



12 September 2018

MEMORANDUM CIRCULAR NO. 70

Series of 2018

T O: All Concerned

**R E: Final reminders relative to the September 24-25, 2018 On-site
Assessment by the Civil Service Commission**

Please be informed that this office already received the final advisory from the Civil Service relative to the on site assessment on September 24-25, 2018.

To reiterate, the assessment will include ocular inspection of the university particularly on the posting of required information, checking of facilities and amenities and review of HR systems as required by with CSC law, rules and regulations. This will be done on September 24. The assessment proper will be done on September 25 by the assigned assessors who will focus on HR Systems and the competencies of the Human Resource Management Officers through interview of selected employees using pre-identified samples and HR committees. The interview will likewise assess the HR practices to validate implementation of existing HR systems.

As your guide, the following are the existing approved HR systems of the university:

1. Revised Merit Systems for the Faculty
2. Revised Merit Systems for the Administrative Staff
3. Enhanced Strategic Performance Management Systems
4. Enhanced Rewards & Recognition Policies
5. Enhanced Learning & Development Policies for Administrative Staff
6. Enhanced Learning & Development Policies for Faculty Members

Copies of the 2 Merits Systems have already been emailed to your respective email addresses. For the four (4) remaining systems, copies of the same will likewise be emailed to all faculty and staff. Everybody are therefore directed to familiarize themselves of these six (6) HR systems so that you can describe these existing policies and our practices in implementing the same. Department/office secretaries through their respective heads, are hereby directed to download copies of the six (6) above mentioned HR systems and print a copy for immediate reference of all faculty and staff in that particular department/unit. You are likewise requested to immediately call staff meeting and discuss the details of these systems.

Furthermore, all Vice Presidents, College Deans, Directors and department/office/center heads are hereby directed to ensure that the following CSC policies are complied with especially during the dates of the assessment:

1. Wearing of IDs (not the pocket ID)
2. Posting of updated citizens' charter outside the respective offices
3. Ensuring that public assistance desks should be manned whole day for the two-days period
4. No noon break should be fully implemented through sliding schedule of people in that particular unit



5. Facilities for PWDs, senior citizen and pregnant women are available and usable when these diverse clients will visit the office.
6. The feedback mechanism should be observable with available blank form and a box where the feedback could be dropped by a client after availing the services of your office. A copy of the form is herewith attached for your guidance. This is different from the suggestion box.

In addition, please inform the assessors when you will be interviewed that we VSU is implementing the following CSC leave entitlements to wit:

1. Vacation leave
2. Sick leave
3. Forced leave
4. Special Privilege Leave
5. Monetization of Leave Credits
6. Solo Parent
7. VAWC
8. Magna Carta for Women
9. Calamity leave
10. Paternity Leave
11. Maternity Leave
12. Study Leave
13. Rehabilitation Privilege
14. Compensatory Time-off

In addition, VSU is even providing the following entitlements to our faculty and staff:

1. Compensatory Day off for office heads and faculty on vacation sick leave status who faculty workload exceeds 23 workload units
2. Annual five (5) days educational tour privilege outside the country and three (3) days within the country

On employee welfare, please inform our assessors of the availability of the following policies and are being implemented:

1. Grievance machinery
2. Grant of step increment, 1) length of service every 3 year; and 2) based on merit to be given to the top 5% of the total active employees
3. Loyalty incentive (the plaque given every September culmination program of the Philippine Civil Service Month celebration and the loyalty bonus every December of that year of the award)
4. Entitlement of employees of leave benefits
5. VSU have two registered and accredited employee associations: VSU Faculty Association and the LSU Administrative Personnel Association
6. The LSUADPA has an existing Collective Negotiation Agreement as legal basis in the grant of CNA bonus every year

Finally, please be reminded that VSU is using and implementing the following CSC and other law, rules and policies:

1. Revised Rules on Administrative Cases in the Civil Service in resolving administrative cases within the university
2. Implementation of the Norms of Conduct for Public Officials under RA 6713
3. Observance of Government Working Hours




4. Implementation of the Anti-Red Tape Law to include: posting and updating of citizen's charter, no noon-break, no to fixing, etc.
5. Protection of the Bureaucracy against Tobacco Industry Interference (copy of the OP memo is herewith attached).


To ensure that these final reminders are disseminated and understood by everybody, a general assembly meeting among all faculty and staff to be presided by the undersigned shall therefore be called by this office on September 14, 2018 starting at 8:00 AM at the RDE Hall. The update with GSIS Manager on same date and venue shall be moved at 10:00 A.M. to give way to this very important meeting. Attendance will be monitored. Please give this meeting therefore your preferential attention.

