

THE CIVIL SERVICE REPORTER

GAWING LINGKOD BAYANI ANG BAWAT KAWANI

Volume 61 No.1

1st Quarter 2020 Issue

PHILIPPINE GENETICS AND PUBLIC SERVICE:

Take a chance on me

Support role of women
in the workplace



CSC responds to
COVID-19 impact on
government work

Public service malasakit
in times of disaster

Connecting People,
Transforming Lives:
Access and Inclusion
for Empowerment

Financial Education Program for Civil Servants



A shared vision to promote financial inclusion

BDO Foundation, the Civil Service Commission and the Bangko Sentral ng Pilipinas have forged a partnership for the development of a financial education program for civil servants.

As part of the program, financial education will be integrated in CSC's learning and development initiatives, rolled out in the entire government bureaucracy and embedded in the regular training programs for civil servants across all agencies. Financial literacy questions will also be included in the civil service eligibility examinations.

Through this tripartite initiative, BDO Foundation, CSC and BSP hope to promote financial inclusion, contribute to the development of a financially literate citizenry and support nation-building.

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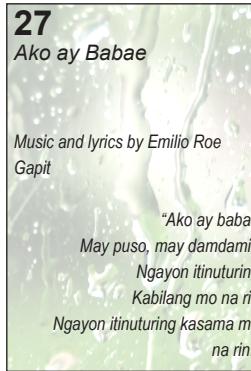


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OUTLOOK

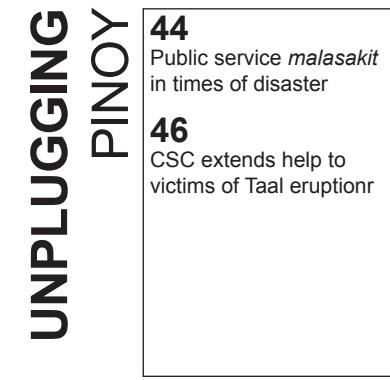
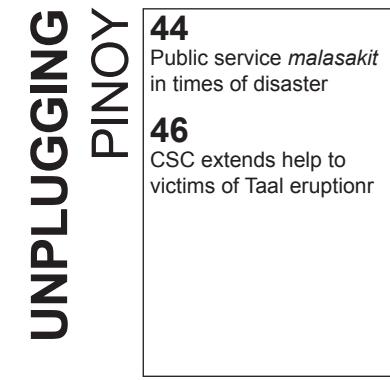
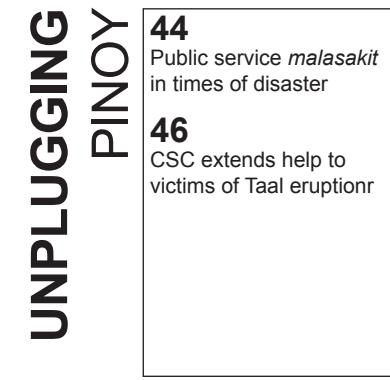
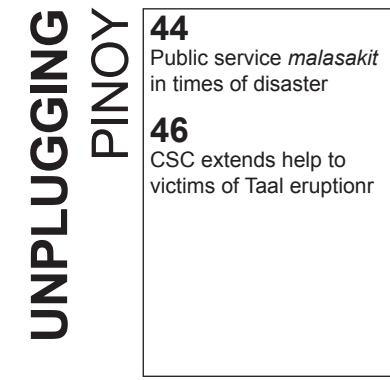
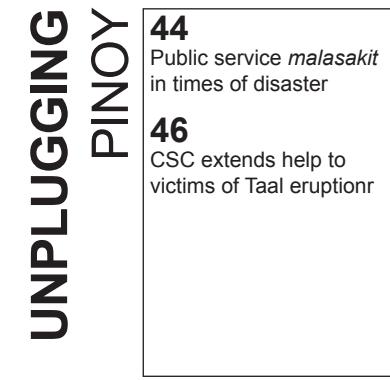
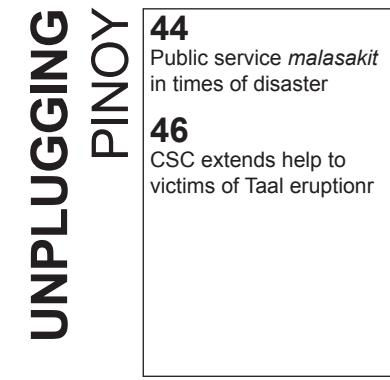
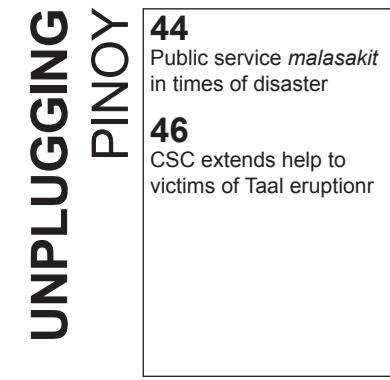
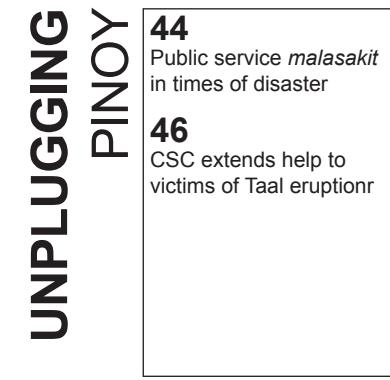
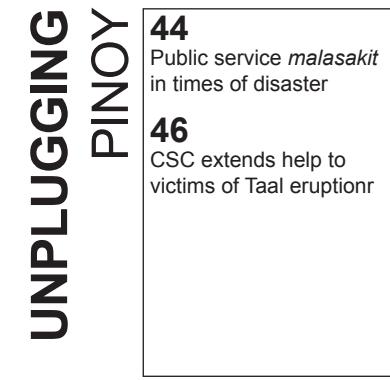
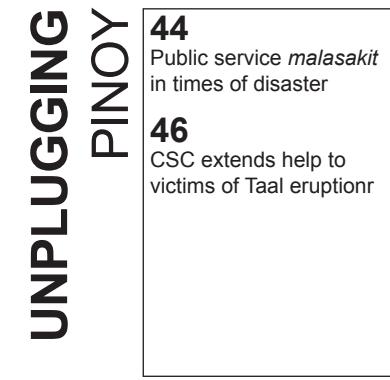
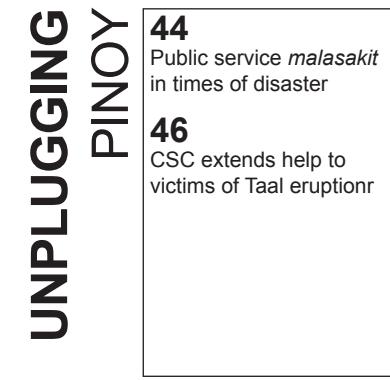
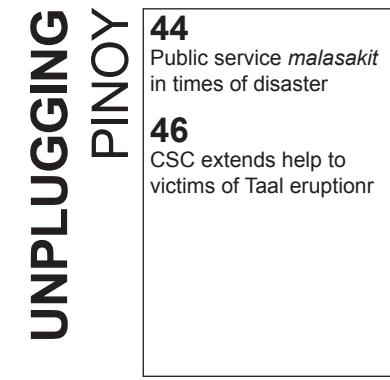
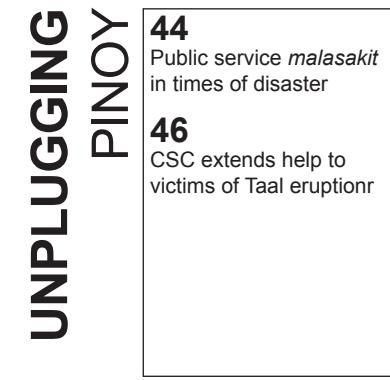
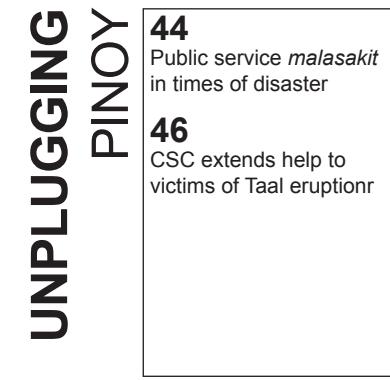
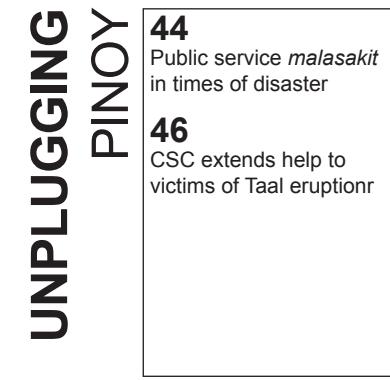
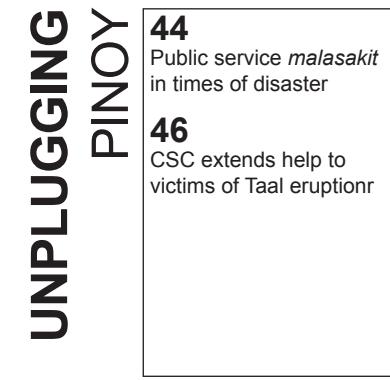
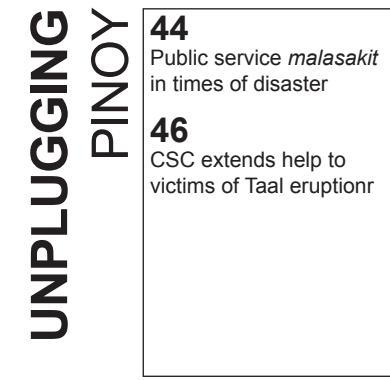
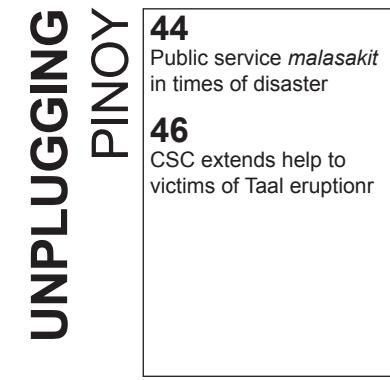
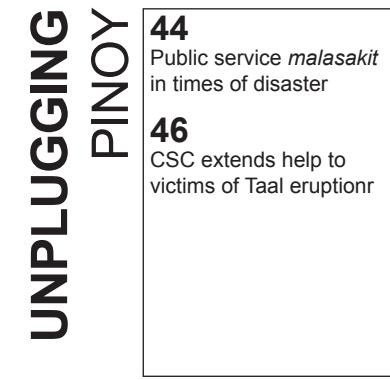
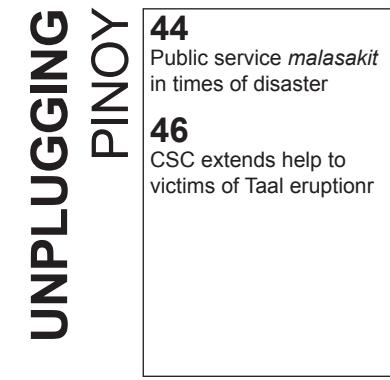
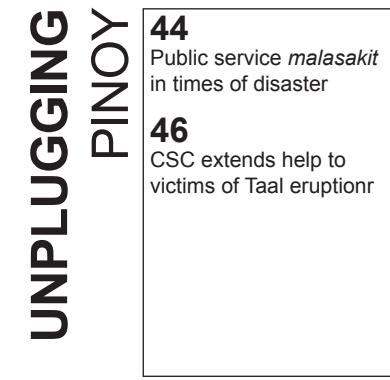
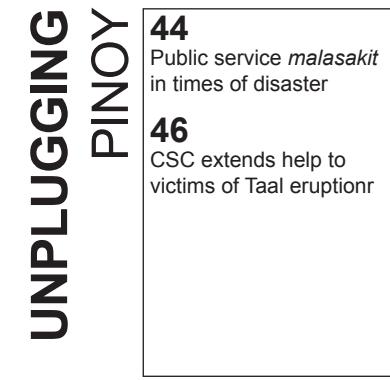
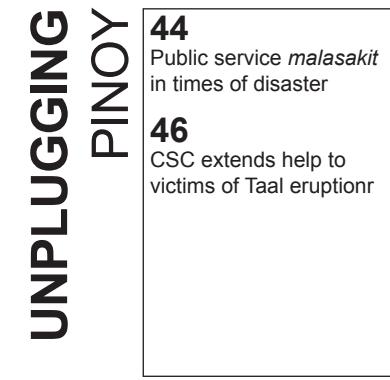
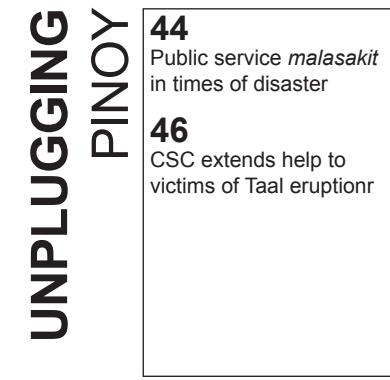
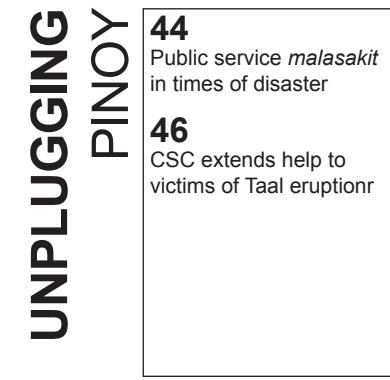
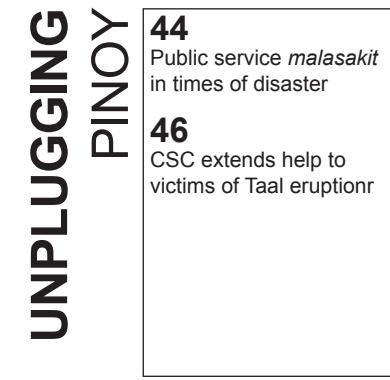
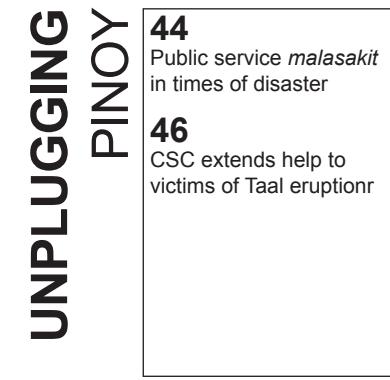
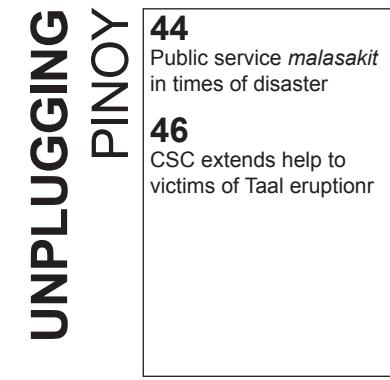
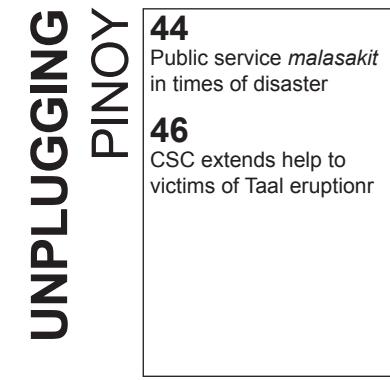
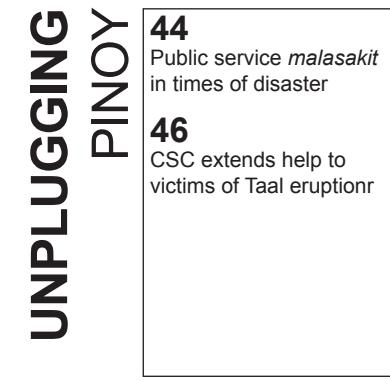
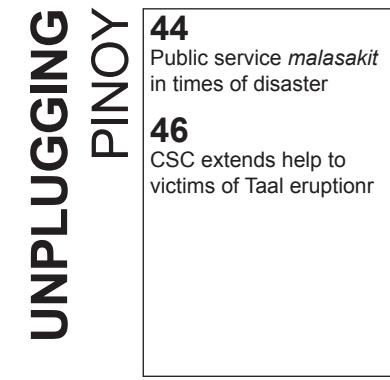
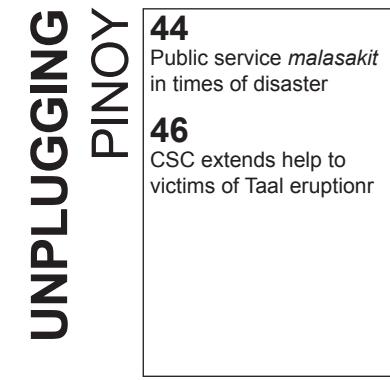
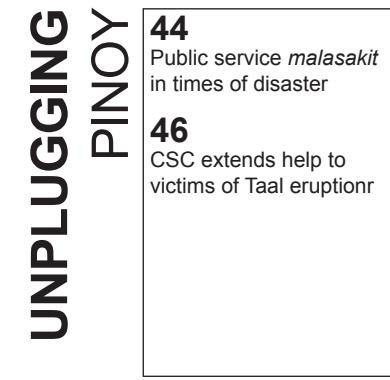
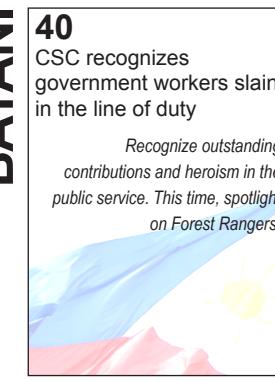
What's inside?



