



MC No. 16 s. 2006

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 : *Katapatan ng Lingkod Bayan...Pahalagahan*
The Philippine Civil Service's 106th Anniversary Celebration

The Philippine Civil Service celebrates its 106th anniversary this year with the theme, "*Katapatan ng Lingkod Bayan...Pahalagahan*". This year's theme underscores the civil servant's value of commitment to public service as a foundation of a stable and dynamic government.

It may be said that the confluence of the value of each civil servant's commitment to public service results to a strong, cohesive and responsive civil service, a key to the attainment of our country's sustainable development and progress.

As such, this year's Philippine Civil Service Month celebration in September brings to fore activities and events seen to give meaning and bring real tribute to public sector employees, recognize their individual and collective efforts, and inspire them to be the best they could ever be at all times, that is, as a government worker and more importantly, as a citizen of the country s/he continuously chooses to serve.

The Civil Service Commission will be at the forefront of this year's anniversary celebration. Civil servants in all government agencies and instrumentalities are enjoined to actively participate in the following activities to be undertaken at the national, regional and agency levels:

GOVERNMENT-WIDE ACTIVITIES

1. Simultaneous Flag-Raising Ceremonies and Interfaith Prayer Activity
September 18 (Monday)

At 8:00 a.m. on September 18, 2006, all government agencies shall simultaneously conduct the usual Monday Flag Raising Ceremony in their respective offices. Agencies are likewise enjoined to include the recitation of the civil servant's oath, *Panunumpa ng Lingkod Bayan* and the singing of the Civil Service Hymn, *Awit ng Serbisyo Sibil*. An inter-faith unity prayer and/or a thanksgiving celebration may also form part of the Monday morning assembly.

It may be noted that September 18 is the closest Monday to the Philippine Civil Service Day celebrated annually on September 19.

2. Conferment of the 2006 Presidential Lingkod Bayan, the Dangal ng Bayan and CSC Pagasa Awards: *Parangal...Pasasalamat 2006*
September 21 (Thursday), 2:30 p.m., Tanghalang Nicanor Abelardo, Cultural Center of the Philippines

This event caps the 2006 Search for Outstanding Officials and Employees launched by CSC in January this year. The conferment of awards to outstanding public service exemplars and achievers in the various awards categories also serves as the highlight of this year's Philippine Civil Service anniversary celebration.

Undertaken in partnership with the Cultural Center of the Philippines (CCP), the recognition rites shall feature world class performances by CCP's resident performers, surprise guest artists and the civil service's best artists.

Moreover, the event also serves as a venue for the launching of next year's awards season, the kick-off to the 2007 CSC Honor Awards Program (HAP) Campaign.

All agency heads and representatives of different government agencies are invited to witness the 2006 CSC Honor Awards Rites. CSC shall come up with separate advisories/announcements on the conduct of the said rites.

3. Introduction of the Proposed 'Wage Bill' to its Primary Stakeholders

The Civil Service Commission shall lead efforts to drumbeat support for the passage of the bill designing a Compensation and Benefits Program for all state workers. All stakeholders are expected to do their part in the attainment of this collective goal.

4. Announcement of the NCR-based Agencies' Frontline Services to be awarded the CSC Seal of Frontline Service Excellence

As part of its campaign to reorient the service ethic in the civil service, the CSC, through the Public Service Delivery Audit (PASADA) program shall announce the list of top frontline services of National Capital Region (NCR)-based agencies to be awarded the CSC Seal of Frontline Service Excellence during the Philippine Civil Service Month.

Seen as a mechanism to encourage and promote best practices, ideal systems and tested solutions that make improved public service delivery possible, the said activity remains part of the CSC's pioneering initiatives geared towards more responsive frontline services through more customer-sensitive frontline service providers.

AGENCY-LED and/or CSC REGIONAL OFFICES-LED 106th PCS ANNIVERSARY ACTIVITIES

1. Kick-Off Activities

For the conduct of the traditional kick-off activities that shall drum up the opening of the month-long celebration, agencies are encouraged to undertake fitting activities that would help set the festive mood for the rest of the month. Inter-agency activities at the regional level may be conducted to encourage cooperation and unity among government agencies and their respective employees.

Along this vein, a *kapit-opisina* type of activity may be undertaken where a host agency may serve as the venue for the set of activities and a simple gathering (e.g. breakfast/mini-picnic) among the agencies' employees may follow.

Agencies may opt to conduct their kick-off activities on September 1 (Friday).

2. Assemblies/Traditional Activities

As in the past years, agencies celebrate the Philippine Civil Service Anniversary through joint activities that promote and develop overall well-being of government personnel may also be undertaken. These may include:

a. *Ecumenical Celebration/Interfaith Prayer and Thanksgiving Celebration*

b. *Physical Fitness Activities*

Agencies may continue using ***Bidyo Ehersisyo, Bisyo Ko 'To***, a 30-minute exercise routine produced in VCD format by the Philippine Sports Commission and the CSC in partnership with Streetpark Productions in 2004. CSC regional and field offices and CSC Central Office's Public Assistance and Information Office (PAIO) have copies of the said video which agencies may reproduce using their own resources.

