



Republika ng Pilipinas
KOMISYON NG SERBISYO SIBIL
(Civil Service Commission)
Quezon City

MC # 32 s. 1990

MEMORANDUM CIRCULAR

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

SUBJECT : NATIONAL CONGRESS OF WORKERS IN GOVERNMENT

The Civil Service Commission through the auspices of the Office for Personnel Relations will conduct the First National Congress of Workers in Government to encourage overall participation of all government employees in the implementation of development administration programs, projects and strategies for a more responsive bureaucracy and professionalized civil service.

This National Congress of Workers in Government shall be conducted nationwide in three phases to encourage employees in the government from the municipality/agency level up to the regional and national levels to discuss policy issues and problems affecting their employment in the light of the present constitutional mandates and other political and socio-economic developments.

The Congress format will be in three phases. The first phase includes employee assemblies to be conducted in each municipal, city, and provincial governments as well as in all government agencies and state colleges and universities to discuss issues and problems obtaining per agency and submission of proposed measures to resolve such issues and/or problems. These Agency Employee Assemblies should be conducted not later than July 15, 1990.


The second phase is a Regional Interagency Congress (RIC) to be coordinated by the Civil Service Commission Regional Offices which will also act as the RIC Secretariat. All RICs should be conducted not later than August 10, 1990.

The third phase is a two day National Congress on September 18 and 19. The first day will be participated in by 300 selected delegates from the regions and the central offices. The second day will be a general assembly of workers from all ranks and sectors at the Araneta Coliseum in Cubao, Quezon City.

All delegates to the Regional Interagency Congresses and the National Congress of Workers in Government are authorized to attend on official time and are allowed traveling expenses and per diems subject to COA rules and regulations.

The Commission enjoins all departments, bureaus and agencies of the national and local governments including government owned or controlled corporations to participate in the above mentioned activities of the National Congress of Workers in Government.

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


PATRICIA A. STO. TOMAS
Chairperson

June 20, 1990.
esc/opr
NCWGB

FIRST NATIONAL CONGRESS OF WORKERS IN GOVERNMENT

THEME: THE BUREAUCRACY SPEAKS

I. RATIONALE

With the onset of the new democratic government, a number of changes were instituted in the structure of the government's administrative machinery, as well as in its basic processes and procedures. However, the bureaucracy is perceived to fall short of expectations. It has yet to achieve more cost-effective operations and to adequately support the implementation of priority development programs and projects. Nor has the government been regarded as totally responsive to the needs of the people.

To be effective tools of development, public servants must increase productivity and improve frontline service capabilities. The Civil Service Commission must intensify its leadership efforts in infusing values to enhance capabilities of officials and employees in the civil service, and to eliminate irritants and resolve issues and problems affecting terms and conditions of employment.

In pursuance of this mandate, the Civil Service Commission conducts the First National Congress of Workers in Government for the first, second and third levels of the entire government bureaucracy.

II. OBJECTIVES

The overall objectives of the Congress are to:

1. Provide a mechanism through which government employees can collectively discuss and analyze problems and issues affecting them.
2. Find strategies and mechanisms, individually, collectively or through other agencies, through which the identified priority issues and concerns can be addressed and/or resolved.
3. Established linkages and network between and among agencies in the government so that related strategies and mechanisms in implementing development administration programs can be rationalized.

III. CONGRESS EXPECTATIONS

1. The National Congress of Workers in Government is expected to come out with a summary of issues and concerns affecting employees in the government.
2. The Congress will also identify the actions and responses to the issues and concerns raised.
3. The Congress should also help increase the awareness of employees in government about the problems confronting them.
4. Strategies and mechanisms to ensure the active and full involvement of workers in government in professionalizing the Civil Service and making the bureaucracy more responsive will be identified.

IV. TOPICS FOR DISCUSSION

Topics for workshop discussions will be based on the strategies and policies to implement development administration programs, the new constitutional mandates and recent legislations regarding government employment. The following are suggested:

Workshop No. 1 - On the implementation of the salary standardization scheme:

- Has this helped employees in making both ends meet?
- Has this law given real meaning to the principle of "equal pay for, equal work"?

Workshop No. 2 - On the proposed Civil Service Code:

- Is the present Civil Service Law adequate in ensuring that there are competent and honest employees and officials to provide public services?
- Does it fully protect employee rights guaranteed by the 1987 Constitution?

Workshop No. 3 - On Decentralization:

- Is the present set up of regional and provincial offices adequate in bringing government and public services closer to rural people?
- Has it helped in country side development?

