

THE CIVIL SERVICE

REPORTER

GAWING LINGKOD BAYANI ANG BAWAT KAWANI

Volume 65 No. 2

2nd Quarter 2024 Issue

Kalayaan, Kinabukasan, Kasaysayan:

Transforming Civil Service into a Future-Ready Workforce

Citizen's Guide

**2024 Rules and Regulations Governing the
Exercise of the Right of Government
Employees to Organize**

News

**CSC joins celebration of 126th Independence
Day, offers services in Luneta**

HR Spotlight

**CSC to host convention on adaptability to
change for leaders, HR officers**

Executive Letter

**Shaping the Future of HR in the Public
Sector: Integrating Values,
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Regional News

**More than 400 LGU workforce attend
CSC Caraga's HR Dashboard course**

Outlook

**Skilled workers in government may
apply for special eligibility**



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Message of CSC CHAIRPERSON KARLO A. B. NOGRALES ON THE CELEBRATION OF THE 126TH PHILIPPINE INDEPENDENCE DAY

Kaisa ng bumubuo ng Komisyon sa Serbisyo Sibil, ang aking mainit na pagbati at pagtawag ng pakikiisa sa ika-126 taong pagdiriwang ng proklamasyon ng kalayaan ng ating bansa.

This year's theme, *Kalayaan, Kinabukasan, Kasaysayan*, underscores the importance of independence in the achievement of the country's collective aspiration for the future as contained in the Philippine Development Plan. Sovereignty gives us the liberty as a country to work with a whole-of-government and whole-of-society approach to implement programs that build a better life for future generations and ensure that "Filipinos enjoy a strongly-rooted, comfortable, and secure life".

Ngunit kailangan ding bigyan ng pagpapahalaga ang kasaysayan upang maging mas makabuluhan ang pagdiriwang ng araw ng ating kalayaan. We need to look back and learn from the lessons of bravery and the sacrifices of our predecessors. We need to look into our nation's history so that our identity as a community, as a nation is grounded on facts and strong historical tradition. We can engage

the present and the future with the confidence that whatever mistakes committed in the past will not be repeated, and use these lessons in coming up with solutions that are anchored in the wisdom gained from our common history.

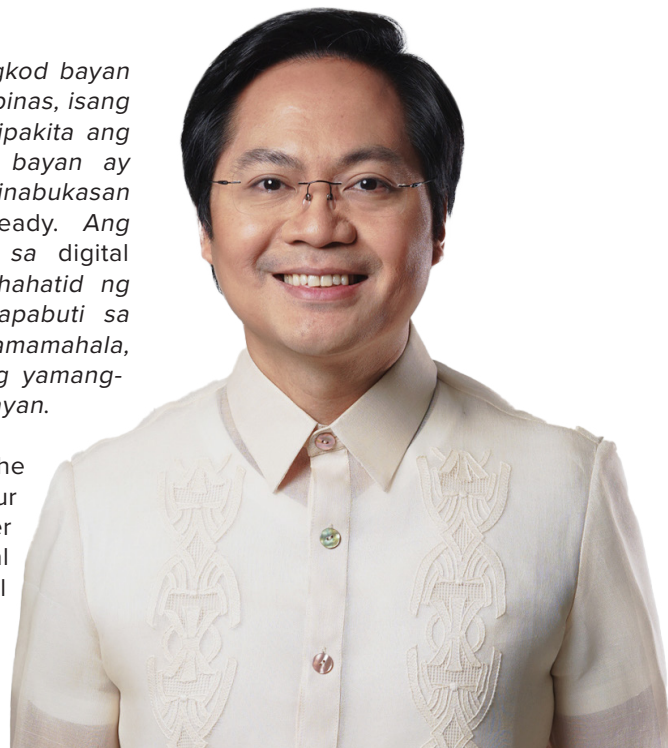
Buo ang suporta ng Komisyon sa Serbisyo Sibil sa mga gawaing inihanda ng National Historical Commission of the Philippines na naglalayong patibayin ang ating pagiging makabayan at bigyan ng karampatang pagpapahalaga ang ating tinatamang kasarinlan at demokrasya.

Para sa 1.9 milyong lingkod bayan ng Serbisyo Sibil ng Pilipinas, isang mabisang daan upang ipakita ang ating pagmamahal sa bayan ay ang paghahanda sa kinabukasan o ang pagiging future-ready. Ang mga inisyatibo tungo sa digital transformation ay maghahatid ng mga konkretong pagpapabuti sa aspeto ng mabuting pamamahala, pagpapayaman ng ating yamang-tao at paglilingkod sa bayan.

For the part of the CSC, we remain your staunch supporter in your professional development. We will

continue to champion human resource programs designed to reinforce digital competencies *para walang mapag-iwanan sa patuloy na pagsulong ng teknolohiya na mas magpapahusay ng ating serbisyo.*

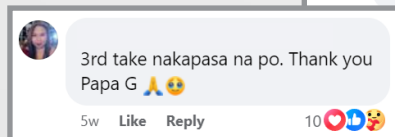
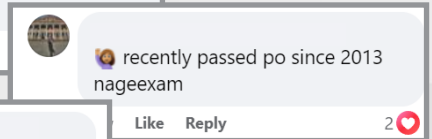
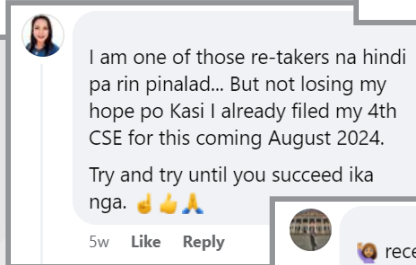
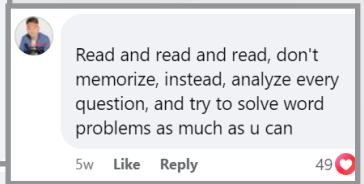
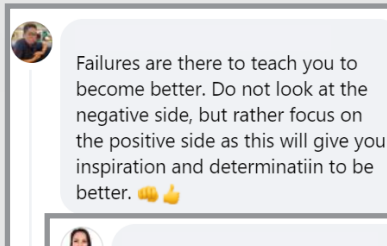
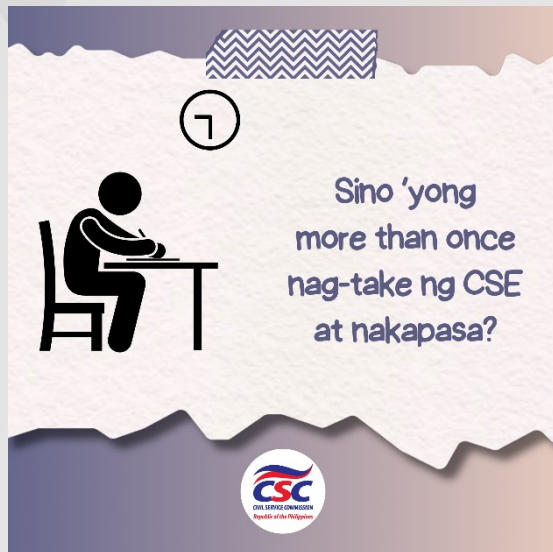
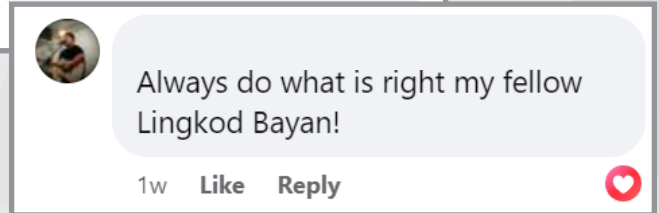
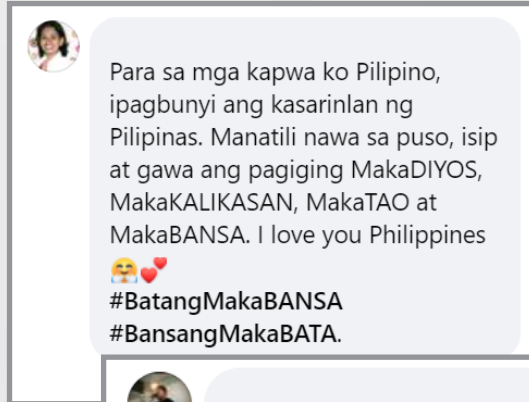
Muli, ang aking mainit na pagbati sa lahat ng Pilipino saan mang panig ng mundo para sa pagdiriwang ng Araw ng Kalayaan. Mabuhay kayo at mabuhay ang serbisyo publiko!






PUBLIC DOMAIN

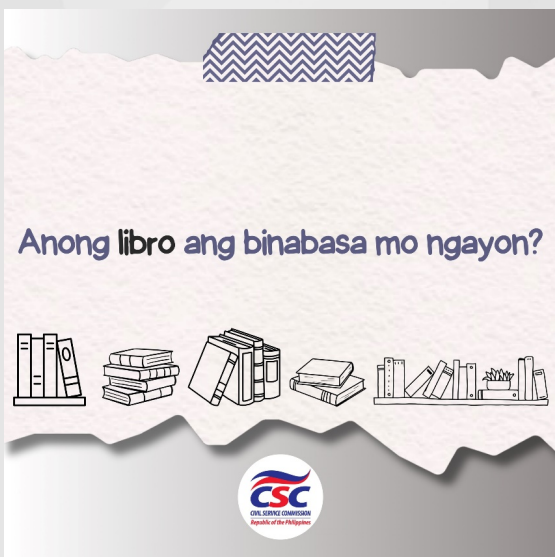
CSC Question of the Day #QOTD is a series of questions posted on CSC's Facebook Page and Instagram. The questions are mostly work-related, aligned with CSC's activities and programs, and the current

month's thematic focus. The purpose of #QOTD is to engage CSC social media followers in meaningful discussions, conveying ideas, and sharing of experiences through the comments section; the CSC asks, the followers answer.



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Children's book because my son love books soooo much



6w Like Reply 3

Cooperative code of the Philippines
6w Like Reply 4

Art of War
6w Like Reply 3

Find Happiness in your everyday
By: Disney Panganiban

Ikigai: The Japanese Secret to a Long and Happy Life by Francesc Miralles and Hector Garcia
6w Like Reply 9

The Republic by Plato
6w Like Reply 5



I choose pahinga, kasi walang pang travel HAAAA
4d Like Reply 4

Pahinga muna para may susunod na lakas para sa pagseserbisyo, mula sa puso para sa bayan ❤️
4d Like Reply

Magtatrabaho po. Opo.
4d Like Reply 8

Readership SURVEY

Tell us what you think about the Civil Service Reporter magazine.

We hope that you would take time to answer this short questionnaire to help us improve our upcoming issues and determine the mode(s) of publication best suited for our readers.

All the information collected from this survey shall be treated with strict confidentiality and shall be used only for feedback processing. Personal information shall NOT be shared with third parties. An informant has the right to request for the deletion of his/her data from the host's records provided that the host has already processed the survey responses for appropriate usage.

Answer the survey online (<https://bit.ly/CSReporterSurvey2022>) or accomplish this physical survey, snap a photo and email to paio.pmr@gmail.com with the subject line "CS Reporter Survey".

Should you have any concern regarding this survey, please send an email to paio.pmr@gmail.com with the subject "Civil Service Reporter magazine survey".

Thank you.

