)



Civil servants may browse offered courses and conveniently enroll online through the CSC-Learning Management System (<https://elearning.csc.gov.ph/>).

to Performance Coaching are also offered.

(LWDs). With a bureaucracy this huge, the goal to collectively gear up toward government employees' greater potential can be tremendously challenging.

To enroll, interested applicants must first create an account. Upon signing up, they can see their personal dashboard where they have access to all course-related information and tools. For added ease, a 'search' button is included, helping trainees look up the training they prefer.

The LMS aims to support the learning needs of government employees serving in National Government Agencies (NGAs), Government-Owned and Controlled Corporations (GOCCs), Local Government Units (LGUs), State Universities and Colleges (SUCs), and Local Water Districts

"These changes should empower and not intimidate our civil servants. In this digital age, our civil servants must embrace continuous learning and upskilling to remain relevant and effective. We should view digital transformation as a catalyst for personal and professional growth, enabling the government workforce to deliver better public services to the citizens we serve," ended Chairperson Nograles. •

HR

SPOTLIGHT

RESPONSIVE HR POLICIES DETERRING SEXUAL HARASSMENT IN GOVERNMENT

The Civil Service Commission (CSC), as the central HR institution of the government tasked to uphold the welfare of the 1.9 million public servants, has been a staunch advocate of the campaign against sexual harassment in the workplace.

Under CSC Resolution No. 01-0940 or the Administrative Disciplinary Rules on Sexual Harassment Cases) and the 2017 Rules on Administrative Cases in the Civil Service (RACCS), sexual harassment committed by a government employee in a work-related, training, or education-related environment between peers, or by a subordinate to a superior has been long recognized as an administrative offense.

In recent years, the CSC has revisited these HR policies to intensify its campaign to further deter sexual harassment in the workplace. As a result, stricter rules governing sexual harassment were promulgated. In January 2021, the Commission amended pertinent provisions of the 2017 RACCS, particularly revising the Administrative Disciplinary Rules on Sexual Harassment Cases, through CSC Resolution No. 2100064, circularized via Memorandum Circular No. 11, s. 2021.

The amendments in the 2017 RACCS were also made to harmonize said rules with Republic Act No. 11313 or the Safe Spaces Act and its Implementing Rules and Regulations.

REVISED ADMINISTRATIVE DISCIPLINARY RULES ON SEXUAL HARASSMENT CASES

Under CSC Resolution No. 2100064, the definition of the term “sexual harassment” is expanded into the following categories: sexual harassment in the workplace, sexual harassment in educational and training institution, sexual harassment in streets and public spaces, and online sexual harassment.

Sexual harassment in the workplace is defined as one that is “done verbally, physically, or through the use of technology such as text messaging or email that has or could have a detrimental effect on the conditions of an individuals’ employment or education, job performance or opportunities”. It could also be a “conduct of sexual nature affecting the dignity of a person, which is unwelcome,



unreasonable and offensive to the recipient”, or one that is “unwelcome and pervasive and creates an intimidating, hostile or humiliating environment for the recipient”.



Consistent with the Safe Spaces Act, the amended rules consider as sexual harassment in streets and public spaces those acts such as catcalling, wolf-whistling, and misogynistic, transphobic or sexist slurs committed in alleys, roads, and similar types of public spaces.

Moreover, it defines gender-based online sexual harassment as “acts that use information and communication technology in terrorizing and intimidating



victims” and includes “physical, psychological, and emotional threats, unwanted sexual misogynistic, transphobic, homophobic and sexist remarks and comments online whether



publicly or through direct and private messages, invasion of victim’s privacy through cyberstalking and incessant messaging, uploading and sharing without the consent of the victim, any form of media that contains photos, voice, or video with sexual content, any unauthorized recording and sharing of any of the victim’s photos, videos, or any information online, impersonating identities of victims online or posting lies about the victims to harm their reputation, or filing false abuse reports to online platforms to silence victims.”



