

# THE CIVIL SERVICE REPORTER

**GAWING LINGKOD BAYANI ANG BAWAT KAWANI**

Volume 65 No. 1

1st Quarter 2024 Issue

## Women in Action:

### Making their Mark in Public Service



Gay Dumagdag Galdo  
SPED Teacher I  
2023 *Dangal ng Bayan* Awardee



Julie Anne Acebuque Salido  
Professor III  
2023 Presidential *Lingkod Bayan* Awardee



Drollly Pondaes Claravall  
Associate Professor V  
2023 CSC *Pagasa* Awardee

PBBM awards exceptional  
government workers

Career Service Eligibility  
Preference Rating (CSE-PR)

New amendments to the  
Sanggunian Member Eligibility

CSC wraps up Women's Month with  
*Piknik sa Kalikasan*



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CSE Level	Failed General Rating	Maximum CSE-PR Points to be Awarded	Rating to be indicated in the CSE
CSE - Professional	75.00	10.00	85.00
CSE - Professional	75.50	4.50	80.00
CSE - Subprofessional	76.00	2.00	80.00
CSE - Subprofessional	76.50	0.50	80.00

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**President Ferdinand R. Marcos Jr.**  
during the Awards Rites for the  
2023 Outstanding Government Workers  
on 14 February 2024



“**T**oday, we recognize our fellow civil servants who have honored their oaths of office with remarkable and honest work that has made a positive impact on the lives of the Filipino people.

Standing solidly on our nation's bedrock belief that public office is a public trust, our 2023 Outstanding Government Workers project the image of an ideal Filipino government worker. They did not set out to do things that would earn them praise or to reap awards. Rather, they consistently deliver quality public service, regardless of their position or their pay, because it is what they feel is their duty, the duty they owe to the people.

Our *Dangal ng Bayan* awardees have proven that they can exercise the highest standards of work even in the face of risks or temptations. You are our examples of commitment to public interest, professionalism, and responsiveness to the public.

One of our awardees, Mr. Fernando Viado, became partially deaf because of a work-related incident. Nonetheless, he continued to be the best mechanic he could be for the City Government of Antipolo.

When they see opportunities—when these public servants see opportunities to make a difference in the lives of the people they serve, our awardees respond with audacity, turning bold ideas into reality. You go the extra mile to provide creative and innovative solutions to emerging challenges,

such as in the areas of food security, education, social development, climate and disaster resilience, science and technology, and financial literacy.

The CSC *Pagasa* awardees have made their workplaces and their communities better with the projects and programs that you have introduced to address gaps and to elevate public service in your respective areas.

We have a group awardee that championed authentic honey and honey products, operationalized food innovation across the country to boost food technology, have helped hundreds of farmers across Central Luzon with the introduction of diversified integrated rice-based farming systems.

Meanwhile, our Presidential *Lingkod Bayan* awardees are those who have worked and had a nationwide impact in their respective fields. And we congratulate our professors, master teachers who make up the majority of the awardees this year, as well as our group awardees who battled the COVID-19 pandemic through the strategic use of technology.

We recognize the accomplishments of the Lead Contact Tracing Team from the City Government of Baguio—[Mayor] Benjie Magalong is here to join us for these festivities—for they have introduced an effective and efficient contact tracing system; we also have the Land Bank Agent Banking Program Team for introducing branchless banking to promote financial inclusion; and

as we have mentioned before, the SPaSS Core Team for helping ease movement during the pandemic.

In *Bagong Pilipinas*, we want to increase their tribe, in line with our efforts to build a resilient government driven by agile and future-ready civil servants.

This government will always support efforts that will improve your welfare.

So, let me reiterate the administration's commitment to support and enhance your working conditions to support professional development in civil service...

...To all our awardees, may your achievements inspire our countrymen to bring positive transformation to their own communities. Be assured that this government continues to support every initiative to further strengthen our research and development environment, to enhance the country's quality of education, and to preserve our culture and our heritage.

So, once again, congratulations to the awardees.

You embody the spirit of a progressive and innovative *Bagong Pilipino*. *Ang inyong dedikasyon ay isang inspirasyon sa itinatag nating Bagong Pilipinas at para sa ating kababayan at sa buong Pilipinas.*

*Maraming maraming salamat po sa inyong lahat at magandang hapon po sa inyo!”*



Opening Remarks of **CSC Chairperson Karlo A. B. Nograles** during the Awards Rites for the 2023 Outstanding Government Workers on 14 February 2024

“Allow me to start by conveying our sincere appreciation to the Honorable President, President Ferdinand Romualdez Marcos Jr., and Executive Secretary Lucas P. Bersamin for granting us the privilege to hold the 2023 Outstanding Government Workers Awards Ceremony at Malacañan Palace, and for graciously dedicating your time to present the awards to the exemplary individuals of the Philippine government today.

*antas ng serbisyo publiko at paunlarin ang buhay ng bawat Pilipino.*

Choosing to be a civil servant is one of the most profound expressions of love of country. And this love, like any other kind of love, requires nurturing. Without constantly reminding ourselves of our purpose for being in public service, we can easily get dragged down by cynicism. But if we remain conscious of the importance of our work and how our daily accomplishments contribute to a much bigger goal or objective, we can be more resilient in any challenge, more compassionate in the face of hardship, and more dedicated in working toward a better future for our country. Being in public service is never easy. We are often expected to work long hours and make difficult decisions. But it is in those moments that we remember why we do what we do. Remember the love that brought you here, the love for your community, our nation, and our fellow Filipinos.

And let that love be your compass, guiding you through the daily struggles and propelling you forward. For in the end, it is this love, woven into the very fabric of public service that will leave the most enduring legacy: a society built on empathy, compassion, and endless possibilities.

It is commonly expressed that there is no greater gratification than knowing you have fulfilled your responsibilities. So as the Chairperson of the Civil Service Commission, I, together with Commissioner Aileen Lourdes Lizada,

Commissioner Ryan Alvin Acosta, and the entire CSC, we extend our congratulations to all awardees. Not only have you excelled in carrying out your duties, you have created a considerable impact on the lives of our citizens, while significantly contributing to the advancement of our nation.

*Isang mahalagang paalaala sa ating lahat ang halimbawang ipinamalas ng ating mga lingkod bayani. Sana ay maging inspirasyon natin sila upang ipagpatuloy ang tama at mabuting gawain nang may pagmamalasakit sa ating mga kababayan at sa ating bayan. Ito ay magiging susi sa ating pagkamit ng layunin ng isang matatag, maginhawa, at panatag na buhay para sa lahat.*

It is with much pride that the Civil Service Commission presents our country’s exceptional public servants—the recipients of the Presidential *Lingkod Bayan* Award, the *Dangal ng Bayan* Award, and the *CSC Pagasa* Award. They exemplify integrity, innovation, and excellence in public service. They lead by example.

*Nawa’y magsilbing inspirasyon ang ating mga pararangalan upang mapagtanto ng lahat na ang serbisyo publiko ay hindi instrumento sa pagpapa-unlad ng sarili, kung hindi para sa kabutihan ng nakararami.*

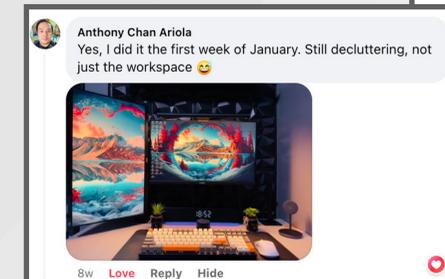
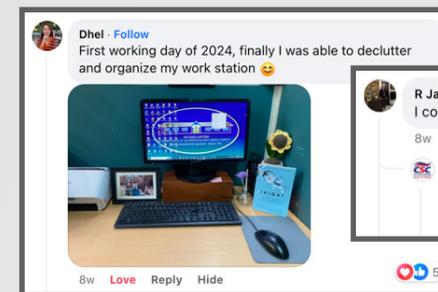
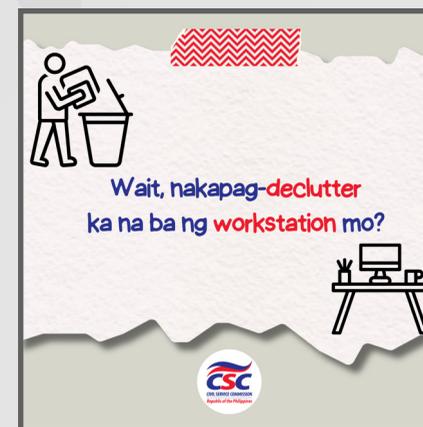
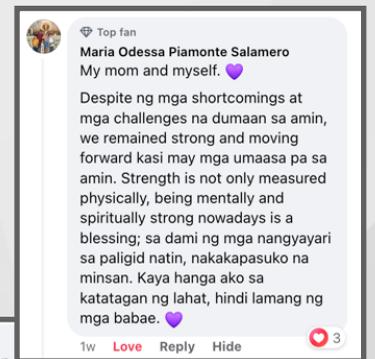
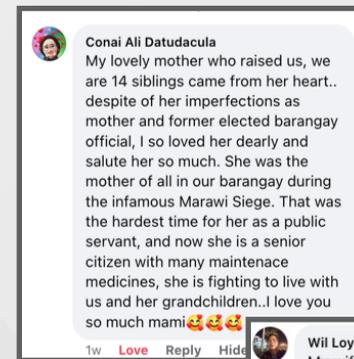
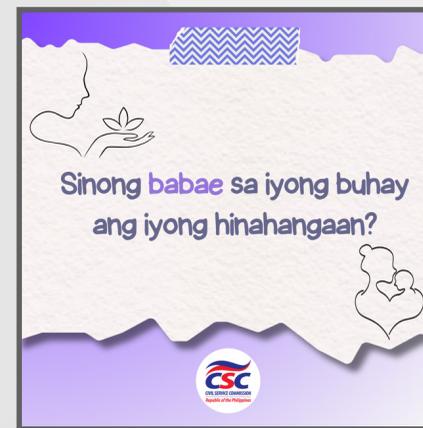
Again, on behalf of the CSC, congratulations to all our awardees and thank you very much to all of you!

*Mabuhay kayo at mabuhay ang serbisyo publiko!”*

At last year’s Awards Rites, President Marcos highlighted the values of patriotism and deep love of country as essential elements of genuine public service. Meeting the needs and expectations of our citizens requires substantial sacrifices. It entails embodying the ideal characteristics of a government worker, which demands selflessness and dedication. Today, it is no accident nor coincidence that this Awards Rites coincide with the celebration of the Valentine’s Day and Ash Wednesday – days that we commemorate love and sacrifice – because it is also an opportune time to reflect on the important role of love in the life of a public servant, and we will do this today by honoring the outstanding public servants who have shown their love for our country through selfless service, dedication, and unwavering commitment to the welfare of others. *Sila na isinabuhay ang pagiging lingkod bayani at nagsilbi nang mahusay, tapat, at wasto. Sila na hindi sinayang ang pagkakataon na tumulong sa pag-abot ng ating layunin na itaas ang*

# PUBLIC DOMAIN

**CSC Question of the Day #QOTD** is a series of questions randomly posted mainly on CSC Meta Platforms (Facebook and Instagram). The questions are mostly work-related, aligned with CSC’s activities and programs, and the current month’s thematic focus. The purpose of #QOTD is to engage CSC social media followers in meaningful discussions, conveying ideas, and sharing of experiences through the comments section—The CSC asks, the followers answer.



# Readership SURVEY

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](mailto: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](mailto:paio.pmr@csc.gov.ph) with the subject "Civil Service Reporter magazine survey".

Thank you.