COVER STORY



LINGKOD BAYANI



PUBLIC DOMAIN

Welcome to the new Public Domain! Because we put high value on your feedback and suggestions, we are expanding this section to include Letters to the CS Reporter sent via paio.pmr@gmail.com, and other feedback sent through the CS Reporter readership survey (see next page). We hope to gather more feedback from you through these channels in the future.

For this magazine issue, we thank our clients who took the time to get back to us after their successful transactions, and sent their commendations through the Contact Center ng Bayan, CSC Facebook Page (@civilservicegovph), and our online Facebook survey. Your words go a long way in encouraging our frontline team to further improve CSC's service delivery.

Contact Center ng Bayan (1-6565 | 0908-8816565 | email@contactcenterngbayan.gov.ph)

CCB Reference Number:

IRN0241999

"I deeply appreciate all the efforts made to be able to process the issue regarding my concern, re: CCB IRN0238231.

I would like to mention in this letter that the Contact Center of Bayan-Pilipinas has been very efficient in resolving my complaint. Many thanks and more power."

CCB Reference Number:

IRN0242177

"This is to give you feedback regarding my request for assistance in applying for PWD ID. The Office of the City Mayor / PDO called me right now and says that my PWD ID is available and ready for release. Thank you so much for your urgent help and response. God bless you in your future endeavor."

CSC Facebook Page

Meanwhile, 100% of the CSC Facebook survey respondents agreed to recommend the CSC Facebook Page to their friends/colleagues for the following reasons:

- Very informative
- For citizen awareness
- To inform others about civil service
- It can educate people.
- The information on this page is legit.
- Useful, helpful, accurate

If you experience unsatisfactory public service, do not hesitate to reach the CSC through its Contact Center ng Bayan, 1-6565 (via PLDT)/0908-8816565 (SMS)/email@contactcenterngbayan.gov.ph. You may also send us a private message through our Facebook Page (@civilservicegovph).



Tell us what you think about the Civil Service Reporter and get a chance to win a treat from the Civil Service Commission

Your comments and suggestions are valuable to us. We hope you could take time to answer this short questionnaire to help us improve our upcoming issues. If you wish to continue receiving the CS Reporter, please update our mailing list as well. After answering the questionnaire, tear this page and send via mail or fax, or snap a photo of the accomplished survey and email to csc.pmr@gmail.com.

Name:

Agency:

Address where you wish the CS Reporter to be mailed to:

Where do you usually get a copy of the CS Reporter?

- Mail subscription
 Online (csc.gov.ph)
 Others: _____

How do you dispose old copies of CS Reporter?

- Throw in a bin
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Reader's Profile:

Age:

- 18-24
 25-35
 36-45
 46 to 55
 56 to 65

Gender:

- Female
 Male

I have been receiving the CS Reporter for

- Less than a year
 1-2 years
 3-4 years
 5 years or more

Articles which I find most useful:

- New CSC issuances
 Civil Service Examinations
 Special eligibilities
 Legal opinions
 Public sector unionism
 Training programs
 Honor Awards Program
 HR issuances and policies
 Others: _____

Government employee? : If a government employee:

- Yes
 No

Years of service in government:

- 1-5 years
 6-10 years
 10-15
 16-20
 21-25
 26-30
 31-40
 41 years and above

Sector:

- National Government
 Local Government Unit
 State College or University
 Government Owned and Controlled Corporation
 Government Financial Institution
 Others: _____

Level:

- First level
 Second level
 Third level

CS Reporter should feature more articles on:

- Civil Service Examinations
 Special eligibilities
 Legal opinions
 Public sector unionism
 Training programs
 Honor Awards Program
 HR issuances and policies
 Others: _____

Will you recommend CS Reporter to your colleagues/friends?

- Yes
 No

Why/Why not?

Other comments:

FROM THE CHAIRPERSON'S DESK



New decade, new beginnings.

There is always something about a fresh start that makes our hearts happy and hopeful of what is yet to come. The Civil Service Commission (CSC) shares this positivity with you as we release the first quarter issue of the CS Reporter magazine. Thinking of how we can give more value to our readers, new sections are introduced to accommodate expert opinion articles on human resource (HR) and organizational development (OD), how-to articles on availing various public services, and information on other topics such as health and wellness. For the first issue of 2020, we have included brief descriptions under each new section to guide you in your reading experience: Citizen's Guide, HR Spotlight, Lingkod Bayani, Health and Wellness at Work, Outlook, and Unplugging Pinoy.

As the nation celebrates Women's Month in March, this issue highlights women empowerment and mainstreaming gender equality, diversity, and social inclusion (GEDSI) in organizations. Also, on the cover is Dr. Eva Maria Cutiongco-De La Paz, one of the 2018 Dangal ng Bayan awardees who has made a remarkable stint in her line of career as a woman. Be inspired by her story on page 30.

Our news section contains important updates on CSC's policies like the revised guidelines on flexible working hours in the government (CSC MC No. 25, s. 2019), the 5-day emergency leave to support government workers affected by the Taal volcano eruption last January, and the guidelines on COVID-19-related absences (CSC MC No. 5, s. 2020), among other updates.

As part of our corporate social responsibility, we feature the volunteer efforts of the CSC employees' union, *Pinag-Isang Tinig, Isip, at Gawa (PINTIG)*, in a relief operation done in Batangas (see story on Unplugging Pinoy, page 44). We also feature one of the beneficiaries of *Pamanang Lingkod Bayani* (PLBi) to inform civil servants that the funds collected from the Philippine Civil Service Anniversary kick-off fun run activity go to the families of servant heroes who died in the line of duty.

We release this issue as a tribute to all women and as an expression of our gratitude to all sectors of the society supporting women's rights and gender equality.

We hope that the stories inspire you and that you may inspire others.

Mabuhay kayong lahat!

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REPORTE R
GAWING LINGKOD BAYANI ANG BAWAT KAWANI

CSC responds to COVID-19 impact on government work

As early as January 2020 when the World Health Organization (WHO) reported clustering of pneumonia cases in Hubei Province, China, the Philippine government has been actively monitoring developments and preparing infection prevention and control measures. As the number of COVID-19 positive cases continued to rise, the country had to take drastic measures to protect public health and safety, such as implementing strict social distancing which further led to the implementation of community quarantine in various areas throughout the country.

As the government's central HR institution, the Civil Service Commission (CSC) also took immediate steps to protect its stakeholders from infection as well as establish general policies relative to government functioning amid the implementation of community quarantine.

Suspension of 15 March 2020 CS exam and applications for other exams

In compliance with Proclamation No. 922 signed by President Rodrigo Roa Duterte declaring a State of Public Health Emergency throughout the Philippines and calling for the implementation of urgent, critical measures to contain the spread of COVID-19, the CSC suspended the conduct of the 15 March 2020 Career Service Examination-Pen and Paper Test (CSE-PPT) nationwide until further notice.

The CS exams was supposed to be held in 66 testing locations nationwide with around of 294,000 individuals registered to take the nationwide test. Of the figure, an estimated 253,419 will take the Professional Level of exam while an estimated 40,426 will attempt to hurdle the Subprofessional Level. The suspension was a necessary preemptive health measure to mitigate the rise in the



number of COVID-19 cases and to support the national and local government units in undertaking appropriate and timely response and measures to curtail and eliminate the COVID-19 threat.

The Commission has also resolved, through CSC Resolution No. 2000596 promulgated 16 June 2020, to CANCEL altogether the conduct of the following civil service examinations via Pen-and-Paper Test (PPT) for CY 2020:

21 June 2020

- Fire Officer Examination
- Penology Officer Examination
- Basic Competency on Local Treasury Examination

9 August 2020

- Career Service Examination-PPT (Professional)
- Career Service Examination-PPT (SubProfessional)

11 October 2020

- Intermediate Competency on Local Treasury Examination
- Pre-Employment Test
- Promotional Test
- Ethics-Oriented Personality Test

On the other hand, the suspended 15 March 2020 CSE-PPT shall be reset in 2021. A separate issuance on this matter shall be released in due time.

CSC urges adoption of alternative work arrangements and work-from-home scheme

Following the national government's directives for strict social distancing, the bureaucracy was faced with a challenge to keep government running, albeit to the extent possible, through the implementation of alternative working arrangements.

Upon the declaration of the State of Public Health Emergency through Proclamation No. 922 last 8 March 2020, the CSC issued Memorandum Circular (MC) No. 7, s. 2020 (dated 11 March 2020) to provide Interim Guidelines for Alternative Work Arrangements and Support Mechanisms for Workers in the Government for the Duration of the State of Public Health Emergency Pursuant to Proclamation No. 922. The MC asks government agencies to either adopt a four-day work week scheme where employees are only required to report four days a week but still have to complete 40 hours, or adopt shifting strategy which may be done on 24/7 shifting schedule and shifting of assignments to perform frontline services.

Under this issuance, agency heads shall ensure that workers providing essential services such as health workers, first responders, frontline service providers and the like are provided support mechanisms such as health interventions, stress debriefing, and appropriate technologies to minimize face-to-face contact.

However, given the volatile situation, the CSC responded by releasing more updated issuances to help government agencies comply with national directives.

On 13 March 2020, by authority of President Rodrigo Roa Duterte, the Executive Secretary issued a Memorandum Circular placing Metro Manila under Community Quarantine following the DOH's declaration of Code Red Sublevel 2. As a response, CSC issued CSC Announcement No. 12, s. 2020 on 16 March 2020 giving heads of agencies the discretion to formulate and implement alternative work arrangements that will ensure delivery of public service with due observance of social distancing and other preventive health measures. These alternative work arrangements include, but are not limited to the assignment of a skeletal workforce, work from home, compressed work week, and staggered working hours for the period 16 March to 14 April 2020 or until such time that the Community Quarantine has been lifted in Metro Manila and other LGUs wherein quarantine has been declared.

On the same day (16 March 2020), however, the President declared a State of Calamity throughout the Philippines due to COVID-19. The Executive Secretary, by order of the President, also signed a Memorandum Circular which provides for the Enhanced Community Quarantine over Luzon and further guidelines for the management of COVID-19 throughout the country. Hence, the CSC issued the following day (17 March 2020) Announcement No. 13, s. 2020 limiting the work arrangement of government agencies in Luzon to work-from-home, except those agencies required to provide skeletal workforce, as part of the strict home quarantine policy.

The work from home arrangement shall be for the period 17 March to 13 April 2020 or until such time that the Enhanced Community Quarantine in Luzon has been lifted. Government agencies are required to submit report of their adoption of work-from-home scheme to CSC for records purposes.

The CSC has also suspended work in its Central Office in Diliman, Quezon City, and CSC Regional and Field Offices in Luzon, and closed said office premises to clients and visitors from 17 March to 13 April 2020 or until such time that the Enhanced Community Quarantine has been lifted. Similarly, the CSC's Contact Center ng Bayan (CCB) will also adopt work-from-home arrangement in

observance of the strict home quarantine policy. The public was advised to lodge their concerns/feedback on government services via CCB email address: email@contactcenterngbayan.gov.ph.

Guidelines on the use of leave credits for absences related to COVID-19

The CSC also released issuances to address government officials and employees' concerns regarding the use of leave credits for COVID-19-related absences.

On 20 February 2020, CSC Memorandum Circular No. 5, s. 2020 was released to provide Interim Guidelines on the Use of Leave Credits for Absences due to Self-Quarantine and/or Treatment Relative to the COVID-19. This was issued in response to the World Health Organization's declaration of COVID-19 as Public Health Emergency of International Concern. The guidelines sought to ensure that precautionary measures are employed in government agencies to avoid the spread of said virus in public sector workplace. Such measures, according to the DOH, include regular and thorough handwashing and use of alcohol-based hand sanitizers; and use of face mask for the following people: a) persons caring for the sick; b) healthcare workers attending to patients with respiratory infections/symptoms; c) persons with respiratory infections/symptoms. (See how CSC Region VII adopted preventive measures on page 11)

However, in view of the developments in the government's efforts to fight COVID-19 pandemic, the CSC revised its guidelines relating to absences of government workers due to required quarantine or treatment for the disease.

CSC Resolution No. 2000522 issued on 2 April 2020, and circularized via CSC Memorandum Circular No. 8, s. 2020, provides the different categories of public officials and employees who may be required to undergo 14-day quarantine and/or treatment due to COVID-19, the applicable leave of absence, as well as the procedure to be followed upon return to work.

The different categories covered by the CSC policy are as follows:

1. Officials and employees coming from official or personal travel from countries with or without localized COVID-19 transmissions who underwent the required quarantine period and/or treatment for COVID-19;
2. Officials and employees coming from official or personal local travel from areas under community quarantine who underwent the required quarantine period and/or treatment for COVID-19;
3. Officials and employees who underwent the required period of quarantine and/or

treatment for COVID-19 due to localized transmissions while in the performance of their official functions, namely:

- a. Frontline Service Workers, such as:
 - i. Public Health Workers (doctors, nurses, and other members of the health care team);
 - ii. Immigration officers and consular officers;
 - iii. PNP members and barangay officials assigned in checkpoints, including personnel of PCG, BOC and other agencies assigned as border patrols; and
 - iv. Those who are assigned as frontline service workers in all government agencies.
 - b. Those who are under alternative work arrangements, such as but not limited to work-from-home, skeletal workforce, four-day workweek, and staggered working hours;
 - c. Those who had exposure with co-employees who contracted the COVID-19.
 4. Government officials and employees infected through local transmissions due to personal or non-work-related activities, who:
 - a. Underwent quarantine in public health facility for observations; or
 - b. Went straight to the hospital for treatment and/or advised to go on quarantine at home because of mild to moderate symptoms.
- Note: This includes those living with family member/s who are either considered as patient under investigation (PUI) or patient under monitoring (PUM).*
- The general policy for categories 1-4 is that absence from work during the 14-day required quarantine period and treatment for COVID-19 shall be considered as excused absence (required quarantine leave and/or COVID-19 treatment leave). Excused absence is defined in CSC Resolution No. 2000522 as the period when government personnel are not required to report for work (required quarantine and/or treatment, and work suspension), but are entitled to pay, as declared by the President or the appropriate and competent authorities.
- After the 14-day period has lapsed and there is a need for treatment of COVID-19, the subsequent absences that will be incurred shall be treated as follows:



a. For those on official travel under categories 1 and 2, and for those under category 3, the period of treatment shall still be considered as excused absence.

In the case of Public Health Workers (category 3.a.i), excused absence shall be allowed for every instance of required quarantine and/or treatment due to repeated exposure to the disease while in the performance of their duties.

b. For those on personal travel under categories 1 and 2, and for those falling under category 4, the period of their treatment shall be considered sick leave chargeable against their leave credits, if any.

However, in case work suspension is declared during the required period of treatment, it shall be considered excused absence and shall be not chargeable against their earned leave credits.

All other government workers not covered under categories 1-4 shall be considered on excused absence in case of work suspension.

The CSC further mandates that, for government workers falling under category 5, or those on personal travel without approved travel authority from countries with or without localized transmissions before or after the declaration of State of Public Health Emergency (Proclamation No. 929 dated 16 March 2020), who underwent the required period of quarantine and/or treatment for COVID-19, their absence from work during the 14 calendar days required quarantine period shall be considered as sick leave.

Subsequent absences due to treatment shall be charged against their earned sick leave credits as well.

However, in case work suspension is declared during the required period of quarantine and/or treatment, it shall be considered excused absence and shall not be chargeable against their leave credits, without prejudice to administrative sanctions as determined by their respective agency/office head.

In all instances, when the employee has exhausted all earned sick leave credits, vacation leave credits may be used. In case the vacation leave credits have been exhausted, the employee may apply for sick leave of absence without pay.

For government officials and employees who were covered by the previously issued interim guidelines (CSC Memorandum Circular No. 5, s. 2020 dated 20 February 2020), whose period of quarantine and/or treatment was deducted against their leave credits, they can have the said leave credits restored through their respective agencies' Human Resource/Personnel Offices.

CSC Resolution No. 2000522 applies to all public sector officials and employees regardless of status of appointment (permanent, temporary, provisional, substitute, coterminous, casual, contractual or fixed term), including local elective officials.