COMMITTEE ON DECORUM AND INVESTIGATION (CODI)

Said resolution also strengthens the role of the Committee on Decorum and Investigation (CODI) in a government agency and averts possible delays in their investigation of complaints of sexual harassment.

While previous policies already require the creation of a CODI in all national or local agencies of the government, including state/local colleges and universities, and government-owned or controlled corporations with original charters, the amended rules mandate the head of agency, or the head of the education or training institution, to ensure sufficient number of people to replace any member of the CODI in case of his/her absence or need to inhibit from the case.



Notably, the policy also requires that the CODI “be headed by a woman and not less than half of its members shall be women.”

Either the complainant or the person being complained of may request any member of the CODI to inhibit from the proceedings based on conflict of interest, manifest partiality, and other reasonable grounds. A CODI member may also voluntarily inhibit on the same grounds.

relevant information materials, and conduct of gender sensitivity trainings.

Heads of agencies who will be found remiss on their duties under CSC Resolution No. 2100064 or not taking action on complaints may be charged with Neglect of Duty.

Among the duties of the CODI is to ensure that the complainant does not suffer from retaliation or any disadvantage in terms of benefits or security of tenure, as well as to guarantee the observance of due process, gender-sensitive handling of the cases, and confidentiality of the identity of the parties involved.



The CODI is given 10 days from the termination of the investigation to submit its findings with recommendations to the disciplining authority for decision. Sexual harassment may be classified as light offense, less grave offense, or grave offense depending on the act committed, and may be meted a penalty ranging from a reprimand to outright dismissal from the service.

DUTIES OF HEAD OF AGENCY

CSC Resolution No. 2100064 also specifies the duties of the head of agency in preventing and deterring the occurrence of sexual harassment cases, among which are to ensure widest dissemination of the law and rules to all persons in the workplace, the conduct of orientations among employees and distribution of



TEN-DAY VAWC LEAVE

While sexual harassment knows no gender, a study from the International Labour Organization, Lloyd’s Register Foundation, and analytics company Gallup, revealed that women were slightly more likely than men to have experienced violence and harassment.

The above CSC Resolution, through the improvement of the CODI, empowers women to speak up and take legal action against harassment.

In an unfortunate circumstance where a female government employee suffered from sexual harassment in the workplace, she is entitled to avail the 10-day VAWC leave under CSC Resolution No. 051206 or the Guidelines on the Availment of Ten-Day Leave under Republic Act No. 9262 (Anti-Violence Against Women and their Children Act of 2004).



This paid leave may be availed by any female employee in the government service regardless of employment status, who is a victim of violence, and any female employee whose child is a victim of violence and whose age is below 18 or above 18 but unable to take care of himself/herself.



Violence against women and their children refers to any act or a series of acts committed by any person against a woman who is his wife, former wife, or against a woman with whom the person has or had a sexual or dating relationship, or with whom he has a common child, or against her child whether legitimate or illegitimate, within or without the family abode, which result in or is likely to result in physical, sexual, psychological harm or suffering, or economic abuse including threats of such acts, battery, assault, coercion, harassment or arbitrary deprivation of liberty.

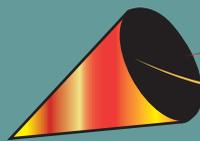
The female employee may file the 10-day leave before the actual leave of absence or immediately upon her return from said leave. Supporting documents should be submitted such as the Barangay Protection Order (BPO) obtained from the barangay or the Temporary/Permanent Protection Order (TPO/PPO) obtained from the Court. If BPO or TPO/PPO has yet to be issued, a certification issued by the Punong Barangay/Kagawad or

Prosecutor or the Clerk of Court that the application for the BPO, TPO or PPO has been filed with the said office shall be sufficient. In the absence of the certification,



a police report specifying the details of occurrence of violence on the victim and a medical certificate may be considered at the discretion of the immediate supervisor of the female employee concerned. •





NEW YEAR'S RESOLUTION

Improve your workspace



Your physical office can play a huge role in your productivity and happiness. In fact, in a blog post by Outback Team Building and Training, interior designer Morgan Thomas suggests that our behaviors are directly driven by the space we're in. Try sprucing up your workplace with easy and affordable improvements.