Workshop No. 4 - On the Merit and Incentives Awards System:

- Does this system truly reward the obscure but deserving employees?
- Will the system promote higher productivity and efficiency among government employees?

Workshop No. 5 - On professionalizing the Civil Service:

- Is employment in government merely a job, a means to earn a living? Or can it be a calling, a life long career?
- What can be done by employees themselves and by the agency to turn a mere job into a profession one can be proud of?

Workshop No. 6 - On the size of the bureaucracy?

- What can ordinary employees do to stop the hiring of 15/30 employees? Of "ghost employees"?
- Why are there employees required to do more and employees who do less?; What can be done about this?

Workshop No. 7 - On employees discipline and public accountability:

- Accountability and discipline for many employees do not go beyond coming to office early every day and staying at his desk for eight hours. There is little or no concern for work output. How can we internalize among employees that the best indicator of discipline is high productivity?

Workshop No. 8 - On Equal Employment opportunity:

- How has it come about that most public school teachers are women, most police officers are men, most secretaries are women, most utility persons are men? Is there really "type casting" in the bureaucracy?
- Why are there very few negritos, Manobos and Mangyans in the in the civil service ranks?
- Why is it so difficult for paraplegic to get a clerical job even if fully qualified?
- Why are women employees reluctant to report cases of sexual harassment? What can be done to stop this harassment?

Workshop No. 9 - On Labor Relations in the Public Sector:

- unions in government today are generally associated with strikes, rallies and mass action. Other Than this, what other roles can unions assume that help in:
 1. stopping graft and corruption
 2. improving organizational efficiency and effectiveness

3. promoting harmony and productivity in the office

4. protecting employees against harassment, manipulation and injustices that hamper career growth.

- if you were harassed or treated unfairly by a supervisor to whom do you air your complaint?

Issues and concerns covered under each of the suggested workshop topics should be exhaustively discussed and analyzed by the group. Other topics, not mentioned above, which are felt to be of concern to a specific sector or group may also be included.

Resource persons may be invited to expound on selected topics. Handouts serving as inputs to the above topics are included in the Congress Kit. Some titles of the handouts are listed below:

- 1) Chapter 13 - Development Administration and Plan Implementation of the NEDA Medium Term Development Plan, 1988 - 1992.
- 2) On the Tracks to Recovery - A speech delivered by Senator Santanina T. Rasul at the one-day conference/symposium on accountability at the Civil Service Commission, 18 December 1989
- 3) Accountability: Viewpoint of a Rank-and-File Government Union by Rosario del Rosario, President of the All-UP Workers Union.
- 4) The State of the Art of Labor Relations in the Public Sector: Perspectives, Issues and Prospects for the Future by Eleanor Sarra Cornel of the OPR, CSC - Paper read during the Second ASEAN Congress of Industrial Relations, March 19-21, 1990 at the Westin Philippine Plaza
- 5) Proposed "Salary Extenders Bill for Government Employees" submitted to President Corazon Aquino

- 6) Position paper of the Caucus of Independent Unions and the Consultative Council for Public Sector Unionism regarding the implementation of the Salary Standardization Scheme for Government Employees or RA
- 7) Concept Paper on Equal Employment Opportunity in the Government by Eleanor Sarra Cornel
- 8) RA 0713
- 9) Merit and Awards System

V. CONGRESS STRUCTURE

To maximize positive outcomes in the National Congress of workers in Government, a three tiered participative approach is envisioned to give the smallest organizational unit of the bureaucracy the chance to be heard regarding their needs and problems as well as their intended solutions.

The schematic diagram below. (Fig. 1) Shows the structural framework of the three tiered participative approach for the proposed National Congress of Workers in Government.

V.I AGENCY EMPLOYEE ASSEMBLIES (AEA)

Each municipal, City and provincial government shall hold Individual assemblies with their own employees as well as all national government agencies. GOCCs and state universities and colleges situated in the regional center shall likewise conduct their own agency assemblies preparatory to the Regional Interagency Congress.

The Secretariat to these municipal assemblies may be headed by the municipal administrators: for city assemblies, by the city administrators; for the provincial assemblies, by the provincial administrators and the agency assemblies by the heads of agencies.

The CSC Provincial Field Officer if any, and a representative from the CSC Regional Office shall coordinate to ensure the conduct of these respective congresses in the municipalities, cities and provinces:

The Provincial, Municipal, City and Agency Congress Secretariat shall coordinate with the CSC Regional Office Coordinating Secretariat for orientation on the mechanics of these congresses.