- How did you know about this survey?
 - CSC website (csc.gov.ph)
 - CSC Facebook Page (fb.com/civilservicegovph)
 - Hard copy of the Civil Service Reporter magazine
 - PDF copy of the Civil Service Reporter magazine
 - CSC eNewsletter
 - Other: _____
- Date of answering this survey: _____
- Email address: _____
- Age:
 - 18-24
 - 25-34
 - 35-44
 - 45-54
 - 55-64
 - 65+
- Gender:
 - Female
 - Male
 - LGBTQ+
 - Prefer not to say
- Location
 - National Capital Region
 - Region I - Ilocos Region
 - Region II - Cagayan Valley
 - Region III - Central Luzon
 - Region IV A - CALABARZON
 - Region IV B - MIMAROPA
 - Region V - Bicol Region
- Government employee?
 - Yes
 - No

FOR GOVERNMENT EMPLOYEES:

- Years of service in the government
 - 1-5
 - 6-10
 - 11-15
 - 16-20
 - 21-25
 - 26-30
 - 31-40
 - 41 years and above

- Sector
 - National Government Agency
 - Local Government Unit
 - State University or College
 - Government Owned and Controlled Corporation
 - Local Water District
 - Government Financial Institution
 - Other: _____

- Second Level
- Third Level

FOR NON-GOVERNMENT EMPLOYEES:

- Which of the following best represents your sector/occupation?
 - Private sector
 - Civil society organization/non-government organization
 - Student
 - Looking for job opportunities
 - Other: _____

READERSHIP

- How do you usually get a copy of the Civil Service Reporter magazine? (tick all answers that apply)
 - Hard copy (mail subscription)
 - Hard copy (in a CSC office)
 - Hard copy (in my organization)
 - Soft copy/PDF (downloaded from CSC website)
 - Soft copy/PDF (link posted on CSC's Facebook Page)
 - Soft copy/PDF (downloaded from a CSC eNewsletter)
 - Soft copy/PDF (link sent by a colleague)
 - Other: _____
- Which format of the CS Reporter would you read most likely?
 - Hard copy
 - PDF/digital copy
 - Online magazine/magazine website
- I have been reading the Civil Service Reporter for:
 - Less than a year
 - 1-2 years
 - 3-4 years
 - 5 years or more
- Featured topics which I find most useful (pick up to three topics):
 - New CSC issuances
 - Special eligibilities
 - Public sector unionism
 - Human interest or stories of public servants
 - HR issuances and policies
 - Civil Service Examinations
 - Legal opinions
 - Training programs
 - HR insights and tips
- CS Reporter should feature more articles on (pick up to three topics):
 - New CSC issuances
 - Special eligibilities
 - Public sector unionism
 - Human interest or stories of public servants
 - HR issuances and policies
 - Civil Service Examinations
 - Legal opinions
 - Training programs
 - HR insights and tips
- How do you dispose old copies of the CS Reporter? (choose up to two only)
 - Throw in a bin
 - Sell to a recycling center/junk shop
 - Give old copies to friends
 - Recycle or reuse
 - Donate
 - Other: _____
- Which format of CS Reporter would you most likely refer/share to a colleague or friend?
 - Hard copy
 - PDF/digital copy
 - Online magazine/magazine website

Other comments/suggestions:

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Volume 41 No. 1
1st Quarter 2023 Issue

PHILIPPINE GENETICS AND PUBLIC SERVICE: Take a chance on me
Support role of women

COVID-19 impact on government work
Public service malasakit at times of crisis
Access to People Transformation Levels
Care and Inclusion for Employment

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COURAGE AND ACTION AMID COVID-19
The Man Behind the Pinoy-made COVID-19 Testing Kit
Dr. Raaf T. Davitara

CSC sets alternative work arrangements
The Virtual Civil Servant: Building Trust, Professionals, Orange Brand
Public Service Delivery and Transparency

COVID-19: Coronavirus, so is Courage
Spotlight on COVID-19 Frontliners
COVID-19 and our mental health

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20th PHILIPPINE CIVIL SERVICE ANNIVERSARY
TECHNOLOGY MALASAKIT TAKE THIS YEAR'S CIVIL SERVICE ANNIVERSARY CELEBRATION
Spotlight on the progress of digital transformation
Public Service Delivery and Transparency

PUBLIC SECTOR IN THE AGE OF DIGITAL TRANSFORMATION
Shifting to digital
Paradigm-Proof: Building trust
Digital transformation: A public service imperative
Digital transformation: A public service imperative

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4th Quarter 2023 Issue

Kuwentong Lingkod Bayani Series: Transforming the Lingkod ng Bayani
Alternative work arrangements in government
Lingkod ng Bayani
Alternative work arrangements in government
Lingkod ng Bayani
Alternative work arrangements in government
Lingkod ng Bayani

Pandemic and public service
SALAMAT, LINGKOD BAYANI!

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1st Quarter 2023 Issue

Preparing for a post-pandemic world: Gov't agencies need recovery strategy
How the EMLL helps mothers

CSC Call Center: A Call to Action: Anti-Corruption Transformation
What You Can Do About Public Sector Unions

LOVELLAG VELASCO
Member of the House of Representatives
2019 CSC Paglapa Awardee

SPRING OF STORIES: RECAPITULATING THE PAGES OF PHILIPPINE LITERATURE FOR WOMEN

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GOING PUBLIC: A GUIDE TO ENTERING GOVERNMENT SERVICE
BY RAY ON P. 251

CSC grants 100% waiver on tuition fees
100% Waiver on Tuition Fees for CSC Applicants
100% Waiver on Tuition Fees for CSC Applicants
100% Waiver on Tuition Fees for CSC Applicants

Associational Staff and the Future of Government Service in the Workplace

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121st PHILIPPINE CIVIL SERVICE ANNIVERSARY

TRANSFORMING PUBLIC SERVICE IN THE NEXT DECADE: HONING AGILE AND FUTURE-READY SERVANT-HEROES

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RECOGNIZING OUTSTANDING PUBLIC SERVICE AMID PANDEMIC

CONTACT CENTER NG BAYANI TO CELEBRATE DECADE OF SERVICE
ABSENCE DUE TO COVID-19 VACCINATION MAY BE EXCUSSED—CSC
INCLUSIVITY HUMAN RIGHTS, AND THE FUTURE OF WORK

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Recognizing Women's Work in the Civil Service

Working in Transitions, Working for Possibilities
GEDSI in Organizations: Ways Forward
Resolution of Complaints Named a Requirement in the Grant of Performance-Based Bonus

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Public Service Continuity: Resilience through Innovation

National Retail Payment System Core Team from the Bangko Sentral ng Pilipinas
Futures of the Philippine Civil Service System delivered by
Karlo A. B. Hoopman

CSC approves 'flexi-work' for gov't employees
CSC releases guidelines for government workers impacted by COVID-19
CSC reminds government agencies of post-elections appointment guidelines

CSC facilitates the 2023 PNP Policies on Flexible Work Arrangements in the Government

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Online activities and special treats offered to gov't workers
Photo contest winners highlight resilience
CA confirms CSC Chief Naguilan
CS exams yield 30k passers, top performers listed
CSC holds virtual HR Symposium
CSC Contact Center ng Bayani marks decade of service
CSC Virtual Summit Watch Party photos
Cover Story: CSC leads virtual forum on resilience to launch 122nd Philippine Civil Service Anniversary
Executive Letter: Modernizing the Civil Service: The Next Six Years

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Women Awardees of the 2022 Search for Outstanding Government Workers

CSC joins Women's Month celebration
Efficient customer management through the Contact Center ng Bayan
CSC provides latest count of public sector human capital
Breaking Barriers: Creating Ripples of Change for GEDSI

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Compassion in Action: Transforming lives and communities through service and dedication

Daikok: A Citizen's Guide

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CSC leads tree-planting initiative to celebrate Civil Service Month
CSC celebrates top 10 agencies with highest complaint resolution rate
Public HR practitioners nationwide gather for a symposium on litigation
Panangyong Lingkod Bayani: Honoring civil servants who died in the line of duty

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Women in action: Making their Mark in Public Service

2023 Outstanding Civil Servant Awardee
2023 Outstanding Civil Servant Awardee
2023 Outstanding Civil Servant Awardee

CSC to gov't agencies: Adopt flexi-work schemes to help improve MTR traffic
CSC amends rule granting eligibility to Singapore Members
Qualified workers urged to apply for grant of additional points in CSC
PSRM awards winners of 2023 Search for Outstanding Government Workers

Dorly Pineda Castillo
Awardee 2023
2023 CSC Paglapa Awardee



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CSC continues to receive high public approval and trust

The Civil Service Commission (CSC) has maintained its position as among the top government agencies with high approval and trust ratings, placing 9th in both categories according to a recent national survey.

CSC Chairperson Karlo Nograles thanked the transacting public and the 1.9 million civil servants in the country for their continued support of the agency’s plans and programs aimed at promoting efficient and effective human resource administration in the government.

“On behalf of the 1,300-strong employees of the CSC nationwide, I would like to express our gratitude for the trust and approval that the public has given us. *Ang inyong tiwala ay magsisilbing inspirasyon upang aming patuloy na maihatid nang maayos ang mga napapanahong serbisyo at programa para sa mga kapwa lingkod bayan ng bansa,*” he said.

Chairperson Nograles further noted that in 2023, the CSC rolled out human resource (HR)

and organization development (OD) programs, systems, and processes, alongside the formulation of civil service rules and policies, all geared toward ensuring the smooth and efficient functioning of the bureaucracy in the post-pandemic era.

One of the major policies promulgated by the CSC is the Implementing Rules and Regulation on the Grant of Night Shift Differential Pay (NSDP) to Government Employees pursuant to Republic Act No. 11701. NSDP is a compensation premium or additional pay granted to qualified government employees who work during graveyard shifts or between 6 p.m. and 6 a.m. of the following day. The guidelines were disseminated via the CSC-Department of Budget and Management-Governance Commission for GOCC Joint Circular No. 1, s. 2023.

The CSC also crafted a major policy in 2023 to recognize the workers in government who have been in the service for at least 10 years and have acquired relevant knowledge and skills but do not possess the appropriate civil service eligibility. Under CSC Resolution No. 2301123, or the Grant of Career Service Eligibility - Preference Rating (CSE-PR), which was promulgated on 7 December 2023, a Preference Rating of a maximum of 10 points shall be added to the failed rating range (70.00 to 79.99) to achieve the passing rate of 80.00 for qualified applicants in Career Service Examinations, thereby qualifying them for Career Service Professional or Subprofessional Eligibility.

Consistent with its mandate as the central HR agency of the Philippine government, the CSC

surpassed last year’s targets in the effective implementation of its flagship program, which is the Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME-HRM).

In 2023, the CSC honored the Bangko Sentral ng Pilipinas with a Gold Award for attaining Maturity Level 4, or Strategic HR, in the four core areas of HR management. Additionally, 689 agencies received the Bronze Award for achieving a process-defined system. From 2022 to the first quarter of 2024, the PRIME-HRM initiative facilitated improvements in the maturity level of HR practices, systems, and competencies of 722 out of 3,401 agencies nationwide.

Chairperson Nograles also shared that the CSC went full steam in its digitization and digitalization efforts to further improve public service delivery with the full implementation of the Civil Service Eligibility Verification System (CSEVS) and the launch of the CSC-Learning Management System (LMS).

The CSEVS is an electronic database that allows authorized personnel to check the truthfulness and veracity of the civil service eligibility of individuals, as part of the process of attesting appointments submitted by the agencies. With the CSEVS, civil service eligible individuals may now access and take a screenshot of their eligibility information, and submit it as an official document in place of the authenticated copy of their Certificate of Eligibility. This reduces the cost and time spent on eligibility verification and authentication procedures.

(continued on page 15)



Civil Service Commission (CSC) Chairperson Karlo Nograles and Commissioner Aileen Lourdes Lizada, together with other CSC officials, held the Kick-Off Meeting for the Asian Development Bank (ADB) Technical Assistance (Supporting the Digital Transformation of the Civil Service) together with ADB Country Director for the Philippines Pavit Ramachandran and ADB Principal Management Specialist for eGovernance Seok Yong Yoon.

CSC receives ADB support for digitalization program

The Civil Service Commission (CSC) has secured commitment from the Asian Development Bank (ADB) to provide technical assistance to the Commission’s digital transformation (DX) strategy.

CSC Chairperson Karlo Nograles and Commissioner Aileen Lourdes Lizada led the Kick-Off Meeting for the ADB Technical Assistance (Supporting the Digital Transformation of the Civil Service) together with ADB Country Director for the Philippines Pavit Ramachandran

and ADB Principal Management Specialist for eGovernance Seok Yong Yoon.

"ADB’s support marks the beginning of a new chapter in our digital journey in the CSC," said Chairperson Nograles as he emphasized the importance of this partnership in advancing the Commission’s digital agenda.

"This technical assistance is crafted to enhance our institution’s comprehension and capabilities in navigating the digital landscape to ensure that our services remain responsive and user-centric," he added.


Country Director Ramachandran shared that the technical support for Information Technology Research and Advisory Services to advance CSC’s digital maturity is set to be delivered by Ernst & Young (EY) LLP (India), represented by Project Management Specialist Debarchana Bhattacharya, EY Philippines Technology Consulting Leader Lee Carlo Abadia, and EY Global Leader for People Consulting Shalinder Bakshi.

EY’s assistance will focus on several key areas, including digital capacity and information and communications technology (ICT) resource assessment, development of an enterprise-level digital strategy, creation of a governance framework for the DX process, and tailored capacity enhancement programs for CSC personnel.

To be implemented within two and a half years, the project will also involve designing a change management program and assessing the impact of ICT systems on people and processes through the conduct of user-readiness assessments and change adoption workshops.

"We are very excited to be here, and we are proud partners of CSC’s DX transformation program. I would like to reiterate and let you know that you won’t find a better champion of digital transformation than CSC, particularly under the leadership of Chairperson Karlo Nograles. You need the vision and the planning to create a more responsive and a future-ready Philippine civil service and we

(continued on page 19)



More than 50k examinees take local treasury, penology, fire exams nationwide

The Civil Service Commission (CSC) announced that a total of 50,509 examinees took the Basic Competency on Local Treasury Examination (BCLTE), Fire Officer Exam (FOE), Penology Officer Exam (POE) simultaneously conducted nationwide on 2 June 2024.

