

THE CIVIL SERVICE REPORTER

GAWING LINGKOD BAYANI ANG BAWAT KAWANI

Volume 65 No. 4

4th Quarter 2024 Issue

CSC FURTHERS CAUSE ON EASE OF DOING BUSINESS, HOSTS 2024 ANTI-RED TAPE SUMMIT



CSC welcomes confirmation of Chairperson Marilyn Barua Yap

Salient Features of CSC Resolution No. 2100064
or the Revised Administrative Disciplinary Rules
on Sexual Harassment Cases

CSC RO V elevates CSE services
through strategic partnerships

Frequently Asked Questions on CSC
Resolution No. 24000766: Revised Dress
Code for Government Workers

CSC announces schedule of civil
service written exams for 2025

HR practitioners attend Regional HR
Leaders Summit in Aklan



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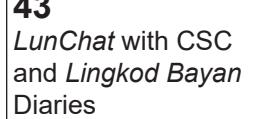
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Chairperson's YEAR-END MESSAGE



As we welcomed the New Year, let us reaffirm our commitment to the values of excellence, integrity, and compassion in public service. Each day is an opportunity to make a meaningful difference in the lives of our fellow Filipinos by fostering trust, delivering quality service, and promoting good governance.

May 2025 bring renewed hope, unity, and purpose as we continue to serve with unwavering dedication to building a stronger, more responsive, and people-centered bureaucracy.

Wishing you and your families a prosperous and inspiring New Year!

Atty. Marilyn B. Yap
Civil Service Commission

PUBLIC DOMAIN

CSC Question of the Day #QOTD is a series of questions posted on CSC's Facebook Page and Instagram. The questions are mostly work-related, aligned with CSC's activities and programs, and the

current month's thematic focus. The purpose of #QOTD is to engage CSC social media followers in meaningful discussions, conveying ideas, and sharing of experiences through the comments section; the CSC asks, the followers answer.



Philippine Civil Service Commission Published by Csc Paio · October 31 · [Question of the Day](#)

Anong kwentong momu n'yo sa office?

Hindi talaga kumpleto ang office experience kapag walang kuwentong momu. Iba-iba ang istorya, 'yong iba may pangalan pa.

So, pa'no kayo tinakot ng momu na 'yan?

#Q... See more

Edit

433 254 186

Kuwagong Paham · Follow We have Mang Jun, I don't know if it's true kasi circulating na 'yong story about him even before I get there. Ang tiring lang kasi iba-iba ang story ng death n'ya per taong nakausap ko. Nabairil daw, nalaglag habang naglilinis ng bintana, nakuryente. Ang dami n'yang death experience if all those were true. Pero mas scary 'yong workmate kong naguuwi ng gunting galing office. Hindi na s'ya nahiya.

6w Haha Reply Hide 5 😱

Philippine Civil Service C... · 2 Replies

Bjorn Salvador Yung sahod na katatanggap palang, biglang naglaho!

6w Sad Reply Hide 13 😢😢😢

Philippine Civil Service C... · 3 Replies

Mark Jadon Narag dito po sa pgh malasakit office ubg gilid po namin bali sabi sa kwnto dati daw pong libingan ng mga bata, kaya po minsan kpag nagccr po kami sa baba, lagi po namin naririnig na may naglalarong bata sa baba lalo na kpag nag oo.t kami till 7:30pm. minsan nmn po babaeng naglalakad n nakatakong pero kpag titignan po namin eh wala nmn pong naakyat sa hagdan po namin.. un lng nmn.. ang kwentong momu sa office.

6w Wow Reply Hide 5 😱

Philippine Civil Service Co... · 1 Reply

Alegna Ganeati May batang lalaki sa elevator, nagpapakita kahit umaga o hapon basta solo kung sakay. May mga 'work-aholic' momu na hindi maka-alis sa mga opisina nila. Tas favorite ko yun kwento yun guard namin. Nakakita ng kabaong sa dulo ng 2nd floor hallway habang rounds niya ng gabi. Hindi niya pinansin kasi Halloween season. May pa-design contest ang management per office. Kinabukasan na niya nalaman na walang ganung props yung office kung saan niya nakita.

