



MC No. 12, s. 1991

MEMORANDUM CIRCULAR

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

SUBJECT : PANIBAGONG SIGLA 2000 (PS 2000)

In Cabinet Resolution No. 1, s. 1991, Her Excellency, President Corazon C. Aquino and the Cabinet adopted the implementation of Panibagong Sigla 2000 (PS 2000). It is a project which shall renew public service to meet the challenges and opportunities in the year 2000.

To attain this objective, PS 2000 shall focus on critical areas of concerns in public service administration. Existing policies, structures and systems which cut across departments and agencies of government shall be examined for the purpose of instituting the necessary reforms.

The Civil Service Commission, as the central personnel agency of the government, shall spearhead the implementation of this project. A Steering Committee composed of the Civil Service Commission (CSC), the National Economic and Development Authority (NEDA) and the Department of Budget and Management (DBM) shall act as the overall coordinator of the program. Thirteen Task Forces have organized themselves for the identified areas of concern. These Task Forces shall review existing policies and programs and recommend measures and action steps to include administrative reforms and legislative proposals.

The success of this initiative, however, requires the active involvement of all agencies of government.

It may be recalled that the First National Congress of Workers in Government was conducted nationwide last year in three (3) phases. The Second National Congress will be held this year using the same structural framework with PS 2000 as the theme. This shall be done in three assemblies - agency, regional and national - to ensure extensive participation and consultation of employees in the government from the local to the national levels.

The agency assembly shall be conducted in each local government (municipal, city and provincial) and in all government agencies, government owned and controlled corporations and state colleges and universities. These agency assemblies should be held not later than May 15, 1991. The issues and recommendations raised in these

assemblies shall be forwarded immediately to the PS 2000 Secretariat of the Civil Service Commission which in turn will refer these to the concerned Task Forces for appropriate action.

At the regional level, the CSC, DBM, NEDA, and OP-PMS shall constitute themselves into a regional steering committee and oversee the regional assembly for PS 2000. Said assembly shall be coordinated by the Civil Service Commission Regional Offices which will also act as the Regional PS 2000 Secretariat. Participants in this assembly are elected representatives, three (3) from each agency within the respective region/s. All regional assemblies should be held not later than June 30, 1991.

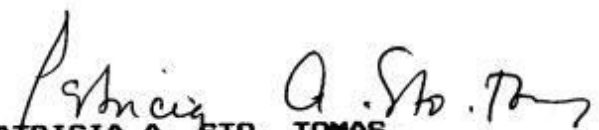
The third activity is a two-day National Congress on September 18 and 19, 1991 to coincide with the Civil Service Week. The first day will be participated in by 260 delegates selected from the regional assemblies. The second day will be a general assembly of workers in government from all ranks and sectors. This shall be the culminating forum wherein the government workers will present their proposed plan of action towards a renewed bureaucracy in the year 2000. The venues of the activities will be announced later.

Due to fiscal constraints, all assemblies should be conducted in as economical a manner as possible.

All participants in the regional and national assemblies are authorized to attend on official time and are allowed travelling expenses and per diems subject to COA rules and regulations.

This endeavor can only succeed if we all get involved. The Commission, therefore, enjoins all departments, bureaus and agencies of the national and local governments including government owned and controlled corporations to participate in the abovementioned assemblies.

The structural format and mechanics and other relevant documents are hereby attached for your guidance and information.


PATRICIA A. STO. TOMAS
Chairperson

April 5, 1991

SECOND NATIONAL CONGRESS OF WORKERS IN GOVERNMENT
THEME: PANIBAGONG SIGLA 2000 (PS2000)

RATIONALE

The last decade of the 20th century poses greater challenges and opportunities for us in the public service. Public servants must respond to critical concerns arising from widespread criticism of the bureaucracy. If we are to serve the public well, we must keep abreast with increasing demands for efficiency and accountability in the delivery of government services. This we must do amidst fiscal restraint, inadequacies and weaknesses in the bureaucracy to respond to these demands, low morale of public servants and politically related constraints.

