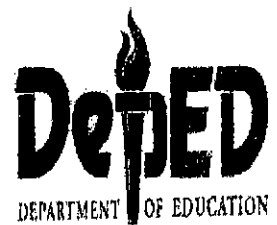




REPUBLIKA NG PILIPINAS
REPUBLIC OF THE PHILIPPINES
KAGAWARAN NG EDUKASYON
DEPARTMENT OF EDUCATION
DepEd Complex, Meralco Avenue, Pasig City



AUG 3 1 2004


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DepED MEMORANDUM
No. 370 s. 2004

104th ANNIVERSARY OF THE PHILIPPINE CIVIL SERVICE

To: Undersecretaries
Assistant Secretaries
Bureau Directors
Directors of Services/Centers and Heads of Units
Regional Directors
Schools Division/City Superintendents

1. Pursuant to Memorandum Circular No. 17, s. 2004, the Civil Service Commission (CSC) announces the month-long celebration of the 104th Anniversary of the Philippine Civil Service this coming September with the theme "Katapatan at Karangalan sa Serbisyo Publiko".
2. In this connection, all DepED officials and employees in the central, regional and division offices are encouraged to actively participate and undertake in their respective offices the proposed programs of activities suggested in the enclosed CSC Memorandum Circulars (MCs).
3. The activities for the celebration will be classified as: (a) CSC-spearheaded that would involve the participation of other agencies; and (b) Agency-led activities. Please refer to said CSC-MCs.
4. Expenses to be incurred relative to this celebration shall be charged against the Maintenance and Other Operating Expenses (MOOE) fund of the respective offices, subject to the usual accounting and auditing rules and regulations.
5. Immediate dissemination of this Memorandum is desired.

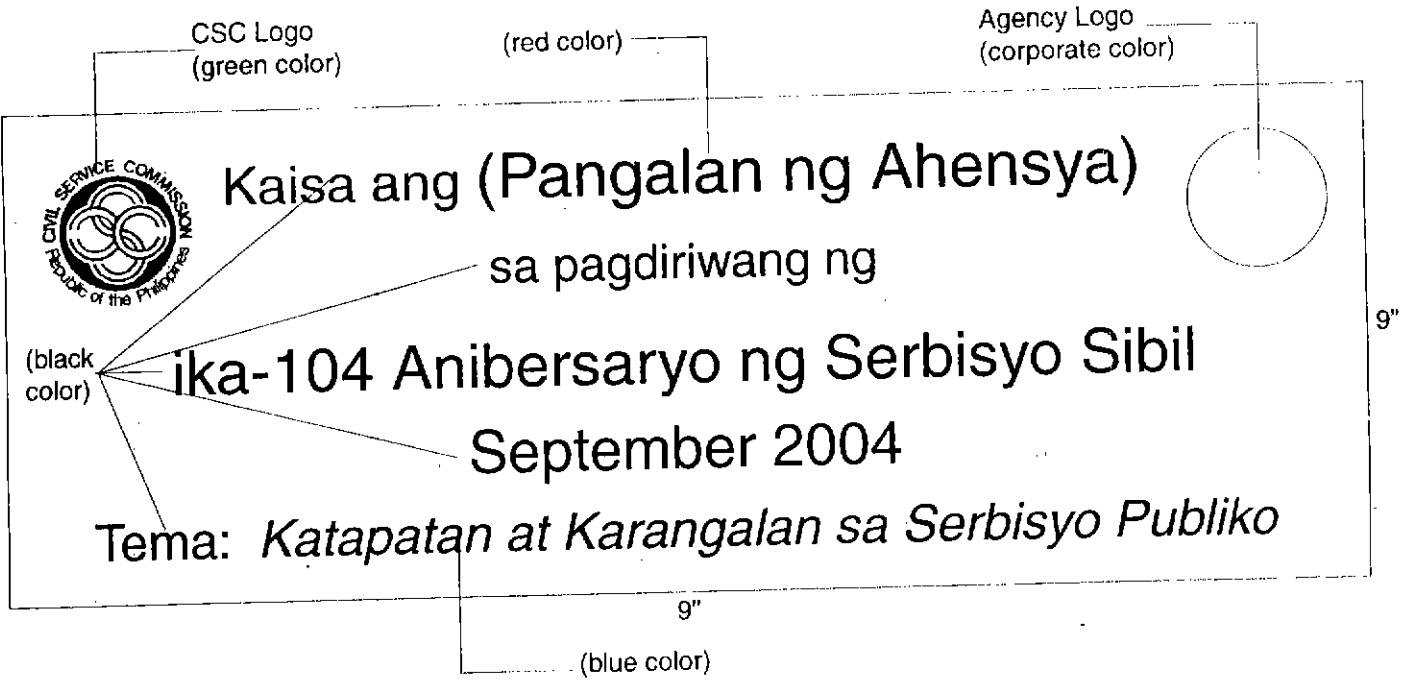

EDILBERTO C. DE JESUS
Secretary

Encls.: As stated
Reference: DepED Memorandum: No. 302, s. 2003
Allotment: 1- -(D.O. 50-97)
To be indicated in the Perpetual Index
under the following subjects:

