



Enhanced Guidelines
CSC "Salamat-Mabuhay" Program
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Number: 1301977
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RESOLUTION

WHEREAS, Section 3, Article IX –B of the 1987 Philippine Constitution provides that *"The Civil Service Commission, as the central personnel agency of the Government, shall establish a career service and adopt measures to promote morale, efficiency, integrity, responsiveness, progressiveness, and courtesy in the civil service. It shall strengthen the merit and rewards system, integrate all human resources development programs for all levels and ranks, and institutionalize a management climate conducive to public accountability x x x"*;

WHEREAS, in CSC Resolution No. 972433 dated April 14, 1997, the Commission approved the conduct of *Salamat-Paalam* Program in honor of retiring CSC officials and employees, the mechanics of which were adopted in Office Memorandum No. 21, s. 1997 dated April 15, 1997;

WHEREAS, in CSC Resolution No. 973177 dated July 7, 1997, the Commission approved the grant of token worth P10,000.00 to each CSC official and employee who reached the compulsory retirement age;

WHEREAS, in CSC Resolution No. 990596 dated March 8, 1999, a retiree was given the option to select the item of his/her preference in the maximum amount of P10,000.00;

WHEREAS, CSC Resolution No. 010380 dated February 2, 2001 granted retirement benefits to Head Civil Service Field Officers (SG-26) up to the level of the Chairman of the Commission, provided the latter finished his/her term. The Chairman and the Commissioners' expiration of term shall be treated as "compulsory retirement". The retirement benefit was set at P20,000.00 for optional retirees with at least ten (10) years of service with the Commission and P30,000.00 for compulsory retirees.

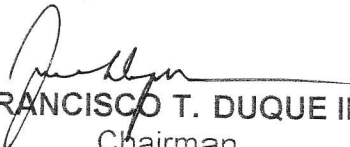
WHEREAS, item (e) Terms of Reference of the CNA granted retirement cash benefit of P40,000.00 to each optional retiree and P50,000.00 to each compulsory retiree provided the retiree has rendered at least ten (10) years of service in the CSC;

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WHEREAS, based on record, the amount disbursed for the plaque, snacks and supplies in the conduct of *Salamat Mabuhay* Program vary for each retiree;


WHEREFORE, the Commission **RESOLVES** to adopt the attached Guidelines in the implementation of the *Salamat-Mabuhay* Program in the Commission. It is further **RESOLVED** that the funds for this purpose shall be chargeable against the Special Program Fund of the Commission.

Quezon City.


FRANCISCO T. DUQUE III
Chairman


ROBERT S. MARTINEZ
Commissioner


NIEVES L. OSORIO
Commissioner

Attested by:

DOLORES B. BONIFACIO
Director IV
Commission Secretariat and Liaison Office



**Guidelines in the Conduct of "Salamat-Mabuhay"
Program in Honor of Retiring CSC Officials and Employees**

I. RATIONALE

Pursuant to CSC Resolution No. 972433 dated April 14, 1997 and adopted in Office Memorandum No. 21, s. 1997 dated April 15, 1997, the Commission approved the conduct of *Salamat-Mabuhay* Program to recognize the dedication, valuable services and contributions of retiring officials and employees in the realization of the goals of the Commission.

II. OBJECTIVES

These Guidelines aim to standardize the conduct of *Salamat-Mabuhay* Program Commission-wide.

III. SCOPE

All officials and employees of the Civil Service Commission (CSC) who have been employed in the CSC for at least ten (10) years, whether consecutive or aggregate prior to their optional or compulsory retirement shall be covered by the program.

In the case of the CSC Chairman and Commissioners, their end of term shall be considered as compulsory retirement.

IV. PROCEDURES

1. The conduct of *Salamat-Mabuhay* Program must be simple, yet meaningful. In order not to disrupt the operations of the office, the program may be conducted preferably for not more than two hours on or before the last day of the retiree's service and upon the availability of the Commission in the Central Office (CO). The program may be held in the Regional Office (RO) where the retiree is assigned.
2. During the program, the retirees shall receive the following:
 - 2.1 Plaque of Appreciation from the Commission;
 - 2.2 Collective Negotiation Agreement (CNA) benefit; and
 - 2.3 Tokens from offices/divisions or officemates, if there be any.