This figure represents 84.52 percent of the total number of applicants who registered for the nationwide exams, with 5,435 examinees for BCLTE, 11,117 examinees for POE, and 33,957 examinees for FOE.

CSC Chairperson Karlo Nograles, who conducted exam rounds in Davao City, extended gratitude to everyone who contributed to the successful administration of the exams.

"No disruptions were reported to the Commission by any of our CSC Regional and Field Offices,



The Civil Service Commission simultaneously administered the Basic Competency on Local Treasury Examination (BCLTE), Fire Officer Exam (FOE), and Penology Officer Exam (POE) on 2 June 2024 nationwide.

and this would not be possible without the compliance of the examinees to the exam protocols. As always, CSC is grateful for the assistance of civil servants who served as test administrators and ensured the smooth conduct of our second to the last exam for the year," said Chairperson Nograles.

Based on a report from CSC Examination, Recruitment, and Placement Office (ERPO), Region IX accommodated the highest number of takers for all three exams with 7,860 total examinees. In the BCLTE, Region X followed closely behind with 682 examinees. Meanwhile, the National Capital Region came in second place in the POE with 1,797 examinees while Region IV had the second most number of examinees for FOE with 3,487.

Chairperson Nograles also announced that the results of the three exams are set to be released on 14 July 2024 while individual test results may be accessed via the Online Civil Service Examination Result Generation System available at the CSC Website on 21 July 2024.

Top CSC officials also inspected the conduct of the exams in different testing centers nationwide. CSC Commissioner Aileen Lourdes Lizada also made

rounds in Davao City while Commissioner Ryan Alvin Acosta and Assistant Commissioner Ariel Ronquillo inspected testing centers in Quezon City. Assistant Commissioner Judith Dongallo-Chicano inspected schools in Cebu City while Assistant Commissioner Nerissa Canguilan visited schools in Tuguegarao City. ERPO Director IV Prisco Rivera Jr. visited the San Fernando City Testing Center while ERPO Director III Cherry Berris also inspected Quezon City testing venues.

ELIGIBILITY

The Fire Officer Eligibility and Penology Officer Eligibility are both second level eligibilities appropriate for appointment to second level ranks within the fire protection and jail management and penology services, as well as other functionally related services. However, these eligibilities are not applicable to ranks under the Philippine National Police.

Meanwhile, the Local Treasurer Eligibility is a second level eligibility appropriate for appointment only to local treasurer and assistant local treasurer positions, and to positions under the financial services which do not involve practice of profession and are not covered by any special law. ®



Civil Service Commission (CSC) Assistant Commissioner Nerissa B. Canguilan and Public Assistance and Information Office Director IV Fiaberna U. Salumbides together with CSC employees at the agency's booth during the Pampamahalaang Programa at Serbisyo on 10-11 June 2024, at the Dancing Fountain Area in Rizal Park, Manila City.

CSC joins celebration of 126th Independence Day, offers services in Luneta

Civil Service Commission (CSC) Chairperson Karlo Nograles addressed the 1.9 million civil servants in various agencies nationwide as the country celebrates the 126th anniversary of Philippine Independence Day.



The CSC, represented by CSC Assistant Commissioner Nerissa B. Canguilan, joins the Metro Manila Development Authority, National Parks Development Committee, Department of Trade and Industry, and National Historical Commission of the Philippines on the conduct of the Pampamahalaang Programa at Serbisyo on 10- 11 June 2024 at the Dancing Fountain Area in Rizal Park, Manila.

"Kaisa ng bumubuo ng Komisyon sa Serbisyo Sibil, ang aking mainit na pagbati at pagtawag ng pakikiisa sa ika-126 taong pagdiriwang ng proklamasyon ng kalayaan ng ating bansa," he said.

"This year's theme, Kalayaan, Kinabukasan, Kasaysayan, underscores the importance of independence in the achievement

of the country's collective aspiration for the future contained in the Philippine Development Plan—to enjoy a strongly-rooted, comfortable, and secure life," added Chairperson Nograles in his message.

He emphasized that sovereignty gives Filipinos the liberty
(see next page)

CSC joins celebration ... from page 14

as a country to develop a comprehensive approach involving the entire government and society. This approach aims to implement programs that guarantee a better life for future generations. However, civil servants must also review our nation's history to ensure that past mistakes are not repeated. They should use these lessons to create solutions based on the wisdom gained from our shared history.

Chairperson Nograles also expressed support for the national government's initiatives to commemorate the 2024 Independence Day.

"Buo ang suporta ng Komisyon sa Serbisyo Sibil sa mga gawaing inihanda ng National Historical Commission of the Philippines (NHCP) na naglalayong patibayin ang ating pagiging makabayan at bigyan ng karampatang


pagpapahalaga ang ating tinatamang kasarinlan at demokrasya," he said.

As part of the celebration, the CSC, together with the Metro Manila Development Authority, National Parks Development Committee, Department of Trade and Industry, and NHCP, held the *Pampamahalaang Programa at Serbisyo*, which offered various government services on 10-11 June 2024 at the Dancing Fountain Area in Rizal Park, Manila.

More than 40 government and non-government agencies offered free services and showcased different products in their respective booths. The CSC booth catered to stakeholders inquiring about civil service exams and eligibilities, learning and development offerings, and public sector employee organizations.

Chairperson Nograles stated that civil servants can effectively demonstrate their love for the country by being future-ready. Initiatives toward digital transformation bring tangible improvements in good governance and enhance human resources.

"For the part of the CSC, we will be your staunch supporter in your professional development. We will champion human resource programs designed to reinforce digital competencies para walang mapag-iwanan sa patuloy na pagsulong ng teknolohiya, lalo na sa paggamit nito sa paghahatid ng serbisyo publiko," he said.

"Muli, ang aking mainit na pagbati sa lahat ng Pilipino saan mang panig ng mundo para sa pagdiriwang ng Araw ng Kalayaan. Mabuhay kayo at mabuhay ang serbisyo publiko!" 

CSC continues to receive ... from page 11


Meanwhile, the newly launched CSC-LMS is an online learning and development platform that serves as a one-stop-shop for public servants who are vying to enhance their leadership and HR management skills. Through the CSC-LMS, civil servants may enroll in synchronous, asynchronous, and blended e-learning courses anytime, anywhere.

For 2023, the CSC administered four eligibility examinations, namely: the Civil Service Examination - Pen and Paper Test (CSE-PPT) for Professional

and Subprofessional levels conducted on 23 March and 20 August 2023; the 5 February 2023 CSE for Foreign Service Officer (CSE-FSO); and the 11 June 2023 Basic Competency on Local Treasury Exam (BCLTE). With 726,801 examinees for the March and August CSE-PPT, the CSC reached a remarkable increase in participants taking the CSE-PPT in just one calendar year.

"The CSC is pleased to present several notable accomplishments in 2023 that have garnered people's trust and approval.

We commit to remain steadfast in doing our work effectively and efficiently *hanggang sa sama-sama nating makamit ang pangarap ng bawat Pilipino – ang Matatag, Maginhawa at Panatag na Buhay,"* said Chairperson Nograles.

The survey on the Approval and Trust Ratings of the Top Ten Government Agencies was conducted by Publicus Asia from 14 to 18 March 2024 for its *"Pahayag 2024 First Quarter Survey,"* with 1,500 respondents nationwide. 

More than 400 LGU workforce attend CSC Caraga's 2024 Human Resource (HR) Dashboard

A total of 434 officials and employees from local government units (LGUs) across the Caraga region participated in the Civil Service Commission (CSC) Caraga's 2024 Human Resource (HR) Dashboard for LGUs held from 17 to 18 April 2024 in Surigao del Norte.

The HR Dashboard for LGUs is a new learning and development intervention of CSC Caraga for local executives, elective officials, department heads, and HR practitioners. This program targets to make the said participants appreciate and understand their critical roles and responsibilities as HR champions in their respective organization. It also aims to strengthen their capabilities in managing their human resources strategically, efficiently, and effectively toward growth and development.

Serving as the keynote speaker, CSC Chairperson Karlo A. B. Nograles underscored his



CSC Chairperson Karlo Nograles serves as keynote speaker for CSC Caraga's HR Dashboard course.




vision for the civil service: digital transformation and professionalization of public sector through policy review initiatives. He urged government workers to embrace digital transformation in improving public service. *"Ambisyon natin na mawala ang mga papers ug puro online nalang ang buhaton (It is our ambition to do away with papers and do it all online),"* Chairperson Nograles said.

The CSC chief also highlighted the recent HR breakthroughs such as the Career Service Eligibility - Preference Rating (CSE-PR) and Sanggunian Member Eligibility (SME). He stressed that CSE-PR is a new policy that recognizes the valuable contributions of JOCOSC6: job order (JO), contract of service (COS), casual, contractual, coterminous, employees holding Category III and Category IV positions, as enumerated in CSC Memorandum Circular No. 10

dated 16 April 2013, and career service employees with first level eligibility in the effective delivery of public service. He also shared that the present SME is a result of the Commission's policy review, which introduces an expanded coverage and the removal of prescriptive period on the filing of application, among others.

The two-day course was also graced by Commissioner Aileen Lourdes A. Lizada and Assistant Commissioner Ariel G. Ronquillo, who tackled CSC updates on Government Retirement Program and Administrative Discipline, respectively.

The participants were also briefed with topics relevant to HR administration—from recruitment to retirement in the LGUs. Powers and limitations of local elective officials, and benefits and entitlements of appointive and elective officials were also discussed. 



CSC RO V Director IV Daisy P. Bragais officiates the oath-taking ceremony for the newly elected officers of Catanduanes Council of HRMPs.

CSC RO V visits Catanduanes for Kapihan with HRMPs, gov't employees

The Civil Service Commission Field Office-Catanduanes (CSC FO-Catanduanes) organized a Kapihan Session for government officials and employees in Catanduanes on 5 June 2024.

In collaboration with the Catanduanes Council of Human Resource Management Practitioners (HRMPs), the CSC gathered a total of 44



CSC RO V Director III Rosalinni V. Moneda tackles CSE-PR and SME during the Kapihan on 5 June 2024 in Virac, Catanduanes.

participants, which consisted of heads of offices, HRMPs, and government employees from the Province of Catanduanes.

CSC Regional Office V Director IV Daisy P. Bragais and Director III Rosalinni V. Moneda led the event. They discussed Ethics, Integrity, and Accountability in Public Service, and new CSC policies such as the CSC Resolution No. 2301123 or the Grant of Career Service Eligibility - Preference Rating and the Sanggunian Member Eligibility pursuant to Republic Act No. 10156, respectively.

The participants were also given an opportunity to raise their questions and concerns during

the Kapihan, with Director IV Bragais and Director III Moneda providing comprehensive information.

An oath-taking ceremony for the newly elected officers of the Catanduanes Council of HRMPs was also held during the Kapihan, which was officiated by Director IV Bragais. The ceremony reinforced their commitment, fostering unity in their shared mission.

CSC RO V also conducted Kapihan sessions in Albay, Camarines Norte, Camarines Sur, and Sorsogon. [®]

Gov't agencies in Region 1 and Caraga receive PRIME-HRM Bronze Award

Six government agencies in Region 1 and two in Caraga received the PRIME-HRM Bronze Award during the second quarter of 2024 for achieving Maturity Level II in all four core HRM systems.

During the 27th Regional Continuing Professional Education for Human Resource Management Practitioners held in the City of San Fernando, La Union on 21 May 2024, the Civil Service Commission Regional Office I (CSC RO I), headed by Director IV Hedy Jose B. Lardizaba and Director III Cornelia M. Rillera conferred the Program to Institutionalize Meritocracy and Excellence in Human Resource Management or PRIME-HRM Bronze Award to the City Government of Alaminos, Pangasinan; Municipality of Agoo, La Union; Department of Education (DepEd) Schools Division Office (SDO) Ilocos Norte; DepEd SDO Alaminos City, Pangasinan; and Department of Labor and Employment - Regional Office No. 1.



Six government agencies receive PRIME-HRM Bronze Award from CSC Regional Office I in May 2024.



CSC Caraga confers the PRIME-HRM Bronze Award to Surigao del Norte State University and to DepEd SDO Surigao del Sur in April and May 2024.

On 15 May 2024, DepEd SDO San Fernando City was also conferred the PRIME-HRM Bronze Award. These six agencies joined the elite roster of 48 PRIME-HRM Bronze awardees in Region 1.