- How did you know about this survey?
  - CSC website ([csc.gov.ph](http://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
  - 35-44
  - 45-54
  - 55-64
  - 65+
- 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
  - Region VI - Western Visayas
  - Region VII - Central Visayas
  - Region VIII - Eastern Visayas
  - Region IX - Zamboanga Peninsula
  - Region X - Northern Mindanao
  - Region XI - Davao Region
  - Region XII - Soccsksargen
  - Region XIII - Caraga
  - CAR - Cordillera Administrative Region
  - BARMM - Bangsamoro Autonomous Region in Muslim Mindanao
- 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
    - 5 years or more
  - 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
    - Online magazine/magazine website
- Other comments/suggestions: \_\_\_\_\_

**CS**  
Civil Service Commission

**TAG your work buddy/buddies!**  
They make our job light and easy—sometimes, they make it difficult. But it's okay.

Agatha Faye Maningas  
Ray Faltado  
10w Love Reply Hide

Humbeline G. Española  
Keishe Jan Aban  
10w Love Reply Hide

Ann Bernadette Recreo  
Liezal  
10w Like Reply Hide

Alex Diaz Tatoy  
Ken Uno Mamaril Bui. Ikaw na 'to. Hahaha!  
10w Like Reply Hide

Ken Uno Mamaril  
Alex Diaz Tatoy awwww bui! (\*Then nag-cry cry na lang\*)  
10w Like Reply Hide

Darelle Yoto  
Janela Deauna Beseno Joanna I nominate these two civil servants for the best and outstanding government employees of all time  
10w Haha Reply Hide

**CS**  
Civil Service Commission

What skills or competencies do you wish to learn/acquire this 2024?

Michael Oliver Barrientos  
Philippine languages kahit basic  
9w Love Reply Hide

Veritas Liberavit Vos  
Fiscal management, et al.  
9w Love Reply Hide

Dbs Villarin  
Statistical projections, Micro Economic Analysis for Tourism  
9w Love Reply Hide

Raymond Gonzales  
Skill of utmost patience and understanding  
9w Love Reply Hide

Fern Centura  
Managing diversity in office  
9w Love Reply Hide

Jove Arellano-Centus  
More enhancement in communication skills and technical writing  
9w Love Reply Hide

Ams Barrameda Bien  
Driving skills  
9w Like Reply Hide

ELLa Mia  
dedma skills  
9w Like Reply Hide

**CS**  
Civil Service Commission

What/Who inspires you to work?

Fil Marie Dumat-ol  
My bills & loans  
8w Love Reply Hide

Yana Dee Mistal Cabungcal  
My work inspires me to work. Because I enjoy my work. And because I know that my work will benefit all the Filipino people.  
8w Love Reply Hide

Jhamer Abag  
Apart from my true passion teaching since childhood until becoming a full-fledged public school teacher, I am inspired to work for my family — for my mother, for my students, for my obligations and responsibilities and most of all for the country which is the Philippines, even though it's hard to love the Philippines, it's better to serve the country.  
8w Love Reply Hide

Joyae Villarin  
My husband and family. They remind me that they should be my top priority than my work. Pero dahil public servant ako need talaga little sacrifice na malayo sa kanila for our better future.  
8w Love Reply Hide

Sally Triñanes  
The things/tasks that we need to accomplish for the clients of the agency that contributes to the accomplishment of the work targets submitted to DBM. Render the kind of service that is commensurate or more to what we receive as public servants.  
8w Love Reply Hide

Lisa Maris  
Ang sarap mag-basa ng comments. Filipinos are just so kind-hearted, family and God-loving. Life with a purpose!  
8w Love Reply Hide



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

## NEWS



CSC Chairperson Karlo A. B. Nograles ensures smooth administration of the civil service exams in 2024 as extensive preparations were made by CSC Regional Offices in anticipation of a significant number of examinees who wish to become part of the country's civil service.

# Nograles lauds teachers, gov't workers for successful conduct of civil service exam

The Civil Service Commission (CSC) administered the Career Service Exam - Pen and Paper Test (CSE-PPT) Professional and Subprofessional levels in 16 regions nationwide on 3 March 2024.

Of the 361,674 individuals who registered for the exam, 335,356 individuals or 92.72 percent showed up in 95 testing centers, with 297,955 individuals taking the CSE Professional Level and 37,401 for the Subprofessional Level.

CSC Chairperson Karlo A. B. Nograles, who inspected the actual conduct of the examinations in Kalibo, Aklan, expressed his gratitude and congratulations to the examinees.

"Kami ay nagpapasalamat sa kooperasyon at disiplina ng mga examinees sapagkat naging matiwasay ang pagsasagawa ng CSC-PPT hindi lamang sa mga testing site na nabisita ko dito sa Region VI, kundi sa iba't-iba pang testing sites sa buong bansa," he said.

Chairperson Nograles also acknowledged the commitment of public school teachers and other government employees from various agencies toward the smooth conduct of the examinations.

"Nais kong bigyan ng pagkilala at pasalamatan ang mga public school teachers at iba pang kawani ng pamahalaan mula sa iba't-ibang ahensya para sa paglalaan ng oras at pagtulong para sa maayos na pagdaraos ng pagsusulit na nagbunga ng matagumpay na Career Service Examination," Chairperson Nograles added.

Among the regions, the National Capital Region reported the biggest turnout of examinees at 54,467, followed by Regions IV and IX with 40,546 and 23,322 takers, respectively.

Other CSC officials also visited various testing centers to monitor the conduct of the CSE-PPT and commended the examinees and test administrators nationwide.

Commissioner Aileen Lourdes A. Lizada visited testing centers in Davao City, while Commissioner Ryan Alvin R. Acosta conducted inspections in Cagayan de Oro City.

In the meantime, CSC Assistant Commissioner Ariel G. Ronquillo conducted inspections at testing centers in Quezon City. Assistant Commissioner Karin Litz P. Zerna oversaw the exams in Cabanatuan City and San Jose City. Acting Assistant Commissioner Judith Dongallo-Chicano visited testing centers in Puerto Princesa City, while Acting Assistant Commissioner Nerissa B. Canguilan toured those in Mamburao, Occidental Mindoro. Additionally, Examination, Recruitment, and Placement Office Director IV Prisco S. Rivera Jr. visited testing centers in General Santos City, while Director III Cherry C. Berris visited those in Boac, Marinduque.

The CSC aims to release the results of the 3 March 2024 CSE-PPT on 12 May 2024.

The second run of the CSE-PPT this year is scheduled on 11 August 2024, with application period running from 13 May to 13 June 2024. 



President Ferdinand R. Marcos Jr. with Executive Secretary Lucas P. Bersamin, CSC Chairperson Karlo A. B. Nograles, Commissioners Aileen Lourdes A. Lizada and Ryan Alvin R. Acosta, and the 2023 Outstanding Government Workers during the Awards Rites in Malacañang on 14 February 2024.

## PBBM awards exceptional government workers

President Ferdinand R. Marcos Jr. led the conferment of awards to the 27 individual and group winners of the 2023 Search for Outstanding Government Workers on Wednesday, 14 February 2024, in Malacañang.

Together with the President during the awards rites were Executive Secretary Lucas Bersamin, Civil Service Commission (CSC) Chairperson Karlo Nograles, CSC Commissioners Aileen Lourdes A. Lizada and Ryan Alvin R. Acosta.

Eight Presidential *Lingkod Bayan* awardees were honored during the ceremony, along with ten exemplars for the Outstanding Public Officials and Employees (*Dangal ng Bayan*) Award, and nine recipients for the CSC *Pagasa* Award.

Five educators and three teams were awarded the Presidential *Lingkod Bayan*, which is granted to those who have made exceptional contributions through innovative ideas or impactful actions of national significance, particularly in the areas of public interest, security, and patrimony. They are:

- University Professor Orlando F. Balderama of the Isabela State University in Echague, Isabela;
- SUC President IV Ambrosio B. Cultura II of the University of Science and Technology of Southern Philippines in Cagayan de Oro City;
- Master Teacher I Kris Cristhopher C. Dela Cruz of Alaminos City National High School in Alaminos City;
- Master Teacher I Raquel R. Rivera of Alaminos City

National High School in Alaminos City;

- Professor III Julie Ann A. Salido of Aklan State University in Banga, Aklan;
- Baguio Lead Contact Tracing Team of the City Government of Baguio;
- Landbank Agent Banking Program Team of the Land Bank of the Philippines in thwe City of Manila; and
- SPaSS Core Team of the Department of Science and Technology (DOST) Region VI in Iloilo City.

Meanwhile, government employees from various national government agencies and local government units received the *Dangal ng Bayan* Award. This is conferred upon individuals for the performance of extraordinary act or public service and consistent demonstration of exemplary ethical behaviour, based on adherence to Republic Act No. 6713 or the Code of Conduct and Ethical Standards for Public Officials and Employees. The following are the 2023 *Dangal ng Bayan* Awardees:

- Nutritionist-Dietician III Eleonor B. Ayan Department of Social Welfare and Development (DSWD) Cordillera Administrative Region (CAR) in Baguio City;
- School Principal II Mary Hazel B. Ballena of the Department of Education (DepEd) Schools Division of Abra in Bangued, Abra;
- Disability Affairs Officer III Rex A. Bernardo of the Provincial Government of Camarines Norte in Daet, Camarines Norte;
- Social Welfare Officer I Bernardo T. Cadaon Jr. of DSWD CAR in Baguio City;
- Utility Worker II Bernardino D. Dabuet of National Food Authority in Antipolo City;
- Special Education Teacher I Gay D. Galdo of DepEd Division of Davao Oriental in Mati, Davao Oriental;
- Information Technology Officer I Fritz J. Juele of DepEd Schools Division of Roxas City in Roxas City, Capiz;
- Head Teacher III Glenn E. Laping of DepEd Lapu-Lapu Division Office in Lapu-Lapu City;
- Master Teacher II Querino D. Lonsagon of DepEd Division

- of Ozamiz City in Carangan, Ozamiz City; and
- Administrative Aide VI (Mechanic II) Fernando S. Viado of the City Government of Antipolo San Roque, Antipolo City, Rizal.

Lastly, the CSC *Pagasa* Award, given to an individual or group of individuals for outstanding contributions that directly benefit more than one department of the government, were presented to six individuals and three groups, namely:

- Education Program Supervisor Venus M. Alboruto of DepEd Schools Division of Surigao City;
- Senior Science Research Specialist Vanessa Joy F. Calderon of Department of Agriculture (DA) Regional Field Office II in Tuguegarao City;
- Associate Professor V Drolly P. Claravall of Isabela State University - Ilagan Campus in Ilagan City;
- Agricultural Center Chief IV Ericson N. Dela Cruz of Philippine Carabao Center in Muñoz City;
- Director III Ronnalee N. Orteza of DOST Philippine Science High School System - Ilocos Region Campus in San Ildefonso, Ilocos Sur;
- Agriculturist II Relvin B. Paragua of DA Regional Office IV in Iloilo City;
- DOST - Philippine Nuclear Research Institute (PNRI) Honey Team of DOST-PNRI in Diliman, Quezon City;
- Food Processing and Innovation Center Davao (FPIC-Davao) of DOST XI in Davao City; and
- Palayamanan Project Team of Bulacan Agricultural State College in San Ildefonso, Bulacan.

*"Isang mahalagang paalaala sa ating lahat ang halimbawang ipinamalas ng ating mga lingkod bayani. Sana ay maging inspirasyon natin sila upang ipagpatuloy ang tama at mabuting gawain nang may pagmamalasakit sa ating mga kababayan at sa ating bayan. Ito ay magiging susi sa ating pagkamit ng layunin ng isang matatag, maginhawa, at panatag na buhay para sa lahat,"* said Chairperson Nograles as he delivered the opening remarks.

*"Nawa'y magsilbing inspirasyon ang ating mga pararangalan upang mapagtanto ng lahat na ang serbisyo publiko ay hindi instrumento sa pagpapa-unlad ng sarili, kung hindi para sa kabutihan ng nakararami,"* he added.

The annual Search for Outstanding Government Workers is in line with the CSC's functions mandated by the 1987 Philippine Constitution and implemented pursuant to Executive Order (EO) No. 292 or the Administrative Code of 1987; EO No. 501, series of 1992, as amended by EO No. 77, series of 1993; and Republic Act No. 6713.

As provided under Section 35, Chapter 5, Book V of the Administrative Code of 1987, the CSC shall act as the Honor Awards Program (HAP) Secretariat and conduct the annual search for public exemplars.

