



MC No. 28, s. 1998

### MEMORANDUM CIRCULAR

- T O : ALL HEADS OF DEPARTMENTS, BUREAUS,  
AND AGENCIES OF THE NATIONAL AND  
LOCAL GOVERNMENTS INCLUDING  
GOVERNMENT- OWNED AND CONTROLLED  
CORPORATIONS AND STATE UNIVERSITIES  
AND COLLEGES
- SUBJECT : ***Observance of the 98th Anniversary of the  
Philippine Civil Service***

The Philippine Civil Service will observe its 98th Anniversary in September, 1998 with the theme: ***Public Office, A Public Trust - Mamamayan Muna, Hindi Mamaya Na.*** It may be recalled that on July 31, 1997, Proclamation No. 1050 declared September as the Civil Service Month.

To ensure the success of the celebration, the Civil Service Commission has lined up the following activities which may be undertaken by all government agencies and instrumentalities:

#### 1998 Civil Service Month Launching

The month-long celebration shall be launched through:

1. Mamamayan Muna on the Air on August 31, 1998 at the CSC Lobby 9:00 a.m. to be aired over radio station DZRB; and
2. A Press Conference to be dubbed as "Ugnayan sa Rembrandt" on September 4, 1998 at the Hotel Rembrandt to be hosted by the officials of the Civil Service Commission headed by Chairperson Corazon Alma G. De Leon.

**WEEK 1 - *Linggo Para Sa Publiko***

August 31 to September 6, 1998

During the week, all agencies are encouraged to undertake activities, programs and services that will directly benefit the client public, as follows:

**1. Agency Open House/People's Day/Launching of Innovative Projects**

The open house shall showcase government offices' structure and processes, improved systems and practices, frontline services and those with maximum impact on the transacting public. This may include exhibits, briefings, video shows and guided tours.

The People's Day shall afford the public the chance to follow-up transactions and be clarified of pertinent agency policies and operations.

The launching of agency innovative projects during the week is also enjoined. In the CSC Central Office, the following projects are to be launched:

<b><u>Date</u></b>	<b><u>Project</u></b>
September 2, 1998 A.M.	<p><b><i>CSC Web</i></b> – A project electronically linking the Civil Service Commission to the network of public and private agencies and institutions for information sharing and interactive exchange CSC-wide, nationwide and worldwide, so that the public could access information from the CSC website anytime, anywhere.</p> <p><b><i>Quick Phone Eligibility Verification and Certification System</i></b> – A project which gives CSC examinees an immediate opportunity to verify their civil service eligibilities through phone and to immediately request/claim their certificates of eligibility at the Examination Records Division of the Management Information Office.</p> <p><b><i>Project "KOMPYUSERB" – Civil Service-wide Computerized Preparation of Appointments and Service Record in Government</i></b> – A systems enhancement project designed to systematize and facilitate the preparation of appointments and service records at the agency level. <b><i>Project "Kompyuserb"</i></b> is expected to simplify the retirement process and eventually do away with submission of these documents under the Commission's "<b><i>MAGINHAWANG PAGRERETIRO</i></b>" Program.</p>

September 3, 1998,  
A.M.

*Window-based Computerized Assisted Test (CAT)* – A project focusing on the migration / conversion of the cat system from a dos environment to window-based or graphical users interfacier (gui) system;

*Job Opportunity Bank System (J.O.B.S.)* – A computer-based support system for placement services installed in each CSCRO which will house job vacancies in government agencies in the regions;

September 4, 1998,  
A.M.

*Issuance of new case digest, Omnibus Rules on Leave and Amendments to Memorandum Circular no. 38, s. 1993.*

Booths shall be put up in the CSC Lobby where brochures, teasers and other materials about the above projects shall be provided, where demo test for Window-based CAT shall be held and where walk-in job applicants can refer to J.O.B.S. Complimentary copies of the new issuances will likewise be given to the public during the launching.

## 2. Agency Outreach Programs / Services to the Public

Agencies are encouraged to identify and schedule primary programs and services to their clients, as much as possible, at the city or municipal or barangay level.

Sample programs may include the following: tree-planting or distribution of seedlings by the Department of Environment and Natural Resources; health services like *bantay presyon* and *patak* centers by the Department of Health; livelihood training programs by the Technology and Livelihood Research Center and the Department of Agriculture; and training programs and symposia for agency clients.

## 3. Calisthenics

As a way to promote physical fitness, mass calisthenics for officials and employees shall be conducted either by department, agency or by agencies grouped based on their location.

In the CSC Central Office, a mass calisthenics called *CSC Centennial Hataw* to be participated in by 40 agencies in Diliman, Quezon City shall be held on September 1, 1998.