Panibagong Sigla 2000 (PS 2000) is an initiative that recognizes change and the need to adapt to change. It is a project that is aimed at renewing the public service to meet the challenges in the year 2000. But change, to be effective, must be generated from within. It entails reforms that start, continue and end with the bureaucracy itself.

The first and crucial milestone towards reforms involves the active participation of government workers. Through assemblies and congresses, government workers can actualize their role as agents of change. Hence, the Civil Service Commission, as the central personnel agency of the government, takes the lead and conducts this Second Congress of Workers in Government.

OBJECTIVES

The Congress intends to:

1. Provide a forum through which the government workers can discuss, evaluate and suggest courses of action on issues pertinent to public service administration.
2. Act as a consultative mechanism for policymakers and legislators.
3. Generate mass-based strategies for reforms that could directly and effectively respond to public service concerns.
4. Set up and put in place networks, linkages and communication lines that will activate reforms within the bureaucracy.

CONGRESS EXPECTATIONS

1. The Congress is expected to draw a plan of action for a renewed public service in the year 2000.
2. The Congress should provide a framework for new directions that will guide the public service in the coming decades.
3. The Congress will ensure the widest participation and consultation of workers nationwide in the review and improvement of existing policies and practices.
4. The Congress should promote the awareness of government workers to the increasing public demand for an improved public service delivery.

PRIORITY AREAS FOR DISCUSSION

Assembly discussions will focus on areas which are government-wide and cut across departments and agencies, as follows:

Recruitment and Selection. This includes a review of existing recruitment policies in government with a view towards better recruitment policies and simplification of the staffing process. The objective is to attract the best and brightest to the civil service.

Performance Appraisal. This may involve the development of an appropriate framework for both employee and official accountability and a mechanism to monitor and evaluate performance of agencies and individuals.

Unionism. This may involve the identification of various model of union participation in government operations including partnerships for increased accountability, better management of resources, and employee empowerment.

Managerial Effectiveness. This may involve the development of training and other alternative programs for enhancing the effectiveness of middle and senior managers, and the establishment of performance standards for managers and heads of office, e.g., financial resource management.

Human Resource Development, Training, and Career Development. This may involve flexibility in human resources management, the establishment of training and job enrichment programs for incoming and incumbent employees, and the development of mechanisms for job rotation or cross-posting.

Alternative Modes of Service Delivery. This may mean more delegation of authority from central agencies to field offices, and the identification of alternative means of program delivery to improve services to the public, e.g., public service provision by Non-Government Organizations, privatization, and devolution to Local Government Units.

Incentives and Disincentives. This includes the rewards for employees of outstanding performance, productivity, etc., and the drawing up of alternative or non-monetary forms of incentives. It may also require a review of existing incentives and policies that unwittingly serve as disincentives.

Administrative Rules and Regulations. This may involve the review of regulations which serve as bottlenecks for administrative decisions, overlapping and redundant rules and regulations, and problematic procedures, e.g., those relating to business and investment.

Retirement and Separation. This may involve the review of differentials in retirement benefits for various sectors, the implementation of an early retirement program, and a separation scheme for non-performing employees.

Compensation and Position Classification. This includes a review of the implementation of the Standardization Law, the development of a mechanism to address the gaps in its implementation, and the provision of a regular review mechanism for wages to prevent yearly spectacle of marching government employees.

Frontline Services. This may involve the improvement of critical frontline services, the improvement of the client-orientation of government employees, and the setting-up of service standards for departments and agencies.

Cutting Wastage in Government. This may involve the identification of ways and means to improve the government's resource management, e.g., better procurement process to minimize the opportunities of graft.

Local Government Bureaucracy. This includes the establishment of performance standards for Local Government Units (LGUs), and the implementation of training and alternative programs to equip the LGUs with the necessary skills to perform the added responsibilities of delivering public service.