Moreover, it shall take effect retroactively on 16 March 2020, the start of the Enhanced Community Quarantine in Luzon, and shall remain in force until the State of Public Health Emergency and the Community Quarantine has been lifted by the Office of the President.

The complete text of CSC Resolution No. 2000522 (CSC MC No. 8, s. 2020) can be accessed from the CSC website at www.csc.gov.ph under Issuances > Memorandum Circulars.

Cancellation of scheduled hearings and extension of deadlines

Also in connection with the Enhanced Community Quarantine over Luzon, CSC has cancelled all scheduled hearings in the CSC Central Office, Diliman, Quezon City, and in CSC Regional Offices I, II, III, IV, V, CAR, and NCR, and those scheduled by other CSC Regional Offices from 17 March 2020 to 13 April 2020 or until such time that the declaration of Enhanced Community Quarantine or Community Quarantine has been lifted.

The deadlines for filing of pleadings that fall within the abovementioned period, including deadlines for filing of petitions for review or appeal to the CSC proper or to any of the CSC Regional Offices, and other case requirements, are extended for thirty (30) calendar days from 13 April 2020 or from the time that the Enhanced Community Quarantine is lifted, whichever comes earlier.

Furthermore, all public officials and employees are given an additional 60 days or until 30 June 2020 to file their Statement of Assets, Liabilities, and Net Worth (SALN) as of 31 December 2019, according to CSC Memorandum Circular No. 9, s. 2020 issued on 3 April 2020.

Government agencies will also have more time to nominate for the 2020 Search for Outstanding Government Workers. Originally set on 31 March 2020, the CSC Honor Awards Program Secretariat moved the deadline for submission of nominations to 31 July 2020. Government agencies are encouraged to submit nominations with complete documentary requirements to the CSC Regional or Field Offices not later than the said date. Inquiries may be cours ed through HAP Secretariat via hapsecretariat@csc.gov.ph.

Gov't workers may avail of 5-day special emergency leave—CSC

Government employees affected by the phreatic eruption of Taal volcano may avail of the special five-day emergency leave.

The Civil Service Commission (CSC) reiterated CSC Memorandum Circular Nos. 2 and 16 issued 16 February 2012 and 17 October 2012, respectively, containing guidelines for the grant of the special emergency leave for state employees, which may be applied for five straight working days or on staggered basis and will not be deducted from the employee's leave credits. Said privilege may be used for any of the following: for urgent repair and clean-up of damaged house, being stranded in affected areas, disease/illness of employees brought by natural calamity/disaster, or caring of immediate family members affected by natural calamity/disaster.

The CSC added that the special emergency leave may be availed of by the affected government employees within thirty (30) days from the first day of calamity declaration by proper government agencies/authorities.

The Commission added that the head of office shall take full responsibility for the grant of special emergency leave and verification of the employee's eligibility to be granted thereof. Said verification shall include: validation of place of residence based on latest available records of the affected employee; verification that the place of residence is covered in the declaration of calamity area by the proper government agency; and such other proofs as may be necessary.

For the complete text of CSC Memorandum Circular Nos. 2 and 16, s. 2012, please visit the CSC website at www.csc.gov.ph.

Agencies are now allowed to set at their preferred time the conduct of flag raising ceremony on the first working day of the week, as well as the flag lowering ceremony on the last working day of the week.

The guidelines also reiterated CSC-DBM Joint Circular No. 2, s. 2015 allowing the grant of compensation, whether overtime pay or compensatory time-off as may be authorized by the head of department or agency, for services rendered beyond 40 hours a week.

Strict implementation

The Commission clarified that the implementation of flexitime scheme does not amend or invalidate civil service rules and regulations pertaining to habitual tardiness, habitual absenteeism, and performance management.

"Agencies must continuously monitor the performance of their employees to make sure changes in working hours do not adversely affect the delivery of government programs and services," said Chairperson Bala.

E

Support role of women in the workplace—CSC

As the nation celebrates Women's Month this March, the Civil Service Commission (CSC) urged government agencies to consider the unique needs of women in the workplace.

The CSC said that more women are now engaged in professional work, even if their domestic roles remain prominent.

In the latest Inventory of Government Human Resources, statistics show that there are slightly more women than men in the civil service. Out of 1,728,641 government workers, 50.88% are female while 49.12% are male.

Full support. CSC Chairperson Alicia dela Rosa-Bala (2nd row, 5th from left) joins CSC employees in the kick-off activity for Women's Month.



More women occupy second level positions (professional, technical, scientific, executive/managerial) than men with 659,687 female civil servants and only 485,796 males. Males dominate first level positions (clerical, trades, crafts, custodial service) at 256,275 versus 140,133 females.

The CSC said human resource (HR) programs and policies should help women become successful in their multiple roles and achieve work-life balance.

Extended maternity leave

As the premier HR institution of the Philippine government, the CSC continues to pursue HR reforms that support female government workers throughout their career.

On 1 May 2019, the CSC, together with the Department of Labor and Employment (DOLE) and Social Security System (SSS), issued the Implementing Rules and Regulations (IRR) of Republic Act No. 11210 or the Expanded Maternity Leave Law. The IRR defines the rules for availing of the expanded maternity leave.

Under R.A. 11210, which took effect on 11 March 2019, women who underwent live childbirth are entitled to 105 days maternity

leave with full pay, with an option to extend for 30 days without pay. On top of 105 days, solo parents are entitled to 15 more days of maternity leave.

Meanwhile, women who suffered miscarriage or emergency termination of pregnancy, or delivered stillbirth, can avail of 60 days maternity leave with full pay.

Female employees in the government service can avail of maternity leave under R.A. No. 11210 regardless of their employment/appointment status, whether permanent, temporary, casual, contractual, provisional, substitute, coterminous, or fixed term.

The law also does not distinguish civil status, length of service, employment status, and legitimacy of the child in granting the benefit.

Meanwhile, the 105-day maternity leave may also be allocated to the child's father or an alternate caregiver who may be a relative within the fourth degree of consanguinity or current partner sharing the same household. The allocation will be on top of the 7-day paternity leave that male government employees may avail of as well.



A sporty Women's Month kick-off. CSC Chairperson Alicia dela Rosa-Bala and the rest of CSC officials and employees walked the office grounds with Philippine Sports Commissioner Celia Quiram during the CSC Women's Month kick-off program last 2 March 2020. The PSC Commissioner graced the CSC's flag raising ceremony with a speech on women's contribution in Sports.

Special leave

Even before R.A. No. 11210, the CSC has already issued leave benefits that recognize the unique needs of women. This includes the special leave benefits for women under Republic Act No. 9710 or the Magna Carta of Women (MCW). In CSC Resolution No. 1000432 issued 22 November 2010, the CSC set guidelines on the availment of special leave benefit for qualified female public sector employees who have undergone surgery caused by gynecological disorders, pursuant to the provisions and implementing rules and regulations of the MCW.

Per the resolution, any female public sector employee, regardless of age and civil status are entitled to a special leave of a maximum of two months with full pay based on her gross monthly compensation, provided she has rendered at least six (6) months aggregate service in any or various government agencies for the last twelve (12) months prior to undergoing surgery for gynecological disorders.

Generally, availment of the said special leave benefit should be in accordance with the List of Surgical Operations for Gynecological Disorders, which reflects, among others, the estimated periods of recuperation from surgery due to the specific gynecological disorder.

The leave may be filed in advance or at least five (5) days prior to the gynecological surgery. In case of emergency surgical

procedures, the leave may be filed immediately upon return to work. The leave application should be accompanied by a medical certificate and clinical summary.

Women's Month

CSC joins the Philippine government in observing the 2020 National Women's Month Celebration (NWMC). The 2017-2022 theme, "We Make Change Work for Women", highlights the empowerment of women as active contributors to and claimholders of development. Last 2 March

2020, the CSC held its kick-off activity Palaro para kay Juana and Women's March around the CSC grounds to celebrate women in sports and the arts. The activity also featured original poems and compositions on women empowerment by select CSC officials and employees (see their works on pages 26).

The NWMC also encourages women to take an active role in their communities and in the government in discussing good practices or identifying challenges in the pursuit of women empowerment.



CSC employees celebrate Women's Month during the organization's kick-off activity last 2 March 2020 at the Civil Service Commission Central Office, Diliman, Quezon City.

Gov't issues clarification on 105-day maternity leave

The Civil Service Commission (CSC) reminds government agencies to grant claims for benefits under Republic Act No. 11210, also known as the 105-Day Expanded Maternity Leave Law, to women who gave live childbirth or suffered miscarriage or emergency termination of pregnancy on 11 March 2019 and thereafter.

Military heroes, kin get priority in gov't employment

Medal of Valor awardees and their widow/widower and dependents shall be given priority in employment in the government service, the Civil Service Commission (CSC) announced.

The Medal of Valor is the highest military award given to military personnel for acts of conspicuous courage, gallantry, and intrepidity above and beyond the call of duty.

In CSC Memorandum Circular No. 2, s. 2020 issued on 9 January 2020, the Commission cited Republic Act No. 9049 promulgated on 22 March 2001, and its implementing rules and regulations (IRR) which took effect on 11

R.A. 11210 took effect on 11 March 2019 and thus applies to instances of live childbirth, miscarriage, or emergency termination of pregnancy that occurred starting from said date. The CSC, Department of Labor and Employment, and Social Security System recently issued a joint clarificatory statement explaining that the date of effectiveness of the law is 15 days after the publication of R.A. 11210 in a newspaper of general circulation. The law was published on 23 February 2019.

The statement corrects the misconception that the effectiveness date of the law is based on the publication date of the Implementing Rules and Regulations (IRR). The IRR was issued on 1 May 2019 and published in a newspaper of general circulation on 3 May 2019.

Benefits

Under R.A. 11210, women who underwent live childbirth are entitled to 105 days maternity leave with full pay, with an option to extend for 30 days without pay. On top of 105 days, solo parents are entitled to 15 more days of maternity leave.

Meanwhile, women who suffered miscarriage or emergency termination of pregnancy, or delivered stillbirth, can avail of 60 days maternity leave with full pay.

Female employees in the government service can avail of maternity leave under R.A. No. 11210 regardless of their employment/appointment status, whether permanent, temporary, casual, contractual, provisional, substitute, coterminous, or fixed term.

The CSC has released a comprehensive guide on the availment of benefits under R.A. 11210 for female employees in government service. This can be accessed from the CSC website at www.csc.gov.ph.



December 2019, as the bases for granting such priority.

"The Commission is proud to be part of efforts to pay homage to military heroes and to celebrate their sacrifices in service of the Filipino people," said CSC Chairperson Alicia dela Rosa-Bala.

The Commission stressed, however, that all appointments shall still comply with civil service rules and regulations.

"This means no appointment shall be issued to individuals who do not meet the Qualification Standards of the position, which comprises education, experience, training, and eligibility requirements, as well as additional requirements that the hiring government agency may prescribe. It also means that the entire process of appointment shall be done in consonance with relevant CSC issuances," said Chairperson Bala.

Section 8 of the IRR states: "When the awardee resigns from the military service or retires optionally or compulsorily, and still desires to work for the government in a civilian capacity, he/she shall be given priority for employment in the government service: Provided, That he/she meets the minimum qualifications or requirements of the position, and the provisions of Civil Service law,

rules and regulations on appointment are complied with."

Section 8 further reads that dependents of the awardee are entitled to the same priority in employment in government service, subject to the same conditions.

R.A. No. 9049 also provides that awardees and their kin are also entitled to priority in the approval of housing application, priority in acquisition of public lands, exemption in payment of tuition fees, and 20% discount in commercial establishments, among others.

The crafting of the IRR was a combined effort of 13 government agencies with the Department of National Defense (DND) taking the lead. Other agencies involved in this collaboration include the Armed Forces of the Philippines; Department of Education, Department of Health, Department of Transportation, Department of Budget and Management, Department of Finance; Department of Environment and Natural Resources, Department of Agrarian Reform, Department of the Interior and Local Government, Commission on Higher Education, National Housing Authority, and the CSC. The ceremonial IRR signing was held last 31 July 2019 at the DND headquarters in Camp Aguinaldo, Quezon City.

Government employees who have left the service may request to claim their terminal leave benefit any time, the Civil Service Commission (CSC) announced.

In CSC Resolution No. 1901392, the Commission amended Section 38 of the Omnibus Rules on Leave providing a prescriptive period of 10 years within which to file a request or claim for payment of terminal leave benefit.

Section 38 now reads: "Request for payment of terminal leave benefits may be brought any time after the official/employee severed his/her connection with his/her employer."

In the said resolution, the Commission said it has ruled on a number of administrative cases brought before it, wherein the payment of terminal leave benefits despite the lapse of the 10-year prescriptive period was allowed.

"The Commission based its decision on the Supreme Court's ruling stating that government employee's terminal leave benefit is actually the money value of the employees accumulated leave credits; an accumulation of which is intended for old age or separation from service; and that it is a mere bounty given by the government in consideration or in recognition of meritorious services and springs from the appreciation and graciousness of the government," the CSC said.

Prescriptive period to claim terminal leave benefits scrapped

REGIONAL NEWS

CSC RO VII adopts precautionary measures to prevent the spread of COVID-19



Health and safety first. CSC Region VII ensures that health and safety protocols are properly observed within its premises.

midst the threat of Corona Virus Disease -2019 (COVID-19) as an emerging disease, the Civil Service Commission Regional Office No. VII (CSC Region VII) has taken proactive steps in preventing the transmission of the viral disease particularly in the workplace. These steps were taken pursuant to the memorandum issued by Regional Director Carlos A. Evangelista on February 14, 2020 regarding the measures against COVID-19 and other emerging disease.

Under the memorandum, all people entering the regional office and field offices of CSC Region VII are subjected to temperature checks. Those with fever or has a body temperature of 38°C and above will not be allowed entry. The Office also placed alcohol-based sanitizers at strategic areas such as the lobby, computer

terminals for the Verification, Certification, and Authentication System (VCAS) and at every office division or unit. Liquid hand soaps have also been provided in all the restrooms within the Regional Office and Field Offices. To alert clients on the precautionary measures being adopted, the Public Assistance and Liaison Division (PALD) produced infographics on the importance of proper hand hygiene and cough etiquette. Officials and employees who are ill are also advised to go on leave and take plenty of rest.

Director Evangelista explained that the office must be pro-active in adopting these measures to protect not only the officials and employees of the Commission but also the transacting public. He also stressed that these measures will likewise prevent the spread of other diseases which can affect public service delivery.

CSC Region VIII conducts 2020 HRMP Congress

The Civil Service Commission Regional Office No. 8 (CSC RO VIII) conducted the 2020 Regional Congress of Human Resource Management Practitioners (HRMPs) on 26-27 February 2020 at the Summit Hotel in Tacloban City with the

theme "Bridging Leadership and Human Resource Practices with Future Trends and Challenges".

Nine (9) subject matter experts talked about the latest and future HR trends, approaches in Inclusive Leadership, strategies in strengthening Disaster Risk Reduction Management (DRRM) in the workplace, and updates on current laws and rules on employee welfare and retirement benefits. CSC Regional Office VIII Director IV Victoria F. Esber gave her talk on "Putting Emphasis on Leadership". CSC Office for Human Resource Management and Development Director IV Fernando M. Porio spoke about "Holistic Human Resource: WHATs and WHYs". Samar State University President Cardoso also graced the event and talked about "Revolutionizing Performance Management in Organizations". Also among

the roster of speakers were CSC Office for Strategy Management Director III Lida C. Ayon, Chief Vivian E. Abueva of TESDA Region VIII, CSC Biliran Field Office Director II Rey Albert B. Uy, GSIS Vice President for the Visayas Joseph Philip T. Andres, and Office of Civil Defense Director Rey M. Gozon who talked about the topics "Diverse Future Workforce", "Upskilling the Workforce for the Emerging Trends in HRM", "Future Workplace and Technology as Enabler", "Breakthroughs in Employee Welfare, Retirement Benefits and Social Insurance", and "HRM and DRRM in Organizations" respectively.

About six hundred (600) HRM practitioners, supervisors, and heads of agencies attended the annual Congress. The Leyte Field Office II got Congress' most number of attendees with one hundred and fourteen (114) participants.



The Leyte Field Office II has the most number of participants for the Congress with 114 attendees



CSC RO VIII Director IV Victoria F. Esber gives her talk on "Putting Emphasis on Leadership"



GSIS Vice President for the Visayas Joseph Philip T. Andres shared "Breakthroughs in Employee Welfare, Retirement Benefits and Social Insurance"

In this section, we give readers information and updates on public service delivery aligned with the Ease of Doing Business and Efficient Government Service Delivery. Readers can also get tips and advice on availing various government services in accordance with each government agency's Citizen's Charter.

New features of the Citizen's Charter



The Citizen's Charter serves as the transacting public's guide to getting efficient services from government. It is a document that communicates, in the simplest of terms, the standards of a particular service provided by an agency to citizens. It describes the step-by-step procedure for availing a particular service, the person responsible for each step, the documents needed to be submitted, and the fees to be paid, if any.