For questions and clarifications, contact the HAP Secretariat through email at [hapsecretariat@csc.gov.ph](mailto:hapsecretariat@csc.gov.ph) or email the CSC's Contact Center ng Bayan at [email@contactcenterngbayan.gov.ph](mailto:email@contactcenterngbayan.gov.ph) or text 0908-881-6565. 

## Qualified workers urged to apply for grant of additional points in CSE

Workers in government who have been in the service for at least 10 years and have acquired relevant knowledge and skills but do not possess the appropriate civil service eligibility are encouraged to apply for the Grant of Career Service Eligibility - Preference Rating (CSE-PR).

Under Civil Service Commission (CSC) Resolution No. 2301123 promulgated on 7 December 2023, a Preference Rating of a maximum of 10 points shall be added to the failed rating range (70.00 to 79.99) to achieve the passing rate of 80.00 for qualified applicants in Career Service Examinations (CSEs), thereby qualifying them for Career Service Professional or Subprofessional eligibility.

CSC Chairperson Karlo Nograles acknowledged the prevalent circumstance where numerous government employees, driven by a genuine commitment to

CSE Level	Failed General Rating	Maximum CSE-PR Points to be Awarded	Rating to be Indicated in the COE
CSE - Professional	70.00	10.00	80.00
CSE - Professional	75.50	4.50	80.00
CSE - Subprofessional	78.00	2.00	80.00
CSE - Subprofessional	79.10	0.90	80.00

public service, find themselves lacking the requisite civil service eligibility.

"In recognition of these government workers who have already contributed so much in our efforts to provide efficient public service, the CSC has resolved to grant them with CSE preference rating under specific conditions," he added.

The Resolution covers workers collectively called JOCOSC6 in the government service. These include individuals under Job Order (JO), Contract of Service (COS), Casual, Contractual, Coterminal, employees holding Category III and Category IV positions as enumerated in CSC Memorandum Circular No. 10 dated 16 April 2013, and Career service employees with first level eligibility.

To qualify, applicants need to have accumulated a minimum of 10 years of service in the government as JOCOSC6, along with a performance rating of at least Very Satisfactory or its equivalent in the two most recent rating periods before the application date for eligibility.

Moreover, JOCOSC6 individuals interested in availing the CSE-PR must have applied for and taken the scheduled CSE beginning with the 3 March 2024 CSE and thereafter, at either Professional or Subprofessional Levels, and obtained a failing general rating not lower than 70.00.

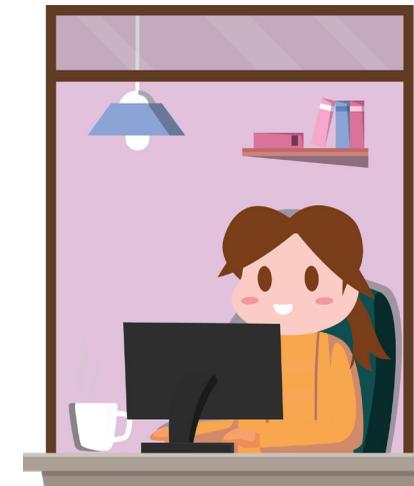
Lastly, the application for the grant of CSE-PR must be filed using the appropriate application form with complete requirements within six months from the date of release of the results of the CSE taken.

Chairperson Nograles clarified that individuals can only avail themselves of the CSE-PR grant once.

"The grant of the preference rating is an exceptional privilege extended only to those who have already demonstrated their ability to satisfy the demands of the job despite not having the required civil service eligibility. Through this initiative, we acknowledge that actual job experience is given due consideration in measuring one's aptitude to perform the duties of a public servant. We are mindful, however, of the need to uphold meritocracy in the hiring process and to ensure that the quality of government service will not be compromised. Therefore, the conferment of CSE-PR will go through a meticulous process so that only those who are truly qualified may avail of this privilege," explained Chairperson Nograles.

CSC Resolution No. 2301123 took effect on 12 February 2024. Complete guidelines regarding the grant of CSE-PR can be accessed on the CSC website at [www.csc.gov.ph](http://www.csc.gov.ph).

## CSC to gov't agencies: Adopt flexi work schemes to improve NCR traffic



The Civil Service Commission (CSC) encouraged government agencies in Metro Manila to adopt the Policies on Flexible Working Arrangements (FWAs) in the Government in support of the current initiative of the Metropolitan Manila Development Authority to improve the traffic situation.

CSC Chairperson Karlo Nograles said that the Policies on FWAs in the Government, promulgated through CSC Memorandum Circular (MC) No. 6, s. 2022, were established to institutionalize adaptable and responsive work schemes for civil servants to promote efficient and effective performance of governmental functions despite disruptive situations, including the worsening traffic situation in the metro.

"The National Capital Region has the largest number of government workers in the country, with 440,009 or 22.30 percent of career and non-career personnel. The prevailing traffic conditions in the metro not only hinder their

mobility but also impact their productivity, particularly for those who commute daily. By adopting the FWA, we cannot only enhance their efficiency but also safeguard their health, safety, and welfare," he said.

Chairperson Nograles emphasized that the approval of the FWA is contingent upon the head of the agency's discretion, provided that stakeholders and clients are guaranteed of continuous delivery of services from 8 a.m. to 5 p.m.

"Atin pong siguruhin na hindi matitigil ang pagbibigay ng maayos, mabilis, at maaasahang serbisyo publiko buong linggo kahit na tayo ay may FWA, kasama ang pagpapatupad ng No Noon Break policy," he said.

Under CSC MC No. 6, government agencies may choose to adopt any of the six FWAs to enable support mechanisms for government officials and employees.

Flexiplace is an output-oriented work arrangement that authorizes government officials or employees to render service at a location away from their office on

a temporary basis duly approved by the head of office/agency. This arrangement includes work from home, work from satellite office, or work from another fixed place set-ups.

The compressed workweek is a work arrangement whereby the 40 hours workweek for five days of the government officials or employees is compressed to four days or less, as may be applicable, while skeleton workforce refers to a work arrangement where a minimum number of government officials or employees is required to staff the office to render service when full staffing is not possible.

Work shifting is a work arrangement applicable to offices/agencies mandated by law to operate 24-hour continuous service delivery on a daily basis, or to agencies required to observe workplace health and safety protocols.

Flexitime refers to a work arrangement where the agency is allowed to adopt flexible time for its government officials and employees from 7 a.m. to 7 p.m. daily, provided that the required 40-hour workweek is complied with.

Lastly, agencies may adopt a combination of any of the above-mentioned FWAs appropriate or applicable to the mandate/functions of the agency.

Chairperson Nograles reminds offices to formulate guidelines on the adoption of the FWA, which include the tasks allowed to be accomplished outside the office, health and communication protocols, performance standards and monitoring mechanisms, and the provision of support mechanisms.

## CSC amends rule granting eligibility to Sanggunian Members

The resolution granting civil service eligibility to Sanggunian Members has been amended.

This, after the Civil Service Commission (CSC) promulgated Resolution No. 2300882 on 15 September 2023, amending CSC Resolution No. 1300486 dated 6 March 2013. This new rule adopts and prescribes the Implementing Rules and Regulations (IRR) of Republic Act (R.A.) No. 10156, also 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."

Pursuant to R.A. 10156, Sanggunian Member Eligibility (SME) may be granted to the following Sanggunian Members, who have been elected after the effectivity of the Local Government Code of 1991:

- Vice Mayor, as presiding officer for the *Sangguniang Bayan* or *Sangguniang Panlungsod*;

- Vice Governor, as presiding officer for the Sangguniang Panlalawigan; and

- Regular Sanggunian Members of the Sangguniang Bayan, Sangguniang Panlungsod and Sangguniang Panlalawigan.

SME shall not be applicable to the following Sanggunian Members, who were not elected at large or by political district:

- President of provincial, city, or municipal chapter of the Liga ng mga Barangay;

- President of the panlalawigan, panlungsod, and pambayang Pederasyon ng mga Sangguniang Kabataan; and

- Sectoral representatives to the Sanggunian Panlalawigan, Bayan, or Panlungsod.

CSC Chairperson Karlo Nograles said the amendment aims to encompass a broader range of Sanggunian Members seeking to apply for career service positions.

"By amending the eligibility requirement for Sanggunian Members, we hope to recognize the years they have committed to serving the public as frontliners in local government units. Their wealth of experience and expertise constitutes a valuable contribution to the 1.9 million-strong civil service workforce," he said.

The first level SME is open for those who have served as Sanggunian Member for an aggregate period of six years and have completed at least 72 units leading to a baccalaureate or bachelor's degree, while the second level SME is for officials who have served as Sanggunian

Member for an aggregate period of nine years and have completed a baccalaureate/bachelor's degree.

In both cases, the degree program must be recognized by the Commission on Higher Education 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. (CSC Resolution No. 1801099, 9 October 2018)

Under the new CSC resolution, 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 now be included in the computation for application of the Second Level Eligibility.

However, the computation of aggregate years of service does not include years of service in other positions held in the Sanggunian in which the functions do not belong to that of a Sanggunian Member, as well as the years of service of the Sanggunian Member in the Sanggunian during the term in which their supposed election was recalled by appropriate authority.

The Sanggunian Member First Level Eligibility is applicable for entrance and promotion to first level career service positions, while the Sanggunian Member Second Level Eligibility is applicable for entrance and promotion to first level and second level career service positions.

(see next page)

## CSC to gov't employees: 'Submit 2023 SALN by 30 April'

The Civil Service Commission (CSC) is reminding all government officials and employees across the nation to submit their sworn Statement of Assets, Liabilities, and Net Worth (SALN) for the year 2023 no later than 30 April 2024.

Under the 1987 Philippine Constitution and the Republic Act No. 6713, or the Code of Conduct and Ethical Standards for Public Officials and Employees, all government workers, whether regular or under temporary status, are required to file a SALN annually.

The SALN must also be filed by newly-hired civil servants within 30 days from the date of

assumption of office, as well as within 30 days after separation from the service.

"We would like to emphasize to all government officials and employees the importance of submitting the updated declaration under oath of our assets and liabilities. As civil servants, it is our duty to complete this task truthfully to promote transparency and uphold the public's trust in both us and the bureaucracy, said CSC Chairperson Karlo Nograles.

Not included in the said filing requirement are the following:

- government employees serving in honorary capacity (persons who are working in the government without service credit and without pay);
- employees with position title of laborer (persons whose work depends on mere physical power to perform ordinary manual labor, and not one engaged in services consisting mainly of work requiring mental skill or business capacity, and involving the exercise of intellectual faculties); and
- casual or temporary workers (persons hired to do work outside of the usual operations of the

agency/office or when there is not enough regular staff to meet service demand).

The SALN should reflect the true, detailed, and sworn declaration of one's assets, liabilities, net worth, and business interests and financial connections, including those of their spouses and of unmarried children under 18 years old residing with them; and relatives in government service within the fourth degree of consanguinity or affinity.

Married individuals who are both employed in government service may file their SALN jointly or separately.

Failure to file a sworn SALN and disclosure of business interests and financial connections shall be a ground for administrative disciplinary action, without prejudice to criminal and civil liabilities as prescribed by law. Under Section 50(D)(8), Rule 10 of the 2017 Rules on Administrative Cases in the Civil Service, such failure shall be punishable with suspension of one month and one day to six months for the first offense, and dismissal from the service for the second offense.

The SALN form and the frequently asked questions on filling out and filing the SALN are posted on the CSC website at [www.csc.gov.ph](http://www.csc.gov.ph). 

## CSC amends

... from page 16

Furthermore, under the new resolution, all applications for SME previously denied may be refiled by any interested applicant following these amendments and upon compliance and resubmission of the requirements.

The prescriptive period of filing of application has been also removed, allowing qualified applicants to apply at any time as long as they meet all the requirements. However, the grant of eligibility based on the amendments under said resolution shall take effect only for applications filed anew or upon the effectivity of the amended IRR.

Interested applicants may view the complete provision and information on SME at the CSC website at [www.csc.gov.ph](http://www.csc.gov.ph).