Declutter



Organize your filing cabinets, both physical and digital. Many of us most likely have stations full of outdated documents that are no longer necessary. Cleaning them out shouldn't take long, and it would be satisfying.

Learn something new



There is no wrong time to learn something new. It's the perfect opportunity to learn some tools and software that might make your work life easier; or you can even take singing lessons or the dance classes you've always wanted to take. Stepping out of our comfort zone to learn something new rewires our brain patterns so make sure to keep the learning spirit alive.

Establish positive connections



Even if you're not looking for a new job, networking is still critical for your personal and professional growth. Build a network and learn to collaborate to develop your skills and understanding of your craft. You will learn new things and even improve your social and professional skills. Establishing positive connections will also give you credibility.

Be more proactive



It might be time to put yourself out there. Step up and make some exciting goals for the workplace for the upcoming year. Now is your chance to take charge of your career and be more successful. Who knows? You might actually be up to the next big thing.

Improve your work-life balance



It is important to have a healthy balance between your professional and personal lives to be productive, motivated, and satisfied with your overall well-being. Know when to switch off and figure out what you can leave until the next day; and prioritize time for rest, relaxation, and hobbies outside of work.

Establish positive connections



Mindfulness involves being consciously aware and present in the moment. It gives us clarity of thought and helps us build resilience and positive energy. You can try meditating regularly, even for only 5 minutes; and sit and watch your thoughts and feelings without judgement.

Eat healthier



One of the best ways to improve overall health is by eating healthier. Most of us are guilty of over-indulging on junk food in the office. For 2024, start resisting temptation and try healthy snacks that will keep you just as satisfied throughout the day.

Stay hydrated



We might hear this a lot, but the truth is, sometimes we get too fixated at work that we forget to drink enough water. We need to stay hydrated for our body to function properly. It keeps our organs working properly and helps our cognition and mood. Getting overwhelmed with your workload? It's time to fill up that tumbler and keep yourself hydrated.

Be kind to yourself



We often criticize ourselves too harshly to even acknowledge or give ourselves the praise we deserve. Acknowledge your mistakes, but never forget to give yourself a pat on the back for a job well done. It is just as important to take care of your psychological needs.

HOW TO KEEP YOUR NEW YEAR'S RESOLUTIONS

Time and time again, a significant amount of people fail to sustain their New Year's resolutions. Is it really possible to set New Year's resolutions that will stick? The CS Reporter has listed down a few tips for making them work:

Focus on what's important



Rather than creating a huge lists of things, list down a few goals based on the most important areas.

Write them in SMART format



Make your resolutions Specific, Measurable, Achievable, Realistic, and Time bound. It makes your resolutions easier to track as it gives you something tangible to follow.

Break them into small chunks



Say you have a big, long-term goal that you want to achieve. The prospect of achieving it might seem overwhelming. Consider breaking into smaller, more realistic goals you can do within the year..

Measure your results



Keep a journal or use tools or apps to record your activities that brings you closer to your goals. Seeing the progress and the tangible results of your persistence will provide motivation to keep going.

Focus on one goal at a time



Sometimes, multitasking is not the way to go. Taking baby steps towards one goal can increase productivity.

Ask for help



Most of the time, the people around us are the ones who can make or break our resolutions. Surround yourself with the right people and don't be afraid to ask for help.

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LunChat with CSC is the Commission's monthly online broadcast that features an in-depth discussion of CSC's policies, programs, and activities. Catch it live on the CSC Facebook Page (www.facebook.com/civilservicegovph) and YouTube channel www.youtube.com/@CSCPHmedia every last week of the month.