The Citizen's Charter serves as the basis for establishing accountability in service delivery and recognizing good performance to grant rewards and incentives.

Rule IV Section 3(d) of Republic Act No. 11032 or the Ease of Doing Business and Efficient Government Service Delivery (EODB-EGSD) Act of 2018 and its Implementing Rules and Regulations (IRR) require all agencies to submit an updated Citizen's Charter compliant with the requirements EODB-EGSD to the Anti-Red Tape Authority within 90 working days from the effectivity of the IRR.

The Anti-Red Tape Authority (ARTA) developed a template for the crafting of the Citizen's Charter to help government agencies

draft and publish its service standards in full compliance of the law.

For instance, the first part of the agency's handbook on its services must indicate pertinent information about the government agency. This is to reaffirm its identity to the public and to guarantee that it will provide efficient, consistent, and high-quality service. The agency profile contain the following information:

a. The Mandate of the Government Agency is a brief statement about the legal basis of the agency, its main functions, directives, and purposes.

b. The Vision shall indicate the long-term directions and/or goals of the government office as well as the conditions and the standards the government agency seeks to achieve its future or its goals.

c. The Mission statement focuses on how the government agency will attain its visions in the future. It focuses on the things currently being done in relation to the attainment of their mandate and vision statement.

d. The Service Pledge is an open and written declaration of guaranteed commitment to specific standards of performance and behavior in the delivery of service as stated in CSC Memorandum Circular No. 25 series of 2001.

Forms of the Citizen's Charter Version 2.0:

1. Handbook. The Citizen's Charter must be printed in the form of a handbook as specified in Section 5 (a), Rule IV of the IRR of R.A. No. 11032 and in the format provided by ARTA.
2. Information Billboard. The service standard must be posted at the main entrance of offices or at the most conspicuous place. Agencies are encouraged be innovative in the presentation of their Citizen's Charter, which shall be clear, readable, concise, and engaging to the transacting client. The use of other display modes such as interactive kiosks and electronic billboards are allowed.
3. Online. The Citizen's Charter must be uploaded and posted in the official website of the agency easily navigated through the creation of a tab or link directly leading the user to the needed information. The link must be located at the most visible area on the website or under the Transparency Seal.



Commissioner Aileen Lourdes A. Lizada joins the consultation with stakeholders for the updating of the CSC's Citizen's Charter

All Service Pledges of government offices must include this commitment, "all applicants or requesting parties who are within the premises of the office or agency concerned prior to the end of official working hours and during lunch break shall be attended to," in compliance to Section 21 (f), of R.A. No. 11032.

The next part is a rundown of services provided by the agency or the List of Services.

All service offices and/or departments, not just its frontline or business transactions shall be listed hierarchically. Each service office and/or department further categorized as external and internal services, with external referring to services offered to a transacting client or citizen, while internal is service provided to the employees of the agency. All the services

must be listed in alphabetical order to easily guide citizens to locate the standard for the services needed.

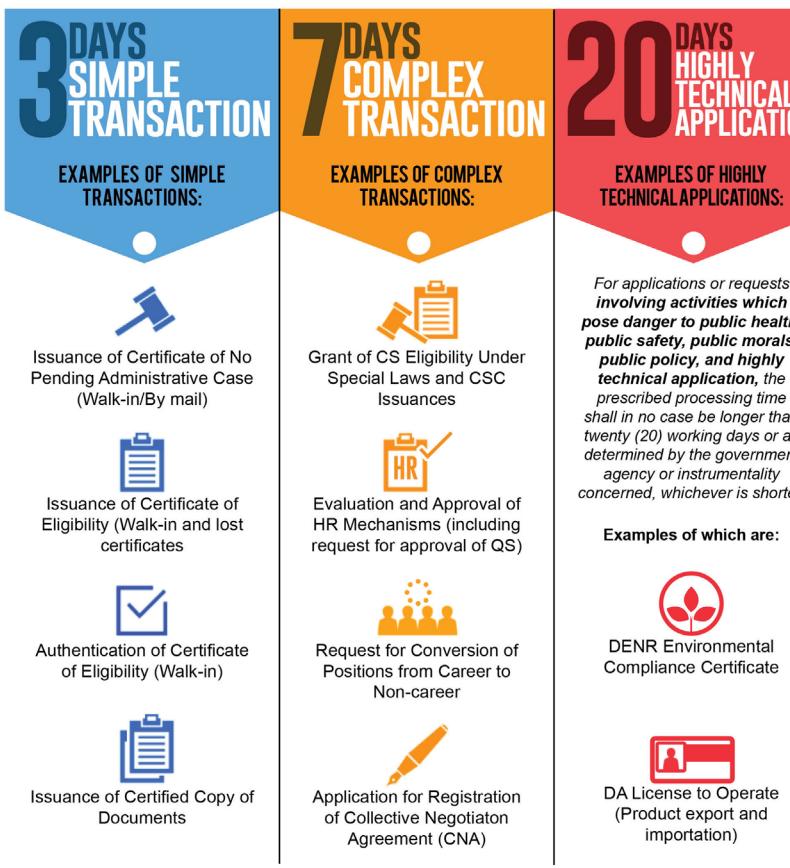
The Service Specification part is where the following information is found: Service Information, Complete Checklist of Requirements, Who May Avail, Client Steps, Agency Action, Fees to be Paid per Step, Processing Time per Step, Person, Responsible per Step, Total Fees to be Paid, and Total Processing Time. All these information will provide the transacting public an idea as to the nature and intricacy of the requested service.

In knowing the detailed procedure through the Service Specification of the Citizen's Charter, clients can pinpoint if something out of the process is being done by the service provider or designated officer or if additional fees are being tacked from

what is stated. The client knows that the assigned government employee should not deviate from the specified actions stated in the Citizen's Charter, thus deterring corruption.

The Feedback and Complaints Mechanisms section of the Citizen's Charter provides the public with needed information in giving feedback, negative or positive, upon transacting with a government agency. Rule IV, Section 2 (g) IRR requires that the names and contact numbers of heads of agencies involved in the processing of the application or request and the contact information of the Presidential Complaints Center, Complaints Action Center of the Authority, Contact Center ng Bayan, and the feedback facility of the CSC, where applicants or requesting parties can provide feedback on the quality of government service must be included.

ARTA establishes 3-7-20 day, directs gov't to automatically approve pending applications



17 February 2020 (arta.gov.ph) - In furtherance of the President's continuing directive to government offices to hasten the processing and movement of services, the 3-7-20 day has been established. AntiRed Tape Authority (ARTA) Director General Jeremiah Belgica signed ARTA Memorandum Circular No. 2020-02 directing all National Government

Agencies (NGA) and Local Government Units (LGU) to conduct inventory of all pending transactions that are beyond their processing times.

Government agencies are now required to act upon all aging pending applications and to automatically approve them, if the application is complete, before March 7,

2020 or the 3-7-20 day. The compliance of all government offices in this Memo is seen to be a game changer and unprecedented in the national battle against red-tape.

"We need to make our government agencies realize that the law is here and there are no more excuses for their slow processes and inefficiencies. We have given them time and options and now, we can no longer tolerate sub-par service," the ARTA chief said.

ARTA and the Presidential Anti-Corruption Commission will be conducting joint random compliance audits of all government offices, national and local, starting March 7, 2020, to ensure that there would be no aging applications within each agency pending beyond the prescribed processing time of 3, 7 or 20 days.

It is important to note that RA 11032 or the "Ease of Doing Business and Efficient Government Services Delivery Act of 2018" has required all services in government to be classified as Simple, Complex, or Highly Technical and should be delivered or acted upon within the prescribed period of 3, 7 or 20 days respectively. Failing to act on applications within the prescribed processing times will render applications to be automatically deemed approved or automatically extended, as the case may be, by operation of law and may expose the government officer handling the application as well as the head of the office or agency to possible administrative sanctions or even criminal liability.

Through ARTA's Order 2020-02, signed on heart's day, all government offices are expected to comply to the 3-7-20 rule before March 7, 2020.

FAQs

on the

Expanded Maternity Leave Law

Asides from the CSC's clarification on the grant of the 105-day maternity leave (story on page 16), we want to provide you some answers to other frequently asked questions on the Expanded Maternity Leave Law or EMLL (R.A. No. 11210 and its IRR). Know your rights under this law and share the information to your colleagues, friends, and relatives.

For the complete EMLL FAQs, please visit <http://tiny.cc/c490kz>. You may also check our EMLL Facebook Page album for social media sharing: <http://tiny.cc/8q90kz>

For other questions or concerns, you may reach the CSC Human Resource Policies and Standards Office at telephone number 8951-4629 or email hpsos@csc.gov.ph.

Q: When can female workers avail the benefits of R.A. No. 11210?

A: All female workers may avail the benefits on March 11, 2019 and onwards

Q: What are the benefits for those who gave live childbirth?

A: For live childbirth:

- 105 days (full pay)
- Additional 15 days, for solo parents as defined in R.A. No. 8972 or the Solo Parents' Welfare Act of 2000
- Option to extend for 30 days without pay*
- Option to allocate up to 7 days of the maternity leave to the child's father or the alternate caregiver

*Extended maternity leave with pay is allowed, chargeable against the female employee's sick leave credits, and vacation leave credits in case her sick leave credits have been exhausted.

Q: What are the benefits for those who suffered miscarriage or emergency termination of pregnancy, and those who delivered stillbirth?

A: They can still avail of 60 days maternity leave with full pay.

Q: What are the requirements for one to enjoy maternity leave?

A: The following documents shall be submitted to the agency to enjoy maternity leave:

- Accomplished Application for Leave (Civil Service Form No. 6)
- Medical Certificate issued by a government or private physician, as proof of pregnancy and estimated date of delivery
- Accomplished Clearance Form (Civil Service Form No. 7)
- Solo Parents I.D., for solo parents who want to avail the additional maternity leave of 15 days

Q: If the child dies shortly after delivery, is the female employee entitled to avail maternity leave?

A: Yes, the female employee is entitled to 105 days maternity leave with full pay, as her right to enjoy the benefit has already accrued from the live childbirth.

Q: When is the application for maternity leave required to be filed?

A: Application for maternity leave must be filed with the agency the soonest, preferably thirty (30) days before the expected delivery date of the female employee. In emergency cases, the application for maternity leave may be filed immediately after the emergency.

Q: Can the enjoyment of maternity leave be divided into two (2) phases or availed in a protracted basis?

A: No. Enjoyment of maternity leave cannot be deferred to some later time. It should be availed of in a continuous and uninterrupted manner.

Q: How should the additional 15 days maternity leave for solo parents be availed of?

A: The additional maternity leave of 15 days for solo parents should be availed of in a continuous and uninterrupted manner immediately after the expiration of the approved maternity leave.

Q: Can an unmarried female employee avail maternity leave?

A: Yes. Maternity leave can be availed of regardless of the civil status of the female employee.

Q: Does the counting of the maternity leave period include Saturdays, Sundays and holidays?

A: Yes. The maternity leave period is counted in calendar days, inclusive of Saturdays, Sundays and holidays. This is in consonance with the rule that maternity leave should be availed of in a continuous and uninterrupted manner.

Q: Can non-career service employees avail of the maternity leave benefits under R.A. No. 11210? How about contract of service and job order?

A: Yes. Female employees in the government service can avail maternity leave under R.A. No. 11210 regardless of their employment/appointment status, whether permanent, temporary, casual, contractual, provisional, substitute, coterminous or fixed term.

A: Female contract of service and job order workers in government are classified as female workers in the informal economy. They can claim maternity leave benefits from the SSS if they have remitted to the SSS at least three (3) monthly contributions in the twelve (12)-month period immediately preceding the semester of her childbirth, miscarriage, or emergency termination of pregnancy. (Sec. 1, Rule VII of the IRR of R.A. No. 11210)

A: Non-SSS members can avail the health care service for pre-natal, delivery, postpartum and pregnancy-related conditions from the Philippine Health Insurance Corporation (PhilHealth). (Sec. 2[5], Rule III of the IRR of R.A. No. 11210).

Exam 101

EXAMS & ELIGIBILITIES

After the exam



Pass or fail?

Whew! Now that the hard part is over, take a moment to rest and relax. There's no point stressing over the results just yet! Remember that the List of Passers will be posted on the CSC website at www.csc.gov.ph within 60 days after the examination.

The List of Passers contains the names of examinees who passed the CSE Professional and Subprofessional, including the Top 10 examinees. Sad to say, if your name is not on the list, it means you got a general rating of below 80.00 and failed the CSE.

You'll probably see other websites posting a List of Passers before or after it becomes available on the CSC website. Be cautious about relying on them! The CSC will recognize and be liable for information coming only from its affiliated websites or social media accounts.

Get your rating online.

Approximately 15 days after the List of Passers is posted on the CSC website, you can generate your rating through the Online Career Service Examination Rating Generation System or OCSERGS at erpo.csc.gov.ph/ocsergs. All examinees, whether they passed or failed the CSE, can use the system to find out their general rating, as well as their rating for each of the four competency

areas – verbal, analytical, numerical, and general information.

To use the system, input your last name, first name, extension (if any), middle initial, date of birth, and the date, type, and place of examination. Make sure that all fields are correctly filled out using the prescribed format. For example, input the middle initial only, not the complete middle name. For birthdate, the format should be MM/DD/YYYY. After filling out the fields, tick the check box then click "Submit".

Pay CSC a visit.

If you are a CSE passer, you'll have to go to the CSC Regional Office (CSC RO) to claim your Certification of Eligibility, which is available approximately one month after the posting of the List of Passers.

There are two types of Certification of Eligibility that you can request: one printed on CSC letterhead and another printed on security paper. How do these two compare?

a. The Certification of Eligibility on CSC letterhead temporarily replaces the Certificate of Eligibility printed on security paper issued to passers before (if you will remember, the CSC began to transition to the issuance of Eligibility Cards in 2015 so it temporarily discontinued producing the Certificate of

This is the fourth installment of our Exam 101 series. If you haven't taken the exam yet, we suggest you go over our last three features where we explained what the Career Service Examination (CSE) is all about, shared tips on exam preparation, and gave out reminders and tips for examinees for the exam day itself.

Eligibility on security paper). It is derived from the processing of test results and is issued only once; in case it gets lost, you will have to request for the one printed on security paper.

You may request for the certification on CSC letterhead at no cost from the CSC RO with jurisdiction over the testing center where you took the test. Passers must personally claim their certification; claiming through a representative is not allowed.

The CSC has removed the two-year validity period for this type of certification, which means those issued from 2019 and beyond will no longer expire.

b. The Certification of Eligibility on security paper is derived from the verification and validity of a person's eligibility based on official exam records. You may file a request with the CSC RO with jurisdiction over the testing center where you took the test. The CSC Central Office-Integrated Records Management Office (located in Batasan Hills, Quezon City) keeps the national Register of Eligibles so you may also go there to request for the said document.

This type of certification costs PHP100 per copy. Based on CSC policy, an authenticated copy of the certification on security paper is a requirement for original appointment, promotion, and other human resource actions/movements. Authentication costs PHP50 per copy.

Scout for vacancies.

If you're interested to work in government, you may begin looking for vacancies. A good place to start is the CSC website's Job Opportunities List at csc.gov.ph/career. Government agencies also post their vacancies on their respective websites.

You will see for each vacancy the set of Qualification Standards a job applicant has to meet to be considered qualified for permanent appointment to that position. One of these is the type of required eligibility. Remember that the Career Service Professional Eligibility is appropriate for both first level and second level positions in the government, while the Subprofessional Eligibility is appropriate for first level positions only.

*Accepted I.D.cards:

- a. Driver's License/Temporary Driver's License (*LTO O.R. must be presented together with old Driver's License; O.R. alone is not allowed*)/ Student Driver's Permit;
- b. Passport;
- c. PRC License;
- d. SSS I.D.;
- e. GSIS I.D. (*UMID*);
- f. Voter's I.D./Voter's Certification;
- g. BIR/Taxpayer's I.D. (*ATM type/TIN card type with picture*);
- h. PhilHealth I.D. (*must have the bearer's name, clear picture, signature and PhilHealth number*);
- i. Company/Office I.D.;
- j. School I.D.;
- k. Police Clearance/Police Clearance Certificate (*with picture*);
- l. Postal I.D.;
- m. Barangay I.D.;
- n. NBI Clearance;
- o. Seaman's Book;
- p. HDMF Transaction I.D.;
- q. PWD I.D.;
- r. Solo Parent I.D.;
- s. Senior Citizen's I.D.; and
- t. CSC Eligibility Card

Differences between the Types of Certification of Eligibility

Type	Requirements	Cost	Where to Request
On CSC letterhead	<ol style="list-style-type: none"> 1. I.D. card <ul style="list-style-type: none"> • Preferably the same I.D. card presented during filing of application, or • Any of the accepted I.D. cards* which is preferably valid (not expired) 2. Application receipt and/or CSC Official Receipt (if available) 	None	CSC Regional Office with jurisdiction over the testing center where the examinee took the test
On security paper	<ol style="list-style-type: none"> 1. Duly accomplished Examination Records Request Form (ERRF) and Declaration Form (DF) 2. At least one I.D. card, preferably valid (not expired) on the date of transaction*. It should bear the eligible's clear picture, date of birth, signature, and the signature of the authorized head of agency that issued the I.D. 3. One pc. 1x1 I.D. picture with name tag and signature <p>(There are additional requirements if the requesting party works/lives abroad; if the request is filed through a representative; or if the requesting party, who is female, married after taking the examination.)</p>	PHP100 per copy (For authentication, add PHP50 per copy)	CSC Regional Office with jurisdiction over the testing center where the examinee took the test -or- CSC Central Office-Integrated Records Management Office

Failed the CSE?