STRUCTURAL FRAMEWORK

To ensure the widest and fullest participation possible and to generate indigeneous proposals for reforms, a three-level approach is prescribed in the conduct of assemblies and congresses.

Agency Assemblies

The agency assemblies shall be conducted in each local government unit (municipal, city and provincial) and in all government agencies, government owned and controlled corporations and state colleges and universities.

The Human Resource Development units of agencies shall prepare and organize the conduct of these assemblies. In addition, the Secretariat to these agency assemblies should be headed by the Human Resource Development Officers.

The format of these assemblies shall be a discussion of issues which are of particular concern to each agency and to propose corresponding courses of action that are relatively easy and immediately doable. These proposed changes should enhance the public service image as well as improve delivery of public services. Said proposals shall immediately be forwarded to the PS 2000 Secretariat of the Civil Service Commission which in turn will refer these to the concerned Task Forces for appropriate action.

The CSC Provincial and Field Officers shall coordinate with the agencies within their territorial jurisdiction in the conduct of these assemblies.

These assemblies should be held not later than May 15, 1991. Each agency assembly shall elect three (3) representatives to participate in the next phase, the regional assemblies.

Regional Assemblies

The second assembly is on a regional basis to be coordinated by the Civil Service Commission Regional Offices which will also act as the Regional PS 2000 Secretariat. At this level, the Civil Service Commission (CSC), the National Economic and Development Authority (NEDA), the Department of Budget and Management (DBM) and the Office of the President-Presidential Management Staff (OP-PMS) shall organize themselves into a Regional Steering Committee which will monitor the activities of the regional assemblies.

Participants in these assemblies are elected representatives, three (3) from each agency, within the respective region/s.

Discussions in these assemblies shall be by sectors (local government units, government agencies, government owned and controlled corporations, state colleges and universities, and career executive service officers). These assemblies should look into more complex issues with long-term effects that would necessitate changes in legislations, rules and policies. Expected outputs are regional frameworks and directions using indigenous approaches for the effective management of public service for the coming decades.

All regional assemblies should be held not later than June 30, 1991.

Twenty (20) elected representatives from each regional assembly shall participate in the final activity, the National Congress of Workers in Government which will be conducted in Manila on September 18 and 19, 1991.

National Congress of Workers in Government

First Day - September 18, 1991

Two hundred sixty delegates from the regional assemblies will convene in Manila for the national assembly. Regional issues, concerns and plans of action will be exhaustively discussed and deliberated to come up with a national framework and direction.

Each workshop activity shall cover an identified priority area of concern. The Task Force responsible for such area shall sit with the regional representatives to thresh out issues, validate findings and survey data, if possible, screen proposals from all sectors including the private entities and non-governmental organizations and recommendations from policymakers and managers and formulate a final plan of action. Such plan could include proposed legislations providing a framework for the new directions that PS 2000 will set for the public service in the coming decades.

Proceedings of the Congress will be collated and documented by the National PS 2000 Secretariat for presentation to the President in a general assembly the next day, September 19, 1991.

