



16 August 2016

**MEMORANDUM CIRCULAR NO. 46**  
Series of 2016

**T O: All Vice Presidents, College Deans, Directors, Center/Department/Office Heads**  
**R E: Activities for the 116<sup>th</sup> Anniversary Celebration of the Philippine Civil Service**

CSC Memorandum Circular No. 9, series of 2016 issued by CSC Chairperson Alicia dela Rosa-Bala is enjoining everybody in the civil service to actively participate in this year's celebration with the theme ***"Sigaw ng Lingkod Bayani: Malasakit Para sa Taumbayan, Kapwa Kawani, at Kalikasan!"***.

A major highlight of VSU's participation in the month long celebration, will be the Coastal Clean Up and Mangrove planting on September 3, 2016. In addition, a small group may join the CSC Regional Fun Run in Tacloban City on the same day. On September 5, 2016, will be the usual Flag Raising Ceremonies and Introduction/Oath Taking of new appointees starting at 8:00 a.m. at the Hilltop Amphitheater. All flag raising ceremonies at the different locations in campus are suspended to allow all faculty and staff to join the activity at the Amphitheater.

All Vice Presidents, College Deans, Directors, Center/Department/Office Heads are requested to encourage the participation of their subordinates in all the activities. The ODAHRD will provide the different department/units concerned with a list of new appointees who will take their oath of office.

To ensure a wide participation for our local Fun Run and Culmination Program on September 30, 2016, all faculty and staff are requested to free themselves of any commitment in the afternoon of that day. The VP for Instruction is requested to shorten classes on said day to ensure participation of faculty members.

The satellite campuses may also adopt the activities of the Main Campus as their way of celebrating the 116<sup>th</sup> Anniversary of the Philippine Civil Service. Attached is the schedule of activities for the month-long celebration for reference.

Please be guided accordingly.

  
**EDGARDO E. TULIN**

 President



**List of Activities for the 116<sup>th</sup> Philippine Civil Service Anniversary**

| Date  | Activity  |
|---|---|
| Sept. 1, 2016   | Workshop to Review & Improve Citizens' Charter per CSC MC No. 14, s. 2016   |
| Sept. 3, 2016   | Participation in the Regional Fun Run of the Civil Service Commission in Tacloban City (c/o Dr. Lourdes B. Cano) and Coastal Clean Up Campaign & Mangrove Planting Activity (c/o Dr. Humberto R. Montes, Jr. & Dr. Arturo E. Pasa)      |
| Sept. 5, 2016<br>@ 8:00 a.m.                            | Flag Raising Ceremony, Introduction & Oath taking of new and newly promoted faculty and staff and Short Anniversary Program at the Hilltop Amphitheater Stage (Dr. Lourdes B. Cano & Prof. Francisco G. Gabunada, Jr. as Coordinators). |
| Sept. 5, 2016<br>@ 9:00 a.m.                            | Job Induction and Orientation/Reorientation of newly promoted faculty and staff on Values, Gender & Development and Anti-Sexual Harassment  |
| Sept. 6, 2016   | Reorientation of Security Guards and Forest Rangers, 1 <sup>st</sup> Batch  |
| 4:00 p.m. every Tues.,<br>Thurs. starting Sept. 6, 2016 | Zumba Dance Exercise (Admin. Bldg. grounds, IHK Bldg. & VSU Infirmary grounds)  |
| Every Wednesday<br>Sept. 7, 14, 21 & 28, 2016           | Blood pressure taking in the following offices: Admin. Bldg., for the upper campus buildings, OVPRE for Research Centers and CME for lower campus buildings   |
| Sept. 9, 2016   | Orientation among heads and secretaries on the Procurement Act and their responsibilities and accountabilities relative thereto   |
| Sept. 12, 2016  | Workshop on Procurement Planning among project leaders and personnel in-charge in preparing PPMPs   |
| Sept. 13, 2016  | Reorientation for drivers, messengers and utility workers   |
| Sept. 16, 2016  | GAD Sensitivity Seminar among Frontliners, Department/Office Heads and Center Directors   |
| Sept. 17, 2016  | Reorientation of Security Guards and Forest Rangers, 2 <sup>nd</sup> batch  |
| Sept. 20, 2016  | <ul style="list-style-type: none"><li>Orientation on probationary period among new permanent faculty members</li><li>Blood Letting</li></ul>  |
| Sept. 21-23, 2016                                       | VSU Faculty & Staff Sports Fest   |
| Sept. 24, 2016  | Reorientation among clerks and department secretaries on Work Values and Customers Service  |
| Sept. 25, 2016  | Pre-Retirement Seminar  |
| Sept. 26-27, 2016                                       | SPMS Performance Review among all delivery units  |
| Sept. 29, 2016  | Health Awareness Forum  |
| Sept. 30, 2016  | <ul style="list-style-type: none"><li>Fun Walk &amp; Zumba</li><li>Culmination Program and Giving of Loyalty Awards</li></ul>   |