



MC No. 18, s. 2004

MEMORANDUM CIRCULAR

**TO : ALL HEADS OF CONSTITUTIONAL BODIES;
DEPARTMENTS, BUREAUS AND AGENCIES OF THE
NATIONAL GOVERNMENT; LOCAL GOVERNMENT
UNITS; GOVERNMENT-OWNED OR CONTROLLED
CORPORATIONS; AND STATE UNIVERSITIES AND
COLLEGES**

**SUBJECT : Awit, Tula at Kwento Tungkol sa Galing ng Serbisyo
Publiko**

The Civil Service Commission (CSC) celebrates this September its 104th year simultaneously with the Philippine Civil Service through songs, poems, anecdotes, informal essays and photos that show or depict the better, the brighter, the finer and even the lighter side of government service or of working government.

In this regard, the CSC is inviting all those interested, whether in government service or not, to send in their poems, compositions, photos, anecdotes and write-ups for inclusion in a special publication. It must be stressed though that the event is not a competition or contest but a sharing of time and talent. All published works will be duly acknowledged. No fees nor honoraria shall be given to published/unpublished contributions.

Contributions must be sent by fax, mail or e-mail to the Public Assistance and Information Office (PAIO), Civil Service Commission, Diliman, Quezon City, cs_104_anniv@yahoo.com, telefax number 932-0179. Those who wish to send contributions must observe the attached guidelines. Deadline for submission is August 27, 2004. Additional details may be obtained from the Publications and Media Relations Division, Public Assistance and Information Office, at 931-8119 or 931-4180 or at cs_104_anniv@yahoo.com.


KARINA CONSTANTINO-DAVID
Chairman

02 August 2004

Guidelines for the Awit, Tula at Kwento Tungkol sa Galing ng Serbisyo Publiko

1. All interested individuals, whether in government service or not, regardless of age, sex, religion, political affiliation, may join "Awit, Tula at Kwento Tungkol sa Galing ng Serbisyo Publiko" and submit songs, poems, photos, and anecdotes.
2. Contributions should focus on the theme of this year's civil service anniversary "Katapatan at Karangalan sa Serbisyo Publiko".
3. Contributions should not have been previously published in any nationally or internationally circulated publication.
4. Contributions will strictly be limited to two per individual for all the categories. For example, if one sends two poems, he/she can no longer send any other write-up to the other categories i.e. song, essay, anecdote.
5. Contributions may be in English or Filipino. Contributions written in local dialects should be accompanied with an English or Filipino translation.
6. Contributors should accomplish fully the Contributor's Profile which should be attached to their work.
7. Poems and anecdotes should not be more than two pages, double-spaced using Times New Roman Font Size 12; essays should not be more than three pages, single-spaced using Times New Roman Font Size 12. If possible, soft copies of poems, essays and anecdotes should be submitted to PAIO.
8. Photo contributions will be limited to black and white compositions, in 5" x 7" format. The title, if any, should be written/indicated that at the back of the photo.s
9. Song contributions should include the lyrics and melody/lyric sheet. Demo tapes may also be sent to the Commission.

Contributor's Profile

Name: _____
 Position _____
 Division/Agency: _____
 Contact Number/Agency Address: _____
 Years of Service in Government: _____

This is to certify that the following contribution/s were written/composed/photographed by the undersigned for the 104th Civil Service Anniversary's *Awit, Tula at Kwento Tungkol sa Galing ng Serbisyo Publiko*. This is to certify further that the undersigned grants permission to the Civil Service Commission to print/publish the said contribution/s.

Title of Contribution

- | | | |
|----|---|--|
| | Category | |
| 1. | <input type="checkbox"/> Poem <input type="checkbox"/> Song <input type="checkbox"/> Anecdote <input type="checkbox"/> Essay
Others: <u>(pls. indicate nature)</u> | |
| 2. | <input type="checkbox"/> Poem <input type="checkbox"/> Song <input type="checkbox"/> Anecdote <input type="checkbox"/> Essay
Others: <u>(pls. indicate nature)</u> | |

 Printed name over signature

Date: _____