



MC No. 17, 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: 104th Philippine Civil Service Anniversary

The Philippine Civil Service will observe its 104th anniversary this September. The theme of this year's celebration is "Katapatan at Karangalan sa Serbisyo Publiko". The Philippine Civil Service embraces all branches, subdivisions, instrumentalities, and agencies of the government, including government-owned or controlled corporations with original charters.

The Civil Service Commission as the central personnel agency of the government will lead government agencies nationwide in celebrating the event. Thus, the Commission has drawn up activities that may be undertaken at the national and agency levels. These activities are as follows:

A. CSC spearheaded activities

1. *Conferment of the Presidential Lingkod Bayan and the Dangal ng Bayan Awards.*

President Gloria Macapagal Arroyo will confer these highest honors on state employees in fitting ceremonies in Malacañan.

2. *Parangal . . Pasasalamat*

A musical interlude that pays tribute to government employees. This will be highlighted by the conferment of the CSC *Pagasa* Award at the Teatro Emilio Aguinaldo (AFP Theater) in Quezon City.

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

Songs, essays and poems that tackle the finer points of government service or of working in government. The activity aims to generate awareness on the role of civil servants. Guidelines for participation in this activity will be contained in a separate CSC directive. It is open to government personnel and private individuals.

4. ***Ugnayan at Balitaan***

CSC officials will take part in various tv and radio programs to inform the public of CSC projects and services and clarify issues and concerns of state workers.

5. ***BIDA KA!***

BIDA KA! Program highlights the collective impact of the role or contribution of a specific sector or select group of government employees in the civil service in general and their respective agencies in particular. Agencies will be enjoined to come up with activities or simple ways of honoring and giving tribute to them.

For 2004, the janitorial and messengerial personnel take centerstage. They may be honored during the flag raising ceremonies with special privileges and incentives like tour to museums and places of interest including government establishments; free cell cards which may be solicited from donors; and seats during the *Parangal*. . . *Pasasalamat* concert.

In agencies where the janitorial services have been contracted out, other group of personnel may be chosen for the BIDA KA!.

A. Agency initiated activities

1. ***Usapang Diretso, Serbisyong Totoo***

A Day of Interaction for Good Governance

Taking off from the success of the *A Day with a Barangay* initiated during the past two anniversary celebrations which witnessed government agencies bringing their services to local communities, *A Day of Interaction for Good Governance* will have agencies engaged in a dialogue or a forum with their stakeholders. The objective of the activity is to provide a venue where agencies can instantaneously and directly elicit from stakeholders suggestions, ideas and recommendations on how they can improve service delivery. Essentially, the exercise is a bottom-up strategy as stakeholders provide feedback to the agency. For instance, the Department of Agriculture can meet with farmers' groups.

Specifically intended for agencies with heavy frontline traffic, the activity will be formal with a meeting agenda. Participants are not precluded from suggesting topics for discussion in the meeting, citing these suggestions as they respond to the agency invitations.

2. ***Monday Morning Fitness Exercise***

Physical fitness activities, such as mass aerobics, calisthenics, walkathon or fun run may be conducted by the agencies.

3. **Display of Streamer**

Agencies are enjoined to display the anniversary banner in their respective agencies. The banner format and color guide are attached for the agencies' reference.

4. **Traditional anniversary activities**

As part of the celebration, agencies are encouraged to conduct the following activities: display and exhibit of agency programs, services and accomplishments; holding of holy mass and other religious rites; recognition program for agency personnel and other programs that they may deem appropriate.

5. **Service and Job Fair** (by city and municipality)

Local government units may organize a one or two-day service fair in one accessible venue, involving frontline agencies, such as the Government Service Insurance System, Social Security System, National Statistics Office, Land Transportation Office, and Philippine Health Insurance Corporation. These agencies may process requests on-site and render other forms of assistance to the public. The activity may include a Department of Labor and Employment-sponsored job fair.

6. **OBRA**

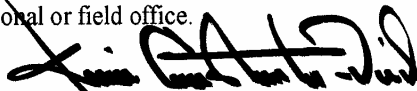
Agencies are likewise encouraged to feature in an exhibit, the art works of the employees. Apart from highlighting their creativity, the activity will likewise help government artists market their art pieces.

7. **Musika!**, a Concert at the Park to be led by the National Parks Development Committee.

Government workers and their families in Metro Manila will be treated to an evening of music as the NPDC dedicates one episode of the Concert at the Park to state employees on September 19, 2004, the Civil Service Day. The concert may feature choral, dance and other musical groups of the different agencies of the government.

All government officials and employees are enjoined to actively participate in the activities for the month-long celebration. Agencies are not precluded from carrying out other activities in celebrating the civil service anniversary, particularly those that will give flesh and meaning to the theme of the celebration.

The Commission will issue an announcement on other activities that may be coordinated with other government offices. For further details, please coordinate with any CSC regional or field office.



KARINA CONSTANTINO-DAVID

Chairman

Encl: Banner/streamer design

02 August 2004

Sample

CSC Logo
(green color)

Agency Logo
(corporate color)

(red color)



(black color)

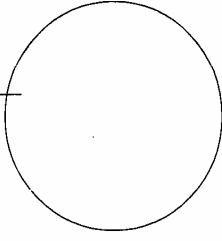
Kaisa ang (Pangalan ng Ahensya)

sa pagdiriwang ng

ika-104 Anibersaryo ng Serbisyo Sibill

September 2004

3"



Tema: *Katapatan at Karangalan sa Serbisyo Publiko*

9"

(black color)

(blue color)

Streamer Design