Physical fitness activities like fun runs, mass calisthenics, and aerobics sessions may be undertaken by each agency. Said activities may also be done in partnership with other government agencies in a common venue.

c. *Opening of agency exhibit of accomplishments, programs, projects, pioneering initiatives, exemplars' achievements*

Agency's achievements, services, and the like may be exhibited or displayed within the agency premises or in service fairs for public viewing.

d. *Symposia/Conference/Lectures* on the following topics that contribute to the overall well-being of the public sector employee may

be undertaken: Healthy Lifestyle Workshops/Health Education Seminars; Stress Management Seminars; Balancing Family Life and Work; Gender and Development (GAD) Awareness Sessions; Entrepreneurial Workshops and other activities and for a.

e. *Retirees' Homecoming*

Socialization activities may be organized at the agency level for retired employees to touch base and build networks with former colleagues. Agencies shall design appropriate activities for this purpose.

f. *Livelihood Activities/Livelihood Skills Development*

Agencies may collaborate with government and non-government organizations, private sector partners, and other groups for the conduct of entrepreneurial seminars/workshops that shall provide employees with essential information, skills and opportunities to earn additional income.

A *Tiangge sa Opisina* may be set up and organized for officials and employees to market their products.

g. *Service Fair*

An inter-agency service fair that feature government frontline services in one venue may be organized in the regional/provincial levels to provide a one-stop shop for services of the transacting public

h. *Display of PCS Anniversary Streamers in all agencies nationwide*

All agencies are enjoined to display the 106th PCS anniversary streamer or banner in their respective units. The format and color guide is attached for agencies' reference.

3. *Awit, Tula at Kwento ng Galing sa Serbisyo Publiko*

CSC shall seek partnerships with and use of tri-media to promote contributions to the *Awit, Tula at Kwento* publication as a means to continuously generate awareness on the value of public service. It may be mentioned that copies of the book/compendium published in 2004 have already been provided to CSC Regional Offices and contributors belonging to various government agencies nationwide.

For this year, agencies are again encouraged to come up with their own *awit, tula, kwento* and other literary pieces that highlight the brighter side of government service. This may be read and interpreted during flag-raising ceremonies or other activities in September and even all year-round.

4. *Koleksyon ng Yamang Pangkaisipan*

Books, essays, articles, poems and other written work of government employees, including country papers and research presented in international conferences, may be compiled and exhibited in local libraries and other

relevant venues. Apart from providing a venue to showcase talent, this endeavor may also help generate valuable resources for government researchers, students and ordinary citizens.

5. Recognition Rites

In order to nurture the culture of service excellence and uphold the highest ethical standards among the government workforce, the conduct of recognition rites at the agency and regional office levels is highly encouraged.

These rites aim to take stock of the collective achievements of public servants--women and men of the Philippine Civil Service who have made a difference in what our country has become.

Through the littlest contributions, sparks of triumphs, troughs and crests public servants encounter every single day, ripples of change surely come to fore, spreading the good news thus, is also making a difference in this country's culture of governance.

Bida Ka!

As in the immediate past two PCS Anniversary Celebrations, agencies may opt to undertake "*Bida Ka!*", an activity that seeks to highlight the role or contribution of a specific sector or select group of public sector employees in the civil service in general and the agencies in particular. Agencies are enjoined to identify their *Bida Ka!* group (e.g. clerks/administrative aides/drivers and the like) for this year and come up with activities or simple ways of honoring and giving tribute to them.

The *Bida Ka* group may be honored during their respective agencies' flag ceremonies or be given special incentives like tours to places of interest with their families; be given gift checks and cellular phone cards solicited from sponsors; be entitled to compensatory time off for a day, and other privileges which the agencies may afford.

Agency Recognition Rites

Agencies may choose to hold the conferment of their respective agency awards during the Philippine Civil Service Month to give tribute to their agencies' outstanding achievers/performers. Agencies may opt to nominate their awardees for next year's CSC Honor Awards Program nomination season.

CSC Regional Office's Recognition of Outstanding Employees and Achievers, Agency Partners

CSC regional offices shall conduct recognition rites for Outstanding Employees and Achievers (e.g. Outstanding Human Resource Management Officers, Bilis Aksyon Partners, Gantimpala Agad Awardees, and the like). Moreover, agencies with specific contributions/achievements may also be cited and given recognition during the said rites.

CSC Regional Office's Recognition of Semi-Finalists to the 2006 Search for Outstanding Public Officials and Employees

CSC's regional offices shall conduct recognition rites for semi-finalists to the CSC's 2006 Search for Outstanding Public Officials and Employees (Dangal ng Bayan, Lingkod Bayan and CSC Pagasa Award Categories). This may also serve as take-off point for the CSC regional office's launch of the 2007 CSC Honor Awards Program campaign.

The CSC regional offices may opt to conduct the aforementioned Recognition ceremonies on one occasion.

For the Philippine Civil Service Anniversary month, agencies may also opt to undertake activities that seek to instill social responsiveness among civil servants.

Agencies are not precluded from carrying out other activities in celebrating the 106th Philippine Civil Service Anniversary, particularly those that will give meaning to the theme of the celebration.

For further details on the PCS Anniversary activities, agencies may coordinate with the nearest CSC regional/field office or the Public Assistance and Information Office, CSC Central Office, Diliman, Quezon City through telephone numbers 932-0381/931-7993/932-0111 or through TEXTCSC- 0917-8398272. E-mail may also be sent through paio@csc.gov.ph.



KARINA CONSTANTINO-DAVID
Chair

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