1. **PROPOSED DATE: ALL PROVINCES/CITIES, MUNICIPALITIES SHOULD HAVE CONDUCTED THEIR RESPECTIVE ASSEMBLIES NOT LATER THAN JULY 15, 1990**

There will be as many municipal, provincial and city assemblies as well as agencywide assemblies as there are provinces/municipalities, cities and agencies in the region.

2. **PROPOSED ACTIVITIES:**

- A) PRE CONGRESS ACTIVITIES**

- a) Identification of members for Provincial Municipal City Assembly Congress Secretariat as well as agency Secretariat.
- b) Orientation and coordination with the CSC Regional Office.

CSC Regional Offices may have their own particular strategies in coordinating with the various provinces/municipalities under them i.e. meeting with the Mayors' League, Regional Directors group and other professional associations in the region.

- c) Preparation of Conference materials.

Congress materials from the CSC central office may be reproduced for each of the agency in the region which in turn may reproduce it for their own agency.

Agencies are also encouraged to add materials relevant to the workshop topics being considered.

- d) Identification of Resource persons within or without the province to discuss additional inputs workshop on topics.
- e) Prepare program for the congress
Please see Annex 1 for a prototype Program.
- f) Identify and orient facilitators and rapporteurs to handle workshop groups.

B. DURING CONGRESS ACTIVITIES

- a) Choose a minimum of five workshop topics for discussion which affect certain sectors in the government.
- b) Workshop proper:
 - Identification of problems, needs, issues and concerns affecting the terms and conditions of employment in their particular agency.
 - Prioritization Of these problems, needs and issues.
 - Recommend proposals and/or resolutions or position papers to address each of the prioritized problems and issues.
 - Ratification by the members of these prioritized issues and concerns and the recommended proposals.
 - Integration and Presentation of Workshop Outputs by levels

C. POST CONGRESS ACTIVITIES

- a) Submission of ratified workshop outputs to their respective Civil Service Regional Offices
- b) Selection of three representatives (one female from each municipality, city, province and agency to the Regional Interagency Congress (RIC) coming from the first, second and third levels

- c) Plan activities for the next Provincial/ Municipal Congress for the next year.

V.2 REGIONAL INTERAGENCY CONGRESS OF GOVERNMENT WORKERS (RIC)

The second phase is a Regional Interagency Congress (RIC) per region. For this purpose, fifteen (15) regional groupings are considered for the RIC. These are:

- 1) Region 1
- 2) Region 2
- 3) Region 3
- 4) Region 4
- 5) Region 5
- 6) Region 6
- 7) Region 7
- 8) Region 8
- 9) Region 9
- 10) Region 10
- 11) Region 11
- 12) Region 12
- 13) Cordillera Administrative Region
- 14) National Capital Region
- 15) Central Office

Three representatives (representing the first, second, and third levels, one of whom should be a female representative) from each province/city/municipality or agency in the region will gather together in a Regional Interagency Congress (RIC) to discuss their respective workshop outputs and consolidate the same in a manner that will reflect Employees' needs, problems and concerns of the region.

1. PROPOSED DATE: ALL REGIONAL INTERAGENCY CONGRESSES SHOULD HAVE BEEN CONDUCTED NOT LATER THAN AUGUST 10, 1990.
2. PROPOSED ACTIVITIES:
 - A) PRE CONGRESS ACTIVITIES
 - a. The CSC Regional Offices will act as the Secretariat to the Regional Interagency congress (RIC)
 - b. CSC Regional Office Secretariat will determine the venue for this Regional Interagency Congress

- c. CSC Regional Office Secretariat monitors and receives all ratified reports from each agency in the region.
- d. CSC Secretariat collates/classifies ratified workshop outputs from agency congresses into sectoral problem areas and specific and general issues and concerns.
- e. Invitation of resource persons/panel discussants to give additional inputs on predominant sectoral problem areas/issues.
- f. Presentation of collated First Level Congresses reports to the RIC assembly.
- g. Reproduction of collated and synthesized issues and concerns and their respective proposals.
- h. Identification of workshop topics that may be of concern to the regional participants gauged from the collated First Level Congresses outputs.
- i. Reproduction of conference materials
- j. Identification of Rapporteurs and Facilitators for workshop groups.
- k. Preparation of RIC program. Please see Annex 1 for a prototype program.