Watch the previous episodes by scanning the QR codes or visiting the links below:

123RD PHILIPPINE CIVIL SERVICE ANNIVERSARY HIGHLIGHTS AND HONOR GRADUATE ELIGIBILITY FOR OPEN DISTANCE LEARNING



Director IV Maria Luisa Salonga-Agamata
CSC Public Assistance and Information Office

Director IV Prisco S. Rivera Jr.
CSC Examination, Recruitment, and Placement Office

OCTOBER EPISODE



Watch Now!

The 2023 Philippine Civil Service Anniversary (PCSA) has been a huge success and Director IV Maria Luisa Salonga-Agamata of Public Assistance and Information Office (PAIO) recaps the highlights of this year's PCSA. Meanwhile, Director IV Prisco S. Rivera Jr. of Examination, Recruitment, and Placement Office (ERPO) discusses the FAQs on Honor Graduate Eligibility for Open Distance Learning (HGE ODL).

Short URL : bit.ly/LunChatOct26

FAQS FOR R.A. NO. 9262 OR THE ANTI-VIOLENCE AGAINST WOMEN AND THEIR CHILDREN ACT OF 2004



Guest
Attorney VI MARICAR M. CANCINO
CSC Office for Legal Affairs

NOVEMBER EPISODE



Watch Now!

In line with the observance of the 18-Day Campaign to End VAWC from 25 November to 12 December, Atty. VI Maricar M. Cancino of the CSC Office for Legal Affairs sheds light on the FAQs on R.A. No. 9262 or the Anti-Violence Against Women and Children Act of 2004.

Short URL : bit.ly/LunChatNov24

PROHIBITION ON SOLICITATION AND ACCEPTANCE OF GIFTS



Guest
Director IV ALMA FLORES-FORONDA
CSC Office for Legal Affairs

DECEMBER EPISODE



Watch Now!

The CSC reminds public servants about the Prohibition on Solicitation and Acceptance of Gifts during the holiday season. Director IV Alma Flores-Foronda of the CSC Office for Legal Affairs discusses the laws and policies that prohibit solicitation and acceptance of gifts.

Short URL : bit.ly/LunChatDec21



Unparalleled technological innovations and being of service to the nation

eGov Technical Team
Provincial Information and Communication Technology Office
Provincial Local Government of Davao de Oro
Cabananan, Nabunturan, Davao de Oro
2022 Pagasa Awardee

OCTOBER

The eGov Technical Team of the Provincial Information and Communication Technology Office from Davao De Oro is a dedicated IT team that never stops working in the midst of a pandemic. Find out how their ICT initiatives resolved the challenges that arose during the nationwide health crisis.

Short URL : bit.ly/LBDeGovTechnicalTeam



Watch Now!



Sincerity in serving the community, genuine love for the needy

Persons with Disability Affairs Office (PDAO)
City Government of Carmona, Cavite
2022 Presidential Lingkod Bayan Awardee

NOVEMBER

A team providing heartfelt services, known for going the extra mile for persons with disability (PWDs). Persons with Disability Affairs Office (PDAO) is a group of truly inspiring public servants from Carmona, Cavite. Discover how their programs and projects recalibrate the way their community perceives PWDs.

Short URL : bit.ly/LBDPDAO



Watch Now!



Topnotch innovations and scientific contributions for the country

Carrageenan Plant Growth Promoter Team
Department of Science and Technology
Philippine Nuclear Research Institute
PNRI, Commonwealth Avenue Diliman,
Quezon City and UPLB, Los Baños, Laguna
2020 Presidential Lingkod Bayan Awardee

DECEMBER

The Carrageenan Plant Growth Promoter Team of the Philippine Nuclear Research Institute (PNRI) from Quezon City finds a new and efficient way of keeping Philippine agriculture upwards. Learn how their discovery of the Carrageenan Plant Growth Promoter (CPGP) formulation helps Filipino farmers earn more.

Short URL : bit.ly/LBDCarrageenan



Watch Now!