CSC Resolution No. 2300882 was published in a newspaper of general circulation on 15 December 2023 and 10 February 2024. It took effect on 26 February 2024. 

## CSC ROs join the nation in celebrating Women's Month

As the National Women's Month (NWM) is observed in the Philippines, Civil Service Commission (CSC) Regional Offices (ROs) across the country conducted programs and activities to pay tribute to Filipino women.

In CSC Cordillera Administrative Region (CAR), male employees received training on Men Opposed to Violence against Women and Their Children Everywhere (MOVE) on 8 March 2024 in Baguio City.

The MOVE training focused on the role of men in reducing the incidents of Violence against Women (VAW), encouraging them to be advocates of MOVE in the CSC. This is based on global data that most of the perpetrators of gender-based violence are males. Police Major Willy D. Dumansi, President of the MOVE-Philippine National Police-Regional Office Cordillera served as the resource speaker for the said training.

PMaj Dumansi presented that according to the United Nations Human Development Report

(UNHDR) studies, women become victims of violence from 'womb to tomb'. The UNHDR studies showed that women worldwide encounter a form of violence in each stage of their lives. In some countries, fetuses are aborted once they are known to be female; in childhood, some girls experience sexual abuse, while some are forced into prostitution. In certain countries, as girls grow up, they may experience rape and domestic violence; and later in life, the danger becomes fatal, with some being slain by their partners and some ending their own lives due to marital violence.

In the Philippines, one out of 20 women aged 15 to 49 has suffered sexual violence in their lifetime; and from 2017 until



In the observance of the National Women's Month, male employees of the CSC CAR participate in a training called Men Opposed to Violence against Women and Their Children Everywhere (MOVE) on 8 March 2024 in Baguio City.

On the same day, CSC RO III celebrated NWM by reaching out to the battered women of Tarlac Home for Women in San Vicente, Tarlac City.

CSC RO III had a "Salo-salong Pananghalian para sa Araw ng Kababaihan" at the RO before proceeding to the outreach program in Tarlac. A sumptuous

2021, incidents involving gender-based violence reached 96,146.

In CAR, crime involving Violence Against Women and their Children (VAWC) is relatively low; however, the problem still exists, prompting the need to strengthen anti-VAWC at the grassroots level which starts with capacitating the individual male himself.

The employees also received practical tips on how to improve family relationships and manage finances, the latter being a common cause of domestic abuse when mismanaged. This was followed by a pledge of commitment by all male employees to eliminate all forms of GBV and to promote gender equality.

lunch was served by the men to all the women of CSC RO III. Hygiene kits were also distributed as tokens of appreciation for their valued contributions to the office and the community.

The outreach program is a collaborative activity of the Gender and Development (GAD)

(see next page)

## CSC RO X breaks ground for its Camiguin Office

The Civil Service Commission Regional Office X (CSC RO X), together with the Local Government Unit (LGU) of Mahinog, conducted a groundbreaking ceremony for CSC Field Office-Camiguin building in Mahinog, Camiguin on 19 February 2024.

CSC Commissioner Aileen Lourdes A. Lizada graced the ceremony. In her inspirational message, Commissioner Lizada emphasized her enthusiasm for the new development, which



CSC Commissioner Aileen Lourdes A. Lizada and LGU Mahinog Mayor Lawrence K. Tan attend the Ground Breaking Ceremony of the CSC Field Office-Camiguin's new building in Mahinog, Camiguin on 19 February 2024.



marked another significant milestone for the CSC RO X. She also thanked LGU Mahinog for its continued support and commitment to the CSC in delivering customer services to Camiguinos considering the expanding demands of the stakeholders.

Among the CSC RO X and LGU officials who were present during the activity were CSC RO X Acting Director IV Noemi Rabe-Torres, Acting Director III Atty. Cosette Maglasang-Mundo, Director II Mary Ann H. Borres, Mayor Rey Lawrence K. Tan, and Vice Mayor Nerio Y.

Galochino of the Municipality of Mahinog, Camiguin. The Commission, through CSC RO X, and LGU Mahinog, executed a Memorandum of Agreement for the construction of the said building, which is expected to be completed in April 2024.

Presently, the CSC FO-Camiguin is housed in one of the areas of the Department of Education, Division of Camiguin. Having the vision of providing better services to its customers, the Commission has granted funds for its third FO building in Region 10. ®

## CSC ROs join ... from page 18

and Health & Wellness (H&W) Committee Members.

The GAD and H&W Committee members provided 25 sets of hygiene kits and pairs of slippers for the beneficiaries. The Tarlac Council of Personnel Officers, headed by President Zoilo Briones, donated 10 sacks of rice. Packed healthy snacks were also served to the beneficiaries and their dependents after the short program.



Program beneficiaries line up for snacks during CSC RO III's outreach program.

The Tarlac Home for Women Center Head Ms. Jacqueline C. Bautista and the beneficiaries expressed their gratitude to the

CSC RO III for choosing them as beneficiaries of its outreach program. ®

# Career Service Eligibility Preference Rating (CSE-PR)

**D**id you know that there is a new type of special eligibility granted by the Civil Service Commission (CSC)? Yes, you read it right, the CSC has promulgated CSC Resolution No. 2301123 or the Grant of Career Service Eligibility – Preference Rating (CSE-PR) to Specific Workers in Government Agencies based on Length of Service and Work Performance on 7 December 2023.

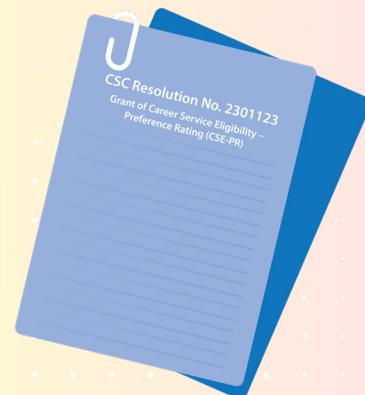
This new special eligibility is the CSC's answer to the long-standing clamor of specific workers who have long been in the public service and have acquired relevant work experience, knowledge, and skills but still do not possess the appropriate civil service eligibility for a regular appointment or promotion. In recognition of their valuable contributions in the effective delivery of public service, the CSC crafted the CSE-PR.

In this Citizen's Guide, we will break down all the provisions of the said resolution and explain it to you in detail. Read on to know if you are eligible for the grant of CSE-PR!

## 1 What is the Career Service Eligibility – Preference Rating (CSE-PR)?

The Civil Service Commission (CSC) promulgated CSC Resolution No. 2301123 or the Grant of Career Service Eligibility – Preference Rating (CSE-PR) to Specific Workers in Government Agencies based on Length of Service and Work Performance on 7 December 2023.

Under the Resolution, a Preference Rating of a maximum of 10 points shall be added to the failed general rating (ranging from 70.00 to 79.99) of qualified applicants to obtain the passing rate of 80.00 in Career Service Examinations (CSEs) taken, thereby qualifying them for Career Service Professional or Subprofessional eligibility, as applicable.



## 2 When did the Resolution take effect?

CSC Resolution No. 2301123 took effect on 12 February 2024 which is 15 days after it was published in the Philippine Star on 27 January 2024.



## 3 What is the CSE-PR for?

The CSC recognizes the valuable contributions of qualified civil servants in the effective delivery of public services. However, numerous government employees find themselves lacking the requisite civil service eligibility which is one of the requirements for purposes of regular appointment or promotion to career positions in government.

As such, CSC pushed for this initiative that will give an opportunity for them to be absorbed or integrated into the civil service system and be afforded with security of tenure or even promoted to higher posts.

Workers in government who have been in the service for at least 10 years and have acquired relevant knowledge and skills but do not possess the appropriate civil service eligibility are encouraged to apply for the grant of CSE-PR.



## 4 Who are entitled to the grant of CSE-PR?

The grant of CSE-PR is open for specific groups of workers in the government collectively referred to as JOCOSC6.

This includes the following personnel:

- Job Order (JO)
- Contract of Service (COS)
- Casual, Contractual, and Coterminous
- Employees holding Category III and Category IV positions, as enumerated in CSC Memorandum Circular No. 10 dated 16 April 2013
- Career service employees with first level eligibility



## 5 What are the specific requirements for JOCOSC6 personnel?

To qualify for the grant of CSE-PR, applicants must meet the following specific requirements:

- Rendered or is rendering services in the government as a JOCOSC6 for at least 10 aggregate years or a combination thereof on the date of filing of the application for the grant of CSE-PR;
- Applied and taken the scheduled CSE beginning with the 3 March 2024 CSE and thereafter, either Professional or Subprofessional Level, through Pen-and-Paper Test or other test modes, and obtained a failed general rating of not lower than 70.00;
- Have at least a Very Satisfactory performance rating or its equivalent in the latest/available two rating periods preceding the date of filing for the grant of CSE-PR; and
- Must file for the grant of CSE-PR using the appropriate application form with complete requirements within six months from the date of release of the results of the CSE taken.

10 years



## 6 How many points will be granted to the failed rating in the Civil Service Exam?

A Preference Rating of maximum of 10 points shall be added to the failed general rating (70.00-79.99) of qualified applicants to obtain the passing mark of 80.00.

CSE Level	Failed Rating	Maximum CSE-PR Points to be Awarded	Ranking to be indicated in the COE
CSE-Professional	70.00	10.00	80.00
CSE-Professional	75.50	4.50	80.00
CSE-Subprofessional	78.00	2.00	80.00
CSE-Subprofessional	79.10	0.90	80.00

## 7 Can applicants who took the exam in the previous years apply for the CSE-PR?

No. Only those who have applied and taken the scheduled CSE beginning with the 3 March 2024 CSE onwards are qualified for the grant of CSE-PR. As such, failed exams taken prior to 3 March 2024 will not be considered.



## 8 Can an applicant for the grant of CSE-PR, who have availed of additional points in the Subprofessional level, apply again for another CSE-PR grant for the Professional level?

The grant of CSE-PR shall only be availed once.

## 9 What are the examples for the grant of CSE-PR?

### Example 1:

Worker A has no civil service eligibility but had served as a COS employee in Government Agency Y for seven years and is now working for Government Z as JO since 2019. He took the 3 March 2024 CSE – Subprofessional level and obtained a rating of 75. Then, he applied for the grant of CSE-PR on 17 May 2024, or five days after the release of the result of the 3 March 2024 CSE. The application was approved, thus Worker A was granted the Career Service Subprofessional Eligibility (CSSE) via CSE-PR.

Worker A, however, later took the 11 August 2024 Career Service Examination – Professional Examination and obtained a rating of 79. Given that Worker A already has a civil service eligibility (i.e., CSSE) via CSE-PR, he can no longer apply for the grant of a Career Service Professional Eligibility via CSE-PR.

### Example 2:

Employee B holds the position of Administrative Assistant III (SG 9) in Government Agency X for the last 15 years and has a Career Service Subprofessional Eligibility. To be promoted to the technical position of Administrative Officer II (SG 11), which requires Career Service Professional Eligibility (CSPE), he took the 3 March 2024 CSE – Professional Level and obtained a rating of 77.00. Given his failed rating is not below the threshold of 70.00, his name was included in the List of Candidates for the grant of CSE-PR. Then, Employee B applied for the grant of CSE-PR and was awarded additional CSE-PR points of 3.00 to meet the passing rate of 80.00 and obtain the Career Service Professional Eligibility.



# 10

Is there a deadline in applying for the eligibility?

Yes. Applicants must apply within six (6) months from the date of release of the results of the CSE taken.



# 11

Why is there a maximum number of points? Why are applicants required to have Very Satisfactory performance rating?

The grant of the preference rating is a distinct privilege reserved exclusively for individuals who have demonstrated their capability to deliver the demands of the job even without the required civil service eligibility. This refers to JOCOSC6 who have long been in the service and performed at least very satisfactorily in their jobs in government agencies.

The provisions on maximum number of points and job performance requirement are meant to uphold meritocracy in the eligibility process and to ensure that the quality of government service will not be compromised.

Moreover, the conferment of CSE-PR will go through a meticulous process so that only those who are truly qualified may avail of this privilege.

# 12

What are the documentary requirements?

