



Republic of the Philippines

CIVIL SERVICE COMMISSION

MC No. 28, s. 1992

MEMORANDUM CIRCULAR

**T O : ALL NATIONAL AND LOCAL GOVERNMENT
UNITS, STATE UNIVERSITIES AND
COLLEGES, AND GOVERNMENT OWNED
AND CONTROLLED CORPORATIONS**

S U B J E C T: 1992 Civil Service Week Celebration

The 92nd anniversary of the Philippine Civil Service on September 13 to 19, 1992 will focus on the environment. The theme of this year's celebration is "**Maayos na Kapaligiran, Mahusay na Paglilingkod-Bayan**". The Civil Service Commission, as the central personnel agency of Government, shall spearhead the conduct of activities for this year's celebration.

The activities outlined for this year's celebration are intended to raise the consciousness of civil servants on the environment and to stress Government's efforts to address environmental issues. The activities and their corresponding operating mechanisms are as follows:

1. **"Nationwide Tree Planting"** which shall be participated in by all national agencies, local government units including the barangays, state universities and colleges, government owned and controlled corporations. The Department of Environment and Natural Resources (DENR) shall be the lead agency. The DENR shall provide and apportion seedlings at designated planting sites.

All agencies shall "adopt/foster a stretch of land" assigned to them for planting trees. As such, they shall be responsible for nurturing the planted seedlings, ensuring the development of the seedlings into full-grown trees, and sustaining the growth and health of these trees. The CSC Field and Provincial Offices shall coordinate with the DENR in monitoring related activities of participating agencies such as ensuring that the trees planted are nurtured and sustained regularly and continuously and keep track of the survival and preservation of trees planted within their territorial jurisdiction.

2. **"Waste Paper Recycling Campaign"** shall be launched nationwide. All agencies shall adopt the use of recycling bins where all employees shall deposit used office paper, drafts, used envelopes, old newspapers and other waste but recyclable paper materials. Attractive and catchy slogans such as "We recycle", "Think Recycling" or "Make Recycling a Habit" may be printed on these bins. All waste paper collected shall be sold directly to recycling factories and the amount generated may be used to augment operating funds of the agency. Or agencies may work out memoranda of agreement with recycling factories to transform waste paper to useful recycled office paper - at no cost to the agency if only a certain percentage of the total volume of paper shall be returned by the factory as recycled paper.

The campaign shall be launched with the installation of recycling bins in every unit of the agency and the conduct of teach-in and workshop sessions on waste paper management and the values of waste paper recycling. All CSC Field and Provincial Offices shall coordinate with agencies in their respective territorial jurisdiction in the conduct of the launching activity and shall thereafter monitor other activities related to the campaign such as the adoption and implementation of operating recycling mechanisms, i.e. sale of waste paper, paper swap (waste paper - recycled paper), setting up centralized buying stations for a cluster of agencies.

The Regional Offices of the Civil Service Commission will coordinate with the regional offices of agencies on the dates most convenient for the conduct of the Nationwide Tree Planting and the Waste Paper Recycling Campaign.

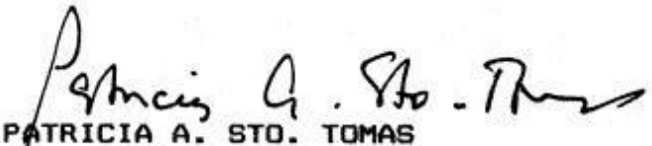
3. A **"Chorale Interpretation Contest"** shall be conducted on September 18, 1992 in coordination with PTV-4, the Cultural Center of the Philippines and the Organisasyon ng mga Pilipinong Mangaawit. Venue of the contest will be announced later. The contest shall be open to chorale groups of government agencies. The theme of the songs to be interpreted by the participating chorale groups shall convey issues and concerns on the environment. Attractive cash awards shall be given

to the winner and the runners-up.

The annual conferment of **Presidential Awards for Outstanding Government Employees (Lingkod-Bayan and Dangal ng Bayan Awards)** shall be held in Malacanang on September 19, 1992.

To promote public awareness of the Civil Service Week, all agencies shall hang streamers or posters on highly visible spots in their respective edifices announcing this year's celebration and the theme "Maayos na Kapaligiran, Mahusay na Paglilingkod-Bayan". Each agency shall also put up an "Open House" during the week-long celebration wherein the general public shall be invited to visit office premises and have a firsthand account of office transactions.

To ensure the success of this undertaking, the involvement and active participation of all government employees are enjoined.


PATRICIA A. STO. TOMAS
Chairman

13 July 1992