Policy HIGHLIGHT

In 2022, the CSC introduced Policy Highlight as its new monthly video content on Facebook and YouTube.

If you are an HR practitioner looking to brush up on information about guidelines and procedures, or a government worker who would like to understand HR policies better, make sure to check out Policy Highlight. In this series of videos and resource materials, the CSC shares highlights of HR policies to continue informing civil servants of updated or new rules, or of existing guidelines that respond to current issues and concerns.

Check out the episodes on facebook.com/civilservicegovph and on youtube.com/@CSCPHmedia.

SANGGUNIAN MEMBER ELIGIBILITY

Re: Amendments to CSC Resolution No. 1300486 dated 06 March 2013 [Implementing Rules and Regulations (IRR) of Republic Act (R.A.) No. 10156]

Number : 2300882*

Promulgated : 15 September 2023

X-----X

RESOLUTION

WHEREAS, Section 12 (2), Chapter 3, Subtitle I, Book V of the Administrative Code of 1987¹ provides that the Civil Service Commission (CSC) shall prescribe, amend, and enforce rules and regulations for carrying into effect the provisions of the Civil Service Law and other pertinent laws;

WHEREAS, one of the major functions of the CSC is the grant of civil service eligibilities under special laws and CSC issuances to individuals, upon meeting the set qualifications and fulfilling the requirements, without taking the regular civil service examinations;

WHEREAS, R.A. No. 10156, otherwise known as "An Act Conferring Upon Members of the Sangguniang Bayan, Sangguniang Panlungsod and Sangguniang Panlalawigan, the Appropriate Civil Service Eligibility under Certain Circumstances, and for Other Purposes" was signed into law on 20 December 2011;

WHEREAS, Section 2 of R.A. No. 10156 provides that the CSC, in consultation with the Department of the Interior and Local Government (DILG), shall promulgate the necessary rules and regulations to implement said Act;

WHEREAS, the implementation of the grant of civil service eligibility embodied in R.A. No. 10156 shall form part of the CSC's function and program on the grant of eligibility under special laws and CSC issuances;

WHEREAS, the CSC promulgated CSC Resolution No. 1300486 on 06 March 2013, adopting and prescribing the IRR of R.A. No. 10156, which became effective on 01 May 2013;²

WHEREAS, CSC Resolution No. 1400044 dated 09 January 2014 amended provisions of CSC Resolution No. 1300486 dated 06 March 2013, particularly Section 14 (d) on Documentary Requirements stating that for Sanggunian Members not included in the Master List, they shall submit a Certification of the services rendered by the Sanggunian Member duly signed

by the authorized official of the DILG regional level where they served as Sanggunian Member using the appropriate form prescribed by the CSC; and Section 16 (b) prescribing the Duties and Responsibilities of DILG as repository and custodian of records of Sanggunian Members such as to: a) provide available Master List of Sanggunian Members to the CSC Regional Office (RO) concerned covering the elections on 11 May 1992 to 13 May 2013, one (1) month after the signing of the CSC-DILG Memorandum of Agreement dated 23 October 2013; b) provide a database of Sanggunian Members to include their service record starting with the elections in 2016 and thereafter for submission to the CSC RO concerned, within six (6) months after each election; c) issue a Certification to Sanggunian Members not included in the DILG Master List using the appropriate form prescribed by the CSC, of their services rendered, duly signed by an authorized DILG official at the regional level; d) furnish the concerned CSC RO a list of Sanggunian Members proclaimed by virtue of recall election and proof of proclamation from the Commission on Elections;