The following must be submitted by the applicant for the grant of CSE-PR:

1. Duly accomplished CSE-PR Application Form;
2. Three pieces of identical passport-sized ID pictures taken within the last three months, in a white background, standard close-up shot, bare face, with handwritten name tag with signature
3. Original and photocopy of any of the following I.D. cards, which must be valid (not expired) upon the filing of the application, bearing the applicant's complete name, picture, and signature, and the issuing officer's name and signature
  - a. Driver's License/Temporary Driver's License (LTO O.R. must be presented together with old Driver's License; O.R. alone is not allowed)/Student Driver's Permit;
  - b. Passport (with signature of the applicant);
  - c. SSS I.D. Card;
  - d. GSIS UMID Card;
  - e. Voter's I.D./Voter's Certification Card;
  - f. BIR/Taxpayer's I.D. Card (ATM type/laminated card with picture type);
  - g. PhilHealth I.D. Card (must have the bearer's name, clear picture, signature and PhilHealth number);
  - h. Current Company/Office I.D. Card;
  - i. School I.D. Card (must be duly validated for the current school year);

# 13

Where to file the application?

All applications must be submitted to the CSC Regional Office concerned, or to any of its CSC Field Offices, which has jurisdiction over any of the government agencies where the JOCOSC6 is/was assigned or stationed.



- j. Police Clearance/Police Certificate (with picture);
- k. Postal I.D. Card;
- l. Barangay I.D. Card;
- m. NBI Clearance;
- n. Seaman's Book;
- o. HDMF Transaction I.D. Card;
- p. PWD I.D. Card;
- q. Solo Parent I.D. Card;
- r. Senior Citizen's I.D. Card; or
- s. PhilSys ID Card.

4. Original and photocopy of the Birth Certificate of the applicant issued/authenticated by the Philippine Statistics Authority (PSA)
5. For married female applicants, the original and photocopy of Marriage Certificate issued/authenticated by the PSA.
6. Printed copy of the Report of Rating, as generated by the Online Career Service Examination Result Generation System (OCSEGRS), or any CSE result generation application on the CSC website ([www.csc.gov.ph](http://www.csc.gov.ph));
7. Notarized Certificate of Actual Services Rendered signed by the Head of Office or the highest Human Resource Management Officer (HRMO) of the employing private contractor or service provider of the applicant indicating the period of employment as JOCOSC6 worker covering the concerned aggregate period; or Certificate of Actual Services Rendered signed by the Head of Office or the highest HRMO in case the applicant is directly employed by a government agency as JOCOSC6 covering the concerned aggregate period;
8. Copy of the notarized employment contract/s, appointment/s, or other evidence of employment as JOCOSC6 in any government agency covering the concerned aggregate period, certified as a true copy by the Head of Office or the highest HRMO of the employing agency or private contractor or service provider;
9. Copy of the notarized Performance Rating or its equivalent, as JOCOSC6 worker covering the latest/available two rating periods immediately preceding the filing of an application for the grant of CSE-PR with at least a Very Satisfactory (VS) rating, certified by the Head of Office or the highest HRMO concerned; and
10. Original/authenticated copy and photocopy of the Order/Resolution/Decision issued by the CSC or the Court on the correction of the name of the applicant (if the applicant's name has been changed);

# Recognizing the *Lingkod Bayani* in our Midst\*

## 14 How to file an application?

The filing of an application for the grant of CSE-PR may be done through any of the five modes:

1. By the Applicant in Person;
2. Through a Representative;
3. Through a Conduit CSC Regional Office;
4. Through Registered Mail/Courier; and
5. Through Electronic Mail or Email.

There is an evaluation and processing fee of PHP500.00.

The CSC is hopeful that the grant of Career Service Eligibility – Preferential Rating will provide an opportunity for JOCOSC6 to attain eligibility and apply for regular appointment or promotion in government, upon meeting the other qualification requirements of the position, which may include education, training, and experience.

While the policy addresses the long-time issue involving JOCOSC6, the CSC emphasized that it does not sacrifice the quality of government service under the principle of merit and fitness, given the requirements for the grant of CSE-PR.

Read CSC Resolution No. 2301123 and its guidelines via the CSC website at [csc.gov.ph](http://csc.gov.ph) or [bit.ly/CSE\\_PR](http://bit.ly/CSE_PR). Scan the QR code here:



\*Keynote Address of Chairperson Karlo A. B. Nograles, during the Recognition and Awarding of University of the Philippines Los Baños (UPLB) Outstanding Personnel and 115<sup>th</sup> Foundation Day, 7 March 2024, I Charles Fuller Baker Memorial Hall

*Salamat sa imbitasyon upang makadalo at makasama kayo sa mahalagang pagtitipong ito. Thank you for giving me the opportunity to come back to UPLB. Naalala niyo pa noon, noong una kong pagbisita dito ay kapanahunan pa ng pandemic at alam po yan ni Vice Chancellor Cereno. That was the first time na namahagi po tayo ng mga vaccines dito sa UPLB. At I'm very happy na agad-agad naman ay maraming nagpabakuna at hindi naging problema ang vaccination efforts dito sa UPLB. Kanina lamang ay nakita ko lahat ng mga naging kontribusyon ng UPLB sa laban natin sa kasagsagan ng pandemya.*

*Kanina pinakita po ang inyong ginawa na swabbing center. Lagi naming tinitingnan dati sa gabinete ang lahat ng mga kontribusyon ng iba't-ibang mga ahensya and I'm very proud to say that UPLB had a lot of contributions not only to the community of UPLB but even the fabrications that you made were also donated to other institutions. Kaya maraming maraming salamat.*

*'Yong pangalawang pagpunta ko dito ay noong pagbahagi natin ng mga virgin coconut oil doon sa inyong ospital. At dahil sa pakikipag-ugnayan namin sa UPLB, nu'ng ako naman po ay naging Chair ng Civil Service Commission (CSC), ako naman po ang nag-imbata sa UPLB na maging katuwang at kabahagi ng improvements namin sa aming area sa*

*CSC. Kaya namahagi po ang UPLB ng mga bignay na mga plantlings na amin naman pong itanim sa CSC compound. Ngayon po, ako naman po ay nabigyan ng pagkakataon na makabisita muli, kaya sa Komisyon sa Serbisyo Sibil ang karangalan na makapaghatid ng inspirasyon sa ating mga lingkod bayan ng UPLB.*

*Una syempre sa lahat ay ang paghahatid ng aming mainit na pagbati sa pagdiriwang ng 115<sup>th</sup> taong anibersaryo ng Unibersidad ng Pilipinas-Los Baños. Napakalaki po ng inyong ambag sa paghubog ng kabataang Pilipino upang maging mabuti, responsable, at produktibong mamamayan ng ating bansa.*

Through the years, UPLB continues to play a strategic role in our country's pursuit of economic progress and sustainable development. It has been consistently attracting agricultural and even technology companies, government institutions, and international research agencies and funding partners to leverage on its expertise in agriculture and other disciplines.

This institution also serves as the wellspring of competent human capital honed to productively contribute to addressing our country's many food security concerns. Kanya nga po, our salute to the faculty members, researchers, administrative personnel, and students for your innovative research



CSC Chairperson Karlo A. B. Nograles delivers his keynote message to the officials and personnel of University of the Philippines Los Baños during the University's 115<sup>th</sup> Foundation Day on 7 March 2024.

and technology transfer, not only in agricultural production, but on the business and entrepreneurial side of the entire value chain. We thank you for what all of you have contributed to the economic well-being of the entire country.

*Batid ko rin na ang kontribusyon ng UPLB ay hindi lamang sa mga larangang ito dahil may iba't ibang kurso at programa pang ipinapatupad na makakatulong sa pagtataguyod ng interes ng bansa at sa pagsagot sa mga pangangailangan ng bayan. At dahil diyan, nais kong ipahatid ang taos-pusong pasalamat sa inyong lahat sa UPLB—sa mga mananaliksik, propesor, guro, at iba pang lingkod*

*bayan para sa inyong patuloy na pagpupursige na maiangat ang kalidad ng kaalaman at kahusayan lalong lalo na sa agham at teknolohiya, at sa aspeto ng agrikultura upang makatulong sa ating mga magsasaka, mangingisda at iba pang industriya na nagtitiyak na mayroon tayong sapat na pagkain.*

Speaking of contributions with nationwide impact, about three weeks ago—on Valentine's Day to be exact—the winners of the annual Search for Outstanding Government Workers were recognized. These, as you know, are government workers who have exemplified patriotism, integrity, innovation, and excellence in their tasks and way of life.

*Isinabuhay nila ang prinsipyo ng paglilingkod ng magaling, tapat, at wasto. Mas napapalawig nila ang oportunidad na makapaglingkod sa ating mga kababayan at baguhin ang buhay ng bawat Pilipinong kanilang nakasalamuha.*

*Isinabuhay nila ang prinsipyo ng paglilingkod ng magaling, tapat, at wasto. Mas napapalawig nila ang oportunidad na makapaglingkod sa ating mga kababayan at baguhin ang buhay ng bawat Pilipinong kanilang nakasalamuha.* These are the movers and shakers of our country, harbingers of positive change.

But with the 1.9 million strong workforce of the Philippine government, one might ask the question, how do we find the brilliant gems in the service—those who quietly work either behind desks or out in the field, those who make hidden sacrifices, and those whose contributions go unrecognized but are evident in the lives of the people and communities they touched?

This is where the work of the CSC comes in to implement the important aspect of human resources which is rewards and recognition. Through our Honor Awards Program (HAP), we search high and low to acknowledge government exemplars who have displayed outstanding work performance. Under the HAP is our annual Search for Outstanding Government Workers which we discover and recognize great and inspiring feats of state workers all over the country whose talent, commitment, initiatives, and innovations made life better for our fellow Filipinos. Through the Search, we select the best of the best through a rigorous screening process and come up with an impressive list of regional awardees who then qualify for the national selection.

*Kaya hayaan po ninyong kunin ko ang pagkakataong ito upang anyayahan ang UPLB na magpasa ng nominasyon para sa 2024 Search for Outstanding Government Workers. The deadline for submission of nominations is on 31 March kaya may panahon pa.* The CSC, through the Honor Awards Program

Secretariat, is actually preparing for the next round of nominations, and we encourage you to nominate the exemplary workers of UPLB who we will be awarding this morning - *kaya tamang-tama po ang pagpunta ko dito* - the Outstanding Administrative Personnel; the Outstanding Research and Extension Personnel and Projects; and the UPLB College Outstanding Teachers.

*Bigyan natin ng karampatang parangal ang mga natatanging opisyal at kawani ng UPLB.* Let us recognize the *lingkod bayani* in our midst, those whose significant contributions to loyalty, innovativeness, efficiency, integrity, and high performance enabled this institution to achieve remarkable breakthroughs and milestones in the recent years.

*Batid ko rin po na over the years, sa kasaysayan ng buhay ng UPLB, ay marami na rin po ang naparangalan sa Presidential Awards, sa CSC Pag-asa Awards at Dangal ng Bayan Awards ng CSC mula sa UPLB at sana po sa darating na Search natin for Outstanding Government Workers ay meron mula dito sa ating mga paparangalan mamaya ang maaring maging awardee naman po for 2024.*

A notable government worker once said and I quote, "Public service must be more than doing a job efficiently and honestly. It must be a complete dedication to the people and the nation." Indeed, in our time, the standard of public service has been raised to a whole new level, where it is not enough that we perform our jobs to the best of our abilities, and where it is not enough even that we do it with excellence and integrity—the public has come to expect that these are just the minimum requirements. In this day and age, public service calls for more than just that. It calls for the engagement of people who are passionate not just about their



The University of the Philippines Los Baños (UPLB) awards the UPLB Outstanding Teachers, Outstanding Administrative Personnel, and Outstanding Research and Extension Personnel and Projects.

work, but more importantly dedicated to serving the people and the nation.

Necessarily, therefore, we must all ask ourselves—are we doing just enough for public service or we, like the awardees whom we will be awarding today, go the extra mile with passion and dedication? Congratulations to the UPLB awardees who have vigorously elevated the quality of public service not just in this institution but in the country.