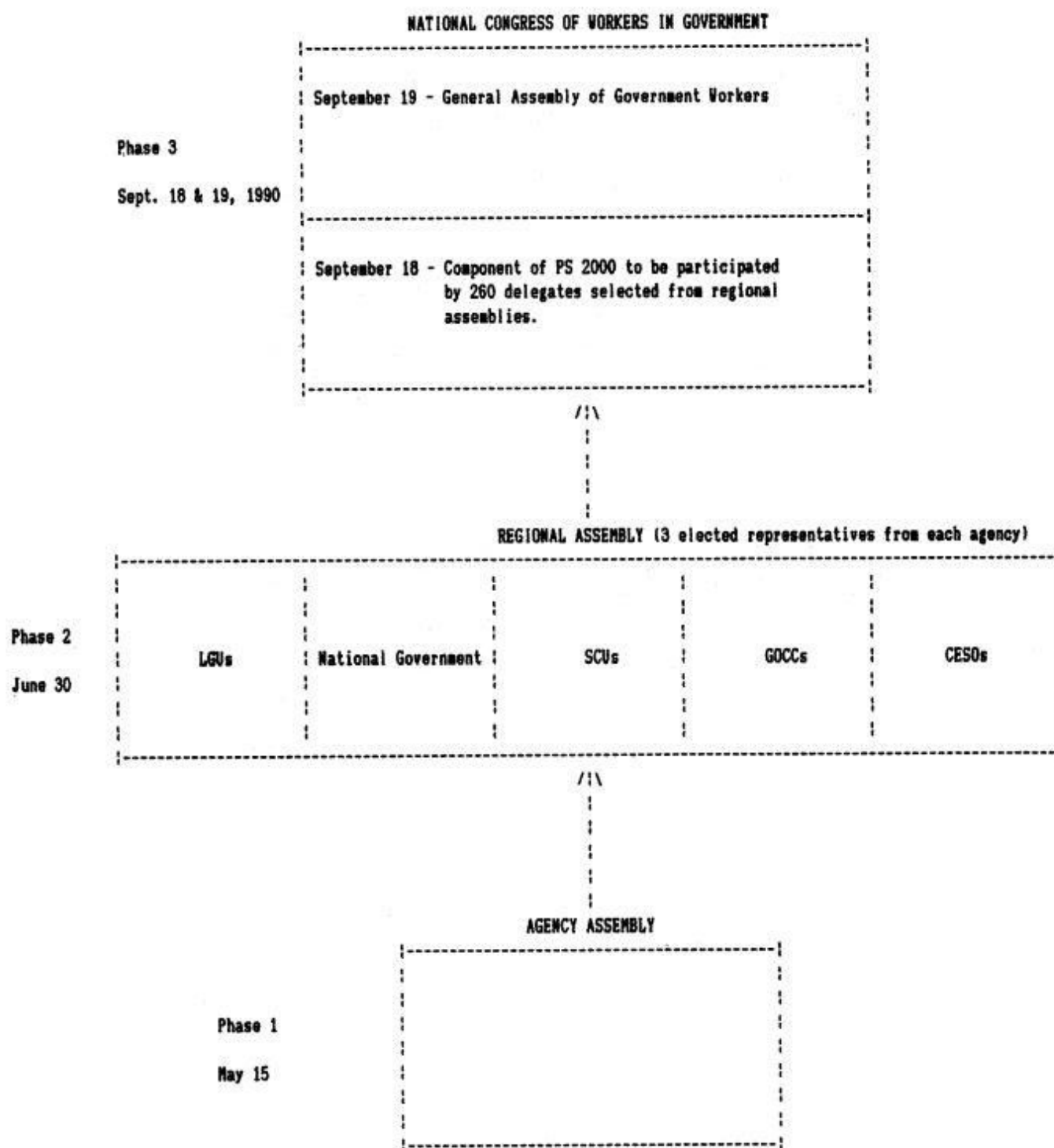
Second Day, September 19, 1991

The second day of the Congress will be a general assembly of workers in government.

Participants in this General Assembly are the National Congress delegates and employees from government agencies in Metro Manila and the National Capital Region, including contiguous areas, if possible.

The document to be presented to the President embodies an Affirmative Action Plan for the Public Service for the Year 2000 and the coming decades. Said document will be attested by the President in a fitting ceremony on that day.

Fig. 1 - STRUCTURAL FRAMEWORK OF PANIBAGONG SIGLA 2000 (PS 2000) EMPLOYEE ASSEMBLIES



Congresses in all local government units (municipalities, cities and provinces), government agencies, government owned and controlled corporations and state colleges and universities.

Fig. 2 - SCHEMATIC DIAGRAM OF INTERFACES BETWEEN EMPLOYEE ASSEMBLIES AND PS 2000 TASK FORCES