Don't worry because you can try again. There's no limit as to how many times you can retake the test, but watch out for the so-called "three-month prohibition period". This means you can't take the same level of CSE, either through Pen-and-Paper Test or Computerized Examination (COMEX) mode, within three months before the date of examination. So, for instance, if you wish to apply for the CSE Professional to be held on 9 August, you're not allowed to take the CSE Professional in whatever mode from 9 May to 8 August.

For further clarification or inquiries about the CSC's exam administration process, including pre- and post-examination, please refer to official examination advisories and announcements posted on the CSC website. You may also contact the Examination, Recruitment, and Placement Office (ERPO) or the nearest CSC Regional/Field Office. The directory of CSC offices is available at csc.gov.ph/cscrod.

Make the most out of your visit to the CSC with these tips:

- To make sure your certification is available on the day you're planning to go the CSC RO, call ahead to inquire. The contact numbers of CSC ROs can be found at www.csc.gov.ph/cscrod.
- Have you moved to another region since you took the exam? You may request to claim your Certification of Eligibility on CSC letterhead at a "conduit CSC Regional/Field Office (RO/FO)". To do this, you must send a written request to the CSC RO where you should originally claim your certification. The request should indicate your preferred conduit RO/FO and reasons for the request. Make sure you get the approval and go-signal from the CSC RO before going to the conduit RO/FO.
- To avoid multiple trips to the CSC RO, you may opt to request for a Certification of Eligibility on security paper, plus at least one authenticated copy, especially if you are planning to apply for a vacancy in any government agency.

Patas na Laban

Lalaki: Bigyan mo ako ng pala
 Babae: Bigyan mo ako ng bola
 Lalaki: Kaya mo rin pala
 Babae: Oo naman ako ay pinagpala

Kung kaya ng lalaki,
 kakayanin ng babae, wala akong pakì
 Huwag kang gaganti
 Kung mas kaya kong kumanti

Noo'y pinagbabawal ang bumoto
 Sa bahay ay ginawang tagaluto
 Patuloy ngayon na pinaglalaban
 Kanyang karapatan, para patas ang laban.

Women in Sports - A Perfect Catch

They say men are better in ball
 I say women are better overall
 Give me basically any ball
 I'll slam it hard into the wall

Women in sports is the new match
 A perfect catch you ought to watch
 A graced, poised and dignified catch
 Gone are the days we are detached.

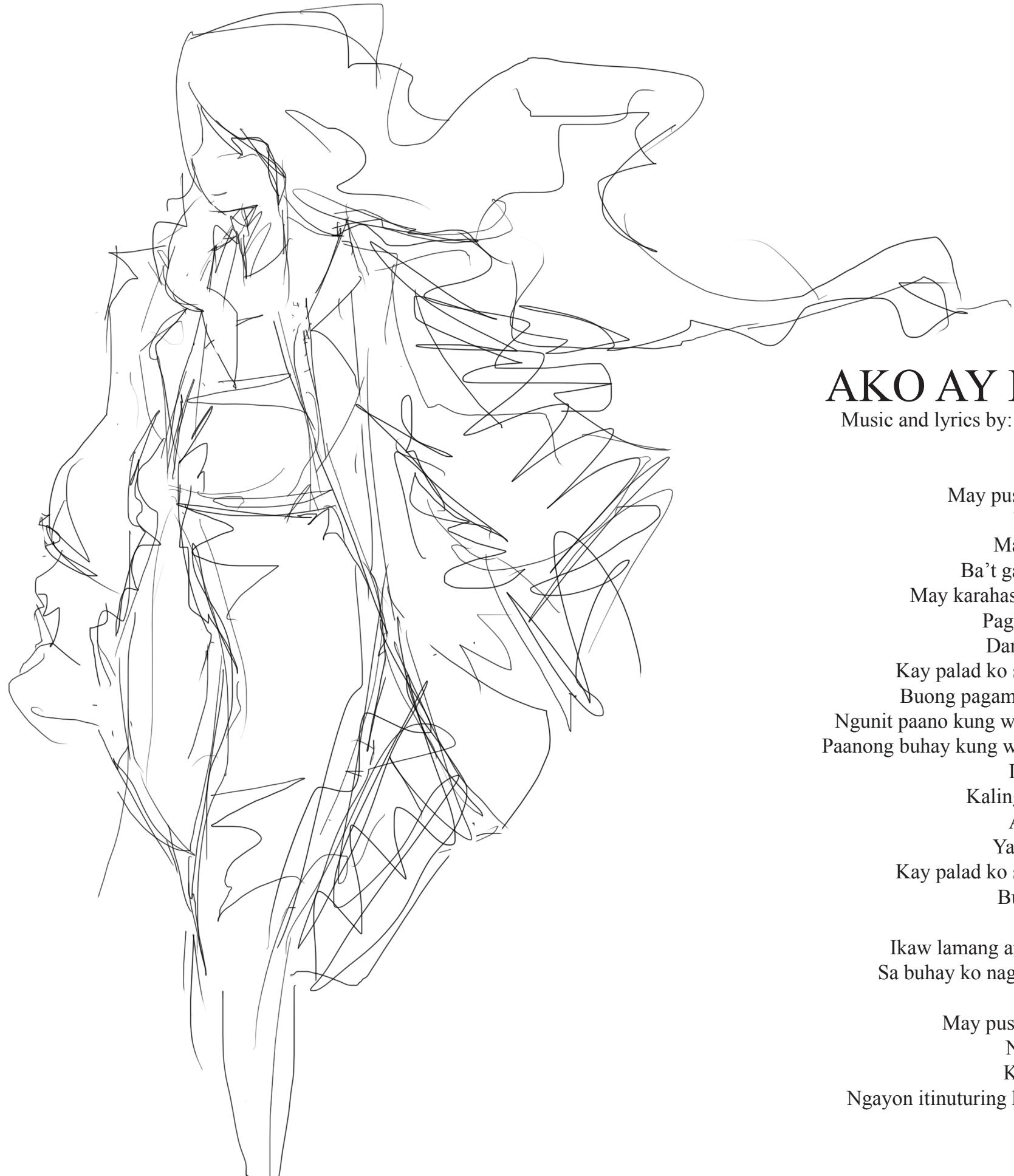
The art of revenge

I saw a lonely woman crying
 In her hands, a gloomy painting
 Of inequality, discrimination and
 imperfection
 Yet I admire, her longing for protection

Then came a man hiding
 Ashamed of the world, panting
 She is his victim, he is the prey
 She is afraid, about to pray

She tore the painting, crying
 Brush up another stroke - an exquisite
 sighting
 She is no longer afraid, she is smiling
 In her frame, a man is almost crying

Poems by
 Ryan Gregory Magayam



AKO AY BABAE

Music and lyrics by: Emilio Roe Gapit

Ako ay babae
 May puso may damdamín
 Ngunit itinuturing
 Mahinang uri pa rin.
 Ba't ganyan ang lipunan
 May karahasan, sa kababaihan
 Pagkataoý tinalikuran
 Dangal ay niyurakan.
 Kay palad ko sa iyo kaibigan ko
 Buong pagmamahal inalay mo
 Ngunit paano kung wala nang sandigan
 Paanong buhay kung walang karanganlan.
 Ika'y kailangan ko
 Kalingang galing sa iyo
 Akoý samahan mo
 Yakapin ang mundo.
 Kay palad ko sa iyo kaibigan ko
 Buong pagmamahal
 Ibinigay mo
 Ikaw lamang ang aking sandigan
 Sa buhay ko nagbigay karanganlan.
 Ako ay babae
 May puso, may damdamín
 Ngayon itinuturing
 Kabilang mo na rin
 Ngayon itinuturing kasama mo na rin.



DID YOU KNOW?

THE EVENING STATESMAN
ESTABLISHED 1861

CATRA, WOMAN BANDIT KILLED

FEMALE BANDIT KILLED.
WASHINGTON, April 22.—Apolonia Catra, the notorious female bandit in Batangas province, Philippines, has been killed by constabulary, according to advices received here. She was surprised in the mountains and refused to surrender.

CATRA, WOMAN BANDIT KILLED

(Scripps News Association)
WASHINGTON, April 22.—Apolonia Catra, the notorious female bandit of Batangas province, Philippines, has been killed by the constabulary, according to advise received here. She was surprised in the mountains and refused to surrender.



**John Ehrard P. Guarin is the artist behind the *Alas ng Bayan* series. He is a 26-year old artist, poet, hip-hop recording artist from Tondo, Manila, and a current volunteer for 350.org. His tarot paintings of the 5 women in *Alas ng Bayan* is best explained by his statement in an ICSC press release: I painted Oriang, Apolonia, Liwayway, Lorena, and Gloria in the style of sakla [a local version of tarot cards] to honor how these brave women gambled with their lives to defy colonizers, dictators, corporations, and sexists alike.

The above painting is a creative attempt to picture Apolonia Catra—a heroine in the 1900s who had no known photo/portrait. Apolonia Catra was killed in combat on 05 March 1905, during the Philippine-American War. Her date of birth is unknown and there is scant mention of her in historical accounts. Apolonia is the only named woman officer in Pres. Macario Sakay's armed forces, under the command of Lt. Col. Lucio de Vega. Theodore Roosevelt, then the US president, declared the end of Philippine-American hostilities in July 1902 even though the revolutionary war to overthrow foreign occupation raged on over an endless decade. The struggle was led by the likes of Sakay who, through brazen American duplicity, was captured in 1906 and hanged a year later by US troops. Apolonia is one of many historical ciphers in Philippine history: she is the only woman in the *Alas ng Bayan** series without a known portrait or photo. The artist John Erhard P. Guarin** chose to depict as her likeness a young Nora Aunor based on 1905 news from US media reporting her death. The Washington State newspaper Evening Statesman wrote Catra "was surprised in the mountains and refused to surrender." Like Sakay and others who fought under his leadership, Apolonia was branded a bandit by US authorities. In a 1968 study by the Ohio State University scholar George

Yarrington Coats, Apolonia was described in a way that brings to mind current LGBT debates and issues surrounding extrajudicial killings (EJKs): "She dressed in men's clothing and was well known for her cruelty and reckless courage." High praise coming from a US academic.

**Alas ng Bayan* is an exhibit organized by the Institute for Climate and Sustainable Cities (ICSC), Constantino Foundation, and 350.org Pilipinas to raise awareness on the intersections between women, history, memory, climate change, and citizenship. By promoting 'herstory', the exhibit showcases the lives of five (5) women: Gregoria 'Oriang' de Jesus (Lakambini ng Katipunan), Apolonia Catra (lone recorded woman officer with Macario Sakay's forces), Remedios Gomez-Paraison (Hukbalahap's Kumander Liwayway), Lorena Barros (Martial Law activist), and Gloria Capitan (Bataan anti-coal activist). *Alas ng Bayan* has been mounted at the UP Asian Center (25-27 November 2019), De La Salle University (27-31 January 2020), UP College of Fine Arts (05-20 February 2020), and at the Polytechnic University of the Philippines (24 February – 06 March 2020). For more info on *Alas ng Bayan*, visit <https://alasngbayan.org/>.

PHILIPPINE GENETICS AND PUBLIC SERVICE: Take a chance on me

The search for a great opportunity in life is like searching for a pot of gold at rainbow's end. At times, luck or destiny may lead you there. But more often, the wait for a big break might take longer, or might even take a lifetime. For one woman though, things went the other way around—opportunities seemed to keep haunting her, yet, she always managed to get away.

Meet Dr. Eva Maria Cutiongco-de la Paz, one of the only thirteen (13) geneticists in the country who traded lucrative offers abroad to follow her heart in serving her own country.

"Ang isang lingkod bayani ay tapat sa bayan, walang alinlangang manatili sa bansa kahit pa mas ikagiginhawa ng kanyang buhay ang magagandang oportunidad sa ibang bansa. Ang mahalaga sa kanya ay nailaan niya ang kanyang mga kakayahang talent o kadalubhasaan tungo sa ikabubuti ng kanyang bayan. [A servant-hero is loyal to the country, and has no reservations in staying despite having opportunities for a better life abroad. What's important for him or her is offering skills, talents, and expertise for the development of the country.]"

What could have shaped such character? What could have built that firm resolve to serve her own people?

We talked with Dr. Cutiongco-De la Paz to discover her inspiration, motivation, her lingkod bayan story.

The doctor's hats

To start off, who is Dr. Cutiongco-De la Paz?

Being a doctor is just one of the many hats that she wears. Currently, she juggles multiple roles and responsibilities including that of being a Professor of Pediatrics at the University of the Philippines-Manila, Executive Director of the National Institutes of Health (UP Manila), and the Director of the health program of the Philippine Genome Center. Add to that, she is both a wife and a mother.

One might think that only a Wonder Woman can simultaneously perform varied tasks, but for her, it's just a matter of setting priorities.

"One of the most important things is that you really have to set your priorities. If you know your priorities, it's hard to get lost," she said.

Although she might have made it sound like an easy feat, she admitted that she's not alien to the challenges of making 24 hours enough for a day's tasks.

"I would say very challenging yun because most of the things that I need to do are major—like, (being a) head of an agency (is difficult)..."

When asked about her personal priorities, she said at once, "My priorities include God, my family, then my job, and then my ministry or advocacies—in that order. It's very important that I have those straight. When I wake up in the morning and I know that those are my priorities, then I would be able to allocate time for each one of those."

Her road to success

It is no wonder then that Dr. Cutiongco-De La Paz was given multiple roles at work. Being part of an esteemed group of geneticists in the country, she certainly has wide experience and expertise in her field of medical practice. But as seen in other career success stories, Dr. Cutiongco-De La Paz followed the long route toward her dreams.

"It took me about 15 to 16 years of studying before actually becoming a baby doctor. I started as a pediatrician with a specialty in genetics," she said.

She gives credit to her parents for teaching her the value of hard work and determination which enabled her to keep her eyes on the prize. Eventually, her determination paid off when she was looking for training opportunities after residency.

"I was able to do some training after my pediatric residency first at Kobe University in Japan. In fact, I'm a Kobe earthquake survivor. That was the 7.2 magnitude



Dr. Maria Eva Cutiongco-De la Paz receives her Dangal ng Bayan Award from President Rodrigo Roa Duterte during the 2018 Search for Outstanding Government Workers Awards Rites in Malacañang Palace. The Dangal ng Bayan trophy is a masterpiece of National Artist Napoleon Abueva.

earthquake in Japan that happened in 1995. After that, I went to the Hospital for Sick Children, University of Toronto, Canada."

For a hardworking person like Dr. Cutiongco-De La Paz, it is not surprising that opportunities will always find their way to her doorsteps. What one might find surprising was her response to an offer of a lucrative post in Canada.

"Before I finished my training, the head of the department already offered me a position at the Department of Medical Genetics at Sick Kids, Toronto. But I said, 'No, I'm going back to my country to be able to help in setting up genetics services in the Philippines."

Bringing home her passion for genetics

"Genetics was a very new sub-specialty of medicine back then. It addresses medical problems that are not addressed by any other discipline of medicine. So, it was a no-brainer for me at that time that I was going back home," Dr. Cutiongco-de la Paz said.

Aware that there was no molecular genetics laboratory yet in the Philippines, she equipped herself with knowledge and skills in setting up one while doing her training abroad.

She recalled, "While I was doing my training in clinical genetics and was seeing patients at Sick Kids, Toronto, I asked my supervisor if I can spend time after my clinics in the molecular genetics laboratory to do some observations. I did this so that I would know how things work, what equipment we need to set up a lab in the Philippines. And by doing that, when I got home, I was able to set up the Molecular Genetics Lab at the Institute of Human Genetics."

When Dr. Cutiongco-de la Paz came back about 21 years ago, there was only one geneticist in the country and that is Dr. Carmencita Padilla, a well-known academician and pioneer in the country's field of genetics. To increase the number of potential geneticists, they jointly set up a teaching and training course in genetics.

"It's a fellowship program. After students take their pediatrics, they can do this course as a sub-specialty training. It's a two-year training that prepares doctors in seeing patients with genetics needs—these are persons with birth defects (e.g. down syndrome), people who have multiple miscarriages which might have a genetic cause to it, people who came from families with hereditary cancer running in their blood... We help them in the evaluation and diagnosis, more importantly also, we

do genetic counselling. They'd like to know what happened, what did they do that such a condition happened in the family. Is there something that they can do? We help them cope with a diagnosis and also help them make informed decisions for their health and reproductive options," she explained.