*At sa bawat miyembro ng pamilya at mga kaibigan na buong pusong nakasuporta sa mga lingkod bayani ng UPLB, kasama kayo sa pagkilalang kanilang matatanggap. Salamat sa inyong pag-unawa, pag-aalaga, at pagmamahal na naging sandigan nila sa mga panahong nagiging mahirap at puno ng paghamon ang kanilang trabaho bilang opisyal at kawani ng pamahalaan.*

*Isa na lamang pong mahalagang paalaala sa ating lahat na naririto, huwag tayong panghinaan ng loob at manatili sa paggawa ng tama, mabuti, at may malasakit upang mapabuti ang ating bayan. Hindi magtatagal at sa pamamagitan ng ating pagtutulungan, makakamit din natin ang layunin ng isang matatag, maginhawa at panatag na buhay para sa lahat.*

*Muli, isang mapagpalang umaga sa lahat. Maraming salamat po sa pagkakataong makasama kayong lahat.*

*Mabuhay kayo, mabuhay ang UPLB, at mabuhay ang serbisyo publiko! •*



CSC Chairperson Karlo A. B. Nograles and UPLB Chancellor Jose V. Camacho Jr. visit the exhibit during the University's 115<sup>th</sup> Foundation Day.

# WOMEN<sup>IN</sup> ACTION:

## MAKING THEIR MARK IN PUBLIC SERVICE

Over the past decades, the role of women in our society has taken greater heights as we continue to fight for gender equality and inclusivity. Across the globe, women have not only claimed their place but have also emerged as leaders in their respective fields, catalyzing progress and development.

Nowhere is this more evident than in the Philippines. In fact, the 2023 Global Gender Gap Index (GGGI) Report by the World Economic Forum reports that the Philippines remain to be the leading Asian country and 16<sup>th</sup> out of 146 countries globally in narrowing the gender gap. The GGGI is an assessment of gender equality and progress across four

crucial dimensions: Economic Participation and Opportunity, Educational Attainment, Political Empowerment, and Health and Survival.

Within the public sector, women consistently demonstrate not only their dedication to public service, but also their excellence and resilience. Data from the June 2023 Inventory of Government Human Resources reveals that 55 percent of the 1,973,000 civil servants in the country are female.

The Civil Service Commission (CSC), as the central human resource agency of the Philippine government, champions the contributions of the 1,089,688 female workers in the government. Through its annual Search for Outstanding Government Workers, the CSC continues to

recognize outstanding women who serve as trailblazers—creating spaces for women where diversity is not merely a buzzword but a lived reality, enhancing innovation and productivity.

Among the exemplary women who made marks in their field of work were 2023 Presidential *Lingkod Bayan* (PLB) awardee Julie Ann A. Salido, Professor III from Aklan State University in Banga, Aklan; Outstanding Public Officials and Employees (*Dangal ng Bayan*) awardee Gay D. Galdo, Special Education (SPED) Teacher I from the Department of Education (DepEd), Division of Davao Oriental in Mati City, Davao Oriental; and CSC *Pagasa* recipient Drolly P. Claravall, Associate Professor V from Isabela State University – Ilagan Campus in Ilagan City.

*CSC continues to recognize outstanding women who serve as trailblazers, creating spaces for women when diversity is not merely a buzzword but a lived reality, enhancing innovation and productivity.*

**J**ulie Ann A. Salido is known for her display of grit as a professor and researcher in a male-dominated field, serving as the University's Director of Research and Development Services and Innovation Technology Support Office Technical Expert in mechanical. Following her parents' dream for them to earn a degree and find a stable job, she entered public service because of the opportunities and job security it provides.

And she made the right decision.

Throughout her 15 years of government service, Salido has been a project leader of multiple projects funded by the Department of Science and Technology. She noted that her work as a teacher and researcher allows her to enjoy the best of both worlds—contributing to the education of others while actively advancing knowledge in the field. She also served as a reviewer, evaluator, resource

person, and plenary speaker for conferences, projects, and journals in both national and international levels.

"As a teacher, we have a profound impact on our students; the opportunity to shape and influence the next generation is a powerful motivation. By imparting knowledge, values, and skills, we teachers have contributed to the overall progress of the society. [Being a researcher] gives me opportunity to create practical applications that can positively impact society. It also gives me the opportunity for continuous learning, presentation, publications, recognitions, collaboration and networking," she shared.

True enough, Salido's most impactful accomplishment is a product of her love for research; – the Sea-condition Emergency Alert and Warning Apparatus for Vessel Safety or SEAWAVES. It is a data acquisition, tracking, and monitoring system for ships that aims to provide safer trips. As a resident of Aklan in Region VI,

Salido hopes to avoid a situation similar to the Guimaras Tragedy.

"Saving lives is at the heart of SEAWAVEs technology. We are hoping that through this technology, *wala nang trahedyang mangyayari sa karagatan natin.* This innovation significantly reduces the risks associated with vessel's location and conditions, leading to greater safety while at sea, and reduced operational costs on small crafts," she added.

Salido's tool not only intends to enhance safety, security, and efficient operation of maritime vehicles to potentially reshape the way seafarers interact with the seas. Because of this, she and her team were able to garner two intellectual property documents, two SCOPUS indexed publications, and have received institutional, regional, national, and international awards. The technology is also being used by the Philippine Coast Guard.

She also filed for the patent and security copyright of the Prototype Hybrid Trimaran

**“** Saving lives is at the heart of SEAWAVEs technology. We are hoping that through this technology, *wala nang trahedyang mangyayari sa karagatan natin.*

Passenger and Cargo Vessel Using Multi-Engine and Alternative Energy from Ocean Waves, a project to create a fast vessel/ marine transport system powered by renewable energy that would reduce greenhouse gas emissions.

When asked what she felt when she was nominated for the PLB Award, she shared, "I felt honored, humbled, and felt a sense of pride and accomplishment. *Tanan na sakripisyo, pagtrabaho, kag dedikasyon ko sa serbisyo ay ginkilala indi lang sa amon nga university, sa region, kundi pati sa national na.*"

"*Sobrang blessed na ako na may maayos ako na trabaho. Bonus na lang lahat ng pagkilala. Kag ginapasalamat ko gid in tanan sa Diyos,*" she ended. •



**JULIE ANN ACEBUQUE SALIDO**  
Professor III  
Aklan State University  
Banga, Aklan  
*Presidential Lingkod Bayan Awardee*

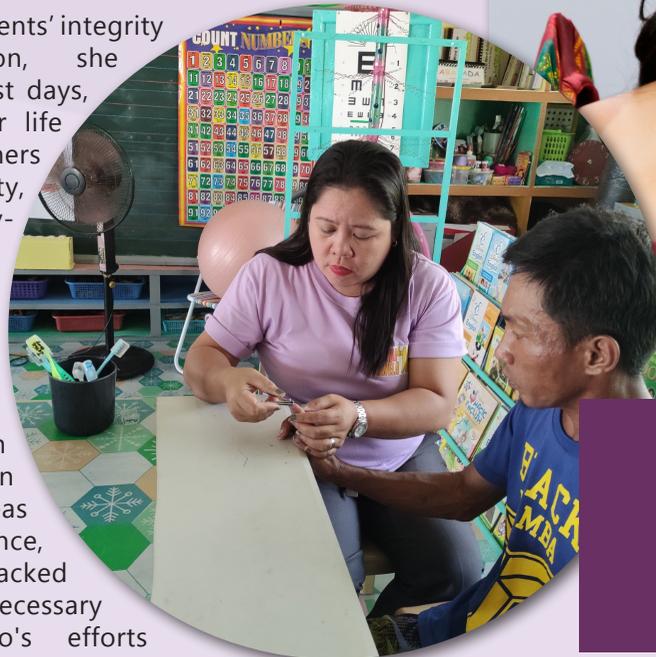


“As a SPED teacher, my work ethic is rooted in compassion, empathy, and dedication to meeting the unique needs of each learner with disabilities. I prioritize creating a supportive and inclusive classroom environment ...”

**M**uch like Salido, Gay D. Galdo, a Special Education (SPED) teacher from Davao Oriental, understands the profound influence educators wield in shaping the future of their students. Growing up, she witnessed first hand the dedication and passion of her parents who are both teachers. She noted how “their unwavering commitment to their students and their profession served as a constant source of her inspiration.”

Guided by her parents’ integrity and compassion, she dedicated not just days, but years of her life in helping learners with disability, especially visually-challenged ones.

She conducted child-mapping initiatives to locate children with special needs in underserved areas of the province, where families lacked access to necessary resources. Galdo's efforts



**GAY DUMADAG GALDO**

SPED Teacher I  
Department of Education  
Division of Davao Oriental  
Baganga North District  
City of Mati, Davao Oriental  
*Dangal ng Bayan Awardee*

extended beyond traditional teaching methods; she pioneered the development of assistive devices that not only enhanced educational practices but also improved the overall quality of life for students with disabilities.

Because of the expensive cost of instructional materials in braille, she developed improvised braille solutions using wood and repurposed softdrink cups to facilitate tactile learning for students. She and her husband

made an improvised wood cane that has a small cut of plain sheet at the tip, enabling visually-impaired students to detect environmental cues as they navigate their surroundings—an affordable alternative to conventional canes.

“Work with passion, dedication, and commitment, but do not neglect your family ...”

**A**nother remarkable woman making waves in her field is Dr. Drolly P. Claravall. Reflecting on her 28 years of public service, she proudly highlights her greatest achievement: the development of a handheld massage tool.

Born out of her personal experience as an athlete recovering from injury, Dr. Claravall's ergonomically-designed device employs a blading technique to mimic the hands and fingers of a massage therapist in treating muscle and body pains. This handheld marvel

has become indispensable in promoting the holistic condition of Philippine athletes, coaches, trainers, and sports enthusiasts alike.

“There are athletes who can no longer play because of Sciatica, because they cannot move their arms, and so on. With that tool, we were able to help our athletes and they were able to win Gold medals for our country. Actually, that massage tool helped our South East Asian Games athletes in 2021 in Hanoi, Vietnam.”

Dr. Claravall's tool help's athletes stay at their optimum condition and word of mouth on the

effect of her handheld tool has reached patients’ families, and now entire families are coming to her clinic in Isabela. Her innovation has been tested and proved that even medical doctors in the city refer patients to her. After three sessions scheduled every two days, patients with body and muscle pains can return to their daily routines.

“This innovation is very helpful to many people because almost everyone, young or old, experience body pain. And if you do not know how to manage it, you'd just be dependent on medication, on pain relievers.”



**DROLLY PONDAES CLARAVALL**  
Associate Professor V  
Isabela State University Ilagan Campus  
Ilagan City, Isabela  
*CSC Pagasa Awardee*



When the Mayor invited her to conduct a seminar for the city's physical therapists, massage therapists, nurses, and barangay health workers serving in the rehabilitation center, she did not hesitate. She taught them so they can serve for free.

Despite her success in serving the public, Dr. Claravall stays humble and approachable. The CSC Pagasa awardee shared a word for fellow civil servants, "To my fellow workers in the government, just keep going. Work with

passion, dedication, and commitment, but do not neglect your family because you work for your family, and if you neglect them, you will lose everything and end up with nothing."

*These are stories of three women in public service, whose impact resonates far beyond mere ripples; they are creating waves in their own humble yet profound ways. Salido, Galdo, and Claravall are proof that Filipinas continue to make an impact in this world.*

*Their tales of unwavering dedication serve as beacons of inspiration not only for female government employees, but for everyone in the public service. We thank them for the sowing invaluable seeds for generations to come. Their award-winning work made them firsts, but their ongoing efforts in serving the public ensure that they will not be the last.*

# O U T L O O K

## New amendments to the Sanggunian Member Eligibility

**F**ormer Sanggunian Members may have the option to continue working in the government with the Sanggunian Member Eligibility (SME).

Under Republic Act (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", former vice mayor, vice governor, and regular Sanggunian members of the Sangguniang Bayan, Sangguniang Panlungsod, and Sangguniang Panlalawigan may qualify for the grant of SME.