If all of us, faculty and staff will be briefed of the above details, VSU will make it in this assessment. VSU's success in this undertaking will depend, therefore, on your wholehearted support. Thank you.

For compliance.


EDGARDO E. TULIN
President

	Document Code: VSU LEGAL-FF-	Page:1	Effectivity		
TITLE: CUSTOMER SATISFACTION FORM					
Dear Valued Customer, Thank you for choosing Visayas State University. Your experience in our service is important to us. Your feedback will greatly help us to assist you better and this will also serve as input for the improvement of our processes and service. Please let us know by filling up the form below. THANK YOU.					
Date:		Time:			
Customer Type:	<input type="checkbox"/> Student <input type="checkbox"/> Faculty <input type="checkbox"/> Alumni <input type="checkbox"/> Parent <input type="checkbox"/> Employee <input type="checkbox"/> Guest				
Office/College Visited					
Services Availed:	<input type="checkbox"/> Consultation/Inquiry <input type="checkbox"/> Request for Data <input type="checkbox"/> Submission of Documents <input type="checkbox"/> Complaint <input type="checkbox"/> Follow-up Documents <input type="checkbox"/> Scholarship <input type="checkbox"/> Request for Assistance <input type="checkbox"/> TOR, Diploma, Etc. <input type="checkbox"/> Payments <input type="checkbox"/> Others				
SCALE:	5- Outstanding	4- Better	3 -Good		
2- Fair	1- Poor				
	5	4	3	2	1
1. Politeness/Courtesy Given by Staff/Service Provider					
2. Competence/knowledge of Staff/Service Provider					
3. Service provided at a very reasonable time					
4. Purpose of visit/transaction accomplished					
5. Overall Experience					
Comments/Suggestion/Complaints:					
Name of Client: (optional)					
Contact Number: (optional)					
For inquiries and feedback you may contact ODAHRD at 563-7643 or email at odahrd@vsu.edu.ph					

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Date:		Time:			
Customer Type:	<input type="checkbox"/> Student <input type="checkbox"/> Faculty <input type="checkbox"/> Alumni <input type="checkbox"/> Parent <input type="checkbox"/> Employee <input type="checkbox"/> Guest				
Office/College Visited					
Services Availed:	<input type="checkbox"/> Consultation/Inquiry <input type="checkbox"/> Request for Data <input type="checkbox"/> Submission of Documents <input type="checkbox"/> Complaint <input type="checkbox"/> Follow-up Documents <input type="checkbox"/> Scholarship <input type="checkbox"/> Request for Assistance <input type="checkbox"/> TOR, Diploma, Etc. <input type="checkbox"/> Payments <input type="checkbox"/> Others				
SCALE:	5- Outstanding	4- Better	3 -Good		
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1. Politeness/Courtesy Given by Staff/Service Provider					
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Office of the President

20 August 2015

MEMORANDUM CIRCULAR NO. 42

Series of 2015

T O: All VSU Employees

R E: Protection of the Bureaucracy Against Tobacco Industry Interference

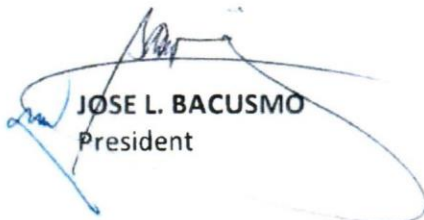
The Civil Service Commission and the Department of Health issued Joint Memorandum Circular No. 2010-01 entitled Protection of the Bureaucracy Against Tobacco Industry Interference, pursuant to Republic Act No. 9211 known as Tobacco Regulation Act of 2003.

This Circular aims to raise awareness of the public particularly employees and students by advocating the adverse effects of cigarette smoking on health, productivity and economy and to avoid all forms and manner of cooperation or partnership with the tobacco industry.

Any violation of this provision shall be considered a ground for disciplinary/administrative action pursuant to Rule XIV of the Omnibus Rules Implementing Book V of EO No. 292.

Attached is a copy of CSC and DOH Joint Memorandum Circular No. 2010-01 for reference.

For strict compliance.


