



Republic of the Philippines
CIVIL SERVICE COMMISSION

Serbisyo Sibil: Isang Daang Taong Paglilingkod

M. C. No. 20s. 2001

MEMORANDUM CIRCULAR

FOR : ALL HEADS OF DEPARTMENTS, BUREAUS AND AGENCIES OF
THE NATIONAL, LOCAL GOVERNMENTS, INCLUDING
GOVERNMENT-OWNED AND CONTROLLED CORPORATIONS

SUBJECT : 101st Anniversary of the Philippine Civil Service

The Philippine Civil Service will celebrate its 101st anniversary this September with the theme: *Katapatan, Kahusayan at Katatagan: Hamon sa Lingkod Bayan*.

The celebration will be highlighted by the conferment of *Lingkod Bayan* and *Dangal ng Bayan* Awards by President Gloria Macapagal-Arroyo.

All government agencies and instrumentalities at all levels are enjoined to participate in the celebration, including regional/provincial and field offices. Considering the austerity program of the government, activities for the celebration should be simple and inexpensive but meaningful and responsive nonetheless to the theme of the celebration. One such activity is the formulation of a Service Pledge addressed to the agency's transacting public. The Service Pledge shall contain the agency's specific and doable commitments in delivering basic and frontline services to clients.

The Civil Service Commission has drawn up the following activities which can be undertaken by all government offices. The activities have been classified as (a) those which will be spearheaded by the CSC that would involve the participation of other agencies and (b) those which may undertaken by the agencies.

A. Activities spearheaded by CSC that would involve other agencies

1. ***Sunday TV Mass***. The Commission will sponsor the Sept. 2 TV Mass aired live over ABS-CBN from 7:00 a.m. – 8:00 a.m.
2. ***Televised Message of President Arroyo***. Coordination will be made with the Office of the President, Radio-Television Malacanan and the Philippine Information Agency for the production of a 30-second to one-minuter message of the Chief Executive which will be aired from time to time in all television stations during the month of September.
3. ***Mass Oath-taking/prayer to be led by the Chief Executive***. Government employees nationwide will renew their commitment to service through mass oath-taking ceremonies to be simultaneously held after the flag raising rites on September 17. Arrangements will be made for President Arroyo to lead the oath-taking rites and to have said rites aired live over PTV-4 and DZRB to enable government employees to recite the oath along with the President.

4. **Conferment of the Presidential Lingkod Bayan and Dangal ng Bayan Awards.** The conferment of the Awards will be held at the Heroes Hall in Malacañan Palace on September 27, 2001 at 3 p.m. Her Excellency President Gloria Macapagal Arroyo will confer the said awards.
5. **Tribute to Government Workers** (highlighted by the Conferment of *Pagasa* and Outstanding Skilled Workers Award at the concert). A departure from the usual practice where *Pagasa* and Outstanding Skilled Workers Awardees are conferred recognition during a testimonial dinner in a five-star hotel, the honorees this time will be given a tribute by way of a special show or concert. The affair will enable more people to witness the conferment of awards. Venue of the concert is the Irwin Theater located at the Ateneo de Manila University and will be on September 28, 2001 at 3 p.m. Offices at the National Capital Region will be given tickets for the affair.
6. **Service/Trade/Job/Livelihood Fair.** To be gathered in one venue is a one-stop set-up of various government services i.e. request for birth and other certificates, passport application, board exam application, civil service exam application, set up of a mini-PESO office by the Department of Labor and Employment, medical services provided by the Department of Health, skills training or livelihood demo classes by the Technical Education and Skills Development Authority/Technology and Livelihood Resource Center. Also to be set-up in coordination with the Department of Trade and Industry and Department of Agriculture is a trade fair which can showcase the products of agencies and local government units. The venue and schedule of the fair will be announced later.
7. **Concert at the Park.** The National Parks Development Council which produces the weekly televised show Concert at the Park will stage a special program on September 23, Sunday, 5 – 6 p.m., featuring talents from various government agencies. Venue of the concert is the Rizal Park Open Air Auditorium.
8. **Familiarization Tour/IT training**
 - a. E-day sa CSC – A two-hour symposium on the trends and challenges on information technology as they bear on the career development of CSC personnel and career opportunities to student-participants. The CSC's Information Technology Service (ITS) will offer a one-day free Internet café and/or invite computer companies to sponsor an exhibit. The symposium is scheduled on September 18, 10:00 to 12 noon at the CSC Function Room. Public Administration students from different universities may be invited.
 - b. Orientation seminar on DTMS and CATS – This is an orientation seminar on the functionality of the Document Tracking and Management System and the Computerized Attendance Tracking System scheduled on September 20, 2:00 to 4:00 p.m.