The Civil Service Commission (CSC) has granted a number of SMEs since the effectivity of CSC Resolution No. 1300486 or the Implementing Rules and Regulations (IRR) of R.A. No. 10156 in 2013. To ensure the effective implementation of the SME, some provisions of the IRR were amended in 2014 and 2018.

In September 2023, the CSC promulgated new amendments via CSC Resolution No. 2300882, which took effect on 26 February 2024. This is to ensure that the provisions are in accordance with the source law and do not diminish the intent of R.A. No. 10156.

Now, let us take a look at the provisions of SME and its recent amendments:

### 1 Is there a civil service eligibility for Sanggunian Members?

Yes, there is a Sanggunian Member Eligibility or SME granted to members of the Sangguniang Bayan, Sangguniang Panlungsod and Sangguniang Panlalawigan under R.A. No. 10156

The CSC implements this law together with the Department of the Interior and Local Government (DILG).

On 15 September 2023, the CSC amended some provisions of the Implementing Rules and Regulations (IRR) of SME under CSC Resolution No. 2300882.

The amendments took effect 15 days after upon its publication in at least two newspapers of general circulation or the Official Gazette or on 26 February 2024.

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.



## 2 Who are qualified for the grant of Sanggunian Member Eligibility (SME)?



The following Sanggunian members who have been elected after the effectivity of the Local Government Code of 1991 and have met the requirements are qualified for the grant:

- a. the vice mayor, as presiding officer for the Sangguniang Bayan or Sangguniang Panlungsod;
- b. vice governor, as presiding officer for the Sangguniang Panlalawigan; and
- c. regular Sanggunian Members of the Sangguniang Bayan, Sangguniang Panlungsod and Sangguniang Panlalawigan.

## 3 Who are not qualified for the grant of Sanggunian Member Eligibility (SME)?

The following Sanggunian Members who were not elected at large or by political district are NOT qualified for the grant:

- a. President of provincial, city, or municipal chapter of the Liga ng mga Barangay;
- b. President of the panlalawigan, panlungsod, and pambayang Pederasyon ng mga Sangguniang Kabataan; and

- c. Sectoral representatives to the Sanggunian Panlalawigan, Bayan, or Panlungsod.



## 4 What eligibility is granted to qualified Sanggunian Members?

The SME shall be considered appropriate for appointment to second and first level positions in the career service:



- a. **Sanggunian Member Second Level Eligibility** - applicable for entrance and promotion to first level and second level career service positions.
- b. **Sanggunian Member First Level Eligibility** - applicable for entrance and promotion to first level career service positions only; and

Except for those which require qualifications in skills or trade test and/or requiring passing the Board or Bar examinations, or requiring eligibilities provided under special laws.

## 5 What are the qualification requirements?

1. SME (first level) - served as Sanggunian Member for an aggregate period of six years; and completed at least 72 units leading to a baccalaureate/bachelor's degree program 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, duly approved by its Board of Trustees/Board of Regents.
2. SME (second level) - served as Sanggunian Member for an aggregate period of nine years; and completed a baccalaureate/bachelor's degree program recognized by 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, duly approved by its Board of Trustees/Board of Regents.
3. Name is included in the corresponding Master List issued by the concerned DILG Office. For those not included in the DILG Master List, a Certification of the services rendered signed by authorized official at the DILG regional level where he/she served as Sanggunian Member using the CSC prescribed form shall be submitted (agency to agency).



## 6 How is the aggregate years of service computed?



The computation of the aggregate years of service of a Sanggunian Member shall be based on the actual number of years of service as Sanggunian member in the official records of the DILG and its regional offices.

The number of years of service of Sanggunian Member in any Sanggunian and in one or more Sanggunian shall be accumulated for the purpose of computing and completing the required aggregate number of years of service.

Under the CSC Resolution No. 2300882, 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.

# 7 What are excluded in the computation of years of service?

Excluded from the computation are those:

- 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, 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.

# 8 When is the period for filing of application?

Under the CSC Resolution No. 2300882, the prescriptive period of filing of application has been removed. Qualified applicants can file anytime provided that they meet all the requirements.

Further, the grant of eligibility based on the amendments under said resolution shall take effect only for applications filed anew or upon the effectivity of the amended IRR.



# 9 How to apply?

Qualified applicants must submit the following:

General Documentary Requirements:

- a. Properly accomplished Application Form (CS Form 101-J, Revised December 2018);
- b. Three pieces of identical passport-size ID pictures (in white background) with full name tag and signature, taken within the last three months prior to filing ;
- c. Original and photocopy of any valid ID card (please refer to list of acceptable IDs); and
- d. Accomplished CSC SPEL Form 1, April 2012.

Specific Documentary Requirements:

- a. For an applicant who is a baccalaureate/bachelor's degree holder, original/authenticated and photocopy of Transcript of Record
- b. For an applicant who is not a baccalaureate/bachelor's degree holder, certification on the number of units earned and the baccalaureate/bachelor's degree being/has pursued duly signed by authorized official/ registrar of the university/college

Under CSC Resolution No. 2300882, all applications previously denied may be refiled by any interested applicant in accordance with the amendments and upon compliance and resubmission of the requirements.

# 10 Where to file application?

All documentary requirements must be submitted to the CSC Regional Office concerned, or to any of its Field Offices, having jurisdiction over the province, city, or municipality where an applicant has rendered his/her last term or years of service.

Modes of filing of application:

- a. By the application in person

- b. Through a representative
- c. Through a conduit CSC Regional Office
- d. Through mail

Fees include PHP200 for evaluation of application and PHP300 for the processing of Certificate of Eligibility

# 11 What are the changes in the duties and responsibilities under the new Resolution?

The CSC Regional Office concerned shall verify the authenticity of the documents submitted by the applicant;

- a. 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

- b. For non-SUC and LUC – to check the online database of CHED, to verify whether the degree program is recognized by CHED

## CSC highlights role of civil service in ensuring gender equality

The Civil Service Commission (CSC) urged government agencies to continue to be at the forefront of ensuring gender equality in the public sector in line with the celebration of National Women's Month.

CSC Chairperson Karlo Nograles called on government workers across the country to reaffirm the collective commitment of fostering a culture of equality and inclusiveness by recognizing the capabilities of women and embracing partnerships across all genders.

"Women's leadership, resilience, and commitment serve as an inspiration to us all. As government workers, we all have a unique role to play in shaping the future of governance and in gender mainstreaming in the entire Philippine bureaucracy. We must be champions of ensuring gender equality," said Chairperson Nograles.

He added that the CSC, as the premier human resource (HR) institution of the Philippine government, has crafted and implemented various programs and policies aimed at helping

female workers navigate their multiple roles and achieve work-life balance.

To deter the occurrence of sexual harassment cases in the public sector, the CSC strengthened the provisions of the 2017 Rules on Administrative Cases in the Civil Service, specifically those pertaining to the administrative proceedings for sexual harassment complaints where the offender is a government employee. The changes were primarily made to further deter sexual harassment in the public sector, as well as to harmonize the rules with Republic Act (R.A.) No. 11313 or the Safe Spaces Act and its Implementing Rules and Regulations.

Meanwhile, the Implementing Rules and Regulations of R.A. No. 11210, or the Expanded Maternity Leave Law, issued jointly by the CSC, the Department of Labor and Employment, and the Social Security System, provides women who have undergone live childbirth with 105 days maternity leave with full pay, with an option to extend for 30 days without pay. In addition to the 105 days, solo parents are entitled to 15 more days of maternity leave.

Furthermore, under R.A. No. 9710, also known as the Magna Carta of Women (MCW), any female public sector employee, regardless of age and civil status, who has undergone surgery caused by gynecological disorders, may avail special leave benefits pursuant to the provisions and implementing rules and regulations of the MCW.

The CSC also reminded agencies to ensure inclusive HR practices by enforcing the Equal Opportunity Principle (EOP) in recruitment and appointment processes. This includes implementing the 2017 Omnibus Rules on Appointments and Other Human Resource Actions, as amended, which ensures not only standard procedures but also fair and equal treatment of individuals in the areas of recruitment, selection, appointment, promotion, and other HR actions.

The EOP aims to remove barriers and discrimination during the selection process. It also aims to ensure equal participation in, or access to, learning and development interventions based on factors such as sexual orientation, gender identity, and gender expression, civil status, disability, religion, ethnicity, or political affiliation.

"Let every activity for this month be a catalyst of change. Let it all inspire us to prove the potential of women, and that the power of working together can collectively contribute to building a government that is fair, inclusive, and transformative," said Chairperson Nograles.

The CSC is joining the whole nation in observing the 2024 National Women's Month Celebration with the theme, "We for Gender Equality and Inclusive Society."

This year's subtheme, "*Lipunang Patas sa Bagong Pilipinas; Kakayahang Kababaihan, Patutunayan*" highlights the need to give women equitable opportunities and not be hindered by gender biases and discriminatory stereotypes. •

## HR SPOTLIGHT

The Civil Service Commission (CSC) concluded the month-long celebration of National Women's Month with the *Piknik sa Kalikasan* on 22 March 2024 at the CSC Central Office in Quezon City.

Organized by the Office for Human Resource Management and Development and the CSC Gender and Development (GAD) Focal Point System, the *Piknik sa Kalikasan* is the CSC's culminating activity that symbolizes the resilience of women, mirroring the steadfastness and strength of Mother Nature herself.

"Throughout this month, we have shared stories, learned lessons, and reaffirmed our commitment to gender equality and women's empowerment. Let us gather once more to celebrate the contributions of everyone, regardless of gender, and to reaffirm our commitment to creating a more just, equitable, and inclusive society for all," said CSC Assistant Commissioner Ariel G. Ronquillo.

## CSC wraps up Women's Month with *Piknik sa Kalikasan*

The *Piknik sa Kalikasan* featured the *Gawad Kawayan* Awards, a mechanism to recognize and reward the commitment of CSC officials and employees to gender mainstreaming initiatives within the institution and in broader spheres beyond its confines.

"As government workers, we all have a unique role to play in shaping the future of governance and in gender mainstreaming in the entire Philippine bureaucracy. We must be champions of ensuring gender equality," said Chairperson Karlo Nograles.

Commissioner Ryan Alvin R. Acosta and Assistant Commissioner Karin Litz P. Zerna awarded three employees from the CSC Regional



Acting Assistant Commissioner Nerissa B. Canguilan addresses CSC officials and employees during the National Women's Month culminating activity, *Piknik sa Kalikasan*, held on 22 March 2024 at the CSC Central Office in Quezon City.



CSC Commissioner Ryan Alvin R. Acosta together with CSC Acting Assistant Commissioner Karin Litz P. Zerna, Office for Human Resource Management and Development Acting Director IV Rosalita B. Rances-Petaca and Acting Director III Ma. Jinky P. Jayme award the certificate of recognition to the three GAD champions in their respected GAD regions.

# HEALTH and WELLNESS



## GOVERNMENT WORKERS warned against summer diseases



CSC Assistant Commissioner Ariel G. Ronquillo with CSC employees during the Piknik sa Kalikasan.

Office XII as GAD champions for their exceptional achievements in promoting GAD in their respective regions. They are Director III Hannah D. Examen, Director II Ma. Josefina G. Buenbrazo, and Supervising Human Resource Specialist Travis Ryan J. Delos Reyes. The event also recognized the winners of the Best GAD Corner in the CSC Central Office.

On 12 March 2024, the CSC GAD Focal Point System engaged in Continuing Learning Education with resource speakers from the Philippine Commission on

Women, laying the groundwork for the development of the CSC GAD Agenda. The online preparatory session equipped CSC GAD Focal Persons with the knowledge and skills needed to champion gender equality, and to guide the process of formulating the CSC GAD Strategic Framework and GAD Strategic Plan.

The CSC also prioritized the well-being of its workforce through the Women's Month Wellness Sessions featuring TESDA's Hilot Caravan, and free facial and hair care services.

In her closing remarks, CSC Acting Assistant Commissioner Nerissa B. Canguilan called on CSC officials and employees to sustain the momentum generated during this month-long celebration.