A handwritten signature in black ink, appearing to be a stylized 'A' or similar character.

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For uniformity, the design and style of the plaque, as well as the citation therein, shall be standardized. The regional offices shall coordinate with OHRMD regarding the plaques of their retirees.

3. Retiring Officials and Employees may have the option to select the venue and type of ceremony for their *Salamat-Mabuhay* Program provided the cost shall not exceed what is allowed by the Commission.

V. RESPONSIBILITIES

A. Head of Office, (CO and RO)

1. Ensure that the program is conducted not earlier than five (5) working days before the retirement date of the retiree;
2. Inform the Commission through the OHRMD of the proposed program for the Commission's possible participation;
3. Should the retiree prefer a quiet exit, the Director IV shall initiate the awarding of the plaque and benefits during the Flag Raising Ceremony on the last Monday prior to the retiree's retirement date or in one of the special gatherings of the office fit for the occasion. However, in case the retiree is a Director IV, the next lower official shall initiate the conduct of the recognition program;
4. Propose and submit to the Office for Strategy Management (OSM) the budgetary requirements for the conduct of the "Salamat-Mabuhay" Program for each retiree at least a month before the conduct of the program. For the succeeding years, the budget shall be reflected in the Offices' OPCR.

B. Human Resource Division (HRD, RO)

1. Initiate, plan, organize and lead the conduct of a simple ceremony for all retiring Directors IV, III, II and rank-and-file employees in the region. The HRD shall undertake the following activities:
 - 1.1 Coordinate with the retirees relative to the conduct of the program;
 - 1.2 Prepare the proposal in accordance with these Guidelines;
 - 1.3 Organize committees to handle the preparation/tasking for the conduct of the activity;
 - 1.4 Invite/coordinate with guests and attendees; and
 - 1.5 Ensure that the retiree receives the CNA benefits, plaque of



appreciation and other tokens/gifts, if there be any, during the Flag Raising Ceremony on the last Monday prior to the retiree's retirement date or in one of the office' special gathering should the retiree prefer a quiet exit.

C. Office for Human Resource Management and Development (OHRMD, CO)

- 1.1 Submit the layout and contents of the Plaque of Appreciation for approval of the Commission;
- 1.2 Initiate and administer the conduct of the SM Program for Central Office retirees, to wit:
 - 1.2.1 Coordinate with the retirees relative to their program preference;
 - 1.2.2 Prepare the proposal for approval of the Commission in accordance with this Guidelines;
 - 1.2.3 Organize committees to handle the preparation/tasks for the activity;
 - 1.2.4 Invite/coordinate with guests and attendees; and
 - 1.2.5 Should the retiree prefer a quiet exit, coordinate with the Office in charge to ensure that the program is done during the Flag Raising Ceremony on the last Monday prior to the retiree's retirement date or in one of the special gatherings of the office.

D. Office for Strategy Management (OSM, CO)

1. Allocate an amount in the Commission's Special Program Funds for the conduct of *Salamat-Mabuhay* program to honor the retirees. The budget shall cover payment for the plaque, supplies, materials, miscellaneous expenses and snacks for attendees to include invited guests of the retiree. For uniformity, expenses should not exceed the following amounts:

- a. Plaque - P1,500.00 per retiree;
- b. Meals/snacks - P200.00 per head for a maximum of 300 participants including guests, except for the members of the Commission which shall have a budget of P500.00 per head; and
- c. Other expenses (supplies, invitation, tarpaulin, bouquet, flowers and backdrop for the stage) - P7,000.00.



E. Office for Financial and Assets Management (OFAM, CO)

1. Ensure that the retiree's benefits are released on or before the conduct of the program; and
2. Prepare the venue of the program.

F. Retiring Officials/Employees (CO, RO)

1. Attend the SM Program; and
2. Inform the OHRMD and/or the HRD, RO of their preference on the conduct of the program.

VI. Funding

Expenses for the conduct of the program shall be sourced from the Special Program Funds of the Commission.

VII. Effectivity Clause

These Guidelines shall take effect immediately.