Government employees interested to attend the symposium or orientation seminar should contact ITS at telephone numbers 932-0244 or 932-0256 for reservation.

9. Media Forum

A press conference via the Philippine Information Agency's *Ugnayan sa Rembrandt* will be conducted on September 28, 9:00-11:00 a.m. at Hotel Rembrandt, Quezon City. CSC officials will discuss civil service issues and concerns during the two-hour media forum. The forum will be aired live over NBN (formerly PTV-4) and DZRB (738 khz). It will also be shown over RPN-9 on October 1, 10:30 a.m.

10. Free admission to government museums/parks and other places of Interest

On September 15, 16, 22 and 23, government employees and their families will be admitted free to various places of interest in Metro Manila which are managed by government agencies which include facilities at the Rizal Park, Paco Park, Intramuros and Fort Santiago, and Museum of the Filipino People (National Museum).

B. Agency Activities

To give flesh to this year's theme and in response to the President's State of the Nation Address to reduce red tape, corruption and streamline operations, agencies are encouraged to draw up, adopt and post a Service Pledge to its transacting public. As earlier stated, the Service Pledge shall contain the agency's commitment to improve public service, embodying likewise its service standards. An example would be:

Name of Agency: Civil Service Commission Service Pledge

Release of the results of the career service computer assisted test within one hour

Copies of the Service Pledge shall be furnished the CSC Regional/Provincial/Field Office for dissemination and monitoring purposes.

Other activities which may also be undertaken are as follows:

1. **People's Day in every agency.** The agency may declare one day every week of September to be People's Day where the agency head himself and other key officials will be on hand to attend to walk-in clients.
2. **Familiarization Tour of Government Agencies/Agency Exhibit.** Agencies may send invitations will be sent to schools for study visits/guided tour. The activity aims to create awareness/appreciation of the workings of government.
3. **Renewal of Commitment to Service.** Government employees from all agencies will renew their commitment / pledge to be good and efficient civil servants.
4. **Recognition Day.** Agencies will confer special awards to its employees. The awards may include loyalty, punctuality and attendance and citations for outstanding contributions to the agency
5. **IT appreciation/familiarization classes.** Agencies may choose to conduct IT familiarization classes especially to public schools. The classes may be conducted in the government office or the agency may choose to bring the computers to the school site.

6. **Physical Fitness Activities.** These may be in the form of fun run, mass calisthenics, walkathon and aerobics.
7. **Pop Quiz/Trivia.** The agency may sponsor a pop quiz with questions on the civil service or on agency history/concerns.
8. **Tree-planting/ecological waste management/recycling.** Lectures may be conducted for employees on waste management and other environmental concerns.
9. **Family Day.** One day may be set aside for fun and games of employees and their families
10. **Government Retirees' Get-together.** Government agencies may hold a retirees' homecoming or may encourage their retirees to sponsor an activity for the celebration. Activities may also be drawn up by the agency to tap the expertise of the retirees in their programs.
11. **Adopt an Orphanage Project.** Government agencies will be encouraged to take part in the Adopt an Orphanage Project to underscore social responsiveness of state employees.

Agencies and offices are encouraged to individually prepare banners and streamers announcing the celebration. They may follow the attached design and specifications or come up with their own design as long as these bear the theme of the celebration.


For the smooth undertaking of these activities, CSC Regional, Provincial and Field Directors shall coordinate with the offices under their jurisdiction. All government officials and employees are enjoined to actively support and participate in the set activities.


KARINA CONSTANTINO-DAVID
Chairperson

August 17 2001

PIS/EDP/tcf/mcanniv-2

Proposed Text/Design for the Streamer

Place Agency Logo here	Kaisa ang <i>(Pangalan ng Tanggapan/Ahensya)</i>	
sa pagdiriwang ng ika-101 taon ng Serbisyo Sibil		
<i>"Katapatan, Kahusayan at Katatagan: Hamon sa Lingkod Bayan"</i>		
Setyembre, 2001		