"Let us envision a future where it is no longer a surprise for everyone that women can take up space, lead, and excel in their respective fields. Together, let us be catalysts of change, champions of equality, and advocates for a more just and inclusive society. Once again, happy Women's Month!" •

**T**he season for fun under the sun is here. It will be a bummer to get sick during summer outings and not get the chance to enjoy the various activities—swim, hike, fly kites, go on a road trip, photo sessions, join outdoor barbecues, among others.

According to the Department of Health (DOH), dehydration and heatstroke are two of the most common conditions during the dry season, and the elderly are the most afflicted.

Dehydration is a heat-related condition caused by excessive sweating and lack of fluids. Meanwhile, heat stroke is defined as a condition where the body overheats after prolonged exposure or activities when the temperature is high.

Moreover, diarrhea, skin conditions like sunburn and heat rash, and conjunctivitis round up the five most prevalent diseases during the summer season.

### STAY HYDRATED



High temperatures and heat indices are consistently registered during the summer season. The severe heat causes dizziness and inability to stay focused, affecting daily activities.

Believe it or not, a person can get dehydrated even when indoors. The body is made up of 60 percent water and many of its major systems rely on water to function. Around 1600 ml of water per day is lost when

one does everyday functions such as sweating, peeing, pooping, and yes, even breathing.

According to medical experts, the more hydrated one is, the lighter the urine color will be. When we have insufficient water intake, the kidneys retain as much fluid as possible, causing the urine to be more concentrated, and thus darker in color. But a dark or brownish shade of urine can also be a symptom of many things — from taking certain medications to having hepatitis, gallstones, or cirrhosis. If the dark color persists despite drinking fluids, let your doctor know.

A person can pee for 4 to 10 times a day but this will still depend on age, medical condition and medicine and drink intake. However, a decreased urine output usually indicates dehydration. In addition, low body fluids also triggers fatigue and dizziness. When one feels disoriented or lightheaded, it is our body's way of telling us that it is time to get hydrated.

The lack of fluids decreases the volume of your blood, which in turn lowers the blood pressure and limits the amount of blood in your brain. This results in dizziness. Also, dehydration is linked to an increase in your blood pressure due to the action of your vasopressin hormone, the first hormone your brain releases when dehydrated.

Some of the tips given to combat dehydration is eating fruits and vegetables since these are made up mostly of water. As a bonus, they are healthy and tasty alternatives

to plain water. One may also sip soup if eating habits do not include sipping water in between chewing food.

But the most effective prevention to dehydration and heatstroke is water intake.

Follow the 8x8 rule — drink eight glasses with eight-ounce of water, or about two liters or half a gallon a day.

Dehydration is an easy fix in mild cases, but one is advised to be cautious since it can lead to serious conditions like heatstroke, seizure due to electrolyte loss, kidney failure and even coma.

Thus, we are reminded to stay hydrated even when we are not thirsty, and especially when we intend to stay under the sun for prolonged periods, sweat due to physical activity and cannot keep your fluids in due to illness.

## AVOID HEAT STROKE

The DOH considers heat stroke as a medical emergency. If untreated, it can quickly damage the brain, heart, kidneys, and muscles. The damage worsens the longer treatment is delayed, increasing those risk of serious complications or death.

Heat stroke often occurs as a progression from milder heat-related illnesses such as cramps, syncope and exhaustion. Although heat stroke mainly affects people over age 50, it can also affect healthy young athletes and anyone who is exposed to prolonged heat. Special precautions should be made for infants and children up to age four and adults over age 65, because these age groups adjust to heat more slowly than other people.

Patients with particular diseases are also at higher risk to have heat strokes – those with hypertension, diabetes mellitus, kidney disease, mental illness, alcoholism,

and those with fever. Those taking particular medications are also at risk – diet pills, anti hypertensive medications, methamphetamines and anti-depressants.

How do we avoid heat stroke? Drink lots of water as against iced tea, soda, coffee and alcoholic drinks intake; keep indoors; avoid long direct exposure to sunlight; and wear thin and loose and light-colored clothes. Anything that will help cool your body down is a good measure to prevent heat stroke.



## PRETTY EYES, NOT PINK EYES

*Viral Conjunctivitis (pink eye)*



Sore eyes or conjunctivitis is defined by the DOH as the redness and inflammation of the membranes (conjunctiva) covering the whites of the eyes and the inner parts of the eyelids. It has many causes, including bacteria

or allergens but in most cases, it results from viral infection.

Conjunctivitis also has other symptoms which may vary, depending on the cause. These symptoms can be used to diagnose the type of conjunctivitis. Common symptoms are eye redness, stinging and foreign body sensation, itching, and sticky eye discharge. Vision may become blurred from excessive tearing, discharges,

and from photophobia (or extreme glare), caused by the inflammation.

Treatment is aimed at reducing discomfort as there is no definitive medication against the viral infection. Cool

## DON'T HUG THE TOILET

Diarrhea follows the consumption of contaminated food or drinks. According to the DOH, it could be caused by unsafe drinking water or spoiled food since food easily gets spoiled during the summer months. It is advisable to check cooked meals before eating and to boil water for at least three minutes before drinking if it is from an unsafe source.

Also, be cautious of street foods and those prepared for out-of-town trips. Remember that heat affects the

viability of food even if prepared hygienically. Always have oral rehydration salt solution ready as first aid in case one suffers diarrhea. Seek early medical attention for extreme cases to prevent severe dehydration.



## BE FLAWLESS



*Sakit sa balat* or skin disease is another common summer disease in areas where water becomes scarce and daily bathing is compromised. Usually, inmates

in crowded prisons suffer boils due to heat and congestion.

Skin diseases also abound when one swims in dirty water or unmaintained public swimming pools.

Remember to take a bath before and after plunging into the pool and please do not urinate in the pool.

It is also generally smart to just avoid prolonged sun exposure given that it is entirely not friendly to one's goal of having flawless skin. For one, sun burn or redness of the skin after staying under the sun is common and not alarming, but constant exposure to UV radiation makes one prone to premature wrinkling, aging of the skin, age spots, and an increased risk of skin cancer.

Sunburn is an often painful sign of skin damage from spending too much time outdoors without wearing a protective sunscreen. It is not just the skin, but the

eyes can also be sunburned. Symptoms include red, dry, painful, and gritty eyes. Chronic exposure of our eyes to sunlight may cause pterygium or tissue growth that leads to blindness, cataracts, and perhaps macular degeneration, a cause of blindness.

Some of the quick cure for minor sunburn is to drink plenty of water to help replace fluid losses; do cool bath or the gentle application of cool wet cloth on the burned area to provide comfort; additional symptomatic relief may be achieved through the application of a topical moisturizing cream, aloe, or 1 percent hydrocortisone cream to help reduce the burning sensation and swelling and speed up healing.

If blistering occurs, lightly bandage or cover the area with gauze to prevent infection and do not peel the blisters as this will slow the healing process. When the blisters break and the skin peels, dried fragments may be removed and an antiseptic ointment or hydrocortisone cream may be applied.

Government workers are reminded not to take these simple yet practical tips for granted. Do not spoil your summer fun by catching one or worse, all of these big five summer diseases in one outing.

Take your water and common sense with you wherever you go this summer, and you'll be fine. •

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](http://www.facebook.com/civilservicegovph)) and YouTube channel [www.youtube.com/@CSCPHmedia](http://www.youtube.com/@CSCPHmedia) every last week of the month.

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



**JANUARY EPISODE**

CSC Public Assistance and Information Office Acting Director IV Fiaberna U. Salumbides joins us for the first LunChat episode of the year to discuss the 2024 Search for Outstanding Government Workers. Teacher Ju-Im Tefora Jimlan of Tamalagon Integrated School is also present to talk about his experience as a 2022 *Dangal ng Bayan* Awardee.

Watch Now!

Short URL : <https://www.youtube.com/live/S-SBZnSulGs?si=T7hMdrE84-RMC8V0>



**FEBRUARY EPISODE**

CSC Examination, Recruitment, and Placement Office Chief Personnel Specialist Mylene F. Muyana graces us with her presence on this month's episode of LunChat to answer frequently asked questions about the Career Service Examination-Preference Rating or CSE-PR. Meanwhile, 2023 CSC Pagasa Group Awardee Food Processing Innovation Center (FPIC)-Davao talks about their programs and the recently held awards rites at the Malacañan Palace.

Watch Now!

Short URL : [https://www.youtube.com/live/dN\\_UczQWTn8?si=Ng79vLY9hm8TCXLr](https://www.youtube.com/live/dN_UczQWTn8?si=Ng79vLY9hm8TCXLr)



**MARCH EPISODE**

For this month's episode of LunChat, CSC Office for Legal Affairs Director III Christian Dawn G. Molina answers frequently asked questions about the Sanggunian Member Eligibility On the second part of the episode, Director III Ronnalee N. Orteza of the Philippine Science High School – Ilocos Region joins us to talk about being awarded the 2023 CSC *Pagasa* award.

Watch Now!

Short URL : [https://www.facebook.com/watch/live/?ref=watch\\_permalink&v=796304188630736|bit.ly/LunChatMarch2024](https://www.facebook.com/watch/live/?ref=watch_permalink&v=796304188630736|bit.ly/LunChatMarch2024)



**JANUARY**

The Digital Onboarding System Team of the Land Bank of the Philippines works tirelessly to deliver systems that would address the concerns of their clients and the bank. Discover how they established future-proof and responsive initiatives vital to the post-pandemic recovery of the Philippine economy.



Watch Now!

Short URL : [https://youtu.be/mb4a0hc05nQ?si=ra0hfx0\\_jtC2vtpL](https://youtu.be/mb4a0hc05nQ?si=ra0hfx0_jtC2vtpL)



**FEBRUARY**

Despite coming from different sectors, the members of the Digital Onboarding System Team of the Land Bank of the Philippines demonstrates good collaboration among the members. Learn about their team dynamics that lead the team to their success.



Watch Now!

Short URL : [https://youtu.be/LPnLylxPctI?si=ITO\\_HrIt2Q1b-FzZ](https://youtu.be/LPnLylxPctI?si=ITO_HrIt2Q1b-FzZ)



**MARCH**

Dr. Drolly Claravall received the CSC *Pagasa* Award in 2023 for her invention of an ergonomically designed massage tool designed to mimic the hands and fingers of a massage therapist. Find out how her innovation changed the lives of many, especially the Filipino athletes.



Watch Now!

Short URL : <https://www.facebook.com/watch/?v=1058511855248992&ref=sharing|bit.ly/LBDMarch2024>

# 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](https://www.facebook.com/civilservicegovph) and on [youtube.com/@CSCPHmedia](https://www.youtube.com/@CSCPHmedia).



## Policy Highlights

JANUARY 2024

FEAT. 2024 SEARCH FOR OUTSTANDING GOVERNMENT WORKERS

### JANUARY

The first Policy Highlight episode of the year calls for nominations to the 2024 Search for Outstanding Government Workers.



Watch Now!

Short URL : <https://www.facebook.com/civilservicegovph/videos/256201980834453> | [bit.ly/PHJanuary2024](https://bit.ly/PHJanuary2024)



## Policy Highlights

FEBRUARY 2024

CSC RESOLUTION NO. 2301123  
FEAT. CAREER SERVICE ELIGIBILITY - PREFERENCE RATING

### FEBRUARY

This month's Policy Highlight features CSC Resolution No. 2301123 or the Career Service Eligibility-Preference Rating.



Watch Now!

Short URL : <https://www.facebook.com/civilservicegovph/videos/1881124182305563> | [bit.ly/PHFebruary2024](https://bit.ly/PHFebruary2024)



## Policy Highlights

MARCH 2024

CSC RESOLUTION NO. 2300882  
FEAT. SANGGUNIAN MEMBER ELIGIBILITY

### MARCH

This episode of Policy Highlight features CSC Resolution No. 2300882 or the Sanggunian Member Eligibility.



Watch Now!

Short URL : <https://www.facebook.com/watch/?v=1611707712943499> | [bit.ly/PHMarch2024](https://bit.ly/PHMarch2024)

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