6w Wow Reply Hide 5 😱

Philippine Civil Service Co... · 1 Reply

Lei Ann Mabilin Garcillas Yung mga gamit sa table ko na napunta sa kabilang table. Nakapaglakad po ng kusa. Ang creepy 😱😱

6w Haha Reply Hide 7 😱

Philippine Civil Service Co... · 1 Reply

Cheng Parenas Around 2020 (height of pandemic), mag-isa na lang ako at pauwi na nung sinagot ko ung tumawag sa phone na client. Habang nakikinig ako sa sinasabi ng client, may mga batang nagtatawanan at nagtatakbahan sa loob ng office. Bawal ang magdala ng bata sa office that time, limited no. of employees lang ang pinapapasok sa building.

6w Like Reply Hide

Evelyn Abbott Lapuot Claire Obedencio missed you too!

8w Like Reply Hide

Philippine Civil Service C... · 4 Replies

Ronald Bacuta Yung kusang nag pa flush yung toilet kahit walang tao 😱

6w Wow Reply Hide 2 😱

Donna Dwayne Lagao Si Eiram Laucsap miss ko na cxa ng sobra 😢❤️

8w Like Reply Hide

Eiram Laucsap Donna Dwayne Lagao awww now ko lang nakita to... miss tou too my friend ❤️

8w Like Reply Hide

Claire Obedencio Miss you te Evelyn Abbott Lapuot

8w Like Reply Hide

Anthony Versoza Mas natakat ako nung makita kong Ung wallet ko walang pera

6w Wow Reply Hide 6 😳👍😍

Philippine Civil Service C... · 3 Replies

Airo Diabordo Angelica Vargas Arra Paula I miss you guys, Amping permis sa work.

8w Like Reply Hide

Arra Paula Airo Diabordo miss you too rooo 🌸

8w Like Reply Hide

Philippine Civil Service C... · 3 Replies

Philippe Civil Service Commission Published by Csc Paio · October 16 · [Question of the Day](#)

Who is that co-worker you don't work with anymore, but you really miss working with?

It's sad when our work buddies had to go. Work buds make our tasks light, but sometimes they make it extra difficult, kasi aayain kang magtimpla ng kape in the middle of busyness, but it's okay as long as it's them.

We all have our ex-co-workers that we really miss working with. Who are they?

#CSCquestionoftheDay #QOTD #CSCQOTD See less

Edit

772 1.8K 297

View all 2 replies

Lhen Ople Sir Dodie Garcia, I've learned a lot of things to him, Thank you Sir

8w Like Reply Hide 2 😍

Meng Coronado Office of the City Prosecutor, Antipolo City, City Prosec Lorna Lee, and all City Prosecutors and beautiful staff.... a very wonderful experience indeed

8w Like Reply Hide

Jena Ma'am Jhisel Umalicruz, ikaw ang namimiss ko hahahaha yung stress natin noon, dinadaan natin sa kain. Salamat sa mga pa foods mo noon.

8w Like Reply Hide

Gazelle Beryl Vidal Gale DZai Gel Cañido Jemaica Ungria Ventigan tara na mag Silaki Island hehe...

8w Like Reply Hide

Philippine Civil Service Commission Published by Csc Paio · October 16 · [Question of the Day](#)

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Gazelle Beryl Vidal Gale DZai Gel Cañido Jemaica Ungria Ventigan tara na mag Silaki Island hehe...

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Tell us what you think about the Civil Service Reporter magazine.

We hope that you would take time to answer this short questionnaire to help us improve our upcoming issues and determine the mode(s) of publication best suited for our readers.

All the information collected from this survey shall be treated with strict confidentiality and shall be used only for feedback processing. Personal information shall NOT be shared with third parties. An informant has the right to request for the deletion of his/her data from the host's records provided that the host has already processed the survey responses for appropriate usage.

Answer the survey online by scanning the QR code or accomplish this physical survey, snap a photo and email to paio.pmr@psc.gov.ph with the subject line “CS Reporter Survey”.