BUREAUS & OFFICES
CELEBRATIONS & FESTIVALS

EMPLOYEES
OFFICIALS

Reformatted by: Maricar/dm-104th philcivilservice
08-17-04/computer: mamjo



Streamer Design

(Enclosure No. 1 to DepED Memorandum No. 370, s. 2004)

MC No. 17, s. 2004

MEMORANDUM CIRCULAR

TO : ALL HEADS OF CONSTITUTIONAL BODIES; DEPARTMENTS, BUREAUS AND AGENCIES OF THE NATIONAL GOVERNMENT; LOCAL GOVERNMENT UNITS; GOVERNMENT-OWNED OR CONTROLLED CORPORATIONS; AND STATE UNIVERSITIES AND COLLEGES

SUBJECT : 104th Philippine Civil Service Anniversary

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

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

A. CSC spearheaded activities

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

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

2. Parangal... Pasasalamat

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

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

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

4. Ugnayan sa Balitaan

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

5. **BIDA KAI**

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

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

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

B. **Agency initiated activities**

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

A Day of Interaction for Good Governance

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

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

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

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

3. ***Display of Streamer***

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

4. ***Traditional anniversary activities***

As part of the celebration, agencies are encouraged to conduct the

following activities: display and exhibit of agency programs, services and accomplishments; holding of holy mass and other religious rites; recognition program for agency personnel and other programs that they may deem appropriate.

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

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

6. ***OBRA***

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

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

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

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

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

Encl: Banner/streamer design

02 August 2004


KARINA CONSTANTINO-DAVID
Chairman

(Enclosure No. 2 to DepED Memorandum No. 370, s. 2004)

MC No. 18, s. 2004

MEMORANDUM CIRCULAR

TO : ALL HEADS OF CONSTITUTIONAL BODIES; DEPARTMENTS, BUREAUS AND AGENCIES OF THE NATIONAL GOVERNMENT; LOCAL GOVERNMENT UNITS; GOVERNMENT-OWNED OR CONTROLLED CORPORATIONS; AND STATE UNIVERSITIES AND COLLEGES

SUBJECT : Awit, Tula at Kwento Tungkol sa Galing ng Serbisyo Publiko

The Civil Service Commission (CSC) celebrates this September its 104th year simultaneously with the Philippine Civil Service through songs, poems, anecdotes, informal essays and photos that show or depict the better, the brighter, the finer and even the lighter side of government service or of working in government.

In this regard, the CSC is inviting all those interested, whether in government service or not, to send in their poems, compositions, photos, anecdotes and write-ups for inclusion in a special publication. It must be stressed though that the event is not a competition or contest but a sharing of time and talent. All published works will be duly acknowledged. No fees nor honoraria shall be given to published/unpublished contributions.

Contributions must be sent by fax, mail or e-mail to the Public Assistance and Information Office (PAIO), Civil Service Commission, Diliman, Quezon City, cs_104_anniv@yahoo.com, telefax number 932-0179. Those who wish to send contributions must observe the attached guidelines. Deadline for submission is August 27, 2004. Additional details may be obtained from the Publications and Media Relations Division, Public Assistance and Information Office, at 931-8119 or 931-4180 or at cs_104_anniv@yahoo.com.


KARINA CONSTANTINO-DAVID
Chairman

02 August 2004

Guidelines for the Awit, Tula at Kwento Tungkol sa Galing ng Serbisyo Publiko

1. All interested individuals, whether in government service or not, regardless of age, sex, religion, political affiliation, may join "Awit, Tula at Kwento Tungkol sa Galing ng Serbisyo Publiko" and submit songs, poems, photos, and anecdotes.
2. Contributions should focus on the theme of this year's civil service anniversary "Katapatan at Karangalan sa Serbisyo Publiko".
3. Contributions should not have been previously published in any nationally or internally circulated publication.
4. Contributions will strictly be limited to two per individual for all the categories. For example, if one sends two poems, he/she can no longer send any other write-up to the other categories, i.e. song, essay, anecdote.
5. Contributions may be in English or Filipino. Contributions written in local dialects should be accompanied with an English or Filipino translation.
6. Contributors should accomplish fully the Contributor's Profile which should be attached to their work.
7. Poems and anecdotes should not be more than two pages, single-spaced using Times New Roman Font Size 12; essays should not be more than three pages, single-spaced using Times New Roman Font Size 12. If possible, soft copies of poems, essays and anecdotes should be submitted to PAIO.
8. Photo contributions will be limited to black and white compositions, in 5" x 7" format. The title, if any, should be written/indicated at the back of the photo.
9. Song contributions should include the lyrics and melody/lyric sheet. Demo tapes may also be sent to the Commission.

Contributor's Profile

Name _____
Position _____
Division/Agency _____
Contact Number/Agency Address _____
Years of Service in Government _____

This is to certify that the following contribution/s were written/composed/photographed by the undersigned for the 104th Civil Service Anniversary's *Awit, Tula at Kwento Tungkol sa Galing ng Serbisyo Publiko*. This is to certify that the undersigned grants permission to the Civil Service Commission to print/publish the said contribution/s.

Title of Contribution

Category,

1. Poem Song Anecdote Essay
Others: (pls. indicate nature)
2. Poem Song Anecdote Essay
Others: (pls. indicate nature)

Printed name over signature

Date: _____

104th Philippine
Civil Service
Anniversary