Meanwhile, CSC Caraga, headed by Director IV Winston L. Plaza and Director III Christopher C. Mabale, also conferred the PRIME-HRM Bronze Award to Surigao del Norte State University (SNSU) and DepEd SDO Surigao del Sur and in April and May 2024. The said agencies were represented by Schools Division Superintendent Lorenzo O. Macasocol and University

President Dr. Gregorio Z. Gamboa Jr., respectively.

DepEd SDO Surigao del Sur also received the PRIME-HRM Accreditation Award. SNSU, on the other hand, is the first state university in Caraga to receive the Bronze Award.

The PRIME-HRM Bronze Award is given to government agencies that met all indicators of PRIME-HRM Maturity Level II or the Process-Defined HRM in the four core HRM systems: Recruitment, Selection and Placement, Performance Management, Learning and Development, and Rewards and Recognition. **®**

CSC receives ADB support

... from page 12

look forward to working with you,” said Country Director Ramachandran.

In response, Chairperson Nograles expressed gratitude to ADB and EY for their technical assistance.

“Given the ambitious nature of our digitalization goals, we recognize the need to seek guidance from seasoned experts. We express our anticipation for a fruitful collaboration with EY India as our resource persons and consultants. Your expertise and insights will contribute undoubtedly to our DX transformation journey,” he said.

Also present during the meeting were EY Philippines Enterprise Architecture Expert Norbin Astero and Change Management Expert Pauline Laurenz Go as well as EY India Capacity Building Expert Bhaskar Goel and other CSC officials.

The Kick-Off Meeting for the ADB Technical Assistance (Supporting the Digital Transformation of the Civil Service) was held on 8 April 2024 at the CSC Central Office in Quezon City. **®**

Citizen's Guide

FAQs

FREQUENTLY ASKED QUESTIONS

2024 RULES AND REGULATIONS GOVERNING THE EXERCISE OF THE RIGHT OF GOVERNMENT EMPLOYEES TO ORGANIZE

Good employee relations is vital in advancing employee welfare and participatory governance." This was emphasized in a message delivered by Civil Service Commission (CSC) Chairperson Karlo Nograles during the launch and ceremonial signing of the 2024 Implementing Rules and Regulations (IRR) Governing the Exercise of the Right of Government Employees to Organize held on 29 April 2024 at the Justice Hall of the Department of Justice.

Let's take a look at some of the important updates of the said rules and regulations:



What is the 2024 Rules and Regulations Governing the Exercise of the Right to Self-Organization of Government Employees?

The new IRR is an integration of promulgated and published policy resolutions approved by the Public Sector Labor-Management Council for the past years after its last amendment in 2004.

What are some of the new features of the IRR?

Some of the features of the 2024 IRR are: allowing the registration of National Employees' Organizations, clarifying personnel not eligible to join employees' organization, integrating latest council policies, allowing electronic filing of pleadings and documents and use of online platforms, providing more comprehensive rules on election of officers and updating definition of terms.



CHANGES IN THE 2024 RULES AND REGULATIONS

ON THE RIGHT TO ORGANIZE



Who may join employees' organizations in the public sector under the 2024 Rules?

All rank-and-file employees of agencies can form, join or assist employees' organizations, labor-management committees, work councils and other forms of employees' participation scheme of their own choosing. Eligibility for membership in any employees' organization shall commence on the first (1st) day of the employees' service. (Section 2 of Rule II, Right to Organize)

ON THE EMPLOYEES' ORGANIZATION TRANSITION GROUP

What is EOTG and its composition?

EOTG stands for Employees' Organization Transition Group. The EOTG ensures the smooth turnover of the organization's official and financial documents e.g. assets, records and other relevant documents to the new set of elected officers to sustain the ongoing programs for the rank-and-file employees. (Section 1 of Rule V, Guidelines in the Establishment of Employees' Organization Transition Group)

The EOTG is composed of the following:

- (a) Chairperson - to be represented by the secretaries of the outgoing and incoming officers as co-Chairpersons
- (b) Vice Chairperson - any member to be chosen by employees' organization's general membership within 10 working days after the proclamation of the new set of officers; and
- (c) Members - treasurers and auditors of the outgoing officers and incoming officers and the agency's Human Resource Management Officer.

ON THE REGISTRATION OF EMPLOYEES' ORGANIZATIONS/ NATIONAL ORGANIZATIONS

Who are not eligible to join?

Section 2 of Rule II (Right to Organize) provides that the following shall not be eligible to form, join, assist any employees' organization for purposes of collective negotiation:

- (a) High-level employees whose functions are policy-determining or managerial;
- (b) Primarily confidential employees;
- (c) Military personnel of the Armed Forces of the Philippines (AFP), and the uniformed personnel of the Philippine National Police (PNP), Bureau of Fire Protection (BFP), Bureau of Jail Management and Penology (BJMP), Bureau of Corrections (BuCor), Philippine Coast Guard (PCG), and the National Mapping and Resource Information Authority (NAMRIA);
- (d) Jail guards, unless authorized to by management; and
- (e) Contract of service and job order workers, consultants, and other outsourced personnel.



What is a NEO?

National Employees' Organization refers to a coalition of registered employees' organizations within one (1) agency for the purpose of collective negotiation agreement. (Section 1 (pp) Rule 1, Definition of Terms)

ON COLLECTIVE NEGOTIATIONS



How is the negotiating panel constituted under the new rules?

The negotiating panel including the secretariat shall be created before the start of the negotiation and will continue to exist even after the CNA is signed by the parties and is ratified by the majority of the rank-and-file employees in the negotiating unit. The negotiating panel shall be constituted within five (5) working days after the SENA submits its CNA proposal to the management within one (1) year from issuance of the certificate of accreditation. (Section 1 of Rule XIV, Collective Negotiations)



- (b) Vice Chairperson - any member to be chosen by employees' organization's general membership within 10 working days after the proclamation of the new set of officers; and
- (c) Members - treasurers and auditors of the outgoing officers and incoming officers and the agency's Human Resource Management Officer.

What are the negotiable matters enhanced under the new rules?

The following terms and conditions of employment may be the subject of negotiation between the management and the accredited employees' organization subject to existing budgeting, accounting and auditing rules and regulations:

- (a) schedule of vacation and other leaves;
- (b) personnel growth and development;
- (c) establishment of Employees' Organization-Management Consultative Committee (EOMCC) subject to the provisions of Council Resolution No. 2, 2022 and subsequent issuances of the Council;
- (d) time-off subject to the provisions of Council Resolution No. 3, s. 2022;
- (e) access to records and information, subject to Executive Order No. 2 dated July 23, 2016 and Republic Act No. 10173 or the Data Privacy Act of 2012;
- (f) provisions for office space, supplies, and equipment for accredited employees' organization;
- (g) communication network/access to management or authorized representatives;
- (h) work assignment/reassignment/detail/transfer;
- (i) distribution of workload;
- (j) provision for protection and safety, subject to relevant provisions of CSC-DOH-DOLE Joint Memorandum Circular (JMC) No. 1, s. 2020;
- (k) provision for facilities for PWD personnel, in accordance with Batas Pambansa Blg. 344 dated December 7, 1982;
- (l) provision for spiritual growth;
- (m) provision for first aid medical services and supplies;
- (n) physical fitness program;
- (o) provision for family planning services;



What are the requirements for registration of National Employees' Organization (NEO)?

The application for registration of NEO, which shall be verified by the secretary or treasurer and attested to by its president, shall be filed in three (3) original copies with the following documents:

- (a) a statement indicating the name of the applicant national employees' organization, its principal address, the name of its officers and their respective addresses;
- (b) the Minutes of the organizational meeting(s) and the list of affiliates or chapters which participated in the said meeting(s);
- (c) the annual financial reports if the applicant national employees' organization has been in existence for one or more years, unless it has not collected any amount from its affiliates or chapters, in which case a statement to this effect shall be included in the application;
- (d) the applicant national employees' organization's constitution and by-laws, Minutes of its adoption or ratification, and the list of the members who participated in it. The list of the ratifying affiliates shall be dispensed with where the constitution and by-laws were ratified or adopted during the organizational meeting(s). In such case, the factual circumstances of the ratification shall be recorded in the Minutes of the organizational meeting(s); and
- (e) the resolution of affiliation of at least two (2) registered employees' organizations with at least 50% + 1 of all members within the agency in which it seeks to operate. (Section 2 of Rule VI, Registration of Employees Organization) and National Employees' Organization)



(p) provision for nursing and lactation station subject to the provisions of Republic Act No.10028 (Expanded Breastfeeding Promotion Act of 2009);



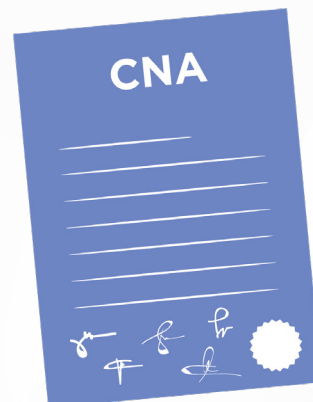
What is the lifespan of the CNA?

The Collective Negotiation Agreement (CNA) shall be effective for four years. Moreover, all CNAs regardless of the presence of an “automatic renewal clause” provision may be granted an extension of a maximum of one year after its expiration; provided the accredited employees’ organization/national employees’ organization has shown proof of an earnest effort to re-negotiate with the management within 60 calendar days prior to its expiration. Notwithstanding the foregoing, the parties may negotiate a supplemental agreement or a new CNA during its effectivity. (Section 11 (C) of Rule XIV, Collective Negotiations)

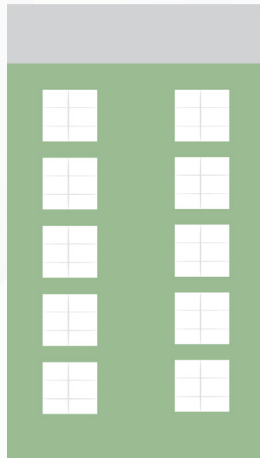
- (q) provision for day care center;
- (r) provident fund, subject to the provisions of Executive Order No. 641 dated July 25, 2007, DBM Budget Circular No. 2008-3 dated June 20, 2008, and subsequent issuances as may be issued by the President or the DBM;
- (s) provision on representation in different committees;
- (t) recreational, social, athletic and cultural activities and facilities subject to the pertinent rules and regulations of the DBM;
- (u) The grant of CNA Incentive shall be in accordance with Administrative Order No. 135, s. 2005, Congress Joint Resolution No. 4, dated June 17, 2009, relevant General Provisions of the General Appropriations Act and guidelines that may be issued by the DBM; and
- (v) Such other concerns which are not prohibited by law and CSC Rules and Regulations. (Section 7 (B) of Rule XIV, Collective Negotiations)

When shall a CNA take effect?

The CNA shall take effect upon its signing by the parties, ratification by the majority of the rank-and-file employees in the negotiating unit, and registration with the CSC in accordance with Rule XV of the 2024 Rules. The date reflected in the certificate of registration of CNA issued by the CSC shall be the effectivity date of the CNA. (Section 11 (C) of Rule XIV, Collective Negotiations)



ON THE CHANGE OF NAME OF AN EMPLOYEES' ORGANIZATION



Can an association change its name?

Yes. The certificate of registration for change of name shall bear the same registration number as the original certificate issued in its favor and shall indicate the following:

- (a) new and former name of the organization;
- (b) office or business address; and
- (c) date when the organization acquired a legitimate personality as stated in its original certificate of registration. (Section 3 of Rule VIII, Change of Name of Employees' Organization or National Employees' Organization)

ON CERTIFICATION ELECTION

When can a petition for certification election be filed?

A petition for certification election may be filed anytime, except within one year:

- (a) from the issuance of a certificate of accreditation;
- (b) from the conduct of certification election or run-off election.

In case an appeal has been filed from the Order of the BLR certifying the results of the election, the running of the one year period shall be suspended until the decision on the appeal has become final and executory;

- (c) when an accredited employees' organization has submitted a CNA proposal to management;
- (d) when there is a pending conciliation due to a deadlock in negotiation; or
- (e) when a CNA has been registered, unless the petition for certification election is filed within the 60-day freedom period. (Section 3, (B) of Rule XI)



SHAPING THE FUTURE OF HR IN THE PUBLIC SECTOR:

*Integrating Values,
Competencies, and Well-Being*



*When we embrace
human resource
transformation, we
should not only adopt
new technologies
or implement new
processes, we must
also foster a culture
of continuous
improvement and
innovation.*

To Chairperson Karlo Nograles, Commissioner Aileen Lizada, my fellow civil servants, and distinguished guests, magandang umaga!