B) DURING CONGRESS ACTIVITIES

- 1. Classification of RIC participants according to sectoral groupings:
 - a. Local government units
 - b. National government
 - c. Government owned and controlled corporations
 - d. State colleges and universities
 - e. Third level or Career Executive Service employees

2. Each sector, except for letter e may be subdivided into first and second level workshop groups.

State colleges and universities may be subdivided into academic and non-academic employees.

Big workshop groups, as in the national government, should be subdivided into 25 participants per workshop group for better participation.

3. Workshop proper activities:

- a. Prioritization of problems, needs and issues common to the region
- b. Formulation of proposals and position papers and other recommendations to address the issues and problems
- c. Integration and presentation of Workshop Outputs
- d. Ratification of Workshop Outputs

4. Selection of twenty Regional Interagency Congress representatives to the National Congress of Workers in Government on September 18 and 19, 1990. There should be a balance between male and female representatives from each regional interagency congress. (The Cordillera Autonomous Region may send 10 representatives to the National Congress of Workers in Government).

5. EACH OF THE FIFTEEN REGIONAL INTERAGENCY CONGRESS SECRETARIAT MUST SUBMIT THE FOLLOWING DOCUMENTS TO THE OFFICE FOR PERSONNEL RELATIONS (NCWG SECRETARIAT), CIVIL SERVICE COMMISSION NOT LATER THAN AUGUST 27, 1990.

- A. COLLATED WORKSHOP REPORTS BASED ON THE RATIFIED WORKSHOP OUTPUTS OF THE VARIOUS LOCAL GOVERNMENT AND AGENCY CONGRESSES (LGACs) IN THE REGION
- B. SYNTHESIZED RATIFIED WORKSHOP OUTPUTS FROM THE REGIONAL INTERAGENCY CONGRESS (RIC)

C. THE ABOVEMENTIONED DOCUMENTS WILL, BE MADE THE BASES OF THE RESPONSE OF PRESIDENT CORAZON C. AQUINO TO THE CONSOLIDATED WORKSHOP OUTPUTS ON SEPTEMBER 19, 1990 DURING THE CULMINATION ACTIVITY OF THE NATIONAL CONGRESS OF WORKERS IN GOVERNMENT AT THE ARANETA COLISEUM.

6. Election of Officers from among the Regional Interagency Congress participants
7. Plans of Action for the next Regional Interagency Congress

V.3 NATIONAL CONGRESS OF WORKERS IN GOVERNMENT

V.3.1 FOR THE FIRST DAY SEPT. 18

Three Hundred delegates from the Regional Interagency Congress in the regions will convene for the National Congress of Workers in Government to discuss issues of local and national application.

1. **PROPOSED DATE: September 18 and 19, 1990**
2. **PROPOSED ACTIVITIES FOR SEPTEMBER 18, 1990**
(Workshop for 300 participants)
 - A. **PRE CONGRESS ACTIVITIES**
 - a. Organization of CSC Secretariat to coordinate activities of the National Congress of Workers in Government
 - b. Receipt of ratified Workshop Outputs from the fifteen Regional Interagency Congresses
 - c. Collation and synthesis of the Regional Interagency Congress Workshop Outputs into sectoral areas
 - d. Reproduction of Conference materials
 - e. Invitation of resource persons to give additional inputs to workshop topics
 - f. Identification of Rapporteurs and Facilitators for the first and second levels per sector and for the CES group

- g. Preparation of Congress Program

B. DURING CONGRESS ACTIVITIES

- a. Classification of Congress participants into five sectors:
- Local government units
 - National government
 - Government. owned. and controlled corporations
 - State colleges and universities
 - Third level or CES employees

- b. Each sector will be grouped into first and second level workshop groups, except the Third level or CES group.

Where big sectors exist, it is necessary to subdivide workshop groupings to around twenty to twenty five participants per workshop group.

- c. Presentation of collated RIC reports to the participants of NCWG
- d. Workshop Proper activities
- Sectoral workshops on selected topics
 - Prioritization of problem areas and issues per sector
 - Integration and Presentation of Sectoral Workshop Reports and Position papers
 - Ratification of Workshop Reports
- e. Election of Officers from among the Congress representatives

C. POST CONGRESS ACTIVITIES

- a. Collation of Proceedings of the Congress
- b. Submission of Resolutions and Position Papers as bases for personnel policies or in aid of legislation on all matters concerning employees in the government to the legislature or concerned government agencies.

V.3.2 FOR THE SECOND DAY, SEPT. 19

The second day of the Congress will be a general assembly of workers in government to be held tentatively at the Araneta Coliseum

Participants to this General Assembly are the National Congress delegates and government employees from government agencies in Metro Manila and contiguous areas.