WHEREAS, CSC Resolution No. 1801099 dated 09 October 2018 further amended provisions of CSC Resolution No. 1300486 dated 06 March 2013, particularly item a.2, Section 5 which provides that Sanggunian Member First Level Eligibility shall be granted to Sanggunian Members who have completed at least seventy-two (72) units leading to a baccalaureate/bachelor's degree; while item b.2 of the same Section states that Sanggunian Member Second Level Eligibility shall be granted to those who have completed a baccalaureate/bachelor's degree. The amendment required that the baccalaureate/bachelor's degree program should be recognized by the Commission on Higher Education (CHED) and obtained from a Private Higher Education Institution in the Philippines, or from a State/Local College with baccalaureate/bachelor's degree included in its Charter, or baccalaureate/bachelor's degree duly approved by its Board of Trustees/ Board of Regents; and

OCTOBER

This month's Policy Highlight features CSC Resolution No. 2300615 or the Inclusion of Honor Graduates of Bachelor's Degree through Open Distance Learning in the Grant of Honor Graduate Eligibility.

Short URL : bit.ly/PHOct27



Watch Now!

Policy Highlight

feat. CSC RESOLUTION NO. 2300615

INCLUSION OF HONOR GRADUATES OF BACHELOR'S DEGREE THROUGH OPEN DISTANCE LEARNING IN THE GRANT OF HONOR GRADUATE ELIGIBILITY

NOVEMBER

This month's Policy Highlight discusses CSC Resolution No. 051206 and CSC MC No. 15, s. 2006 or the Ten-Day Leave for Victims of Violence Against Women and Children. The policy aims to support abused women and their children by providing a ten-day break from work.

Short URL : bit.ly/PHNov30



Watch Now!

Policy Highlight

CSC Resolution No. 051206 and CSC MC No. 15, s. 2006
feat. Ten-Day Leave for Victims of Violence Against Women and Children

DECEMBER

The last month of 2023 reminds government workers on CSC Memorandum Circular No. 13, s. 2023 or the Prohibition on Solicitation and Acceptance of Gifts. Since the spirit of giving is in the air this holiday season, this episode nudges all public servants about the laws and policies regarding the said topic.

Short URL : bit.ly/PHDec28



Watch Now!

Policy Highlight

feat. CSC Memorandum Circular No. 13, s. 2023
(Prohibition on Solicitation and Acceptance of Gifts)

WHEREAS, the CSC realized the need to amend the IRR of R.A. No. 10156 to ensure that the provisions thereof are in accordance with the source law and do not diminish the intent of RA No. 10156. Pursuant to such intent, the CSC deemed it proper to include, among others, a retroactive application of the amended IRR;

WHEREFORE, the CSC **RESOLVES to** adopt the following amendments to CSC Resolution No. 1300486 promulgated on 06 March 2013, as amended:

1. Section 10, Rule V (Computation of Aggregate Years of Service), shall now read as follows:

Section 10. Years of Service which are included in the Computation

- The number of years of service for purposes of availing the Sanggunian Member Eligibility under Republic Act No. 10156 of a Sanggunian Member in any Sanggunian (i.e., province, city, or municipality) and in one or more Sanggunian (i.e., in another province, city, or municipality) shall be accumulated for the purpose of computing and completing the required aggregate number of years of service.

The years of service which have already been included in the computation of the aggregate years for the grant of the Sanggunian Member First Level Eligibility, may be included in the computation for application of the Second Level Eligibility.

2. Section 11, Rule V (Computation of Aggregate Years of Service), shall read as follows:

Section 11. Years of Service Excluded from the Computation - The following years of service shall be excluded from the computation of the requisite aggregate years of service:

- a) Years of service in other positions held in the Sanggunian, the functions of which do not belong to that of a Sanggunian Member, as mandated under the Local Government Code of 1991,³ and services in other government agencies; and
- b) **Years of service of the Sanggunian Member in the Sanggunian**

during the term in which his/her supposed election was recalled by appropriate authority.

3. Rule VI (Implementation of the Law) shall now read as follows:

Section 12. Decentralized Implementation. - The CSC and Regional Offices (CSC ROs) shall accept and process applications and confer Sanggunian Member eligibility to qualified Sanggunian Members whose last term or years of service is in the province, city, or municipality under the CSC ROs respective geographical jurisdiction.

