



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

MC # 33 s. 1990

MEMORANDUM CIRCULAR

TO : ALL HEADS OF LOCAL GOVERNMENTS, BUREAUS, AGENCIES, REGIONAL BRANCHES AND OFFICES OF THE NATIONAL GOVERNMENT, INCLUDING GOVERNMENT OWNED AND CONTROLLED CORPORATIONS WITH ORIGINAL CHARTERS, AND ALL STATE COLLEGES AND UNIVERSITIES

SUBJECT: CONDUCT OF AGENCY EMPLOYEE ASSEMBLIES PREPARATORY TO THE REGIONAL INTERAGENCY CONGRESS AND THE NATIONAL CONGRESS OF WORKERS IN GOVERNMENT

The Commission enjoins all heads of bureaus, agencies, regional branches and offices including government-owned and controlled corporations, and all local government units to allow their employees to assemble on or before July 15, 1990 to discuss issues and problems affecting them and to formulate proposals thereto. The result of these discussions will provide inputs to Regional Interagency Congresses scheduled on August 10, 1990 which will culminate in a National Congress of Government Workers on September 18 and 19, 1990.

The participants to these assemblies will undertake the following:

1. Identify problems, needs, issues and concerns affecting the terms and conditions of their employment in the particular agency.
2. Prioritize and discuss these problems, needs and issues according to importance/significance as perceived by the group/participants.
3. Identify available resources/strengths and limitations/obstacles in addressing identified and prioritized issues and problems.
4. Formulate strategies/recommendations/mode of actions in addressing each prioritized problem as an individual employee, as a group/collective effort and as what their agency can do.
5. Presentation of group workshop outputs in a plenary session.

6. Integration and synthesis of workshop outputs by facilitators/rapporteurs.
7. Submission of integrated and synthesized agency workshop output to the Regional Interagency Congress (RIC) Secretariat located in the various Civil Service Regional Offices on or before July 20, 1990.

Please be guided accordingly.


PATRICIA A. STO. TOMAS
Chairperson

June 20, 1990
esc/opr
ms:ncwgj

GUIDELINES AND MECHANICS ON THE CONDUCT OF
THE AGENCY EMPLOYEE ASSEMBLIES
(A MAJOR COMPONENT OF THE NATIONAL CONGRESS
OF WORKERS IN GOVERNMENT)

I. BACKGROUND/RATIONALE

In line with its mandate under the 1987 Constitution to promote morale, efficiency, integrity, responsiveness and courtesy in the Civil Service, as the central personnel agency of the government, the Civil Service Commission through the auspices of the Office for Personnel Relations will conduct the First National Congress of Workers in Government. The aim of this Congress is to encourage overall participation of all government employees to achieve more cost-effective operations and to adequately support the implementation of priority development programs and projects.

An important component of the National Congress of workers in Government is the conduct of the Agency Employee Assemblies in each municipality, province, city and national agencies including government owned and controlled corporation and state universities and colleges.

The purpose of this Agency Employee Assemblies is to get participation from the lowest governmental unit which is the municipal, city and provincial levels in the local government and agency levels in the national government and provide a forum through which government employees can collectively discuss and analyze problems and issues affecting them and formulate proposals and strategies thereto.

II. EXPECTATIONS FROM THE AGENCY EMPLOYEE- ASSEMBLIES

1. The Agency Employee Assemblies are expected to come out with a summary of issues or concerns affecting employees at the municipality, city, province or agency level.
2. These assemblies will also identify the action and responses to the issues and concerns raised.
3. These assemblies should also help increase the awareness of employees in government about the problems confronting them.
4. This forum is also expected to identify strategies and mechanisms to ensure the active and full involvement of workers in government.

A Prototype program of the Agency Employee Assemblies is enclosed for your guidance (Annex I).

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.

The Secretariat to these municipal assemblies may be headed by the municipal administrators; for city congresses, by the city administrators; and, for the provincial assemblies, by the provincial administrators. Secretariat to the agencywide assemblies may be headed by their Heads of agencies or a representative.

III. TOPICS FOR DISCUSSION

The following are suggested topics for workshop discussions.

- workshop No. 1 - On the implementation of the salary standardization scheme:
- Has this helped employees in making both ends meet?
 - Has this now given real meaning to the of "equal pay for equal work"?
 - what non-monetary salary extenders can you propose in the light of the tight economic measures faced by the government?
- 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 countryside 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 the 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?

I V. PLANS OF ACTION

Issues and concerns under each of the suggested 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.

Facilitators and rapporteurs may be chosen from among the participants for each workshop group. Workshop members are expected to ratify workshop output.

Each Agency Employee Assembly Secretariat is expected to integrate all ratified workshop outputs and submit the same to their respective Civil Service Regional Office.

The Agency Employee Assembly participants are also expected to elect three representatives (from the first, second and third levels) from each municipality, city, province or agency to participate in the Regional Interagency Congress on or before August 10, 1990. At least one of these representatives must be a female whether coming from the first, second or third level.

Attached are Workshop Report Forms to serve as guide in the discussion and documentation of Workshop proceedings. Ratified workshop reports from the Agency Employee Assemblies should be submitted to the appropriate Civil Service Commission Regional Office as soon as possible for collation and integration purposes.

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PROTOTYPE ACTIVITIES OF THE
AGENCY EMPLOYEE
ASSEMBLIES/REGIONAL
INTERAGENCY CONGRESSES

A. M. SESSION

8:00	-	8:30	Registration
8:30	-	9:00	Welcome Remarks by Officials of the Municipality/City/Province/ Agency
9:00	-	11:45	Inputs on Workshop Topics (Papers may be read or panel discussion invited)
Open Forum			
11:45	-	12:00	Orientation to the workshops
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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June590/OPR

**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