



MC No. 12, s. 2020

MEMORANDUM CIRCULAR

FOR : HEADS OF CONSTITUTIONAL BODIES; DEPARTMENTS, BUREAUS AND AGENCIES OF THE NATIONAL GOVERNMENT; LOCAL GOVERNMENT UNITS; GOVERNMENT-OWNED AND/OR CONTROLLED CORPORATIONS WITH ORIGINAL CHARTERS; STATE UNIVERSITIES AND COLLEGES, AND LOCAL WATER DISTRICTS

SUBJECT : 120th Anniversary of the Philippine Civil Service

Presidential Proclamation No. 1050, series of 1997 declares the month of September as the Civil Service Month. This is in observance of the establishment of the Philippine Civil Service by virtue of Public Law No. 5 (An Act for the Establishment and Maintenance of an Efficient and Honest Civil Service in the Philippine Islands) on 19 September 1900.

In the age of technology, public service has to remain competitive and responsive enough to meet the evolving needs of its clientele. Human resource (HR) management and development are also evolving as technology introduces new ways of interaction and alternative work arrangements. This was further highlighted during the COVID-19 pandemic situation, which brought about changes to work, government-client transactions, and other processes.

Thus, the theme for this year is ***Philippine Civil Service @120: Public Sector in the Age of Digital Transformation***, underscoring the use of emerging technologies in the pursuit of efficient public service delivery in the Philippine government, especially in the context of emergency situations.

As the premier human resource institution of the Philippine Government, the Civil Service Commission (CSC) will spearhead the month-long celebration. However, in light of the COVID-19 pandemic, CSC will prioritize technology-driven activities that can promote social distancing and precautionary measures to comply with the initiatives of the national government. As such, annual events such as the R.A.C.E. to Serve Fun Run and Government Choral Competition are suspended this year.

To guide all government agencies, partners, stakeholders, and participants, the 2020 PCSA Calendar is organized into weekly sub-themes. CSC Regional Offices will issue subsequent announcements for region-specific activities. Agencies are encouraged to join CSC-led events or organize their own in line with the weekly sub-themes:

Bawat Kawani, Lingkod Bayani

2020 PCSA Calendar

WEEK 1: *Linggo ng Lingkod Bayani*

(Indicative dates: 1-6 September)

This week shall be dedicated to launching activities and media briefings that put the spotlight on government workers and their valuable contributions to the country. The activities are also meant to highlight solidarity among government workers, and pride in being part of the civil service.

1. Virtual Press Conference (1 September)

CSC shall conduct a virtual media briefing for members of the media to discuss the PCSA theme, line up of activities, and key programs of the Commission. Agencies will also be invited to discuss innovations in public service, especially in light of emergency situations that brought about changes to work arrangements, transactions, and processes. The virtual media briefing will be done via teleconferencing and will be uploaded on CSC's official Facebook Page for easy access of audiences.

2. Search for Outstanding Government Workers (rescheduled)

The Honor Awards Program Secretariat will be issuing subsequent announcements on rescheduling of nomination submissions and assessment process. The schedule of the Awards Rites shall be subject to the approval of the Office of the President.

3. PCSA Campaign

Now more than ever, government workers are shining in their heroism and sacrifice for the benefit of the country. CSC encourages all government agencies to participate in promoting the anniversary activities this week to highlight the hard work of government workers in public service. PCSA promotional materials will be posted on the CSC website and Facebook Page for re-posting of agencies in their social media accounts.

WEEK 2: *Linggo ng Yamang Tao*

(Indicative dates: 7-11 September)

This week shall focus on public sector human resource (HR) trends and developments as well as learning and development (L&D) programs to empower not only HR practitioners but the government workforce as well.

1. Launch of Online Learning and Development Courses

The CSC will launch eLearning, which is the use of technology as an alternative mode besides the usual face-to-face training. Micro-learning materials will also be introduced, which deliver bite-sized learning focusing on a specific learning outcome. With eLearning, CSC aims to expand its reach to all government workers by making learning accessible to them through the use of their mobile phones, tablets, and computers.