**4. Spirit of 100 Hours : Alay sa Bayan  
Public Sector Volunteerism for the Blood Donation  
Program of the Philippine National Red Cross (PNRC)**

In response to the call of the Philippine National Red Cross and the Department of Health for all able Filipinos to donate blood to ensure and sustain a ready supply of blood nationwide, the CSC will launch the nationwide program on September 1, 1998 after the CSC Centennial Hataw. CSC officials and staff along with representatives of the government agencies who are participating in the calisthenics program will be invited to be Red Cross blood donors. A blood program team from the PNRC will be present to provide further information and supervise the blood letting.

Government agencies and personnel may coordinate with the PNRC for their participation in the program.

**WEEK 2 - *Linggo Para Sa Empleyado*  
September 7 to 13, 1998**

**1. Clean and Green Projects**

All government officials and employees throughout the country are encouraged to engage in organized cleaning in their respective offices and tree planting activities in their communities.

**2. Agency Seminars/Symposia/General Assemblies**

*General Assembly for Employee Associations*

In this regard, the CSC will sponsor a symposium entitled Best Practices on Employee-Management Relations to be held on September 8, 1998 at the CSC Function Room, 1:00 to 4:00 p.m. A total of 150 participants from both management and rank and file of various agencies shall be accommodated therein.

*Agency General Assembly*

All agencies are encouraged to conduct general assemblies for all its employees to discuss and resolve issues affecting them.

### *First National Congress of Honor Awardees*

This one-day event scheduled on September 10, 1998 intends to validate and consolidate feedbacks concerning the implementation of the CSC's Honor Awards Program.

### *CSC Training on In-House Developed Information Technology Programs for personnel of other government agencies*

These programs aim to extend technical expertise and share in-house developed systems and programs to government agencies, to promote IT appreciation and encourage other agencies to enhance their IT capabilities and help fellow civil servants acquire a better skill in Information Technology at a much inexpensive cost.

The training schedule is as follows:

<u>DATE</u>	<u>COURSE</u>
September 8 and 9	Orientation on CATS (Computer Attendance Tracking System)
September 10 and 11	Orientation on PDMS (Personnel Data Management System)
September 15, 19, 22 and 23	Orientation on DTS and COCOS (Data Tracking System and Communication Online System)

Participants will be charged minimal fees, will have to register with the MIO, CSC, prior to the scheduled dates and will be accommodated on a first come – first served basis.

### **3. Retirees' Homecoming**

Agencies are encouraged to hold this activity to honor and recognize their retirees' contributions to their agencies, to exemplify their virtues and let them serve as inspiration to the new generation of civil servants and to encourage the retirees to do volunteer work and provide them opportunities to do so.

**WEEK 3 - *Linggo Ng Sining, Kultura, Palakasan at Pagsasama-sama***

September 14 to 20, 1998

The week shall focus on gatherings that will display the artistic, cultural and athletic talents of both the government personnel and their family members.

**1. Choral and Dance Fest of the Best**

The festival for government employees and their families shall feature ten choral groups and three dance troupes from various agencies. This will have for its theme the Centennial Celebration of the Philippine Independence.

Sponsored by the Civil Service Commission National Capital Region, the date and venue of the above festival will be announced later.

Other Civil Service Regional Offices are likewise enjoined to hold similar program.

**2. Athletic Games Contest**

Intra or inter-agency competition on basketball, volleyball, table tennis and other games is hereby encouraged as a way of promoting camaraderie and sportsmanship among players and employees of competing agencies.

**3. Family Day**

The holding of family day where employees' children can participate is hereby suggested. Proposed activities for the occasion include the following: on-the-spot drawing contest for employees' children and family games preferably native games, etc.

**WEEK 4 - *Linggo ng Pagkilala at Pagpapahalaga***

September 21 to 30, 1998

The week shall highlight programs to recognize employees who qualify for the 1998 Honor Awards and other awards that agencies may give.

## Conferment of Honor Awards

His Excellency, President Joseph Ejercito Estrada will confer the Lingkod Bayan and Dangal ng Bayan Awards to deserving government officials and employees in appropriate ceremonies in Malacañang, Manila..

## Grant of Awards by the Civil Service Commission

The CSC will confer the Pagasa Award in fitting ceremonies in Manila Hotel.

In the CSC Central Office and through the Office for Recruitment, Examination and Placement, an award for the Most Supportive Agency in the implementation of the Brightest for the Bureaucracy Program shall be conferred to agencies which have registered their participation in the Program.

In the regional level, all CSROs are enjoined to grant the Awards for the Best Bilis Aksyon Partner in the implementation of the *Mamamayan Muna, Hindi Mamaya Na* Program and Outstanding Local Government Units.

## Grant of Awards by the Departments and Agencies

Whenever possible, departments and agencies are encouraged to grant the following awards to deserving employees: Kapwa Award or Agency Award; Performance Award and Loyalty Award. Special Award such as Best Centennial Costume is likewise suggested.

Agencies are hereby advised to coordinate with the Civil Service Regional/Provincial/Field Offices for other details in the scheduled activities.

  
CORAZON ALMA G. DE LEON  
Chairman

July 14, 1998

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