Program of activities on this day will include awarding ceremonies to awardees of the Presidential and Civil Service Awards.

VI. OTHER MATTERS

1. Regional participants to the Resource Persons Seminar Workshop on Public Sector Unionism will form part of the CSC Regional Office Secretariat for the Regional Interagency Congress.
2. Equality Advocates from the regions and the central office should participate in the congresses conducted by all CSC regional and central offices as well as in all Regional Interagency Congresses.

3. Each CSC Regional Office should contribute a team to monitor the conduct of the Local government and agency congresses (LGAC) in coordination with the CSC provincial field officers and the various secretariats from the municipal, city, provincial and agency congresses.

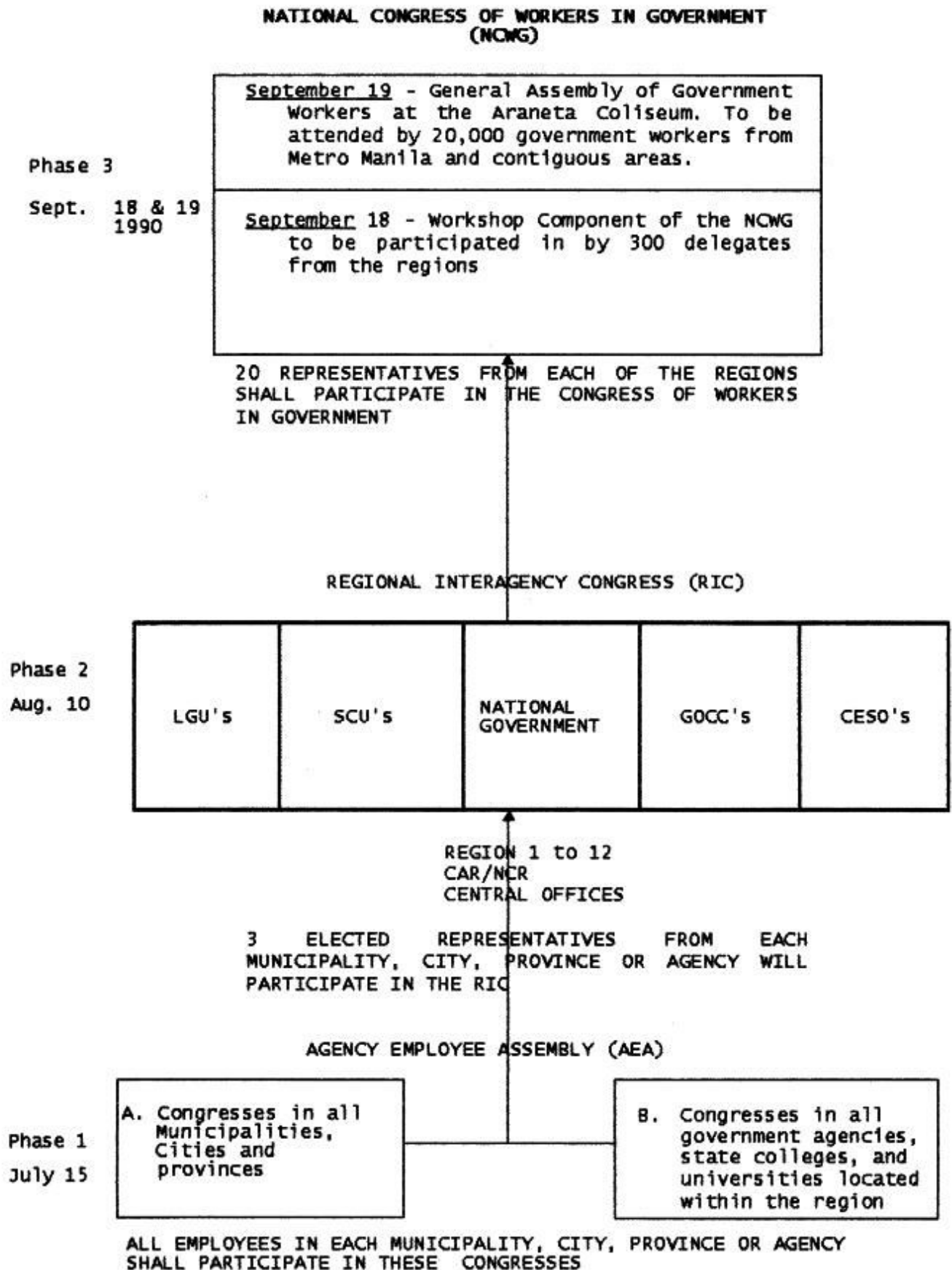
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**PROTOTYPE ACTIVITIES OF THE AGENCY
EMPLOYEE ASSEMBLIES/REGIONAL INTERAGENCY
CONGRESS**