Today marks the second day of the 2024 Regional Convention of Human Resource Management Practitioners—and truly, it is an honor to be with you all. *Bago po ako magpatuloy*, let me first take this opportunity to acknowledge the following individuals who have made this event possible:

- CSC Regional Office III Acting Director IV Atty. Rosalinda Tanaliga-Oliva;
- Acting Director III and concurrent CSC Field Office or FO Bataan Director II Edgardo Cruz;
- FO Aurora Director II Seymour Pajares;
- FO Bulacan Director II Dulce Cochon;
- FO Nueva Ecija Director II Eleanor Prado;
- FO Pampanga Acting Director II Dyna Marie Quimson;
- FO Tarlac Director II Maria Cristina Gonzales;
- FO Zambales Director II Randy Tababa; and
- to all RO III and FO staff.

Your unwavering dedication and leadership continue to inspire us all. *Maraming salamat sa inyo.*

Message of CSC Commissioner Ryan Alvin R. Acosta during the Regional Convention of Human Resource Management Practitioners in Region 3



ATTY. RYAN ALVIN R. ACOSTA
Commissioner, Civil Service Commission

Bukod dito, gusto ko rin pasalamatan sina Assistant Commissioner Ariel Ronquillo, Mr. Jet Renz Ferrer, and Mr. Lito Lupena para sa kanilang kontribusyon bilang mga subject matter experts sa convention na ito.

At the outset, we can say that HR in the public sector can be accurately described in one word: dynamic. Emerging trends in HRM are reshaping how we manage our people. *Patuloy na nagbabago ang hugis at anyo ng HRM, at kung paano ito ipinapatupad sa mga ahensya.*

Our current world is marked with rapid technological advancements and increasing interconnectedness. As HRM leaders and practitioners, we must always keep this in mind and anticipate the effects that such landscape has on both our agencies and employees.

A proactive approach toward HRM must thus be taken—*kailangan natin ma-equip ang mga empleyado natin ng mga angkop na skills at competencies upang makipagsabayan sa mga pagbabagong patuloy na nararanasan ng mundo.*

When we embrace human resource transformation, we should not only adopt new technologies or implement new processes, but we must also foster a culture of continuous improvement and innovation for both our agencies and employees. Empowerment of our workforce is undoubtedly crucial, where adaptability to new trends, techniques, and skills is the key. *Siyempre, ang transformation na ito ay magsisimula sa atin—sa ating mga leaders ng ahensya at mga HR practitioners. We must lead by example, setting the precedent and demonstrating our commitment to lifelong learning and professional growth.*



"Having an environment wherein every employee is seen and heard, wherein he or she feels valued and supported, is crucial in motivating every employee to perform his or her best."



CSC Assistant Commissioner Ariel Ronquillo and CSC Regional Office III Acting Director IV Rosalinda Tanaliga-Oliva together with the guests and delegates of the 2024 Regional Convention of Human Resource Management Practitioners in Region 3 on 22 May 2024 in Bacolod City.



"The future of HR in the public sector can be built and shaped by all of us if we all work together toward achieving it—an effective and efficient, value-driven, competency-based, and well-being focused public sector HR."

The importance of leadership in HRM transformation cannot be overemphasized. *Bilang mga pinuno, nasa kamay natin ang kapangyarihan upang makamit ang pagbabago.* We have the power to inspire and influence our employees and set the outlook and tone of our respective agencies, shaping the culture and working toward common goals and visions.

When we speak about effective leadership in HRM, it not only involves the management of people, but also mentoring, guiding, and capacitating them so that they may continuously learn and improve to become the best versions of themselves. After all, having an environment wherein every employee is seen and heard, wherein he or she feels valued and supported, is crucial in motivating every employee to perform his or her best.

Maliban dito, effective leadership also means making tough decisions and navigating complex challenges faced by not only the employees, but also of the agency as a whole. Showing resilience in the face of such adversities and leading with dynamism—*lahat iyan po, malaking bahagi sa pagiging isang pinuno.*

In the public sector, where our work directly affects the lives of citizens, the stakes are high. *Kailangan natin itatak sa puso at isipan natin ito—our leadership must be embedded in a strong sense of purpose and a commitment to public service values, for the common good.*

As we face toward the future, it is clear that the traditional workplace is being redefined by, among others, the rise of remote work, artificial intelligence, automation, other emerging technologies, and the



CSC Regional Office III Acting Director IV Tanaliga-Oliva leads the induction of the Central Luzon Council of Human Resource Management Practitioners.

importance being increasingly placed upon work-life balance—which, of course, have substantial implications for HRM. In view of these trends, we must thus rethink our policies and strategies and realign these with the evolving needs and expectations of our workforce.

To end, the future of HR in the public sector is filled with limitless possibilities and potential. While this may seem daunting, let us find inspiration in what Peter Drucker, a world-famous management

consultant, once said: "The best way to predict the future is to create it." Indeed, the future of HR in the public sector can be built and shaped by all of us if we all work together toward achieving it—an effective and efficient, value-driven, competency-based, and well-being focused public sector HR.

Armed with strong leadership and partnered with a capacitated and motivated workforce, a deep understanding of the HRM landscape, and the desire to fully

welcome HR transformation, we can all maximize opportunities and face any challenge that may make itself known in the future. Doing this of course entails commitment. Let commitment be at the forefront of our mission to provide excellent public service and create an environment where all employees can grow and become the best versions of themselves.

Maraming maraming salamat po sa inyong lahat at mabuhay ang serbisyo sibil. •

COVER STORY

Kalayaan, Kinabukasan, Kasaysayan:

**Transforming Civil Service into a
Future-Ready Workforce**

CSC Assistant Commissioner Nerissa B. Canguilan addressed officials and attendees of the Pampamahalaang Programa at Serbisyo in Rizal Park, Manila City held in celebration of the 126th Philippine Independence Day.



On 12 June 2024, the country commemorated its 126th Independence Day. It has been 126 years since Emilio Aguinaldo proclaimed independence from the window of his residence in Kawit, Cavite, back in 1898. This historic moment not only marked the Philippines' first declaration of independence but also witnessed the unfurling of the Philippine Flag, which Aguinaldo brought from Hong Kong, formally presenting it to the Filipino people for the first time.

As the nation celebrates another year of sovereignty, the flame of Filipino nationalism which fueled the quest for freedom from colonization continues to burn brightly in the heart of the nation. The enduring collective vision of the country persists, perhaps even more emphatically: every Filipino aspires to enjoy a "*matatag, maginhawa, at panatag na buhay.*" But in order to bolster the future, there is a need to look back and learn from the lessons of bravery and the sacrifices of our predecessors. We need to look into our nation's history so that our identity as a community, as a nation, is grounded on facts and strong historical tradition.

The theme of this year's Independence Day, *Kalayaan, Kinabukasan, Kasaysayan*, therefore highlights the crucial role of independence in the achievement of the country's collective aspiration for the future. It is a reminder that Filipinos can engage the present and the future with the confidence that whatever mistakes committed in the past will not be repeated, and use these lessons in coming up with solutions that are anchored in the wisdom gained from its common history.

While there are no longer colonizers to resist or battles to be won, the pursuit of inclusive growth, a resilient society, and a globally competitive economy must persist against the emerging threats of the 21st century.

No Filipino needs to sacrifice their life to be recognized as a hero and contribute to the development we all aspire to achieve. Instead, our modern heroes are individuals and groups who exemplify courage, dedication, and selflessness in their respective fields, contributing to the advancement and welfare of the whole country.

They are the frontline workers and public servants, including healthcare workers, teachers, scientists, carpenters, policemen, firefighters, and other government employees who dedicate their lives to serving and protecting the community.

In the Philippines where public service is not merely a job but a calling, the 1.9 million workers in national government agencies, local government units, and state universities and colleges have proved that they are the well-oiled machinery that run the public sector institutions to continuously provide effective and efficient public service nationwide.

For its part, the Civil Service Commission (CSC) plays a pivotal role in nurturing and advancing the well-being of the country's civil servants.

As the central human resource (HR) institution of the Philippine Government, the CSC is faced with the mammoth task of transforming a 124-year-old civil service into an agile and future-ready workforce. In an era marked by rapid change and the need for post-pandemic recovery, it is crucial to establish a strong, efficient, and innovative civil service capable of meeting the needs of the public we serve.

Recognizing the urgency, the CSC has embarked on its digital transformation journey, a pivotal first step toward shaping the future of governance. This initiative underscores our commitment to enhancing institutional capabilities, fostering innovation, and embracing change.

As what Chairperson Karlo Nograles emphasized during his Independence Day message to civil servants, *"Para sa 1.9 milyong lingkod bayan ng Serbisyo Sibil ng Pilipinas, isang mabisang daan upang ipakita ang ating pagmamahal sa bayan ay ang paghahanda sa kinabukasan o ang pagiging future-ready. Ang mga inisyatibo tungo sa digital transformation ay maghahatid ng mga konkretong pagpapabuti sa aspeto ng mabuting pamamahala, pagpapayaman ng ating yamang-tao at paglilingkod sa bayan."*

The CSC has introduced forward-looking policies such as flexible working arrangements and guidelines for digital and online learning. New courses like

HR analytics, online learning facilitation, digital leadership, and microlearning design—unavailable just five or ten years ago—are equipping civil servants with essential skills for the digital age.

In September 2023, the CSC launched its own Learning Management System, a one-stop platform that can facilitate the creation, delivery, and management of learning and development programs for the entire bureaucracy. Through this system, the CSC aims to reach out to a critical mass of government employees by designing and conducting e-learning courses on the platform.

On 17 April, the CSC secured commitment from the Asian Development Bank (ADB) to provide technical assistance to the Commission's digital transformation (DX) strategy.

The ADB technical assistance will focus on several key areas, including digital capacity and information and communications technology (ICT) resource assessment, development of an enterprise-level digital strategy, creation of a governance framework for the DX process, and tailored capacity enhancement programs for CSC personnel.

To be implemented within two and a half years, the project will also involve designing a change management program and assessing the impact of ICT systems on people and processes through the conduct of user-readiness assessments and change adoption workshops.

In addition, the CSC, in partnership with the World Bank, is on the brink of another groundbreaking move with the implementation of the Philippine Civil Service Modernization Project or PCSM. This initiative is poised to revolutionize human resource management within select national government agencies, targeting key issues such as institutional fragmentation, politicization, low digital penetration, and administrative risks that have long plagued the country's civil service.

An important feature of the project is the development and implementation of an integrated Human Resource Management Information System for the Government. This sophisticated system includes an

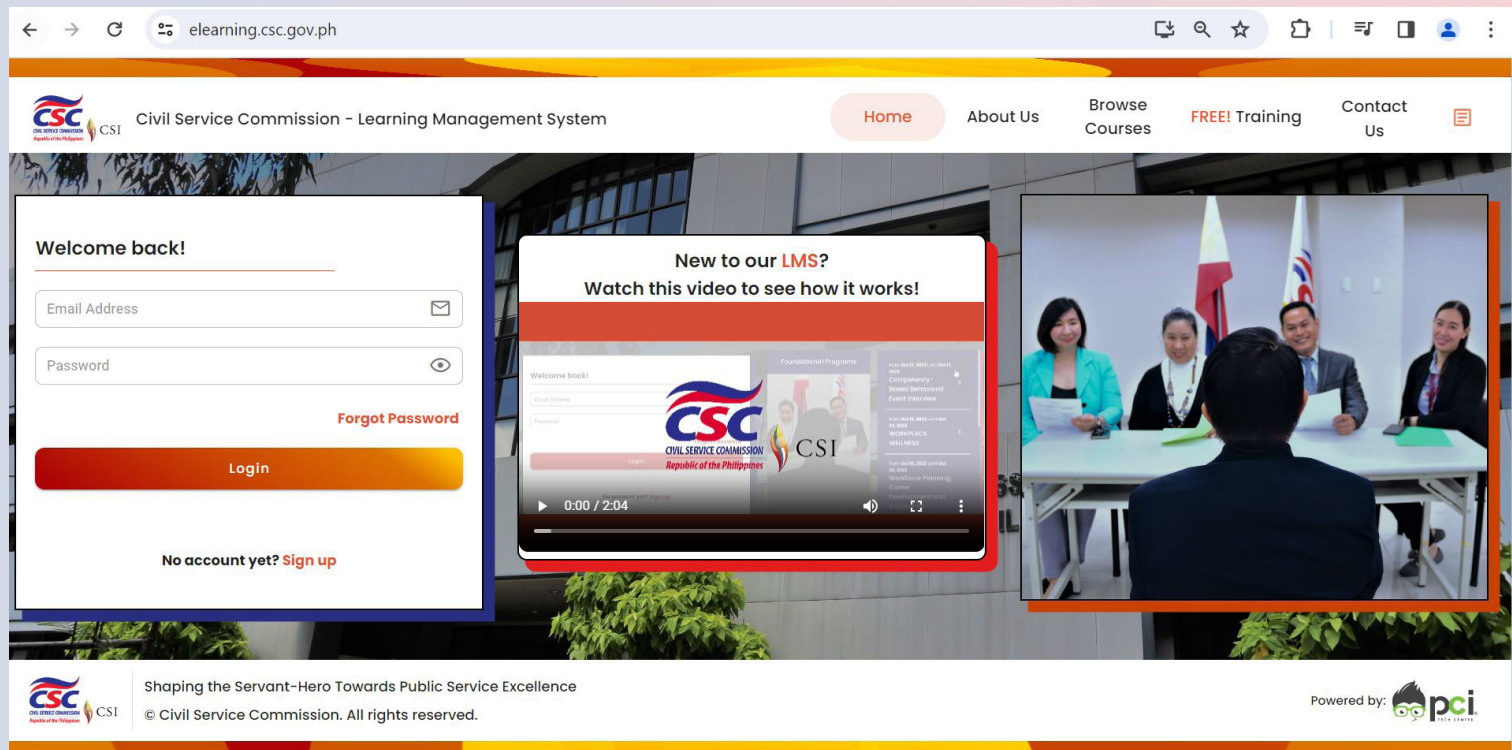
employee self-service portal, a web-based learning management system, and a cutting-edge HR data analytics function. With this holistic approach, the CSC aims to not only address existing challenges, but to also usher in a new era of technological prowess within the civil service.