Bigger opportunities came upon the establishment of the Philippine Genome Center. Through a grant from the Commission on Higher Education, she set up a next generation sequencing facility for genetic tests and genetics research which are crucial in providing evidences on how our ethnic races are different from other populations.

"It is vital that we develop diagnostic kits that are tailor-fit to our population to determine susceptibility to diseases like cancer, diabetes, and heart disease. Most of the kits that are available and are marketed here, as far as genetics testing is concerned, contain information that are biased to other population groups like Caucasians and

Europeans. The diverse populations in Asia are not well represented. So, we cannot just adopt those kits here. We need to come up with our own population-specific data, and that's what we are doing right now at the Philippine Genome Center," she pointed out.

More women in the field of genetics

As women continue to fight for equity and equality in the society, we asked Dr. Cutiongco-de la Paz about her experience as a woman in the practice of genetics.

It wasn't really difficult for me as a woman to practice in the field of genetics here in the Philippines. Maybe before when genetics started in other countries...yes, it might have been a predominantly male profession, but I would say that gender has never been an issue. Right now, we already have 13 practicing geneticists in the country and only one (1) is male," she said.

According to her, this landscape may be attributed to the fact that the common residency before going to the sub-specialty training in genetics is pediatrics; and more women take pediatrics than men.

"There might be some issues as far as choice of specialty is concerned. For example, we may tend to think that surgery and orthopedics are predominantly male

specialties. But that's changing too. We see a lot of women getting into surgery right now as well as in orthopedics. So, would I say that in the Philippines, being female in the field of genetics is a problem? I wouldn't think so."

Rising through the ranks, Dr. Cutiongco-de la Paz does not also consider gender as an issue or a barrier.

"For me, it's about doing your job excellently. If you're given a task, you do it to the best of your ability no matter what obstacles you find along the way. If there are problems, you always try to find solutions. I always share with my staff my general principle in life: "kung gusto, may paraan" (if there's a will, there's a way). So, we'll find solutions together for problems that we face as an institution, or as individuals," she said.

What she considers challenging as a woman is to strike a balance between her role at work and at home. But when she is reminded of her priorities, she would always know what to do.

"If my son needs me to be in school for an event, my husband has taken it on as a priority that we will be there. I would just have to extend hours doing overtime for some work that have been left unfinished but I will never miss those events that will be important for our children and for my husband, and even for my mother."

Service and dedication must be in her genes

Dr. Cutiongco-de la Paz looks up to her parents as her role models. She said that it was from her mom where she learned the value of balancing life, work, and home.

"They had to raise the five of us. You can imagine how difficult that was, but I saw her teaching, I saw her writing textbooks, I saw her work in the wee hours of the morning just to finish books that she needed to edit. These are textbooks for elementary and high school education. She was awarded with the Metrobank Outstanding Teacher in 1985 for elementary education teaching English as an instruction."

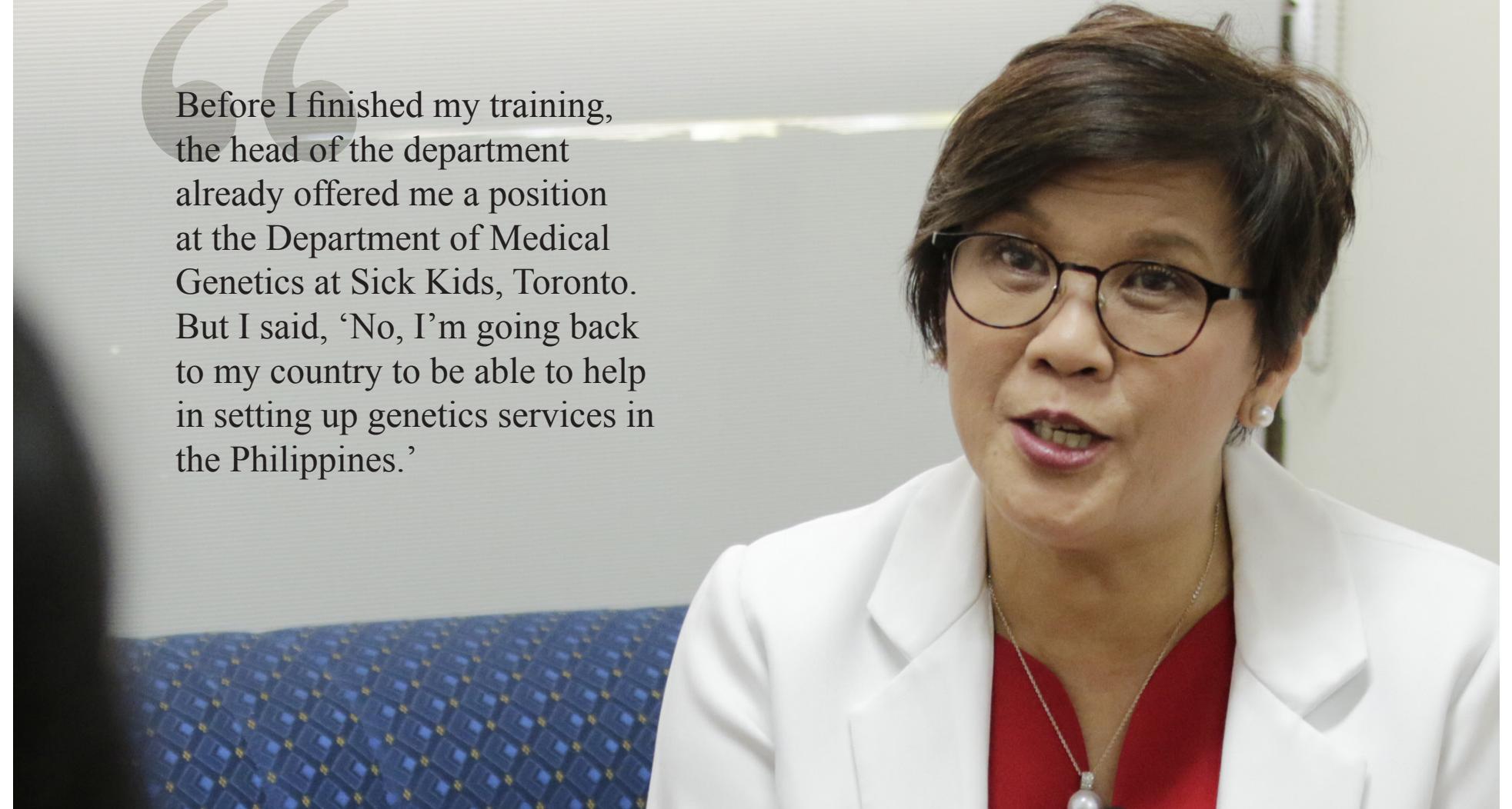
Dr. Cutiongco-de la Paz also received the Metrobank Outstanding Filipino in the Teacher category in 2019. She also describes her father as equally hard working.

"Since both of them were teachers, it was difficult to bring us all up and put us into good schools. So, he had to take on a managerial post in a private company, but still continued teaching at night. I guess my parents have taught me the value of hard work. Both of them also received scholarships abroad. I emulated the way they were able to raise us up and succeed in their careers."

As mentioned in her works as a clinical geneticist, Dr. Cutiongco-de la Paz is undeniably inclined to serve the underserved and the underprivileged. Again, she attributes this dedication to how her parents served the community.

"My mother, before becoming a teacher in the University of the Philippines (UP), started teaching at the age of 18 in a public school. Both my parents were in the scouting (KAB scout and Boy Scout), and then I also saw them volunteering. They exposed us to a life of service."

"From the age of 13, I've been singing already "UP Naming Mahal" so that's a total of 44 years now. Being in UP allowed me to meet people from all walks of life," she added.



“ You see people who actually have nothing, and it’s really heartbreaking to see them come to the hospital too late just because they didn’t have the resources. My team members, therefore, work with blood, sweat and tears, to take care of patients with genetic and metabolic problems. Their dedication never fails to inspire me.



Dr. Cutiongco-de la Paz also gives due credit to her education at the UP College of Medicine and her experiences at the Philippine General Hospital as major factors in shaping her heart for the service of the Filipino people.

“I think I can never be who I am right now if not for my education and training at the UP College of Medicine and at PGH. You see people who actually have nothing, and it’s really heartbreaking to see them come to the hospital too late just because they didn’t have the resources. My team members, therefore, work with blood, sweat and tears, to take care of patients with genetic and metabolic problems. Their dedication never fails to inspire me,” she said.

Inspiring others

Aside from other prestigious local and international awards that Dr. Cutiongco-de la Paz received for her contributions in the academe and in the field of genetics, she was also awarded the Dangal ng Bayan Award in 2018. When asked how she felt about receiving such an award, she said, “The Dangal ng Bayan was such a precious award for me because it’s more than what you do; it’s an award for you as a person. It gives award to people of integrity and honesty, hard work, patriotism. For me, it was an award that I never thought I would receive. I give God all the glory and honor. It is such a great privilege to use our God-given talents not for personal gain but for public good.”

In Dr. Cutiongco-de la Paz's lingkod bayan story, we can see that perhaps life opportunities are not so rare at all. They might not always be as grand as a pot of gold, or as frequent as our rainfalls, but they are there sitting somewhere, waiting for eager and sincere takers. While others might find them in the form of lucrative offers, some, like Dr. Cutiongco-de la Paz, find them in intangible forms like an opportunity to serve the least, or the chance to help at least one Filipino patient every day. Whatever you find as a life opportunity along the road, we hope that this story inspires you to take courage to follow your heart and make a difference.

This section will be your new favorite spot in the CS Reporter if you are a person interested in all things HR, organization development, and leadership and management. Aside from CSC-native content, we invite guest contributors who are experts in the field of HR and OD to give you fresh insights on the latest trend, or provide an in-depth look into a certain HR and OD concept.

What's the fuss about GEDSI? Unpacking GEDSI in HR and OD

Shifting toward strategic HR gave government human resource practitioners new issues to think about. An emerging discourse is GEDSI, which stands for gender equality, disability, and social inclusion. When we only thought of gender in recent years, we now look into all the identity markers—race, ethnicity, class, disability, social status, age, and religion, among others.

But where should HR start? Should we be focusing on statistics and responding to numerical findings? Or should we be looking into specifics—what is HR's role in redefining the government workforce and reforming the workplace?

Statistics vs. stereotypes

In its online Inventory of Government Human Resources System or IGHRS, the Civil Service Commission (CSC) started building baseline data on critical classifications in government—sex, and more recently, disability and indigenous group affiliation.

As of the latest IGHRS statistics released May 2019, there are slightly more women than men in the civil service. Out of 1,728,641 government workers, 50.88% are female while 49.12% are male. There are also more women (799,820) occupying career positions than men (742,071); while there are more men (107,046) in non-career positions than women (79,704). Complementing this trend is the fact that there are more women occupying technical and managerial positions than men, with 659,687 female civil servants and only 485,796 males in second level positions. Then, there are 116,142 more men in clerical and administrative positions, trades, and crafts, than women. We can see from these numbers that women

are not confined to first level positions and have ventured into technical and leadership positions over the years.

For non-career positions, data shows that there are more males in coterminous, casual, and elective positions, while there are more females with contractual appointments. Interestingly, males remain dominant in politics despite women actively participating as voters or candidates. In the House of Representatives, there are 208 male members as compared to only 87 female members. In the Senate, there are 19 male senators while there are only 6 female senators. This shows that despite women dominating technical and managerial positions in government, there are still a number of strategic positions that may be occupied by women as well, especially political positions with policy-making influence.

It may be recalled that one of the Magna Carta of Women's salient provisions is the achievement of a 50-50 gender balance in third level positions in government. In the Career Service Board's January 2020 report, statistics show that there are 1,125 men occupying third level positions in government, while there are only 820 women at the top. While the gap is relatively narrower, a 50-50 gender balance remains elusive at this level.

It can be seen here that in some cases, statistics defy stereotypes in that women have long moved on from clerical roles and are now occupying higher paying and even leadership positions. However, in terms of representation, political and appointive leadership roles are still being played by men.

"Counting" inclusivity and diversity

The IGHRS also takes into account the number of persons with disabilities (PWDs) and members of indigenous peoples (IP) working in government. In 2019, there was a total of 7,920 PWDs in government, up by 1.9% from the previous year's 7,769. The number of male PWDs is 21% more than female PWDs. Geographically, Region VI holds the highest number of PWDs across regions.

Meanwhile, IPs constituted 2.41% of the total government workforce population. There were more female IPs compared to males, with 24,939 female IPs working in government as opposed to 16,732 male IPs. Same as last year, the Cordillera Administrative Region recorded the most number of IPs in their civil service at 15,091.

Despite recording only slight increases since starting to account for PWDs and IPs in government in 2016, the CSC continues to advocate for equal opportunity principles in HR policies and guidelines to allow for equal employment to make the Philippine government a fair, progressive, and diverse workplace.

Competency-based opportunities

Should HR then actively seek to provide more opportunities specifically for women? For IPs? For PWDs? What will this mean for other socially excluded groups? Should we simply aim for adjusting quantities? How about quality?

Perhaps this is the wisdom behind introducing competency-based HR in government. In a competency-based HR system, organizations diagnose competency gaps and design ways to

address them. This way, at any point of any HR process, what matters most in a person's profile is his/her qualifications. This is consistent with the principles of merit and fitness, which the civil service was built to uphold.

Women are in leadership positions because they are qualified. They were not denied the opportunity for promotion nor were they required to abandon their equally important roles in life. The same holds true with IPs and PWDs. While it is good to establish data, it is also better to look at the nuances in pushing for inclusivity and diversity in the workplace. It can be a tricky thing—there is the principle of objectivity, but there is also the value of strategy.

For example, the CSC has been implementing guidelines to enable individuals with special needs who wish to take the Career Service Examination Paper-and-Pen Test, as part of measures to promote equal employment opportunity in government. This initiative has encouraged persons with disabilities (PWDs), pregnant women, and senior citizens to take their chance in obtaining civil service eligibility. The CSC also issued internal guidelines to ensure observance of equal opportunity principles in the four areas of HR management in the organization (CSC Resolution No. 190106, dated 9 December 2019). This is to prevent discrimination or harassment against any individual identified from specialized or vulnerable groups.

The matter is not about accommodation or tokenism, but about seriously pursuing merit and fitness by creating a fair and equal ground for individuals to stand on.

Easing into GEDSI through L&D

A good way of introducing GEDSI is through L&D, especially since it is still an emerging approach to policy development and review. We are now seeing GEDSI frameworks and even GEDSI positions popping up in the United Nations and other regional organizations, but its formalization has yet to be realized. Nevertheless, the principles are there—individuals and organizations can no longer ignore issues on inclusivity and diversity for a truly responsive HR.

CSC, for one, recognizes the significance of GEDSI in HR reform. It has thus ventured into incorporating GEDSI in learning and development (L&D) programs for government workers. The Civil Service Institute now offers the Gender, Diversity, and Inclusiveness course, a three-day program meant to raise participants' awareness on dimensions of diversity in the Philippines and to equip leaders and managers with Inclusive Leadership skills. The program offers tools for handling diversity and fostering a culture of inclusion in the workplace.

This is an L&D intervention that public sector HR should be interested in. Just like Gender and Development or GAD, GEDSI is cross-cutting and multi-sectoral. It has implications in the way HR policies are

crafted, reviewed, and amended, especially when done in close collaboration with stakeholders. GEDSI also has effects on work flows and work cultures, and hopefully can address gaps that GAD may have overlooked in the past.

Empowering the workforce

Over the years, CSC and government agencies have crafted policies and launched programs that provided equal opportunity employment in the public sector, starting with gender, and now with GEDSI. Upholding principles of merit and fitness for equal employment is an indicator of the HR maturity level of government agencies.

Thus, GEDSI has important links to the Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME-HRM). The assumption is, the higher the HR maturity level, the more inclusive the organization's HR processes are. This way, PRIME-HRM goes beyond being merely a measuring tool but becomes a vehicle for workforce empowerment.

What does an empowered workforce look like? It is a workplace where individuals are confident that HR rules and processes will provide them with the same opportunity as any of their counterparts. It is a heterogeneous environment where different perspectives and experiences are naturally considered and valued. Lastly, it is where inclusivity and diversity do not have to be spelled out—they are simply the norm.



Connecting people, Transforming Lives: **Access and Inclusion for Empowerment**

Guest Contributor:

Milalin S. Javellana, Program Director, Australia Awards and Alumni Engagement Program - Philippines

If there is one thing that I am grateful for in my career, it would be the privilege of witnessing lives transformed through education and training. In the course of my work, I had the opportunity of working alongside women in key leadership positions. I have seen PWD colleagues actively contributing to meaningful projects and programs. I have witnessed members of our indigenous communities taking advantage of opportunities for personal and professional growth so they can give back to their hometowns.