2. Online Photography Contest

To capture HR innovation as displayed or implemented by government workers, an online photography contest will be launched to feature their innovative or heroic deeds to respond to the unique needs of the COVID-19 pandemic.

WEEK 3: *Linggo ng Malasakit*

(Indicative dates: 14-18 September)

Week 3 will focus on corporate social responsibility initiatives and advocacies that are geared toward giving *malasakit* for the benefit of clients, stakeholders, and the community.

1. Online Government Job Fair (18 September)

Through a private sector partner, the CSC will be offering the Online Government Job Fair. This will be accessible via www.csc.gov.ph to allow job seekers to scan vacancies and file applications online. Instructions on joining, submitting applications, participating in interviews, and following up on job applications will be released closer to the date of the job fair.

2. Online Wellness Program for Government Workers

CSC will launch an online course entitled *The Gift: Wellness and The Path Forward*, a two hour online synchronous workshop that will help participants take a closer look at the positive side of their lives through reflection and sharing. It is a session that can help alleviate current challenges brought about by the global pandemic crisis, as well as guide participants in finding a path forward toward recovery.

WEEK 4: *Linggo ng Pasasalamat*

(Indicative dates: 21-30 September)

Expressing gratitude and recognizing the valuable support of civil servants and stakeholders will be the focus of Week 4.

1. Commendation for Service In Times of Calamities

CSC shall recognize government workers who have served (in official capacity or as volunteers) during calamities by featuring their stories on selected communication channels.

2. Virtual Agency Official Family Day

As part of employee engagement, agencies may schedule this week their internal activities such as their official agency Family Day as a gesture of thanks to the loyalty and hard work of civil servants in their organization.

For the Family Day, agencies may conduct a virtual Program and virtual awarding of their PRAISE awardees. The program and awarding may be streamed live to participants who can tune in via their computers or mobile phones. Agencies may be as creative as they want in observing social distancing measures for their programs as well, such as having food caterings or deliveries per department, or distributing packed food to individuals instead of having them gather as a crowd.

Special Treats for Government Workers

For the whole month of September, special treats will be provided to government employees as a gesture of appreciation for their hard work and dedication. Discounts from public and private sector partners will be provided for civil servants nationwide.

Subsequent PCSA Issuances

CSC shall release additional PCSA issuances and/or announcements for the details and guidelines of each activity via its official website, PCSA webpage, and Facebook Page.

PCSA Promotions and Media Engagement

1. All government agencies are encouraged to post digital PCSA promotional materials on their digital billboards, website, or social media accounts in solidarity with the anniversary celebration. The design templates and specifications for PCSA collaterals will be made available in the CSC website and Facebook Page.
2. PCSA on social media

The official hashtags for the PCSA are #kawanibersaryo and #publicserviceonFIRe.

For official news and information, please refer to the following:

CSC website	: www.csc.gov.ph
PCSA webpage	: www.csc.gov.ph/pcsa2020
CSC Facebook Page	: www.facebook.com/civilservicegovph
PCSA Facebook Note	: https://tiny.cc/pcsa2020

Likewise, updates on the anniversary may be found on the CSC's official Twitter account, @cscphmedia, and YouTube channel, www.youtube.com/cscphmedia.

Members of the media as well as the public may send in emails to pcsa@csc.gov.ph or call (02) 89314180 for queries.

For regional events or activities, interested parties may directly coordinate with the concerned CSC Regional or Field Office. The complete directory of CSC offices may be found at www.csc.gov.ph/cscrod.

The CSC shall also issue announcements in cases where any PCSA-related event shall be postponed, cancelled, or modified due to COVID-19 pandemic concerns.



ALICIA dela ROSA-BALA
Chairperson

15 June 2020