



24 August 2017

MEMORANDUM CIRCULAR NO. 59

Series of 2017

T O: All Vice President, College Deans/Directors/Department/Office Heads

R E: 117th Philippine Civil Service Anniversary

Attached is the list of activities lined up for the month of September in celebration of the 117th Anniversary of the Philippine Civil Service with the theme: ***"Tugon sa Hamon ng Pagbabago: Malasakit ng Lingkod Bayani"*** and is aimed to remind us to manifest *malasakit* in public service.

To kick off the month long celebration, the usual Flag Raising Ceremonies and Introduction/Oath Taking of Appointees will be held on **September 4, 2017, 8:00 a.m.** at the **Amphitheater**. All flag raising ceremonies at the different locations within the university is hereby suspended and all faculty and staff concerned are directed to join the activity at the Amphitheater.

All Vice Presidents, College Deans, Directors and Department/Office Heads are hereby requested to enjoin participation of their staff during the flag raising ceremonies. The list of new appointees who will be officially introduced and will take their oath of office will be provided by ODAHRD to the concerned departments/units.

To ensure maximum participation during the Fun Run/Fun Walk and Culmination Program, all concerned are requested to free themselves of any commitment in the afternoon of **September 29, 2017**. The VP for Instruction is likewise requested to shorten classes on that day to ensure wider participation from the faculty.

The external campuses may also adopt the activities of the main campus as their way of celebrating the 117th Anniversary of the Philippine Civil Service.

Please be guided accordingly.


EDGARDO E. TULIN
President DIC
8/25/17

**List of Activities Lined-up by VSU during the month-long celebration of the
117th Philippine Civil Service Anniversary
“ Tugon sa Hamon ng Pagbabago: Malasakit ng Lingkod Bayani ”**

2017	ACTIVITIES
September 3	Participation in the R.A.C.E to Serve Fun Run of the Civil Service Commission at Tacloban City
September 4 8:00 a.m.	Flag Raising Ceremony, Introduction & Oath taking of new and newly promoted faculty and staff and Short Anniversary Program at the Amphitheater Stage (<i>Dr. Lourdes B. Cano & Prof. Francisco Gabunada as Coordinators</i>).
September 4 9:30 a.m.-5:00 p.m.	Induction Program of Newly Hired Faculty/Staff into the VSU System
4:00 p.m. Every Tuesdays & Thursdays starting Sept. 05, 2017	Zumba Dance Exercise (<i>Admin. Bldg. grounds & IHK building – Dr. Aleli Villocino as Coordinator & VSU Infirmary Grounds – Dr. Josephine Zafico as Coordinator</i>)
Every Wednesday Sept. 6, 13, 20 & 27	Blood pressure taking (<i>Ms. Ma. Doris Braganza, Ms. Jan Ana Masendo & Ms. Cindy Rufin as Coordinators</i>) as the following offices: <i>Administration Building for the upper campus buildings, OVPRE for Research Centers and DA/DASS for lower campus buildings</i>)
September 5	Orientation on Basic Customer Service and Work Values 1 st batch (Employees performing frontline services)
September 6	Orientation on Basic Customer Service and Work Values 2 nd batch
September 7	Orientation Among Faculty Members on Academic Freedom and Public Accountability
September 11	Orientation of Clerks on Basic Customer Service and Department-Based HRMPs on Personnel Documents/Requirements
September 12	Conference Workshop on Reporting Policies Among Registrars and those designated as HR Officers, Budget Officers, and Bookkeeper/Accountants in External Campuses
September 13	Gender Sensitivity Seminar
September 14-15	Teaching Strategies (Selected faculty per APB recommendation)
September 18	Workshop in Preparing Individual Development Plan Among Supervisor & Heads of Units
September 19	Men’s Health Awareness Forum (<i>Dr. Josephine O. Zafico as Coordinators</i>)
September 20-22	VSU Faculty and Staff Sports fest
September 25	Orientation on Policies of Probationary Status among New Permanent Employees
September 26	Round Table Discussion about the theme (ISRDS to conduct)
September 29	<ul style="list-style-type: none"> • Fun Run/Fun Walk (<i>Dr. Aleli A. Villocino as Coordinator & All IHK Faculty & Staff as members</i>). • Culmination Program and Giving of Loyalty Awards (<i>Dr. Remberto Patindol & Dr. Lourdes B. Cano as Coordinators</i>).