Should you have any concern regarding this survey, please send an email to paio.pmr&@csc.gov.ph with the subject "Civil Service Reporter magazine survey".

Thank you

- | | | |
|--|---|---|
| 1. How did you know about this survey? | 4. Age: | ○ 18-24 ○ 25-34 ○ Region III - Central Luzon |
| <input type="radio"/> CSC website (csc.gov.ph) | <input type="radio"/> 35-44 ○ 45-54 ○ Region IV A - CALABARZON | |
| <input type="radio"/> CSC Facebook Page (fb.com/civilservicegovph) | <input type="radio"/> 55-64 ○ 65+ ○ Region IV B - MIMAROPA | |
| <input type="radio"/> Hard copy of the Civil Service Reporter magazine | 5. Gender: | <input type="radio"/> Region V - Bicol Region |
| <input type="radio"/> PDF copy of the Civil Service Reporter magazine | <input type="radio"/> Female ○ Region VI - Western Visayas | |
| <input type="radio"/> CSC eNewsletter | <input type="radio"/> Male ○ Region VII - Central Visayas | |
| <input type="radio"/> Other: _____ | <input type="radio"/> LGBTQ+ ○ Region VIII - Eastern Visayas | |
| | <input type="radio"/> Prefer not to say ○ Region IX - Zamboanga Peninsula | |
| 2. Date of answering this survey: _____ | 6. Location | <input type="radio"/> Region X - Northern Mindanao |
| 3. Email address: _____ | | <input type="radio"/> Region XI - Davao Region |
| | | <input type="radio"/> Region XII - Soccsksargen |
| | | <input type="radio"/> Region XIII - Caraga |
| | | <input type="radio"/> CAR - Cordillera Administrative Region |
| | | <input type="radio"/> BARMM - Bangsamoro Autonomous Region in Muslim Mindanao |

FOR GOVERNMENT EMPLOYEES:

- FOR GOVERNMENT EMPLOYEES:**

8. Years of service in the government

 - 1-5
 - 6-10
 - 11-15
 - 16-20
 - 21-25
 - 26-30
 - 31-40
 - 41 years and above
 - National Government Agency
 - Local Government Unit
 - State University or College
 - Government Owned and Controlled Corporation
 - Local Water District
 - Government Financial Institution
 - Other: _____

READERSHIP

- READERSHIP**

12. How do you usually get a copy of the Civil Service Reporter magazine? (tick all answers that apply)

 - Hard copy (mail subscription)
 - Hard copy (in a CSC office)
 - Hard copy (in my organization)
 - Soft copy/PDF (downloaded from CSC website)
 - Soft copy/PDF (link posted on CSC's Facebook Page)
 - Soft copy/PDF (downloaded from a CSC eNewsletter)
 - Soft copy/PDF (link sent by a colleague)
 - Other:

13. Which format of the CS Reporter would you read most likely?

 - Hard copy
 - PDF/digital copy
 - Online magazine/magazine website

14. I have been reading the Civil Service Reporter for:

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



The Commission on Appointments (CA) confirms the ad interim appointment of Civil Service Chairperson Marilyn B. Yap on 20 November 2024.

CSC welcomes confirmation of **Chairperson** **Yap**

The Civil Service Commission (CSC) warmly welcomed Chairperson Marilyn B. Yap as its new chairperson following the Commission of Appointments' (CA) confirmation of her appointment on 20 November 2024.

"Atty. Yap's dedication to public service spanning over three decades is marked with excellence and integrity. With her background in law and public administration, Atty. Yap is equipped to address the complex challenges of our civil service in terms of cultivating service excellence and upholding the core principles of integrity,

patriotism and efficiency," said Senator Cynthia Villar, Chairperson of the Committee on Constitutional Commissions and Offices, as she manifested support for the confirmation of Atty. Yap.

Senator Ramon "Bong" Revilla, Jr., Chairperson of the Senate Committee on Civil Service, Government Reorganization and Professional Regulation, also expressed his support, "Sa tagal nivang naging lingkod bavan.