The changes envisioned by the PCSM extends beyond mere technological upgrades. It is a comprehensive framework that would empower employees, fuel professional growth, equip leaders with data-driven insights, and create a culture of efficiency, agility, and informed decision-making within the government. In the next few years, the project is expected to significantly improve the organizational effectiveness of the CSC and the selected government institutions involved in the initial implementation. In particular, the introduction of an integrated, nationwide Human Resources Management Information System (HRMIS) promises to be a game-changer, fostering better personnel management and strategic deployment of skills in appropriate sectors.

Ultimately, the PCSM represents a pivotal step to elevate the standards in delivering essential services to the public. It signifies the CSC’s unwavering commitment to embrace innovation and to lead our entire bureaucracy into a new era defined by efficiency and excellence in public service.

Apart from digital transformation, a crucial part of the CSC’s goal to provide professionalized and empowered HR in the civil service is the upholding of employees’ rights.

The CSC launched and held the ceremonial signing of the 2024 Implementing Rules and Regulations (IRR) Governing the Exercise of the Right of Government Employees to Organize on 29 April 2024, two days before the celebration of Labor Day on 1 May 2024. CSC Chairperson Karlo Nograles led the event together with members of the Public Sector Labor-Management Council (PSLMC). The new IRR is an integration of promulgated and published policy resolutions approved by the PSLMC for the past years after its last amendment in 2004.



In September 2023, the Civil Service Commission (CSC) launched the CSC-Learning Management System, a one-stop platform that can facilitate the creation, delivery, and management of online learning and development programs for the entire bureaucracy.



Civil Service Commission Chairperson Karlo Nograles (center) together with Department of Budget and Management Undersecretary Leo Angelo M. Larcia, Department of Labor and Employment Secretary Bienvenido E. Laguesma, Department of Justice (DOJ) Undersecretary Frederick A. Vida, and Department of Finance Undersecretary Nino Raymond B. Alvina during the launch and ceremonial signing of the 2024 Rules and Regulations Governing the Exercise of the Right of Government Employees to Organize on 29 April 2024 at the Justice Hall of the DOJ in Manila City.

“Good employee relations is vital in advancing employee welfare and participatory governance. The promulgation of the 2024 Rules is a testament of the Council’s commitment to continuously improve and safeguard the exercise of the right to self-organization in the public sector,” stated Chairperson Nograles.

Under the 2024 Rules, all rank-and-file employees in the public sector can form, join, or assist employees’ organizations, labor-management committees, work councils, and other forms of employees’ participation scheme of their own choosing. Eligibility for membership in any employees’ organization shall commence on the first (1st) day of the employees’ service.

The 2024 IRR also includes amendments on conciliation services, effectivity of collective negotiation agreements, and recognition of national employees’ organizations.

By prioritizing the welfare of civil servants, the CSC ensures that they can effectively fulfill their duties and responsibilities, thus safeguarding the interests and welfare of our nation as a whole.

This commitment resonates especially on Independence Day and Labor Day, as we reflect on the sacrifices and dedication of those who died for the country and ensure that the bureaucracy remains strong and resilient in safeguarding our freedoms and national development. •



SKILLED WORKERS IN GOVERNMENT MAY APPLY FOR SPECIAL ELIGIBILITY

While the Career Service Examination is one of the tests gauging the merit and fitness in the civil service, some positions in the government entail qualifications that

are not measurable by written tests. These positions include carpenter, draftsman, heavy equipment operator, electrician, laboratory technician, mechanic, photographer, plumber, among others.

As such, the Civil Service Commission (CSC), crafted CSC Resolution No. 964906 in 1996 (circularized via CSC Memorandum Circular (MC) No. 11, s. 1996 and revised in 2012 via CSC Resolution No. 1202124), granting special eligibility to workers whose positions require skills that cannot be measured by the usual

open and paper test but through an actual work performance over a period of time. The said skilled positions are identified as Category II positions—those which have qualification standards requiring eligibility that can be obtained by completing one year of very satisfactory actual work performance.

A skilled worker under a temporary appointment in a government agency may apply for the grant of skills eligibility provided that they meet the said requirements. This eligibility is appropriate for specific categories of positions corresponding to a skill eligibility, as listed under CSC MC No. 11, s. 1996, as amended, CSC MC No. 8, s. 2022, and CSC MC No. 8, s. 2023. It should be noted that skills eligibilities are not equivalent or comparable to Career Service Subprofessional and Professional eligibilities.

PROCEDURES ON THE APPLICATION FOR THE GRANT OF SKILLS ELIGIBILITY

What are the Needed Documents

There are general and specific documentary requirements needed for the filing of application. These are the following:

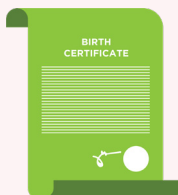
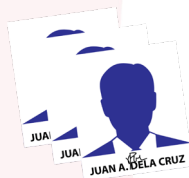
General documentary requirements:

1. Properly accomplished Application Form: CS Form 101-G, Revised Sept. 2013 (for Category II);
2. Three pieces of identical ID pictures taken within the last three months prior to filing of application;
3. Original and photocopy of an accepted ID card, which must be valid (not expired) upon filing of application, and bears the applicant's complete name, picture and signature, and the issuing officer's name and signature;
4. Original and photocopy of Birth Certificate of the applicant authenticated/issued by the Philippine Statistics Authority;
5. For female married applicants, original and photocopy of Marriage Certificate authenticated/issued by the Philippine Statistics Authority; and
6. Certification executed by the applicant that he/she has no pending administrative and/or criminal case before any court/authorized body, and that he/she has never been found guilty/convicted of any administrative offense and/or crime, using the prescribed CSC SPEL Form 1, April 2012.



Specific documentary requirements:

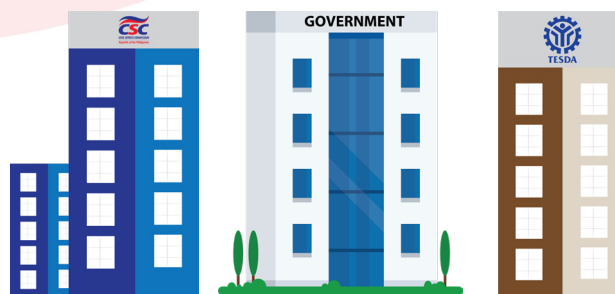
1. Original and photocopy of Appointment Paper of the applicant, specifically indicating the status of appointment as "Temporary";
2. Certification (using the prescribed CSC-ERPO Cat. II Form No. 1, Revised Oct. 2009) from the agency head/highest HRMO that the appointee obtained at least Very Satisfactory rating for the two rating periods during the one-year temporary appointment;
3. Statement of Actual Duties and Responsibilities (using the prescribed CSC-ERPO Cat. II Form No. 2, January 2011) of the applicant executed by the applicant's immediate supervisor; and
4. Authenticated copy of the applicant's Performance Rating Form, duly confirmed by the agency's Performance Evaluation and Review Committee (PERC), for the two rating periods covered by the one-year temporary appointment.



FILE APPLICATION NOT EARLIER THAN ONE WEEK BEFORE THE EXPIRATION OF THE ONE-YEAR TEMPORARY APPOINTMENT

Where to File an Application

All documentary requirements must be submitted to the CSC Regional Office, or any of its Field Offices, having jurisdiction over the TESDA Office where an applicant took a skill test, or the agency where an applicant has completed one year of very satisfactory actual work performance under temporary status of appointment.



When to File an Application

The filing of applications for the grant of skills eligibility under Category II may be done not earlier than one week before the expiration of the one-year temporary appointment.

Filing of applications after expiration of the one-year temporary appointment may be allowed provided the applicant is still in the service holding the same position title as that of the one-year temporary appointment invoked.



How to File an Application

- a. **By the Applicant in Person** - This mode of filing an application involves the applicant himself/herself going to the CSC Regional Office concerned, or to any of its Field Offices, to personally submit his/her application and documentary requirements. This is the most recommended mode of application filing, as this will allow interview of the applicant as to his/her qualifications and other circumstances relevant to his/her application for eligibility grant.



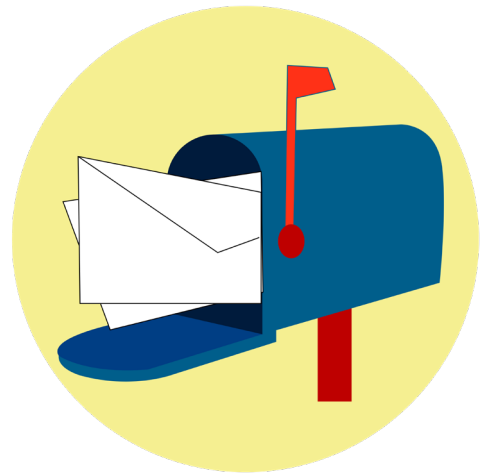
- b. **Through Representative** - This mode involves a representative of the applicant going to the CSC Regional Office concerned, or to any of its Field Offices, to submit the application and documentary requirements. The representative shall submit the following additional documents: 1) Authorization Letter executed by the applicant; and 2) original and photocopy of at least one valid ID card of the representative.
Note: While filing of application may be coursed



through a representative, the applicant shall be required to appear personally before the CSC for the proper issuance and acceptance of the Certificate of Eligibility, should the application be approved. Representative/s shall not be allowed to receive the Certificate of Eligibility on behalf of the applicant-grantee.

- c. **Through Conduit CSC Regional Office (RO)** - This mode involves applicants who have moved to or are presently based in another region that is far-off from the authorized CSC Regional Office (RO) having jurisdiction over their cases.

In this instance, an applicant concerned, or his/her representative, may file the application to the CSCRO nearest the applicant's present place of residence or work. Said CSC RO shall act as conduit between the applicant and the authorized CSC RO in facilitating acceptance of the application, and release of the corresponding Certificate of Eligibility (COE) should the application for eligibility grant be approved. This mode of application filing takes time, considering that communications between the conduit CSC RO and the authorized CSC RO are dispatched at least via registered mail.



- d. **Through Mail** - This mode involves the applicant sending his/her application and documentary requirements (including originals) to the CSC RO concerned through either registered mail, or courier. This mode takes time in view of anticipated exchange of communications. Delays and lost of documents through the negligence of the courier is beyond the control of the CSC RO concerned.



For the complete information on Skills Eligibility, scan this QR code:





The Public Sector Human Resource Symposium Through the years

The Civil Service Commission (CSC), through its learning and development arm, the Civil Service Institute (CSI), holds the Public Sector Human Resource (HR) Symposium annually. It is considered as the biggest gathering of HR practitioners in government, which aims to equip HR practitioners and leaders from both the public and private sectors with the latest trends and best practices in leadership, human resource management (HRM), and organizational development (OD).

As one of the highlights of the 124th Philippine Civil Service Anniversary (PCSA) celebration, the CSC will hold this year's Leaders & Human Resource Symposium (LHRS) on 24-25 September 2024, both virtually and onsite in Pasay City.

Now on its 11th year, the CSC changed the learning and development event to Leaders and HR Symposium to highlight the crucial role of leaders in igniting new ideas and adapting to change toward public service improvement.

The 2024 LHRS, themed "Adapt Beyond Limits," will feature speakers who will discuss the continuous evolution in HR, with emphasis on the importance of adaptability to cope with change.

