



MC No. 33, s. 1997

MEMORANDUM CIRCULAR

TO: ALL HEADS OF DEPARTMENT, BUREAUS, AND AGENCIES OF THE NATIONAL AND LOCAL GOVERNMENT INCLUDING GOVERNMENT-OWNED AND CONTROLLED CORPORATIONS AND STATE UNIVERSITIES AND COLLEGES

SUBJECT: Policy on Working Conditions at the Workplace

The Civil Service Commission, in partnership and consultation with the Council of Personnel Officers and Human Resource Management Officers, recognizes the need to institutionalize viable programs to improve working conditions in the government.

Pursuant to Resolution No. 97-4684 dated December 18, 1997, the CSC promulgates and adopts the following policies:

1. All government offices shall provide the following:
 - a) Health Program for Government Employees
Health program for employees shall include any or all of the following:
 1. hospitalization services
 2. Annual mental, medical-physical examinations
 - b) Adequate office ventilation and lighting
(As provided under PD 1096)
 - a. Window openings - rooms without artificial ventilation shall have window/s with a total free area openings equal to at least 10% of the floor area of room. It shall be open directly to a court, yard, public street or alley or open water courses.

b. Air space requirements - 12.00
cubic meters of air space per person

c. Artificial ventilation - not less than
three (3) changes of air per hour.

d. Lighting - it shall be 40 unit load
per square meter (Watts).

c. Clean and adequate comfort room
facilities

Allot a certain amount of MOOE for
construction/maintenance of clean
comfort rooms.

d. Potable drinking water

PD 1096 - Potable water used for
human habitation shall be supplied.
The quality of drinking water shall
conform to the criteria set in the latest
approved National Standards for
Drinking Water.

e. First Aid Kit/Facilities

g. Hazard Insurance

Head of Agencies shall provide
accident/risk insurance to officials and
employees.

2. All government offices shall create a safety committee that would enforce a safety program for the employees including basic safety orientation and drills.

3. All government offices should be non-smoking areas.

All heads of departments/agencies are enjoined to appropriate funds for the institutionalization of these policies/programs.


CORAZON ALMA G. DE LEON
Chairman

22 December 1997



RESOLUTION NO. 974684

WHEREAS, the Civil Service Commission, cognizant of its role as the central human resource management agency of the government is mandated to develop policies for the further improvement of the practice of human resource management in the bureaucracy;

WHEREAS, the Commission adopts human development as a strategy for world class bureaucracy;

WHEREAS, the Commission is in the strong belief that concern environment would bring about high productivity;

WHEREAS, in the conduct of a research on working condition, the Commission noted that the bureaucracy needs basic requirements for a reasonable conditions of work on health and safety and that Memorandum Circular No. 30 issued in 1994 only provides for a checklist of conditions of work;

WHEREAS, the Civil Service Commission, after the review of policies and other documents, conducted seven (7) Area Conferences of the Council of Personnel Officers and Human Resource Management Officers nationwide to gather data on the common health and safety problems at work experienced by government personnel;

WHEREAS, the Conferences brought forward the inadequate policy on basic health and safety conditions of work and was validated by the issues presented;

NOW THEREFORE, the Commission resolved, as it hereby resolves to mandate the following policies as a way of reinventing the workplace of public sector employees:

1. All government offices shall provide the following:

- | | |
|---|---|
| a) Health Program for Government Employees | Health program for employees shall include any or all of the following: <ol style="list-style-type: none">1. hospitalization services2. Annual mental, medical-physical examinations |
| b) Adequate office ventilation and lighting | <p><i>(As provided under PD 1096)</i></p> <ol style="list-style-type: none">a. Window openings - rooms without artificial ventilation shall have window/s with a total free area openings equal to at least 10% of the floor area of room. It shall be open directly to a court, yard, public street or alley or open water courses.b. Air space requirements - 12.00 cubic meters of air space per personc. Artificial ventilation - not less than three (3) changes of air per hour.d. Lighting - it shall be 40 unit load per square meter (Watts). |
| c. Clean and adequate comfort room facilities | Allot a certain amount of MOOE for construction/maintenance of clean comfort rooms. |
| d. Potable drinking water | <i>PD 1096</i> - Potable water used for human habitation shall be supplied. The quality of drinking water shall conform to the criteria set in the latest approved National Standards for Drinking Water. |
| e. First Aid Kit/Facilities | |
| g. Hazard Insurance | Head of Agencies shall provide accident/risk insurance to officials and employees. |

2. All government offices shall create a safety committee that would enforce a safety program for the employees including basic safety orientation and drills.
3. All government offices should be non-smoking areas.

Quezon City,

DEC 18 1997


CORAZON ALMA G. DE LEON
Chairman


THELMA P. GAMINDE
Commissioner


JOSE F. ERSTAIN, JR.
Commissioner

Attested by:


CARMENCITA GISELLE BRINGAS-BORILLO
Board Secretary VI