



MC No. 16 s. 1995

MEMORANDUM CIRCULAR

**T O : ALL HEADS OF DEPARTMENTS, BUREAUS AND AGENCIES
OF THE NATIONAL, LOCAL GOVERNMENTS, INCLUDING
GOVERNMENT-OWNED AND CONTROLLED CORPORATIONS**

**SUBJECT : 95TH ANNIVERSARY CELEBRATION OF THE PHILIPPINE
CIVIL SERVICE**

The Philippine Civil Service will celebrate its 95th anniversary from September 13-19, 1995 with the theme MAGALANG, MAHUSAY, MABILIS NA SERBISYO, HANDOG SA PUBLIKO.

The celebration will be capped with the annual conferment of the Lingkod Bayan and Dangal ng Bayan awards by President **FIDEL V. RAMOS.**

All government agencies and instrumentalities at all levels are enjoined to participate in the celebration, including regional/provincial and field offices.

The Civil Service Commission has drawn up the following activities which should be undertaken in all government offices.

o Announcement of the Celebration

The announcement on the week-long, government-wide celebration, including the detailed schedule of activities shall be made by the Head or a ranking official of a particular office on Monday, 11 September.

o Kick Off Activity: Clean and Green the Workplace

On Sunday 13 September, all government officials and employees should engage in cleaning and tree planting activities within their respective offices.

Heads of Offices should see to it that all the details and requirements for carrying out such activities are properly attended to.

o Talakayan/Ugnayan Para Sa Mga Kawani

The Talakayan/Ugnayan is an organized dialogue between CSC Provincial/Field Office Directors and the employees of every agency under their jurisdiction on problems and issues of mutual concern.

CSC Provincial/Field Directors should hold such Talakayan/Ugnayan during the week in the agencies under their jurisdiction. The CSC Provincial/Field Director should schedule such dialogues to ensure maximum coverage and participation.

The output of the Talakayan shall be a compilation of the issues and problems raised by employees and the responses/recommendations of the Provincial/Field Directors.

Such outputs, along with the percentage of offices and personnel covered, shall form part of the Post-Celebration Report to be submitted to the Commission by the Regional/Field Directors within one month after Civil Service Week.

o Agency Open House

For the duration of Civil Service Week, all government agencies should give the public a first-hand view of its structure and processes particularly those services with maximum impact on the transacting public. Heads of Offices should identify and showcase such services, including the conduct of exhibits and guided tours.

o Anniversary Posters and Banners/Streamers

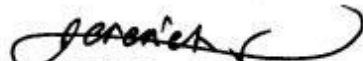
The CSC will shortly be distributing the 95th Anniversary posters to all government offices. The distribution will be done through CSC Regional and Field Offices.

Offices are enjoined to prominently display such posters and are further encouraged to keep them on display beyond the Civil Service Week.

In addition, agencies and offices shall individually prepare banner and streamers announcing the celebration following the design and specifications to be prescribed by the CSC through its Regional and Field Offices.

For the smooth undertaking of these activities, CSC Regional, Provincial and Field Directors shall coordinate with the offices under their jurisdiction.

All government officials and employees are enjoined to actively support and participate in the week-long celebration.


RAMON P. ERENETA, JR.
Acting Chairman

August 09, 1995

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