There are five hybrid plenary and six concurrent sessions during the two-day convention to provide in-depth discussions and insights on topics related to leadership, HR management, and OD. These are

identified to spotlight the diverse generational landscape within the workplace and equip existing and future leaders to lead effectively which can be summarized into three areas - digitalization, engagement, and collaboration.

DYNAMISM TOWARD WORKFORCE AND ORGANIZATIONAL RESILIENCE

Last year, the HR Symposium attracted 4,500 government leaders, supervisors, and HR practitioners, establishing itself as the premier gathering of professionals in the field.

The theme in 2023 was aligned with thematic focus of the PCSA which is dynamism, a competency that would strengthen the human capital and foster organizational resilience.

The intervention was designed to equip people and organizations with emerging skill sets to build dynamic organizations able to optimally balance organizational performance with economic, environmental, and social impacts on the future generation.



2023 Public Sector Human Resource Symposium
"Developing and Fostering a Culture of Dynamism to Achieve a Resilient and Sustainable People and Public Sector Organization"
26-27 September 2023



HR SYMPOSIUM LOGO EVOLUTION



enlightening, and extraordinary learning experience. Fresh perspectives on performance management, particularly on the newly-developed Results-Based Performance Management System and the Strategic Performance Management System, were shared as well as best practices on managing performance by various organizations.

With the theme, "Gearing toward ASEAN Integration through Strategic HR," over a thousand public and private HR practitioners gathered for the HR Symposium held on 24 to 25 April 2014 in Cebu City. The event served as a venue for HR and OD practitioners to exchange strategic HR applications, solutions, and best practices that will help the Philippines move toward ASEAN integration in 2015.

The HR Symposium in 2015 focused on leadership. The central theme of the symposium was "Transformations through Leadership Development" and it was all about leadership and its impact on individuals, which then collectively resulted in organizational and societal transformations.

For two days, participants were given the opportunity to listen to inspiring stories from local and international experts on personal transformations which served as catalysts to organization and societal transformation.

TRANSITIONS IN HR AND OD

The 2016 election was expected to usher in a wave of new leaders in the bureaucracy. With these new leaders were new directions introducing significant changes in priorities, programs and processes. Amidst all these changes, there was a need to maintain a healthy balance between continuity and change toward further enhancing public service. This highlight the need to properly manage transitions.

With the theme, "Managing Transitions through Strategic Human Resource and Organisation Development," the learning and development highlighted how leaders set directions and how HR practitioners create the necessary environment and develop people who implement the change. These transitions occur at different levels: personal, organizational, and even societal.

One of the main thrusts of the 2017 HR Symposium was shaping change in the context of ASEAN

The symposium featured concepts and best practices shared in the plenary sessions by international and local speakers to inspire participants to initiate change and be dynamic leaders able to thrive in facing challenges.

CONVERGENCE OF HR PRACTITIONERS THROUGH THE YEARS

The first HR Symposium held in 2013 focused on performance management. With the theme, "Performance Management in the Philippines: Challenges and Breakthroughs," it underscored the premium placed by the CSC in neglected area of human resource management. It gathered a thousand HR and OD practitioners from both the public and private sectors in an engaging,

integration. The Philippines served as the Chair for the ASEAN's 50th anniversary, which was celebrated with the theme, "Partnering for Change, Engaging the World." To complement ASEAN's theme, the HR Symposium focused on the need to shape change in various levels in the ASEAN community.

With the theme, "Shaping Change," the event was held at the Philippine International Convention Center in Pasay City on 4-6 July 2017. The core learning during the year was the importance of continued learning, inspiring people to move, advocating for reforms that lead to transformations, aspiring for global competence, and conceiving new ways to achieve breakthroughs leading to good governance outcomes.

In 2018, with the theme, "Achieving Breakthrough Results through Strategic HR," it highlighted the need to achieve momentum and critical mass.

It was designed to showcase and benchmark positive results as a means toward enabling agencies to continually pursue improvements toward realizing breakthrough results. To appreciate breakthrough results, there was also a need to enable Public Sector Leaders and HR Practitioners to effectively measure desired results and continually monitor and evaluate accomplishments.

The 2019 Public Sector HR Symposium held on 24-26 July at the Philippine International Convention Center was participated in by 2,500 HR practitioners, leaders, and managers from all over the Philippines and ASEAN Member States.

With the theme "Moving Together toward *Ambisyon Natin 2040*", the symposium showcased topics on intensifying Public Service Values drive, promoting a culture of innovation and productivity, and harnessing technology to be globally competitive in today's technology-driven and knowledge intensive world.

Local and international speakers discussed current measures to achieve seamless public service delivery and anti-corruption drives, enhancing administrative governance, engaging and empowering the citizenry, Ease of Doing Business and Efficient Government Service Delivery Management, Public Finance Management, and other accountability systems.

MOVING ON TO THE BETTER NORMAL

In 2020, the conduct of the Public Sector HR Symposium was cancelled in compliance with the guidelines of the Inter-Agency Task Force for the Management of Emerging Infectious Diseases to prevent the further spread of the COVID-19 virus.

From physical gatherings held in Manila, Cebu, and Davao starting 2013, the HR Symposium transitioned to virtual mode in 2021 in compliance with public health and safety protocols amid the pandemic.

With the theme, "Transforming Government Agencies Into Smart Organizations: Honing Resilient and Future-Ready Public Servants," the three-day virtual learning event held on 15-17 September 2021 highlighted the strategic role of government leaders and HR practitioners in transforming government agencies into smart organizations.

The symposium also discussed concepts, perspectives, and characteristics of smart organizations and showcased best practices and experiences of progressive HR organizations which were shared in the plenary and concurrent sessions by international and local speakers.

RESILIENCE IN THE PHILIPPINE CIVIL SERVICE

In 2022, a virtual Public Sector Human Resource Symposium with the theme, "Building Resilient Organizations: Honing Agile and Future-Ready Leaders and HR Practitioners" was held from 14 to 16 September.

It highlighted the strategic role of government leaders and HR practitioners in building resilient organizations as well as in developing resilient human capital. Resilience is especially important with the need to overcome challenges caused by the COVID-19 pandemic and adapt to emerging technologies.

The HR Symposium zeroed in on the characteristics of resilient organizations, tools and best practices in building resilient organizations which were shared in the plenary and concurrent sessions by international and local speakers. The learnings and insights from the sessions were designed to ensure public service excellence and continuity despite disruptions. •



HEALTH and WELLNESS



FIRST AID IN THE WORKPLACE: Ensuring Safety and Preparedness

In any workplace, safety is paramount. Accidents and medical emergencies can happen unexpectedly, making knowledge of first aid crucial for all employees. Whether it is a small office, a busy construction site, or a factory floor, preparedness to handle medical situations can mean the difference between a minor incident and a life-threatening emergency.

When accidents happen, first aid is a must.

But how do you administer first aid in the workplace? This article explores the essentials of workplace first aid, covering common medical conditions, necessary equipment like first aid kits, and practical first aid techniques every employee should know.



Employees from Civil Service Commission (CSC) Central Office attend the First Aid Training administered by the Philippine Red Cross on 26 June 2024 at the CSC Resource Center Building, Quezon City.

PRIMARY GOALS OF FIRST AID

First aid is the one-time, short-term emergency treatment given to a person before proper medical aid can be obtained. While it often requires little technology or training to administer and may seem like a nice-to-have skill, being prepared to provide immediate care during emergency situation can prevent further injury, reduce pain, and, ultimately, save lives.

The primary goals of first aid in the workplace are universal: preserve life, prevent the condition from worsening, and promote recovery. These straightforward yet critical goals guide every action taken in a medical emergency until professional help arrives.

MOST COMMON MEDICAL CONDITIONS IN THE WORKPLACE

Workplaces vary in their risks and hazards, which influence the types of medical emergencies that can occur. However, some common conditions employees might face include minor cuts and bleeding, choking, sprains and strains, burns, heat exhaustion, allergic reactions, and heart attack.

Understanding these risks allow workplaces to tailor their first aid procedures and training programs accordingly, ensuring readiness for any situation.

FIRST AID KIT

Every workplace should have a well-stocked first aid kit. It should contain essential items such as medicine, bandages and dressings, instant cold packs, adhesive tape, antiseptic wipes or sprays, gloves and masks, and scissors that are regularly inspected to ensure it is fully stocked.

Employees must also know that there is a first aid kit available and where it is located.

THE BASICS OF FIRST AID

Knowing what to do during a medical emergency is as important as the tools and supplies in the first aid kit. However, employees must keep in mind not to give first aid treatment for which they are not trained. Only workers trained in providing first aid should assist a victim or a patient in order to prevent further injury. Here are some fundamental principles of first aid that every employee should be familiar with:

1. Assess the scene: Before approaching a person in distress, ensure it is safe to do so. This may involve removing hazards like fire, chemicals, or moving to a safer location.
2. Check for responsiveness: Check if the person is conscious. If the person is unresponsive, or if there is a severe injury or medical emergency, immediately call an ambulance or a medical doctor for professional medical assistance.

3. ABCs of First Aid

- a. **Airway:** Ensure that the person's airway is clear. Tilt their head back slightly and lift the chin to open the airway, throat, and nose for breathing.
 - b. **Breathing:** Once the airways are confirmed to be clear, check for normal breathing. If the person is not breathing or is breathing abnormally, provide rescue breathing.
 - c. **Circulation:** Check for a pulse if necessary. If the person's heart has stopped, perform CPR to promote circulation.
4. **Recovery position:** If a person is unconscious but breathing, placing them in a recovery position helps keep their airway open and prevents choking on vomit or saliva.

FIRST AID TECHNIQUES FOR COMMON EMERGENCIES

1. Bleeding

- Apply direct pressure using a clean cloth or bandage.
- If possible, raise the injured limb above the heart to reduce blood flow.
- Once bleeding is controlled, cover the wound with a sterile dressing and bandage firmly.

2. Choking

Perform abdominal thrusts or Heimlich maneuver. Stand behind the person and wrap your arms around their waist. Make a fist with one hand and place it above the navel. Grasp the fist with your other hand and pull inward and upward forcefully. However, this should not be performed on pregnant women and babies under one year old.



Instructors from the Philippine Red Cross demonstrate how to administer first aid to a person with minor burns during the First Aid Training for CSC employees.

3. Minor Burns

Determine the severity of the burn. First and second degree burns require topical remedies while third degree burns should be checked by a doctor.

- Hold the burned area under cool, running water for at least 10 minutes to reduce pain and minimize damage.
- Once cooled, cover the burn with a sterile, non-stick dressing to protect it from infection.

4. Use the RICE framework for sprains and strains:

- Rest the affected area;
- Apply ice to reduce swelling;
- Compress the area with a bandage; and
- Elevate it to minimize pain and swelling.

5. Heat-related Illnesses

Given the tropical climate, Filipinos are common to heat-related complaints like heatstroke and heat exhaustion, especially during summer.

- Cool the person and ensure proper ventilation.
- Rehydrate the individual by providing fluids and electrolytes, especially for young children and the elderly.

6. Allergic Reactions

Severe allergic reactions to food, insects, or other allergens may result to difficulty in breathing, among others. Administer epinephrine, if available, and seek immediate medical attention immediately.

7. Bites and Scratches

Similar to burns, first aid for bites and scratches caused by pets or other animals depends on how deep the bite is and the type of animal that caused it.

- For minor animal bite or claw wound, wash the wound with soap and water.
- Apply an antibiotic cream or ointment and cover the bite with clean bandage.
- Seek prompt medical care if there is a deep puncture, severe bleeding, swelling, skin color change, or if you are unsure whether the animal that bit you has rabies.

FIRST AID FOR HEART ATTACK

Heart attack occurs when the blood supply to the heart is severely reduced or blocked.

According to the British Red Cross, a person experiencing heart attack may experience persistent, vice-like chest pain, which may spread to their arms, neck, jaw, back or stomach. The appropriate first aid for a heart attack is to immediately call emergency services. The national emergency hotline in the Philippines is 911.

First aid in the workplace is not just a legal requirement but a moral responsibility to ensure the safety and well-being of all employees. By providing adequate training, maintaining well-stocked first aid kits, and promoting a culture of safety awareness, workplaces can effectively manage medical emergencies and potentially save lives.

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LIVE LunChat with CSC

LunChat with CSC is the Commission's monthly online broadcast that features an in-depth discussion of CSC's policies, programs, and activities. Catch it live on the CSC Facebook Page (www.facebook.com/civilservicegovph) and YouTube channel www.youtube.com/@CSCPHmedia every last week of the month.

Watch the previous episodes by scanning the QR codes or visiting the links below:



APRIL EPISODE

Civil Service Institute's (CSI) Supervising Human Resource Specialist Jabrielle Vincee D. Anastacio joins us for this episode of LunChat to talk about the CSC-Learning Management System.