The grant of eligibility based on these amendments shall take effect only for applications filed anew or upon the effectivity of the amended IRR.

4. Rule VII (Filing of Application for the Grant of Eligibility) which previously provided for a prescriptive period on the filing of application, among others, is now removed and replaced with the **Application Requirements under Rule VIII** as found in CSC Resolution No. 1300486.

5. Rule VIII (**Application Requirements**) shall now be Rule VII (Application Requirements). Sections 14 and 15 shall now be **Section 13. Documentary Requirements** and **Section 14. Fees**.

The following provisions in Section 14 (now Section 13) are amended as follows:

- d) For Sanggunian Members not included in the DILG Masterlist, a certification of the services rendered by the Sanggunian Member duly signed by the authorized official at the DILG Regional Level where he/she served as Sanggunian Member using the appropriate form prescribed by the CSC. **The Certification shall state the specific periods within which the official actually served as a member of the Sanggunian.**

- e) **A female married applicant may be required by the CSC Regional Office or Field Office to present the original of her Marriage Certificate duly issued by the Philippine Statistics Authority and submit a photocopy thereof, for purposes of validating her identity, and reconciling the other documentary requirements submitted which have been issued under the applicant's maiden name.**

All applications previously denied may be refiled by any interested applicant in accordance with these amendments and upon compliance and resubmission of the requirements herein.

6. Rule IX (Duties and Responsibilities) shall now be **Rule VIII (Duties and Responsibilities)** and Section 16. Duties and Responsibilities shall be **Section 15. Duties and Responsibilities**.

Section 15. Duties and Responsibilities - The following are the duties and responsibilities of the CSC and the DILG:

- a) The CSC shall perform the following:

xxx

- a.8.i **The CSC RO concerned shall verify the authenticity of the documents submitted by the applicant as follows:**
- a.8.ii **For State Universities and Colleges (SUC) and Local Universities and Colleges (LUC) – the Transcript of Records to verify whether the program is included in its charter or approved by the Board of Trustees/ Regents; and**
- a.8.iii **For non-SUC and LUC – to check the online database of CHED, to verify whether the degree program is recognized by CHED.**

7. **Rule IX (Retroactive Application)** which is a new provision shall read as follows:

Section 16. Retroactive Application. The amended provisions of this IRR shall have retroactive effect insofar as it does not prejudice or impair vested or acquired rights pursuant to existing laws.

All other provisions of CSC Resolution No. 1300486, CSC Resolution No. 1400044 and CSC Resolution No. 1801099 which are not contrary to this Resolution, shall remain valid.

These amendments to the Implementing Rules and Regulations of Republic Act No. 10156 shall take effect upon its publication in at least two (2) newspapers of general circulation or the Official Gazette.*

Quezon City.

(Sgd.) **ATTY. KARLO A. B. NOGRALES**
Chairperson

(Sgd.) **ATTY. AILEEN LOURDES A. LIZADA**
Commissioner

(Sgd.) **ATTY. RYAN ALVIN R. ACOSTA**
Commissioner

Attested by:

(Sgd.) **KATHERINE C. LIMARE-DELMORO**
Director IV
Commission Secretariat and Liaison Office

¹Executive Order No. 292.

²Published in the Philippine Daily Inquirer on 16 April 2013

³R.A. No. 7160.

**CSC Resolution No. 2300882 was published in the Philippine Star on 15 December 2023. The second publication in a newspaper of general resolution is in progress.*

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**SEARCH FOR
OUTSTANDING
GOVERNMENT
WORKERS
2024**

**Deadline of submission of
nominations: 31 March 2024**

For nomination procedures,
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at telephone numbers (02) 89317993 and (02) 89320381;
email addresses hapsecretariat@csc.gov.ph,
paio.paspd@csc.gov.ph, or
email@contactcenterngbayan.gov.ph;
or get in touch with the nearest CSC Regional or Field Office.