Equity of access is one of the critical principles of Australia Awards, the prestigious scholarship program of the Australian Government. The program's application process is open and competitive, providing equal opportunity to all eligible people regardless of age, gender, ethnicity or disability. As the program director of the Australia Awards program in the Philippines, I have been privileged to hand over this life-changing opportunity from the Australian Government to Filipino women, PWDs, indigenous people (IP), members of the LGBT community, and members of other minority groups. And I have personally witnessed how these individuals have empowered other Filipinos in their fields, communities and organisations upon their return to the Philippines.

Australia Awards has already sent over 4,000 Filipinos to Australia to pursue postgraduate studies in Australia's world-class universities and make a difference in the Philippines upon their return. This includes the 74 (55 female, 19 male) long-term Australia Awards scholars from the Civil Service Commission who have been empowered to become change-makers in the country's public sector.

The Australia Awards and Alumni Engagement Program-Philippines (AAAEP-P) – a program designed to provide a suite of learning opportunities to Filipinos, including the Australia Awards Scholarships – aligns its Gender Equality, Disability and Social Inclusion (GEDSI) framework¹ with the Australia Awards Global Strategy principles. It adopts a twin-track approach to addressing gender inequalities and social inclusion by targeting specific areas of inequality and mainstreaming GEDSI across all areas of the program.

Here are some ways the AAAEP-P advances gender empowerment and promotes inclusive growth and development in its work.

Removing barriers to participation that may occur due to gender, disability, and other conditions that place individuals at risk for exclusion

- AAAEP-P supports initiatives that increase the ability of members from disadvantaged groups to apply for the Australia Awards such as bridging and enabling programs that help their transition into the scholarship.
- The Australia Awards Scholarships online application form uses tools based on the Washington Group short set of disability questions. Instead of merely asking an applicant if he or she is a person with a disability, the tool provides a set of questions designed to identify people with disability by asking questions related to their difficulty in based on the AAAEP-P Gender, Disability, and Social Inclusion

Strategy April 2018 performing necessary universal activities (walking, seeing, hearing, cognition, self-care and communication). This enables the program to provide appropriate interventions and improve its services in supporting and monitoring applicants and scholars.

- Applicants are encouraged to have a GEDSI lens in developing their re-entry action plan (REAP) by being clear on how their project will benefit and enable participation of women, PWDs, IPs, and disadvantaged individuals and groups.

Taking affirmative action on empowering women and increasing access of vulnerable groups to learning and leadership opportunities

- The program proactively promotes Australia Awards Scholarships to women, PWDs and IPs through information sessions.
- The program provides women – not just women with position titles, but influencers and emerging leaders – access to the scholarship program and short courses.

Mainstreaming gender and social inclusion across all areas of the program

- AAAEP-P has designed a GEDSI Scorecard, which it uses as an assessment tool in looking for appropriate approaches for inclusion and for monitoring progress towards inclusion within the program. This scorecard provides parameters on which gender, disability, and social inclusion can be described in clear and measurable terms, making these concepts more practical, doable, and concrete.
- AAAEP-P has developed a GEDSI checklist for its events to ensure they are inclusive. It contains simple steps to guide the implementation of activities in mainstreaming GEDSI. This includes ensuring that men and women are equally profiled in promotion of programs, signage and onsite banners have good colour contrast and are easy to read, workshop venues have a ramp and are accessible for public and private transportation, among others.

The focus of all these initiatives is the common elements of access and inclusion: ensuring that everyone has access to information, services and facilities, and everyone can participate in the activities and functions of an organisation and community. We hope that through these initiatives, more Filipino women, LGBTIs, PWDs and IPs will continue to be given opportunities that would empower them and would allow them to grow and contribute meaningfully to their chosen fields.



According to Virgie Rabino of the National Council on Disability Affairs (NCDA), she learned the true meaning of inclusive education through her Australia Awards journey. While in Australia, she enjoyed the university's accessible wheelchair ramps, sidewalks, online libraries, medical clinic, parks, and gymnasium. She now shares the knowledge she gained from her Australian education and the best practices she experienced in Australia with the PWD sector in the Philippines.

Virgie completed her Graduate Certificate in Human Resource Management from the University of Newcastle through Australia Awards Scholarships.



Director Cornelia Rillera is a full-blooded native of Kalinga tribe in the Cordillera. She is currently the assistant regional director of the Civil Service Commission, Cordillera Administrative Region (CSC-CAR), which is home to several indigenous and tribal communities.

Director Nel completed her Master of Human Management from the University of Newcastle through Australia Awards Scholarships.



One of the things that woman leader Undersecretary Janet Abuel of the Department of Budget and Management (DBM) appreciates about the Australia Awards program is that there is no maximum age limit for applicants or scholars. According to her, it has given her a chance to better herself further.

Usec Janet completed her Masters of Law from the University of Sydney through Australia Awards Scholarships.



About our Guest Contributor

Milalin S. Javellana, Program Director, Australia Awards and Alumni Engagement Program – Philippines (AAAEP-P)

Milalin is involved in transforming organisations, particularly the public-sector agencies. From 2011 to 2017, she was the Facility Director of the Philippines Australia Human Resource and Organisational Development Facility (PAHRODF) and at the same time the OD Adviser of the Civil Service Commission (CSC).

Currently, Milalin is the Program Director of the Australia Awards and Alumni Engagement Program – Philippines (AAAEP-P), a four-year program (2017-2021) of the Australian Government designed to provide a suite of learning opportunities to Filipinos. She is also the current President of the Organisation Development Practitioners Network (ODPN), Philippines and a Board Member of the Career Executive Service Board as appointed by President Rodrigo Roa Duterte in 2019. Formerly, she was the Chairperson and President of the Philippine Society for Talent Development (PSTD).

In 2018, she was accredited as "Diplomate in People Management" by People Management Association of the Philippines (PMAP). She also received in the same year "Gawad Maestro", the highest Leadership Award in Learning and Development by the PSTD. In 2016, Milalin was recognised as one of the 100 Most Influential Filipina Women given by Filipina Women Network (FWN), USA-based organisation.

Milalin has a Master of Arts in Women and Development from the University of the Philippines. She also took short courses at the Asian Institute of Management (AIM) and at the University of New England, Armidale, NSW, Australia.

LINGKOD BAYANI

CS Reporter celebrates modern-day heroism by featuring the stories and contributions of outstanding public servants, and the beneficiaries of the *Pondong Pamanang Lingkod Bayani*—a recognition program and financial assistance granted by the CSC to the families of public servants who died in their line of duty.



PAMANANG LINGKOD BAYANI: Recognizing government workers slain in the line of duty

Forest rangers are usual targets of violent reprisal as they encounter illegal loggers on the front lines. They play a pivotal role in the government's forest-protection initiatives to eradicate illegal logging especially on identified hotspot areas. Rangers are tasked with monitoring, confiscating, apprehending, and prosecuting illegal activities.

While forest guards enforce the law, they are not allowed to carry firearms and do not have the same training as police officers. According to the *Kalikasan* People's Network for the Environment, 223 environmental defenders died in the Philippines from 2001 to 2018. Logging contributed to a total of 38 deaths in 2018 and it is the third biggest contributor to the death toll of environment defenders.

One casualty is Forest Ranger Marcial L. Pattaguan of the Department of Environment and Natural Resources Regional Office 2. He was among a team of workers initiating boundary demarcation works at the Northern Sierra Madre Natural Park on 8 October 2018 when their team was repeatedly shot by unidentified killers in Ayod, Dinapigue in Isabela.

**“Sa kanya, black is black, white is white.
He was once offered a PHP100,000
bribe, but he turned it down.”**

--how a co-worker described slain environment warrior Elpidio Malinao--

After the survivors reported the incident to the police, a composite search and rescue team was formed which went back to the scene hoping to find Forest Ranger Pattaguan along with a volunteer, Mr. Bronsel Impiel alive. However, their cadavers were recovered in a two-feet deep hole. Autopsy report indicated that they were blind-folded, gagged, and were tortured before their death, based on the multiple contusions and hematoma.

Forest Ranger Pattaguan is one of the 156 recipients of the *Pamanang Lingkod Bayani* Program or PLBi, an initiative of the Civil Service Commission (CSC) which gives due recognition to public servants who were killed in the line of duty or those who died while in the performance of the pursuit of their respective functions, duties and responsibilities.

Just like Pattaguan, the first beneficiaries of PLBi were forest rangers from the Department of Environment and Natural Resources: Kennedy Eber Bayani, Jacinto P. Dragas, Nelson Luna, Elpidio C. Malinao, Christopher Mazo, Rolando Sanchez, and Rolando Sinday. On 12 September 2011, former CSC Chairperson Francisco T. Duque III turned-over to DENR the entire proceeds of the first-ever R.A.C.E. to Serve Fun Run amounting PHP314,000.00.

Elpidio Malinao, a Forestry Technician I under the College of Forestry and Natural Resources of the University of the Philippines Los Baños is in-charge of the Makiling Forest Reserve in Laguna. Also known as Jojo, he diligently patrolled the forest and protected it against destructive activities such as timber poaching, illegal occupancy, kaingin and littering. He testified when errants were brought to court, so death threats became part of his job. On 9 May 2011, he was shot dead by an unidentified man on a motorcycle.

Hard as it was, Jojo was a very committed steward of the forest. “Sa kanya, black is

black, white is white,” said Arnulfo Yanoria, another forest guard. Even when his co-workers would go to the forest to collect research samples without a permit, Jojo would call their attention. Former College of Forestry Dean Rex Cruz is humbled by Jojo’s unparalleled dedication. He narrated, “He was once offered a PHP100,000 bribe, but he turned it down and replied, ‘Patayin na lang nila ako.’” Instead, he would rather turn night into day by driving his jeepney for hire after work to augment his income.

Being an unwavering public servant, Jojo was a posthumous recipient of the Outstanding Public Officials and Employees or the Dangal ng Bayan Award in 2011. It was a fitting reward for a life lived with honor, but in no way can compensate for the big loss that Jojo was to the government, to his colleagues, his community and loved ones.

Pamanang Lingkod Bayani

The CSC launched PLBi in 2008 with two (2) components: the *Pamanang Lingkod Bayan Iskolarsyip* promulgated via CSC Resolution No. 081602 dated July 30, 2008 and the *Pondong Pamanang Lingkod Bayan* promulgated on 3 November 2008 via CSC Resolution No. 081965.

From providing scholarships, the program was expanded in 2011 as the *Pamanang Lingkod Bayani* (PLBi) with three components: the *Pamanang Parangal sa Lingkod Bayani*, *Pamanang Iskolarsyip*, and *Pondong Pamanang Lingkod Bayani*.

The *Parangal* is the grant of a citation signed by the Chairperson of the CSC to the bereaved family. The recognition is conferred after the deceased official or employee's wake or during the necrological service. If these would not be feasible, the Citation is conferred anytime within one year from the death of the public servant.

The *Iskolarsyip* offers education to three immediate family members of the deceased

government worker in any of the 110-member state universities and colleges of the Philippine Association of State Universities and Colleges. The scholarship is in the form of discounts on tuition and school fees with 100% for the first beneficiary, 75% for the second, and 50% for the third recipient.

The *Pondong Pamana* is the grant of a one-time financial assistance of PHP100,000.00 to the bereaved family.

Civil servants covered by the PLBi refer to permanent civilian employees of the government, including the non-uniformed personnel of the Armed Forces of the Philippines (AFP) and the Philippine National Police (PNP).

Part of the criteria for the selection of recipients of the PLBi are: Circumstance surrounding the death or the extent to which the government employee is actually performing his/her duties and responsibilities at the time of his/her death; obscurity of the position, that is, the salary grade at the time of death; and the financial condition of the nominee's family given the combined salaries as against their monthly expenses.

The PLBi is funded by the yearly conduct of the R.A.C.E. to SERVE Fun Run, the official kick off activity of the Philippine Civil Service Anniversary. Thousands of participants join the Fun Run, and proceeds from the registration fee are remitted to the PLBi Fund.

As of 31 January 2020, 155 beneficiaries have been awarded under the PLBi program. Majority of PLBi recipients are uniformed law enforcers and fire fighters, civilian personnel who perished in rescue efforts during super typhoon Yolanda, and environment warriors.

Since its implementation in 2011, the CSC has given PHP13,424,241.00 worth of financial assistance and scholarship opportunities to the loved ones of fallen lingkod bayani.

LIVE Lunchat with CSC

The Civil Service Commission (CSC) airs a monthly Facebook Live program entitled "LunChat with CSC" which features CSC programs, policies, services, and activities that concern the public, especially the government employees.

For the first quarter of 2020, CSC has aired a total of two live episodes on the following topics:



Today's Topic
Flexible Working Hours in the Government

Revised Guidelines on Flexible Working Hours in the Government
(CSC Memorandum Circular No. 25, s. 2019) aired on January
30, 2020: <https://www.facebook.com/civilservicegovph/videos/182724549471781/>



Today's Topic
Statement of Assets, Liabilities, and Net Worth

Statement of Assets, Liabilities, and Net Worth (SALN) frequently asked questions aired on February 27, 2020: <https://www.facebook.com/civilservicegovph/videos/498017054486257/>

HEALTH and WELLNESS

This section encourages readers to look after themselves physically, mentally, spiritually, and yes, financially too. Get insightful tips and advice in prioritizing your health and wellness at work.



Paint a healthy mind



Jogging, Zumba, and other sports activities—these are the usual health and wellness activities that many organizations do in their workplaces to uplift the physical and mental health of their employees. However, there are many other activities that employers can do to ensure the overall wellbeing of its workforce.

A case in point is the painting session organized by the CSC Regional Office III in San Fernando, Pampanga. To veer away from their usual Zumba, running, and walking activities, their employees painted artworks depicting the "Paint My Love" theme in time for Valentine's Day in February. Nineteen employees rendered their own masterpieces in just a span of one hour.

Health experts say that painting has multiple health benefits: 1) it improves concentration – improving the painting's subject or details helps build focus skills; 2) strengthens memory – by visualizing concepts and translating into a painting, it sharpens the mind; 3) boosts creativity – painting is not only for the right-brainers or the creative types of people, with practice and focus, left-brainers can also benefit

from painting to improve their creative skills; 4) provides stress relief – art in the form of painting offers an emotional release or outlet for people. It allows the mind to relax, thus relieving mental strain; 5) promotes a positive or optimistic attitude – creating art makes one appreciate the beauty of the visual world, which can positively influence people's mindset. These are the very same factors needed by workers to sustain and improve their work performance.

Aside from painting, artworks in the workplace also help enhance employees' work performance and health. According to research studies in the United States and Europe, viewing artworks can help workers relax and reduce cognitive exhaustion and stress due to intense and long working periods. Seeing images of nature in paintings is also said to reduce the feeling of anger or frustration due to work tasks, which can result in a more positive working environment for all employees.

So, from time to time, instead of putting on your rubber shoes for a walk after office, why don't you pick up that paintbrush and paint what's on your mind, or better yet ask your HR to display some art pieces in your office!

Winning artworks in CSC Regional Office III's "Paint My Love" wellness activity

UNPLUGGING

PINOY

The term 'unplugging' seeks to encourage Pinoys to unplug from digital devices/social media to get in touch with the real world. This section encourages readers to engage in other government agencies' activities or celebrations, and volunteerism opportunities. Readers may also get some information about domestic travel destinations to help promote local tourism.

CSC extends help to victims of Taal eruption

As part of its social responsibility, the Civil Service Commission (CSC) helped the victims of the recent Taal Volcano eruption by conducting two relief operations in Batangas.

Through the CSC's Volunteer Brigade and employee association, *Pinag-isang Tinig, Isip, at Gawa (PINTIG)* ng CSC, the Commission pooled financial assistance worth more than PHP200,000 and in-kind contribution from CSC officials and employees nationwide.



Displaced kids in the Taal Volcano eruption participate in a mini-program prepared by CSC's Volunteer Brigade and employees' union, Pinag-isang Tinig, Isip, at Gawa (PINTIG) last January 2020



Send help. CSC's Volunteer Brigade and employees' union, Pinag-isang Tinig, Isip, at Gawa (PINTIG) conduct relief operation in San Luis, Batangas last 25 January 2020 to help the victims of Taal Volcano eruption.

The CSC Volunteer Brigade was able to collect approximately PHP84,000 worth of cash donations from the Central Office. This amount was used to purchase needed aid such as food, water, and hygiene kits. Some officials and employees also donated clothes and other goods and extended their services.

On 18 January 2020, the Brigade traveled to the Fernando Airbase, the hub for government responders, and to the Batangas Sports Complex, where some of the displaced families were temporarily residing, to personally give the

donations. They also conducted a mini-program for the children in the evacuation center.

Some of the Brigade's partners were the 51st Engineering Brigade of the Philippine Army, Department of Budget and Management, VIRON Bus Company and volunteers, Confederation of Independent Unions, Judge Feliciano Belmonte Sr. National High School Facility, Aboitiz Foundation / City Savings, St. Mary's Academy of Capiz Class '78, and Montfort Missionaries.