JOSE L. BACUSMO
President



Republic of the Philippines
CIVIL SERVICE COMMISSION
Constitution Hills, Batasang Pambansa Complex,
Diliman, 1126 Quezon City

DEPARTMENT OF HEALTH
San Lazaro Compound, Rizal Avenue,
Sta. Cruz, 1003 Manila



JOINT MEMORANDUM CIRCULAR NO. 2010-01

TO : ALL HEADS OF DEPARTMENTS, BUREAUS AND AGENCIES
OF THE NATIONAL GOVERNMENT, LOCAL GOVERNMENT
UNITS, GOVERNMENT-OWNED AND/OR CONTROLLED
CORPORATIONS WITH ORIGINAL CHARTERS AND STATE
UNIVERSITIES AND COLLEGES

SUBJECT: PROTECTION OF THE BUREAUCRACY AGAINST
TOBACCO INDUSTRY INTERFERENCE

Pursuant to Article IX-B, Section 3 of the Constitution, the Civil Service Commission, as the central personnel agency of the government, is responsible for the promotion of morale, efficiency, integrity, responsiveness, and courtesy in the civil service and the institutionalization of management climate conducive to public accountability.

Pursuant to Section 2, Title IX, Chapter 1 of the Administrative Code, the Department of Health is primarily responsible for the formulation, planning, implementation, and coordination of policies and programs in the field of health, whereas Section 3 (4) thereof gives the DOH the power to administer all laws, rules and regulations in the field of health.

Pursuant to the World Health Organization Framework Convention on Tobacco Control (WHO FCTC), which was ratified by the President on September 23, 2003 and concurred in by the Senate on April 25, 2005, specifically under the title *General Obligations*, Article 5.3: the Parties, in setting and implementing their public health policies with respect to tobacco control, shall act to protect these policies from commercial and vested interests of the tobacco industry.

Pursuant to the Article 5.3 Guidelines, which was adopted by the Conference of the Parties in November 2008 to assist Parties in implementing Article 5.3, government personnel must avoid interaction with the tobacco industry and if any dealing is necessary for the latter's regulation, supervision and control, it must be transparent and accountable.

Further, in relation to the WHO FCTC and Article 5.3 Guidelines, the Civil Service Commission, pursuant to Section 12 of RA 6713, shall have the primary responsibility for the administration and enforcement of the 'Act Establishing a Code of Conduct and Ethical Standards for Public Officials and Employees'.

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JUN 29 2010
MAYKEEN V. AGUIRRE
Chief, Records Section - IMS
Department of Health

The WHO FCTC encourages Parties to implement additional measures in consonance with those required by the treaty and its guidelines.

NOW, THEREFORE, the Civil Service Commission and the Department of Health hereby promulgate this policy on *Protection of the Bureaucracy against Tobacco Industry Interference.*

1.0 Coverage

This policy covers all government officials and employees, regardless of status, in the national or local government including government-owned and controlled corporations, with original charters, state colleges and universities.

2.0 Definition of Terms

2.1 Tobacco Industry shall refer to organizations, entities, associations, and individuals that work for or in behalf of the tobacco industry, such as, but not limited to, tobacco manufacturers, wholesale distributors, importers of tobacco products, tobacco retailers, front groups and any other individuals or organizations, including, but not limited to lawyers, scientists and lobbyists that work to further the interests of the tobacco industry.ⁱ

2.2 Tobacco Industry Interference refers to a broad array of tactics and strategies used by the tobacco industry to interfere with the setting and implementing of tobacco control measures.

3.0 Prohibitions

3.1 Unnecessary Interaction with the Tobacco Industry

Public officials and employees shall interact with the tobacco industry only when strictly necessary for the latter's effective regulation, supervision or control. Transparency in all interactions with the tobacco industry shall be observed. Any necessary interaction with the tobacco industry should be carried out in such a way as to avoid the creation of any perception of a real or potential partnership or cooperation resulting from or on account of such interaction. In the event the tobacco industry engages in any conduct that may create such a perception, public officials and employees shall act to prevent or correct this perception.ⁱⁱ

3.2 Preferential Treatment to the Tobacco Industry

Public officials and employees shall serve the public interest and are prohibited from providing incentives, privileges, benefits or exemptions to the tobacco industry, except as otherwise provided by law.

3.3 Accepting Gifts, Donations and Sponsorship

Public officials and employees shall not solicit or accept, directly or indirectly, any gift, gratuity favor, entertainment, loan or anything of

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JUN 29, 2010

monetary value in the course of their official duties or in connection with any operation being regulated by, or any transaction which may be affected by the functions of their office from any person or business related to the tobacco industry.

3.4 Financial Interest in the Tobacco Industry

Public officials and employees shall not, directly or indirectly, have any financial or material interest in any transaction involving the tobacco industry requiring the approval of their office. In relation to this, public officials and employees shall declare any interest in the tobacco industry in their annual declaration of assets and liabilities.

