



Memorandum Circular No. 8, s. 2008

MEMORANDUM CIRCULAR

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

SUBJECT : **108th Anniversary of the Philippine Civil Service**

The Philippine Civil Service will mark its 108th anniversary this September with the Civil Service Commission (CSC) leading the month-long celebration for the entire bureaucracy.

This year's anniversary shall honor the significant role played by civil servants in national development and nation-building -- highlighting individual and collective efforts to be responsive to people's needs and enjoining civil servants to take pride in the nobility of their profession despite challenging times.

Government agencies and instrumentalities at all levels are enjoined to undertake activities which are simple and inexpensive but responsive nevertheless to the theme of the celebration which is "*Republic Service – Kabalik at ng Bayan sa Panahon ng Paghamon*".

The CSC has likewise lined up activities that should encourage all civil servants to actively and meaningfully participate in the celebrations.

GOVERNMENT-WIDE ACTIVITIES

1. Airing of a Taped Message by the President and Simultaneous Flag-Raising Ceremonies

Aug 31, Sunday, 8 pm and September 1, Monday, 8:30 am

CSC will coordinate with the Office of the President, Radio-Television Malacañang, and the Philippine Information Agency, for the production and airing of a 30 to 60 second inspirational message of President Gloria Macapagal Arroyo (PGMA) over national television and radio stations on August 31, Sunday, the eve of the anniversary month.

To kick-off the anniversary month, simultaneous flag-raising ceremonies in every agency nationwide shall be held on the first working day of September.

Also on September 1, a short message from the CSC Chairman will be relayed to CSC Regional Offices (CSCROs); a 30 to 60 second inspirational message, which may be aired over local television and radio stations will also be produced. CSCROs shall take the lead in the airing of the CSC Chairman's message in the local TV/radio stations. In each agency, the highest human resource/personnel official shall likewise announce the activities, government-wide and agency, lined up for the month.

- 2. Awards Rites for the 2008 Presidential *Lingkod Bayan*, the *Dangal ng Bayan* and CSC *Pagasa* Awards: "*Parangal...Pasasalamat*"**
September 19, Friday, 10 am
Kalayaan Hall, Malacañang Palace

The awards rites serve as the culmination of the search for the Outstanding Government Officials and Employees of the CSC's Honor Awards Program (HAP) and shall be graced by President Gloria Macapagal-Arroyo.

Heads of government agencies, Third Level Champions (TLCs) and OPES-PMS Champions, especially those with 2008 national winners, are expected to attend the rites and join in personally awarding and honoring their own outstanding officials/employees.

- 3. Television Premiere of "*Republic Service*"**
September 5, Friday, 9:15 pm
National Broadcasting Network

"*Republic Service*" is a weekly TV program on public affairs, public servants, and public service to be aired over NBN-4 and will embody the theme of the anniversary.

The program, to be hosted by CSC Chairman Ricardo Saludo and National Youth Commission (NYC) Commissioner Princess Abante, shall discuss issues of national relevance, showcase outstanding civil servants and inform the public on efforts by the civil service to address people's needs.

Features on the highlights of the anniversary month will also be heard over DZRB 738 kHz every Friday from 5 to 6 in the afternoon on the program "*Pilipinas Ngayon*" also hosted by the CSC Chairman.

CSCRO-LED / AGENCY-LED ACTIVITIES

1. Promotion of the Anniversary Theme

Agencies are encouraged to prominently display the anniversary streamer (following the attached design and specifications or coming up with their own creative designs as long as these bear the theme of the celebration), put up billboards or e-billboards containing the anniversary theme and post the theme and their own coverage of anniversary activities on their respective websites. Creative renditions of the CSC anniversary theme on any format must be submitted to the Public Assistance and Information Office (CSC-PAIO) of the CSC so that they may be featured in CSC publications.

Agencies with e-mail/text blast facilities are encouraged to feature the anniversary theme in their messages during the anniversary month and hyperlink their websites with that of the CSC (www.csc.gov.ph).