PINTIG ng CSC organized another relief operation last 25 January

2020 in San Luis, Batangas. Its Chapters in the regions and Central Office extended financial contributions which totaled to over PHP158,000. Goods including rice, noodles, canned goods, clothes, toiletries, diapers, and bottled water were also donated.

The volunteers handed 490 relief packages containing food, bottled water, sleeping mats, slippers, pale, and toiletries, clothes, to evacuees in Calumpang Elementary School, Calumpang East Elementary School, two houses, and AFP Joint Task Force center.

'Tabang Mindanao' fund drive raise over PHP700K for quake victims



A magnitude 6.5 earthquake rocked parts of Central and Eastern Mindanao at the end of October 2019, taking the lives of several people, and leaving others injured. But Filipinos refuse to end disaster stories like this.

True to the Filipino bayanihan spirit, several fundraising projects and relief operations surged right after the disaster. Among the fundraising activities done to help the Mindanao quake victims was *Tabang Mindanao* (Help Mindanao) initiated by the CSC Regional Office VI (CSC RO VI) in partnership with the Council of Human Resource Management Practitioners-Western Visayas (CHRMP-WV).

Two weeks after the project conceptualization last 17 November 2019, CSC RO VI and the CHRMP-WV were able to raise PHP759,338 to assist government employees occupying SG-10 and below who have been affected by the strong earthquake. Among the *Tabang Mindanao* donors were government officials and employees from the six (6) provinces of Western Visayas, and the men and women of CSC RO VI and CHRMP-WV.

A check amounting to PHP700,000 was turned over to CSC Regional Office XII in General Santos City, while the remaining amount was saved for the victims of yet another disaster that hit Region VI—typhoon Ursula.

CSC Regional Office VI and CHRMP-Western Visayas turn over PHP700,000 donation from the "Tabang Mindanao" fund drive to CSC Regional Office XII.



AMENDMENT TO SECTION 38 OF OMNIBUS RULES ON LEAVE (AMENDED BY CSC MC NO. 41, S. 1998)

Number : 1901392
Promulgated : 18 NOV 2019

RESOLUTION

WHEREAS, Section 3, Article IX-B of the 1987 Philippine Constitution provides that the Civil Service Commission (CSC), as the central personnel agency of the Government, shall “establish a career service and adopt measures to promote morale, efficiency, integrity, responsiveness, progressiveness, and courtesy in the civil service. It shall strengthen the merit and rewards system, integrate all human resource development programs for all levels and ranks, and institutionalize a management climate conducive to public accountability. x x x”

WHEREAS, Section 12(2), Chapter 3, Title I-A, Book V of Executive Order (EO) No. 292 (Administrative Code of 1987), provides that the CSC is authorized to prescribe, amend and enforce rules and regulations for carrying into effect the provisions of Civil Service Law and other pertinent laws;

WHEREAS, Section 60, Chapter 9, Title 1-A, Book V of EO No. 292 provides that “officers and employees in the Civil Service shall be entitled to leave of absence, with or without pay, as may be provided by law and the rules and regulations of the Civil Service Commission in the interest of the service.”

WHEREAS, Republic Act (RA) No. 218¹ provides that employees in government shall be entitled to fifteen (15) days vacation and fifteen (15) days sick leave per year;

WHEREAS, RA No. 611², as amended³ provides that the vacation and sick leave shall be cumulative and employees shall be entitled to the commutation of all accumulated vacation leave and sick leave to their credit;

WHEREAS, the Commission issued the Omnibus Rules on Leave, as amended by CSC Memorandum Circular (MC) No. 41, s. 1998 to implement Book V of EO No. 292, wherein Section 38 thereof provided a prescriptive period of ten (10) years within which to request/claim payment of terminal leave benefits;

WHEREAS, the Commission in a number of cases⁴ interposed no objection to the payment of terminal leave benefits of some employees despite the lapse of ten (10) years. The Commission based its decision on the Supreme Court's ruling stating that government employee's terminal leave benefit is actually the money value of the employees accumulated leave credits; an accumulation of which is intended for old age or separation from service⁵; and that it is a mere bounty given by the government in consideration or in recognition of meritorious services and springs from the appreciation and graciousness of the government⁶.

WHEREAS, the Commission is inclined to amend Section 38 of the Omnibus Rules on Leave, as amended by CSC MC No. 41, s. 1998 to be consistent with the provisions of the law, rules and regulations allowing the commutation of accumulated leave credits of government employees and to provide equitable construction to accomplish a greater purpose;

WHEREFORE, the Commission **RESOLVES** to amend Section 38 of the Omnibus Rules on Leave, as amended by CSC MC No. 41, s. 1998, to read as follows:

“Section 38. Period within which to claim terminal leave pay. – Request for payment of terminal leave benefits may be brought any time after the official/employee severed his/her connection with his/her employer.”

The Commission **RESOLVES FURTHER** that the amended provisions of Section 38 of the Omnibus Rules on Leave shall be applied prospectively.

This Resolution shall take effect after fifteen (15) days from the date of its publication in a newspaper of general circulation or the Official Gazette.

Quezon City.

Sgd. ALICIA dela ROSA-BALA
Chairperson

Sgd. LEOPOLDO ROBERTO W. VALDEROSA, JR.
Commissioner

Sgd. AILEEN LOURDES A. LIZADA
Commissioner

Attested By:

Sgd. DOLORES B. BONIFACIO
Director IV

Published: *The Philippine Star*, 21 February 2020

¹An Act to Amend Section Two Hundred Eighty-Four and Section Two Hundred Eighty-Five-A of the Revised Administrative Code, as amended, 5 June 1948.

²An Act Further Amending Section Two Hundred And Eighty-Six of the Revised Administrative Code, as amended, 5 May 1951

³R.A. No. 1081 (An act further amending Sec. Two Hundred Eighty Six of the Administrative Code, by providing that the total leave that can accumulate to the credit of a government officer or employee shall not exceed ten months) dated 15 June 1954; RA No. 2625 (An Act to Amend Sections Two Hundred Eighty-Four and Two Hundred Eighty-Five-A of the Administrative Code, as amended, so as to exclude Saturdays, Sundays and Holidays in the Computation of Vacation and Sick Leave) dated 17 June 1960; and Executive Order No. 1077 (Revising the Commutation of creditable vacation and Sick Leave of Government Officers Employees) dated 9 January 1986.

⁴Caronongan, Arthel B., CSC Resolution No. 1100147, 31 January 2011; Nazareno, Benedicto C., CSC Resolution No. 1500313, 16 March 2015; Barrett, Lydia B., CSC Resolution No. 1701502, 16 November 2017; and Enriquez-Roa, Josephine CSC Resolution No. 1801415, 4 December 2018.

⁵Peralta v. Auditor General, 100 Phil 1051 (1957)

⁶Privano v. De La Rama Steamship Co., 96 Phil. 335, 357 (1954).

GRANT OF FOREIGN SCHOOL HONOR GRADUATE ELIGIBILITY RE: AMENDMENTS ON THE DOCUMENTARY REQUIREMENTS

Number : 2000349
Promulgated : 11 FEB 2020

RESOLUTION

WHEREAS, Section 12 (2), Chapter 3, Subtitle A, Title I, Book V of the Revised Administrative Code of 1987 (Executive Order No. 292), provides that the Civil Service Commission (CSC) shall prescribe, amend, and enforce rules and regulations for carrying into effect the provisions of the Civil Service Law and other pertinent laws;

WHEREAS, as contained in Section 1, Rule II, Omnibus Rules Implementing Book V of Executive Order No. 292 and Other Pertinent Civil Service Laws, the civil service provides the opportunity to attract the best qualified Filipino citizens for employment in the government career service;

WHEREAS, the global education system has provided a fast-changing and progressive development on academic standards and performance, and manifestly, foreign schools/colleges/universities bestow its honor graduates with distinction such as *summa cum laude*, *magna cum laude*, or *cum laude*, or its equivalent;

WHEREAS, one of the functions of the CSC is to grant civil service eligibility as provided for by laws and CSC issuances to individuals, upon meeting a set of qualifications and fulfilling certain requirements without taking the regular Civil Service Examinations;

WHEREAS, some foreign schools confer honors with name/title that is different from, but is equivalent to any of the latin honors *summa cum laude*, *magna cum laude*, or *cum laude*;

WHEREAS, the Commission, in recognition of the academic excellence of Filipino citizens who graduated *summa cum laude*, *magna cum laude*, or *cum laude*, or its equivalent in their baccalaureate degree in legitimate prominent/reputable school/college/university in other countries, extended the grant of Foreign School Honor Graduate Eligibility (FSHGE), as Civil Service Eligibility;

WHEREAS, in the processing of FSHGE, one of the requirements is information on the status of operation of foreign schools through the Department of Foreign Affairs (DFA) through its Philippine Foreign Service Posts;

WHEREAS, the DFA, through the Philippine Foreign Service Posts, also provides services on the Authentication of Documents including academic records in foreign schools;

WHEREAS, the Philippines officially became a party to the Apostille Convention on 14 May 2019. With the Apostille Convention's force and effect in to the Philippines, documents executed and apostillized in Apostille countries, except for Austria, Finland, Germany and Greece, no longer need to undergo authentication (legalization) by the concerned Philippine Embassies/Consulates if the country of destination of the authenticated document is already a member of the Apostille Convention like the Philippines;

WHEREAS, the DFA, through its Office of Consular Affairs Authentication Division, clarified that the certification on the status of operation of the foreign school should come from the foreign government which has supervision over the school concerned. The certification issued from the foreign government must be apostillized for it to be used in the Philippines;

WHEREFORE, the Commission hereby **RESOLVES** to amend, Item 5 (Documentary Requirements), paragraphs (h), (i) and (j) of Guidelines Implementing the Grant of the Foreign School Honor Graduate Eligibility pursuant to CSC Resolution No. 1302714 (circularized under OM No. 23, s. 2015), as follows:

"h. For applicants presenting documents originating from countries who are not member to the Apostille Convention (Austria, Finland, Germany and Greece), Certification on the honors received and baccalaureate degree earned, duly signed by the authorized/registrar of the foreign school/college/

*university bearing the seal of the college/university, and duly authenticated by a Philippine Foreign Service Post. The Certification must state/indicate the equivalent Latin honor in cases of honors with name/title different from the Latin honors *summa cum laude*, *magna cum laude*, or *cum laude*. This Certification is not the Diploma and is separate from the Transcript of Record.*

For applicants presenting Certification on the honors received originating from countries which are members to the Apostille Convention, authentication is still required, but this time with an Apostille instead of an Authentication Certificate ("red ribbon") as proof of authentication.

i. *For applicants presenting Transcript of Records originating from countries which are not members to the Apostille Convention (Austria, Finland, Germany and Greece), the Transcript of Records certified as true copy by the foreign school (with English translation as applicable) and duly authenticated by the Philippine Foreign Service Post with jurisdiction over the foreign school is required.*

For applicants presenting Transcript of Records originating from countries which are members to the Apostille Convention, authentication is still required, but this time with an Apostille instead of an Authentication Certificate ("red ribbon") as proof of authentication.

j. *For applicants presenting documents originating from countries which are not members to the Apostille Convention (Austria, Finland, Germany and Greece), the Certification from the Department of Foreign Affairs (DFA), through the Philippine Foreign Service Posts, on the status of operation of the foreign school duly signed by authorized DFA official, affixed with DFA official dry-seal, and printed on DFA official letterhead. (Agency to agency).*

For applicants presenting documents originating from countries which are members to the Apostille Convention, the certification on the status of the operation of the foreign school should come from the foreign government which has supervision over the school concerned. The certification issued by the foreign government must be apostillized for it to be used in the Philippines."

The Commission **FURTHER RESOLVES** that all other existing policies which are inconsistent with this amended policy are modified accordingly.

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

Quezon City.

Sgd. ALICIA dela ROSA-BALA
Chairperson

Sgd. ATTY. AILEEN LOURDES A. LIZADA
Commissioner

VACANT
Commissioner

Sgd. DOLORES B. BONIFACIO
Director IV
Commission Secretariat and Liaison Office

Published: The Philippine Star, 5 March 2020

ADOPTION OF A UNIFIED PLATFORM FOR THE PUBLICATION OF VACANT POSITIONS IN GOVERNMENT IN THE CSC WEBSITE (INCLUDING VACANT THIRD LEVEL POSITIONS)

Number : 2000221
Promulgated : 4 FEB 2020

RESOLUTION

positions) that are authorized to be filled, in electronic and printed copies to the CSC Field Office concerned. The CS Form No. 9, Revised 2018 shall be used in the submission. The printed copy shall be posted by the CSC Field Office in its bulletin board, while the electronic copy shall be forwarded to the CSC Regional Office for publication in the CSC Bulletin of Vacant Positions in the Government in the CSC website

Quezon City.

Sgd. ALICIA dela ROSA-BALA
Chairperson

Sgd. LEOPOLDO ROBERTO W. VALDEROSA, Jr.
Commissioner

Sgd. AILEEN LOURDES A. LIZADA
Commissioner

Attested by:

Sgd. DOLORES B. BONIFACIO
Director IV
Commission Secretariat and Liaison Office

Published: The Philippine Star, 5 March 2020

WHEREAS, CSC Resolution No. 070630 dated 4 April 2007, circularized through CSC Memorandum Circular (MC) No. 11, issued on 26 June 2007, provides that "all government entities concerned are required to submit to the CSC Central Office, specifically to the Examination, Recruitment and Placement Office (ERPO), a list of vacant third level positions authorized to be filled."

WHEREAS, Section 24, Rule VII of CSC Resolution No. 1800692, dated 3 July 2018, or the Omnibus Rules on Appointments and Other Human Resource Actions (Revised July 2018), provides that "vacant positions in the career service, including vacant executive/managerial positions in the second level that are authorized to be filled, together with their corresponding qualification standards and Plantilla item numbers, shall be published and posted in three (3) conspicuous places x x x"

WHEREAS, under Section 25, Rule VII of the aforementioned CSC Resolution No. 1800692, all agencies are required to "submit a list of their vacant positions to be filled and their corresponding qualification standards and plantilla item numbers (CS Form No. 9, Revised 2018) in electronic and printed copies to the CSC FO concerned.

The printed copy shall be posted by the CSC FO in its bulletin board. The electronic copy shall be forwarded to the CSC RO concerned which shall publish the same in the CSC Bulletin of Vacant Positions in the Government in the CSC website."

WHEREAS, all agencies with vacant third level positions that are authorized to be filled, submit their request for the publication of vacant third level positions to the Examination, Recruitment and Placement Office (ERPO). Hence, a separate online platform for the publication of vacant third level positions in the career service has to be maintained;

WHEREFORE, the Commission **RESOLVES** to adopt a unified platform for the publication of vacant positions in Government in the CSC website (including third level vacant positions) so that only one (1) online platform for the publication of vacant positions, namely the CSC Job Portal, will be maintained and managed.

The Commission **FURTHER RESOLVES** that all agencies shall submit their list of vacant positions in the career service (including vacant third level



JOINT CIRCULAR NO. 1, SERIES OF 2019

Clarificatory Statement on the Date of Effectivity of Republic Act (R.A.) No. 11210 or the 105-Day Expanded Maternity Leave Law (EMLL)

R.A. No. 11210 or the 105-Day EMLL was enacted on 21 February 2019. It was published in the Manila Bulletin, a newspaper of general circulation, on 23 February 2019. As such, it took effect on 11 March 2019 or after fifteen (15) days from its publication.

Pursuant to Section 19 thereof, the Civil Service Commission (CSC), Department of Labor and Employment (DOLE) and Social Security

System (SSS) issued the Implementing Rules and Regulations (IRR) of the 105-Day Expanded Maternity Leave Law on 1 May 2019. The IRR was published in the Philippine Daily Inquirer and in Bulgar on 3 May 2019. The published IRR includes an advisory on the effectivity date of the law, which is 11 March 2019.

It is hereby clarified that the effectivity date of the 105-Day EMLL is on 11 March 2019, regardless of the date of effectivity of its IRR. Hence, women who gave live childbirth, suffered miscarriage or emergency termination of pregnancy on 11 March 2019 and thereafter may avail themselves of the benefits under the 105-Day EMLL.

Published: The Philippine Star, 21 February 2020



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b.

Imposition of additional requirements other than those listed in the Citizen's Charter;

c.

Imposition of additional costs not reflected in the Citizen's Charter;

d.

Failure to give applicant or requesting party a written notice on the disapproval of an application or request;

e.

Failure to render government services within the prescribed processing time on any application and/or request without due cause;

f.

Failure to attend to applicants or requesting parties who are within the premises of the office or agency concerned prior to the end of official working hours and during lunch break;

g.

Failure or refusal to issue official receipts; and

h.

Fixing and/or collusion with fixers in consideration of economic and/or other gain or advantage.

Penalties are stipulated under Section 22 (a) and (b) of the Republic Act No. 11032.

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