3.5 Accepting Other Favors Analogous to those mentioned above, like, but not limited to the following:

Public officials and employees shall not accept or have any member of his/her family accept employment or recommend any one to any position in any private enterprise connected with the tobacco industry which has a regular or pending official transaction with their agency.

3.6 Conflict of Interest with the Tobacco Industry

Public officials or employees, regardless of status, shall avoid conflicts of interest with the tobacco industry at all times. When a conflict of interest arises, he/she shall resign from his position in the tobacco industry within thirty (30) days from his/her assumption of office and/or divest himself/herself of his/her shareholdings or interest within sixty (60) days from assumption.

3.7 Engaging in an Occupational Activity within the Tobacco Industry

Public officials and employees of agencies that have a role in setting and implementing public health policies with respect to tobacco control, shall inform their institutions about any intention to engage in an occupational activity within the tobacco industry, whether gainful or not, within a specified period of time after leaving the service; and to require applicants for such public office positions to declare any current or previous occupational activity with any tobacco industry whether gainful or not.

4.0 Responsibilities of the Head of Agency

The head of agency shall be responsible for the following:

- 4.1 Informing officials and employees of this policy against tobacco industry interference, and;
- 4.2 Amending their respective Codes of Conduct by incorporating the rules provided for in Annex A of this Joint Memorandum Circular.

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JUN 29 2010

5.0 Information Dissemination Program

- 5.1 Agencies are enjoined to disseminate information about the addictive and harmful nature of tobacco products, tobacco industry interference with tobacco control policies, and the true purpose and scope of activities described as "socially responsible".
- 5.2 They shall give information about any type of agreement with the tobacco industry or any information that would facilitate the enforcement of policy against tobacco industry interference. Information shall include reports on any interaction with the tobacco industry, any preferential treatment given to the tobacco industry and any offer of donation to the public official or employee by the tobacco industry. To encourage transparency and accountability, the agency shall make sure that copies of these documents will be accessible to the public.

6.0 Implementation of the Program


- 6.1 **Submission of Annual Reports.** Agencies shall include in its Annual Report their compliance with this Joint Memorandum Circular.
- 6.2 **Funding & Technical Assistance.** The Department of Health shall provide a start-up fund and technical assistance to assist the Civil Service Commission in its capacity-building and advocacy programs for the different agencies of the government. Each agency is enjoined to allocate resources for its own monitoring and advocacy campaign to ensure sustainability of the programs.
- 6.3 **Participation of Civil Society**
Each agency shall encourage the participation of civil society not affiliated with the tobacco industry in achieving the objective of this Joint Memorandum Circular.

Any violation of this Circular shall be considered a ground for administrative disciplinary action pursuant to Rule XIV (Discipline) of the Omnibus Rules Implementing Book V of Executive Order No. 292, without prejudice to the filing of criminal as well as civil actions under existing laws, rules and regulations.

This Circular shall amend all issuances inconsistent herewith.

This Circular shall take effect fifteen (15) days after publication in a newspaper of general circulation.


FRANCISCO T. DUQUE III, MD, MSc.
Chairman
Civil Service Commission


6/21/10
ESPERANZA I. CABRAL, MD
Secretary
Department of Health

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JUN 29 2010
MAYLEEN V. AGUIRRE
Chief, Records Section - IMS

ANNEX A

**Rules which shall be included in the Amendment
of the Code of Conduct of Each Agency**

- (i) Public officials and employees shall limit interactions with the tobacco industry to those strictly necessary for its regulation and to ensure the transparency of those that occur.
- (ii) In the event that a meeting is strictly necessary, officials and employees shall abide by the following rules:
 - 1. Set the meeting agenda.ⁱⁱⁱ
 - 2. Ask the industry about what they want to discuss— in writing – then decide whether to agree with the meeting or not. Stick to the agenda and make the meeting brief.^{iv}
 - 3. Clarify the goal and structure of the meeting.^v
 - 4. Before the meeting, it must be made clear that such interaction does not imply partnership, dialogue or collaboration and indicate in writing to the tobacco industry that they may not mischaracterize the nature of the meeting.^{vi}
 - 5. Hold the meeting at the premises of the department/institution/agency/local government. ^{vii} Ensure that any photograph taken of this meeting is strictly for documentation purposes only and not for the public relations activities of the tobacco industry.
 - 6. Predetermine the meeting participants by asking for the names and positions of those who will attend the meeting.^{viii}
 - 7. Moderate the meeting. A lawyer must be present and must closely advise the official/employee/representative during the meeting.^{ix}
 - 8. Write the official minutes.^x A voice recording of the meeting may be made to assist the staff in preparing the transcript of the meeting. Transcript of the meeting must be filed for record purposes and be made available to the public upon request.
 - 9. Maintain the right to terminate the meeting at any point.^{xi}
 - 10. Distribute information on the meetings as appropriate. Publicly correct any misinformation regarding the meeting.^{xii}
 - 11. Decide on follow up questions that must be answered after the meeting.
 - 12. All non-mediated exchanges (in person, phone or email) between officials, employees and representatives of the agency should be avoided.