2. “Government Express at the Malls”

CSCROs will take the lead in organizing “Government Express at the Malls”, which aims to bring public services to a more popular arena – the malls – to promote the visibility of government services and to impress upon the public the idea that the government is capable of ‘express service’.

Government agencies nationwide may set up: (1) a one-stop shop of each agency’s frontline services (e.g. permits, licenses, verifications, etc.); (2) an action center where queries, complaints and feedback can be entertained and acted upon on express pace; and, (3) an information center where the agency can disseminate the key programs and mandate of the agency.

In line with this anniversary’s emphasis on paying tribute to exemplary civil servants, CSCROs are encouraged to mount galleries and feature the accomplishments of past Honor Awards Program (HAP) winners (including posthumous awardees), semi-finalists and nominees in the malls for the appreciation of the public.

As a way of keeping the public informed and supportive of government programs, agencies may also set-up in their respective office lobbies or receiving areas of display of their mandate, mission, vision, flagship programs and recent accomplishments.

2. *Regional/Provincial/Agency Recognition and Awards Rites for the 2008 HAP Finalists, Gantimpala Agad Awards (GAA), Bilis Aksyon Partners (BAPs) and Agency PRAISE Outstanding Employees*

The CSCROs shall spearhead the awards rites of regional finalists in the 2008 HAP. Recognition rites may also be held for Gantimpala Agad Awardees (GAA) and Bilis Aksyon Partners (BAPs).

All government agencies, through their PRAISE committees, are also encouraged to award outstanding performers in their own offices during the anniversary month. Agencies in NCR may hold their recognition rites of 2008 HAP finalists in their agencies. They may also invite as special guests past HAP awardees in their agencies.

CSCROs, through their official correspondents, are encouraged to monitor and utilize local media, featuring stories of exemplary civil servants and their accomplishments, as basis for the granting of GAA.

CSCFOs may select and award outstanding BAPs from among the BAPs and acting BAPs in agencies under their jurisdiction and report these to CSC-PAIO.

As much as possible, CSC officials will lend their presence during these recognition rites.

3. *Recognition of top-rating agencies in the PASADA*

The CSCROs shall conduct an awarding ceremony for the top-rating agencies in the regional run of the Public Service Delivery Audit (PASADA). CSCROs and their respective correspondents are tasked to ensure media coverage that shall highlight the best practices of the said agencies.

4. *Other Activities*

CSCROs and other government agencies are encouraged to adopt other activities on top of the above-mentioned mandatory activities that promote a sense of community among their employees such as the holding of 'Family Day', sports fests and retirees' homecoming as well as new activities that will give meaning to the theme of this year's celebration.

A calendar of activities for the anniversary celebration shall also be prepared and disseminated by CSCROs and submitted to the Office of the Chairman (OCH) on or before Friday, August 29, 2008. Members of the CSC Pool of Correspondents are expected to disseminate information and provide coverage of events and activities of agencies in their regions during the entire anniversary month.

CSC Correspondents are also required to submit a 10 page report (two-page Executive Summary and 8 pages of attachment) of their coverage of the celebration to be submitted on October 8, 2008.

The respective CSCROs shall provide assistance and inputs to agencies in executing their mandatory activities.



RICARDO L. SALUDO
Chairman

August 5, 2008

Streamer Design
for Government Agencies

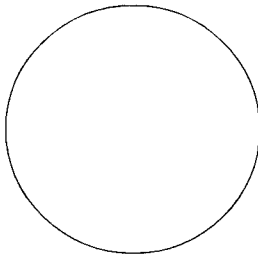
CSC Logo
(green color)

(black color)

Agency Logo
(corporate color)



The **(Name of Agency)**
joins government agencies nationwide
in the celebration of the
108th year of the Philippine Civil Service
September 2008



Theme: *“Republic Service - Kabalikat ng Bayan
sa Panahon ng Paghamon”*

(blue color)