



M. C. No. 10, s. 1999

**MEMORANDUM CIRCULAR**

**T O : ALL HEADS OF DEPARTMENTS, BUREAUS, AND AGENCIES OF THE NATIONAL AND LOCAL GOVERNMENTS INCLUDING GOVERNMENT-OWNED AND CONTROLLED CORPORATIONS AND STATE UNIVERSITIES AND COLLEGES**

**SUBJECT : Observance of the 99th Anniversary of the Philippine Civil Service**

The Philippine Civil Service marks its 99th Anniversary in September 1999. With the theme *Serbisyo Sibil: Bagong Sigla sa Bagong Siglo*, the celebration will provide kick-off activities for the Philippine Civil Service centennial in September 2000. As a way of providing life and meaning to this historic occasion, all government agencies and instrumentalities are hereby enjoined to participate in the activities lined-up as follows:

***Civil Service Month Launching***

The month-long celebration shall be launched through:

1. *Mamamayan Muna sa Himpapawid* on August 30, 1999 at the CSC Lobby, 9:00 a.m. to be aired over radio station DZRB; and

## ***2. Ugnayan sa Rembrandt and at the different regions***

A Press Conference dubbed as "***Ugnayan sa Rembrandt***" at the Hotel Rembrandt, Quezon City, will be hosted by the officials of the Civil Service Commission tentatively scheduled on September 3, 1999, 8:30 – 11:00 a.m.. It will be aired live on PTV-4. CSC Regional Offices shall likewise hold a similar forum, focusing on policies and laws, changes and innovations that revolutionized the entire civil service system.

### ***Anniversary Mass***

To bring forth more spiritual dimension to the occasion, the Commission will host the celebration of the Holy Eucharist in the TV Sunday Mass Program to be aired live on ABS-CBN, Channel 2, tentatively scheduled on September 5, 1999, 7:00 to 8:00 a.m.

### **Programa at Serbisyong Handog sa Publiko**

All agencies are encouraged to undertake activities, programs and services that will directly benefit the client public, as follows:

#### ***1. Launching of Innovative Projects***

Agencies are encouraged to launch their innovative projects. Other projects will likewise be launched and common activities will be conducted by the different agencies and sectors of the government: the government-owned and controlled corporations (GOCCs), infrastructure and utilities group (IUG), national government agencies (NGAs), local government units (LGUs), state universities and colleges (SUCs) and employee associations or unions.

## **2. *Agency Open House/People's Day***

The open house showcases government offices' structure and processes, improved systems and practices, frontline services and those services with maximum impact on the transacting public. This may include conduct of exhibits, briefings, video shows and guided tours.

The People's Day shall provide the public the chance to follow-up transactions and be clarified of pertinent agency policies and operations, hence, the importance of proper coordination between the agencies and the clients they serve.

## **3. *Volunteerism Activities***

In consonance with the Volunteerism Program initiated by the Commission, government agencies particularly the local government units are enjoined to conduct any or all of the following activities which may be needed in the locality:

### **3.1 *Bloodletting Activity or the "Spirit of 100 Donors"***

Government officials and employees who are physically fit shall be invited to donate blood to the Philippine National Red Cross (PNRC) and/or the Philippine Children's Medical Center (PCMC) or other deserving institutions;

### **3.2 *First Aid and CPR Training for Government Employees"***. The training will provide participants valuable skill during emergencies and disasters.

**3.3 "Public Sector Volunteers for the Linis-Ganda Program"**. This shall mobilize government employees to volunteer their services in clean and green projects that may be conducted by the agencies particularly the local government units to promote environmental consciousness.

**3.4 "Public Sector Volunteers for the Children's Hour"**. This shall encourage government personnel to donate the equivalent of their last hour's pay to the beneficiaries/projects under the "Children's Hour"

The CSC will conduct meetings with agency representatives to introduce the volunteerism programs.

## **Programa Para sa Empleyado**

### ***1. Mass Calisthenics and Other Physical Fitness Activities***

These activities will involve all employees of the government and will be held simultaneously nationwide on September 1, 1999. Employees will be grouped by city or municipality with the coordination to be done and pertinent details including the venue and time to be determined by the local government unit concerned with the assistance of the Civil Service Regional, Field and Provincial Offices and the Department of Health .

### ***2. Agency Seminars/Symposia/General Assemblies***

All agencies are encouraged to conduct general assemblies for all its employees to discuss and resolve issues affecting them. Seminars and symposia may be conducted to enhance employee's welfare and benefits.

### ***3. Retirees' Homecoming***

Agencies are encouraged to have their Retirees' Homecoming to honor and recognize the retirees' contributions to the agencies. This may include socialization activities, conduct of skills and livelihood programs that will be beneficial to the retirees and volunteer work for the benefits of the target clientele.

### **Pagpapahalaga sa Sining, Kultura, Palakasan at Pagsasama-sama**

This will include activities that display the artistic, cultural and athletic talents of both the government personnel and their family members.

#### ***1. Cultural Show***

Agencies are encouraged to support this program. The CSC National Capital Region will sponsor a Cultural Show featuring the evolution of the civil service system in collaboration with the agencies under their jurisdiction. Other Civil Service Regional Offices are likewise enjoined to hold a similar undertaking in their respective regions in collaboration with the agencies under their jurisdiction.

#### ***2. Athletic Games***

Agencies are encouraged to hold intra or inter-agency competition on basketball, volleyball, table tennis and other games to promote camaraderie and sportsmanship among players and employees of competing agencies.

### **3. *Family Day***

Agencies are encouraged to have a family day where employees' family members can participate. Activities for the occasion may include poetry reading, on-the-spot drawing contest for employees children and family games preferably native games, etc.

### **Pagkilala at Pagpapahalaga sa Kahusayan**

Agencies are enjoined to give recognition for their officials and employees through appropriate ceremonies.

#### **1. *Conferment of Honor Awards***

The annual conferment of the Lingkod Bayan, Dangal ng Bayan and Pagasa Awards to deserving government officials and employees shall be done in appropriate ceremonies.

#### **2. *Grant of Awards by the Departments and Agencies***

Departments and agencies are encouraged to grant the following awards to their deserving employees: *Kapwa* Award or Agency Award; Performance Award, Loyalty Award and other awards provided in their approved Employee Suggestions and Incentive Award System (ESIAS).

To generate public awareness on the celebration, all agencies of the government are encouraged to make their necessary preparations for the activities and display the anniversary streamer, the design of which is hereby attached. They shall likewise be provided by the CSC with the anniversary posters.

Details of the celebration activities enumerated in the Circular shall be provided to government agencies before September 1999 through the issuance of the Anniversary Program.

Agencies are hereby advised to coordinate with the Civil Service Regional/Provincial/Field Offices for other details of the celebration.

  
CORAZON ALMA G. DE LEON  
Chairman

July 8, 1999  
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