- (iii) Public officials and employees shall declare any interest in the tobacco industry. They shall resign from his/her position in the tobacco industry within thirty (30) days from his assumption of office and/or divest himself of his shareholdings or interest within sixty (60) days from such assumption.^{xiii}

For the purpose of this rule, interest in the tobacco industry means personal, financial or other interest, including, but not limited to:^{xiv xv}

1. having an existing ownership or investment in the tobacco industry;
 2. being a member of the Board of Directors, an officer of the corporation or a partner in a partnership in the tobacco industry;
 3. receiving any contribution from the tobacco industry.^{xvi}
- (iv) Public officials and employees shall not demand or receive any contribution from the tobacco industry for themselves, their families, relatives, friends, or any other persons or organizations. Contributions shall include, but are not limited to, payments, gifts and services, monetary or in-kind, research funding, financial aid, policy drafts and legal advice.
- (v) Public officials and employees shall avoid the creation of any perception of real or potential partnership or cooperation with the tobacco industry, and shall publicly correct any perception of partnership that may have been created.
- (vi) Public officials and employees of agencies which have a role in setting and implementing public health policies with respect to tobacco control, shall inform their institutions about any intention to engage in an occupational activity within the tobacco industry, whether gainful or not, within a specified period of time after leaving service; and to require applicants for such public office positions to declare any current or previous occupational activity with any tobacco industry whether gainful or not.

¹ The Guidelines for the Implementation of Article 5.3¹ were adopted by the Conference of Parties last November 2008. The measures recommended in these guidelines aim at protecting against interference not only by the tobacco industry but also, as appropriate, by organizations and individuals that work to further the interests of the tobacco industry.

Paragraph 11. Guidelines for the implementation of Article 5.3 of the WHO FCTC

The broad array of strategies and tactics used by the tobacco industry to interfere with the setting and implementing of tobacco control measures, such as those that Parties to the Convention are required to implement, is documented by a vast body of evidence. The measures recommended in these guidelines aim at protecting against interference not only by the tobacco industry but also, as appropriate, by organizations and individuals that work to further the interests of the tobacco industry.

¹¹ Paragraph 20 Guidelines for Implementation of Article 5.3 of the WHO FCTC

In setting and implementing public health policies with respect to tobacco control, any necessary interaction with the tobacco industry should be carried out by Parties in such a way as to avoid the creation of any perception of a real or potential partnership or cooperation resulting from or on account of such interaction. In the event the tobacco industry engages in any conduct that may create such a perception, Parties should act to prevent or correct this perception.

¹² Judith Mac Kay and Mary Assunta, Ethical Guidelines for Meeting with the Tobacco Industry.

¹³ Ibid

¹⁴ Ibid

¹⁵ Ibid

¹⁶ Ibid

¹⁷ Ibid

¹⁸ Ibid

¹⁹ Ibid

²⁰ Ibid

²¹ Ibid

²² Rep. Act. 6713, Sec. 9

"Divestment. - A public official or employee shall avoid conflicts of interest at all times. When a conflict of interest arises, he shall resign from his position in any private business enterprise within thirty (30) days from his assumption of office and/or divest himself of his shareholdings or interest within sixty (60) days from such assumption."

²³ Rep. Act 6713, Sec. 7 (b)

(b) Outside employment and other activities related thereto. - Public officials and employees during their incumbency shall not:

(1) Own, control, manage or accept employment as officer, employee, consultant, counsel, broker, agent, trustee or nominee in any private enterprise regulated, supervised or licensed by their office unless expressly allowed by law;

²⁴ Rep. Act 6713, Sec. 3 (i):

"(i) "Conflict of interest" arises when a public official or employee is a member of a board, an officer, or a substantial stockholder of a private corporation or owner or has a substantial interest in a business, and the interest of such corporation or business, or his rights or duties therein, may be opposed to or affected by the faithful performance of official duty."

²⁵ Recommendation 4.10, Guidelines implementing Article 5.3 of the FCTC

Parties should not allow any official or employee of government or of any semi/quasi governmental body to accept payments, gifts or services, monetary or in-kind, from the tobacco industry.