Short URL : https://youtube.com/live/_wJl9NUlq0

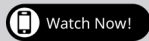
CSC-LEARNING MANAGEMENT SYSTEM (CSC-LMS)

Guest:
Ms. JABRIELLE VINCEE D. ANASTACIO
Supervising Human Resource Specialist
CSC Civil Service Institute



MAY EPISODE

For this month's episode of LunChat, we invited CSC Examination, Recruitment, and Placement Office (ERPO) Chief Personnel Specialist Mylene F. Muyano to discuss the grant of Skills Eligibility - Category II.



Short URL : <https://youtube.com/live/4i1HAI4PgCM>

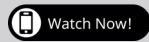
SKILLS ELIGIBILITY - CATEGORY II

Guest:
Ms. MYLENE F. MUYANO
Chief Personnel Specialist
CSC Examination, Recruitment, and Placement Office (ERPO)



JUNE EPISODE

As the Philippine Civil Service Anniversary draws near, Civil Service Institute's (CSI) Director IV Fernando M. Porio talks about the 2024 Leaders and HR Symposium.



Short URL : https://www.youtube.com/live/0iJUi0jUlw?si=_2dGTGlcXMaTYYI6

THE 2024 LEADERS AND HR SYMPOSIUM

Guest:
Director IV Fernando M. Porio
Civil Service Institute, CSC

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APRIL

Food Processing and Innovation Center-Davao generated numerous product concepts and prototypes, registered utility models, and served a diverse range of customers, including students, researchers, faculty, and food processors. Discover how their collaborative approach has accelerated competitiveness, stimulated start-ups, and encouraged more students to pursue food technology.



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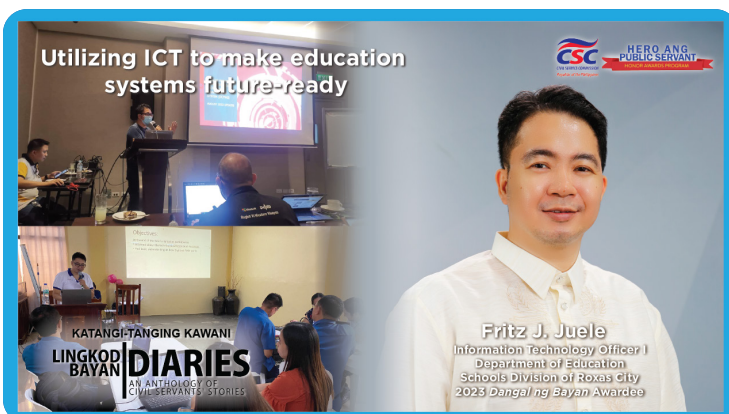
MAY

As a professor and researcher in a male-dominated field, Professor Julie Ann A. Salido boasted her computer expertise designing and developing the Sea-condition Emergency Alert and Warning Apparatus for Vessels Safety (SEAWAVeS). Find out how her innovation lead to safer seas and safer travels for Region VI.



Watch Now!

Short URL : <https://youtu.be/DNbcqCGRSf4>



JUNE

Driven by his passion for technology and innovation, Fritz Jardeleza Juele created systems that would have cost the government millions if done by a third-party developer. Learn how his display of future-readiness improved the operational efficiency and delivery of services of the Schools Division Office of Roxas City.



Watch Now!

Short URL : <https://youtu.be/AC01uuZq66k>

Policy HIGHLIGHT

In 2022, the CSC introduced Policy Highlight as its new monthly video content on Facebook and YouTube.

If you are an HR practitioner looking to brush up on information about guidelines and procedures, or a government worker who would like to understand HR policies better, make sure to check out Policy Highlight. In this series of videos and resource materials, the CSC shares highlights of HR policies to continue informing civil servants of updated or new rules, or of existing guidelines that respond to current issues and concerns.

Check out the episodes on [facebook.com/civilservicegovph](https://www.facebook.com/civilservicegovph) and on [youtube.com/@CSCPHmedia](https://www.youtube.com/@CSCPHmedia).



Policy Highlights

APRIL 2024

FEAT. STATEMENT OF ASSETS, LIABILITIES,
AND NET WORTH (SALN)

APRIL

As the deadline of submission of the 2023 Statement of Assets, Liabilities, and Net worth (SALN) approaches, this episode of Policy Highlight answers frequently asked questions regarding SALN.



Watch Now!

Short URL : <https://youtu.be/AFau5wytosA>



Policy Highlights

MAY 2024

SKILLS ELIGIBILITY - CATEGORY II

MAY

The Policy Highlight episode for May features Skills Eligibility - Category II, granted pursuant to CSC Memorandum Circular (MC) No. 11, s. 1996 as amended by CSC MS No. 20, s. 2013.



Watch Now!

Short URL : <https://youtu.be/mZFgswDZ2m4>



Policy Highlights

JUNE 2024

FEAT. CIVIL SERVICE ELIGIBILITY
VERIFICATION SYSTEM (CSEVS)

JUNE

The June episode of Policy Highlight features the Civil Service Verification System (CSEVS).



Watch Now!

Short URL : <https://youtu.be/1wozY76xDYs>



PRIME-HRM

Re: Guidelines on the Accreditation Status of Revalidated and Accredited Agencies Under the Old Program to Institutionalize Meritocracy and Excellence In Human Resource Management (PRIME-HRM) Standards

Number : 2400180

Promulgated : 06 March 2024

X-----X

RESOLUTION

WHEREAS, pursuant to Section 3, Article IX-B of the 1987 Philippine Constitution, the Civil Service Commission (CSC), as the central personnel agency of the government, is mandated to strengthen the merit and rewards system, integrate all human resource development programs for all levels and ranks, and institutionalize a management climate conducive to public accountability;

WHEREAS, the CSC is also mandated under Item 15, Section 12, Chapter 3 of Book V of Executive Order No. 292 to inspect and audit the personnel actions and programs of the departments, agencies, bureaus, offices, and local government units and other instrumentalities of the government including government-owned or controlled corporations. Pursuant to its mandate, the CSC launched the CSC Agency Accreditation Program (CSCAAP) in 1991 and further enhanced the program for assistance and monitoring through the Personnel Management Assessment and Assistance Program (PMAAP) in 2004;

WHEREAS, in pursuit of continuous improvement to its programs, the CSC saw the need to enhance the CSCAAP and the PMAAP and promulgated Resolution No. 1200241 dated 1 February 2012, adopting the guidelines to implement the Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME-HRM);

WHEREAS, the accreditation status of agencies under CSCAAP was revalidated in 2012 and re-assessed in 2013 using the PRIME-HRM Standards to determine whether they have sustained the requirements to maintain their accreditation status;

WHEREAS, the CSC, through Resolution Nos. 1400376 and 1400377 dated 5 March 2014, adopted

the 2014 PRIME-HRM Standards (Adoption of the HR Maturity Level Indicators for the PRIME-HRM Assessment of Agency HM Systems) and Revised PRIME-HRM Guidelines, respectively;

WHEREAS, Item Nos. 1 and 3, Section E of CSC Memorandum Circular No. 30, s. 2014, provide that agencies with Revalidated Level II-Accredited status shall be given two (2) years reckoned from 11 September 2014 to meet the PRIME-HRM Standards. Likewise, agencies with Accredited status under PRIME-HRM prior to 5 March 2014 shall be subjected to the Maturity Level (ML) II standards within a period of two (2) years after the promulgation date of the Resolutions granting them accreditation;

WHEREAS, the CSC, through Office Memorandum No. 36, s. 2016, directed the CSC Regional Offices (ROs) to extend full assistance to the target agencies under their jurisdiction according to priorities and action provided therein;

WHEREAS, in consideration of the completion of the implementation of the Assist Plan of these agencies in 2017 and the approval of the PRIME-HRM Enhanced ML Indicators through CSC Resolution No. 1601209 dated 21 October 2016, the CSC, through Resolution No. 1700157 dated 26 January 2017, extended the accreditation status of revalidated and accredited agencies until 31 December 2017 to meet the ML 2 under the Enhanced PRIME-HRM, provided that these agencies have on-track Action Plan;

WHEREAS, the CSC, through Resolution No. 1701679 dated 28 December 2017, placed on status quo the agencies under the following circumstances: 1) agencies (regional offices) whose

mother agencies were not recommended for award; 2) agencies recommended for PRIME-HRM Bronze Award but require further validation on some indicators; 3) agencies subjected to onsite assessment but not recommended for PRIME-HRM Bronze Award; and 4) agencies not subjected to onsite assessment but with on-track Action and Assist Plan;

WHEREAS, nine (9) years have passed since the agencies with Revalidated Level II-Accredited Status and the agencies with Accredited Status under PRIME-HRM prior to 5 March 2014 were required to comply with the PRIME-HRM ML II Standards. However, records show that as of 1 February 2024, the compliance with the Enhanced PRIME-HRM Standards among these agencies remains low as shown below:

Region	No. of Revalidated Agencies under the Old PRIME-HRM Standards	No. of Accredited Agencies under the Old PRIME-HRM Standards
I	13	10
II	2	7
III	50	25
IV	12	7
V	1	3
VI	10	6
VII	7	7
VIII	10	2
IX	5	4
X	0	0
XI	1	0
XII	5	0
Caraga	5	11
Cordillera Administrative Region	1	5
Bangsamoro Autonomous Region in Muslim Mindanao	0	0
National Capital Region	31	18
TOTAL	153	105

WHEREAS, the continued recognition of the subject agencies as accredited agencies despite non-compliance with the Enhanced PRIME-HRM Standards is detrimental to the implementation of the program;

WHEREAS, there is a need to provide considerable time to the revalidated and accredited agencies under the Old PRIME-HRM Standards for the conduct of self-assessment using the Enhanced PRIME-HRM Standards, and for the preparation and implementation of an Action Plan to meet the ML II indicators;

WHEREFORE, the CSC **RESOLVES** to **APPROVE** the following **Guidelines on the Accreditation Status of Revalidated and Accredited Agencies under the Old PRIME-HRM Standards**:

1. The accreditation status of the revalidated and accredited agencies under the old PRIME-HRM Standards shall be retained for a maximum period of one (1) year inclusive of the following timeframe and subject to the following conditions:

- a. The agencies shall submit a letter signifying their intention to pursue the retention of their accreditation, together with the agency-approved Action Plan to the CSC Regional Office (RO) concerned within a maximum period of two (2) months from the date of receipt of the copy of this CSC Resolution and CSC RO letter advisory.
 - b. The agencies that submitted their letter of intent and agency-approved Action Plan to the CSC RO shall be granted a period of ten (10) months or the unexpired portion of the one-year timeframe, reckoned from the date of receipt by the CSC RO concerned of the abovementioned documents, to meet the Enhanced PRIME-HRM Maturity Level (ML) 2 indicators for the conferment of at least the Accreditation or Bronze Award.
2. The CSC ROs shall send the copy of the CSC Resolution and letter of advisory to the official email addresses of the agencies under their jurisdiction. Likewise, the agencies shall submit their letter of intent and agency-approved Action Plan to the official email addresses of the CSC ROs with jurisdiction over them.
 3. The agencies that submitted their letter of intent and agency-approved Action Plan shall be assisted by the CSC RO concerned, through the CSC Field Office (FO), to meet the requirements for the PRIME-HRM Accreditation and/or Bronze Award.
 4. Failure of agencies to submit their letter of intent and agency-approved Action Plan as required under Item 1.a hereof shall result in the revocation of their accreditation status and reversion to regulated status. A Resolution on the revocation of their accreditation status shall be issued accordingly.
 5. Failure of agencies to be conferred with either the Accreditation or Bronze Award as required under Item 1.b hereof shall result in the revocation of their accreditation status and reversion to regulated status. A Resolution on the revocation of their accreditation status shall be issued accordingly.
 6. All appointments issued by agencies reverted to regulated status shall be submitted to the CSC FOs concerned for approval, including the supporting documents, within thirty (30) days from the date of issuance, as required under the 2017 Omnibus Rules on Appointments and Other Human Resource Actions, as amended.
- This Resolution shall take effect after fifteen (15) days from completion of the date of its publication in a newspaper of general circulation or the Official Gazette.
- Quezon City.
- (Sgd.) **ATTY. KARLO A. B. NOGRALES**
Chairperson
- (Sgd.) **ATTY. AILEEN LOURDES A. LIZADA**
Commissioner
- (Sgd.) **ATTY. RYAN ALVIN R. ACOSTA**
Commissioner
- Attested by:
- (Sgd.) **KATHERINE C. LIMARE-DELMORO**
Director IV
Commission Secretariat and Liaison Office



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