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## Office of the President

1 August 2013

MEMORANDUM NO. ~~197~~  
Series of 2013

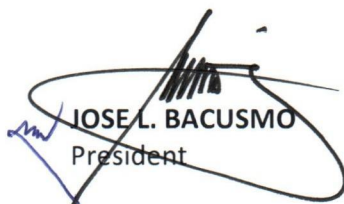
**T O:** Dr. Elwin Jay V. Yu  
Prof. Maria Aurora Teresita W. Tabada

**R E:** Guidelines in the Implementation of Workplace Policy and  
Education Program on HIV & AIDS

Attached is a copy of CSC Memorandum Circular No. 11, Series of 2013 providing for Guidelines in the Implementation of Workplace Policy and Education Program on HIV & AIDS.

Please take note of the requirements under RA No. 8504 for government agencies to implement compliance with the requirements of the above mentioned memorandum circular more particularly in the submission of the required annual report to the Philippine National AIDS Council.

Please be guided accordingly.

  
**JOSE L. BACUSMO**  
President



M.C. No. 11, s. 2013

### MEMORANDUM CIRCULAR

**TO :** HEADS OF CONSTITUTIONAL BODIES; DEPARTMENTS, BUREAUS AND AGENCIES OF THE NATIONAL GOVERNMENT; LOCAL GOVERNMENT UNITS; GOVERNMENT-OWNED AND/OR CONTROLLED CORPORATIONS; AND STATE UNIVERSITIES AND COLLEGES

**SUBJECT :** Guidelines in the Implementation of Workplace Policy and Education Program on HIV and AIDS.

Section 6 of Republic Act No. 8504 known as The Philippine AIDS Prevention and Control Act of 1998 mandates that "all government and private employees, workers, managers, and supervisors shall be provided with the standardized basic information and instruction on HIV and AIDS which shall include topics on confidentiality in the workplace and attitude towards infected employees and workers".

Rule 2, Section 15 of the Implementing Rules and Regulation of R.A. No. 8504 states that "Monitoring and assessment of the workplace HIV & AIDS education program in the private sector shall be the responsibility of the DOLE, in collaboration with the DOH." Further, "For members of the AFP and the PNP, this shall be the responsibility of the Armed Forces Chief of Staff and the Director General of PNP, respectively. The Civil Service Commission (CSC) shall assist in the monitoring and assessment efforts for all other groups in the public sector".

Pursuant to its mandated role in ensuring the effective implementation of Republic Act No. 8504, the CSC supports the following guidelines in the implementation of Workplace Policy and Education Program on HIV and AIDS to be undertaken by government agencies:

1. Information on HIV and AIDS shall be integrated in the employee health programs in all government offices.
2. Government agencies shall maintain records and materials of the HIV and AIDS education and information program and related activities undertaken for monitoring and reporting purposes.
3. HIV and AIDS awareness, considered as a gender concern in economic and social development programs, may be included in agency GAD activities.
4. Annual observance of the International AIDS Candlelight Memorial on the third week of May and World AIDS Day on the first day of December.
5. Government agencies can tap members of the Philippine National AIDS Council (PNAC) and the Regional AIDS Assistance Teams (RAATs) for technical assistance in the implementation of the Workplace Policy and Education Program on HIV and AIDS.
6. Government agencies are required to submit an annual report to the PNAC on the status of implementation of their respective Workplace Policy and Education Program on HIV and AIDS not later than the 15<sup>th</sup> of January the following year.

For inquiries and other concerns, you may contact the PNAC through its Secretariat at telephone number 651-7800 locals 2550 to 2552, or 743-0512.

MAY 20 2013

  
**FRANCISCO T. DUQUE III, MD, MSc**  
Chairman

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