A.M.	Session	
8:00 - 8:30	Registration	
8:30 - 9:00	Welcome Remarks by Officials of the Municipal/City/Province/Agency	
9:00 - 11:45	Inputs on Workshop Topics (Papers may be read or panel discussants invited)	
	Open Forum	
11:45 - 12:00	Orientation to the Workshop	
1:00 - 3:30	Workshops	
3:30 - 4:00	Synthesis of Workshop Reports	
4:00 - 4:30	Workshop Reports Presentation	
4:30 - 5:15	Open Forum/Plenary Discussion	
5:15 - 5:30	Closing Remarks	

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FIGURE I. STRUCTURAL FRAMEWORK OF THE PROPOSED CONGRESS OF WORKERS IN GOVERNMENT



FIRST NATIONAL CONGRESS OF WORKERS IN GOVERNMENT
CIVIL SERVICE WEEK CELEBRATION

WORKSHOP REPORT FORM A

Sector : _____
Workshop No. _____
Date _____

Please check ☐ Agency Employee Assembly (on or before July 15, 1990)
 ☐ Regional Interagency Congress (August 10, 1990)
 ☐ National Congress of Workers in Government (Sept. 18, 1990)

DESCRIPTION OF PRIORITY ISSUE/CONCERN	AVAILABLE RESOURCES/STRENGTHS	LIMITATIONS/OBSTACLES

Rapporteur : _____

Name of Facilitator : _____

**FIRST NATIONAL CONGRESS OF WORKERS IN GOVERNMENT
CIVIL SERVICE WEEK CELEBRATION**

WORKSHOP REPORT FORM B

Sector : _____
Workshop No. _____
Date _____

Please check ☐ Agency Employee Assembly (on or before July 15, 1990)
☐ Regional Interagency Congress (on or before August 10, 1990)
☐ National Congress of Workers in Government (September 18, 1990)

PRIORITY ISSUES/CONCERNS	STRATEGIES/RECOMMENDATION/MODE OF ACTION		
	INDIVIDUAL LEVEL	GROUP/COLLECTIVE/LEVEL	OBJECTIVES

Name of Rapporteur : _____

Name of Facilitator : _____

FIRST NATIONAL CONGRESS OF WORKERS IN GOVERNMENT
CIVIL SERVICE WEEK CELEBRATION

WORKSHOP REPORT FORM C

Sector : _____
Workshop No. _____
Date _____

Please check ☐ Agency Employee Assembly (on or before July 15, 1990)
 ☐ Regional Interagency Congress (on or before August 10, 1990)
 ☐ National Congress of Workers in Government (Sept. 18, 1990)

A. INPUTS AND RECOMMENDATIONS CONSIDERED AS PRIORITY BUT NOT TAKEN UP
(Specify Proponent)

B. INPUTS AND RECOMMENDATIONS NOT AGREED UPON
(Specify proponent/s and reason of non-agreement)

Name of Rapporteur : _____

Name of Facilitator : _____

**FIRST NATIONAL CONGRESS OF WORKERS IN GOVERNMENT
CIVIL SERVICE WEEK CELEBRATION**

WORKSHOP REPORT FORM D

Sector : _____
Workshop No. _____
Date _____

Please check ☐ Agency Employee Assembly (on or before July 15, 1990)
 ☐ Regional Interagency Congress (on or before August 10, 1990)
 ☐ National Congress of Workers in Government (Sept. 18, 1990)

IMAGE OF A GOVERNMENT EMPLOYEE		
<u>AT HOME</u>	<u>AT WORK</u>	<u>IN THE COMMUNITY</u>

Rapporteur : _____

Name of Facilitator : _____

**FIRST NATIONAL CONGRESS OF WORKERS IN GOVERNMENT
CIVIL SERVICE WEEK CELEBRATION**

WORKSHOP REPORT FORM E

Sector : _____
Workshop No. _____
Date _____

Please check ☐ Agency Employee Assembly (on or before July 15, 1990)
 ☐ Regional Interagency Congress (on or before August 10, 1990)
 ☐ National Congress of Workers in Government (Sept. 18, 1990)

NAME OF PARTICIPANTS	POSITION	AGENCY