Chairperson Yap's appointment completes the Commission, which now includes a chairperson and two commissioners. She will join Commissioner Aileen Lourdes

Commissioner Linda L. Eude, who joined the CCC in December 2018, and Commissioner Ryan Alvin R. Acosta, who was confirmed by the CA in February 2022.

Atty. Yap served as the Undersecretary for Special Concerns and External Affairs and Communication Operations at the Department of Agrarian Reform before her appointment to the CSC. She brings with her a wealth of experience in public administration and governance serving as the Secretary-General of the House of Representatives under the 14th and 15th Congress—the first woman to occupy the position.

During her stint at the House of Representatives, she consistently raised the standard of legislative support services with the introduction of reforms and innovations that were directed toward the core reason for its existence – serving public interest. She imbibed the principle that the

(continued on page 12)

CSC clarifies eligibility for board, bar passers

The Civil Service Commission (CSC) stated that individuals who pass the bar and board examinations are automatically recognized as civil service eligibles.

CSC clarified that pursuant to Republic Act (RA) No. 1080, as amended, states that "the bar examinations and the various examinations conducted by government boards are regarded as civil service examinations." Thus, those who pass

the bar examinations administered by the Supreme Court (SC) and licensure exams conducted by the Professional Regulation Commission (PRC) are automatically added to the roster of eligibles.

Since 2014, this eligibility has also extended to marine deck and engine officers licensed by the Maritime Industry Authority (MARINA), following the transfer of the examination, licensing, and certification responsibilities from the PRC to MARINA under RA No. 10635.

Additionally, passing the Shari'a Bar Examinations is also recognized as a qualification.

The CSC further explained that passers of the said examinations are no longer required to visit the CSC and its Regional or Field Offices to apply or to obtain a copy of their civil service eligibility from the CSC.

A valid professional license or a copy of the Certificate of Registration/Competency or Report of Rating issued by the SC, PRC, or MARINA can serve as proof of eligibility.

The Bar/Board Eligibility is essential for appointment to positions in the government that involve the practice of profession such as doctor, engineer, and lawyer. However, licensed professionals may also work in government positions unrelated to their field of practice.

For Bar/Board Eligibility gained by passing an examination that requires a bachelor's degree, this eligibility is applicable not only to positions directly related to that examination but also to other first and second level government positions which are not governed by special laws or require additional eligibility or licenses.

Eligibilities obtained through examinations requiring less than four years of college study are suitable for appointment to positions related to the examination, as well as to other first level positions in government that are not covered by special laws or additional requirements.

(continued on page 15)



Civil Service Commission (CSC) Chairperson Marilyn Yap together with CSC officials and staff during the affirmation of her appointment at the Senate of the Philippines.

House of Representatives is the people's champion and, as such, legislative support services that the House Secretariat delivers should always be measured in terms of the value it brings to the Filipino people.

With her vast experience in both the executive and legislative branches, Atty. Barua-Yap is expected to lead the CSC with integrity, compassion, and a strong commitment to reform. Her tenure is anticipated

to introduce initiatives aimed at further improving the quality of public service and strengthening the professionalism and responsiveness of government employees. R

CSC announces top passers for 11 August career service exam

The Civil Service Commission (CSC) has released the list of topnotchers in the Career Service Examination - Pen and Paper Test (CSE-PPT) Professional and Subprofessional levels conducted nationwide on 11 August 2024.

With a rating of 97.49, Mark Justine M. Domingo from Region IV topped the Professional level, while Irmengard Julie G. Gelsano from Region VIII topped the Subprofessional level with 97.00 rating.

Completing the list of top passers for the Professional level are Joyce D. Dublin (Region VII), with a rating of 96.47; Helen V. Castro (Region III) with 96.46; Ajay L. Lagrimas (National Capital Region or NCR) with 96.18; Matthew Lorenz L. Dalomias (Region VIII) with 96.17; Eunice Angela R. Torreliza (CAR) with 95.90; Jeriah M. Borreros (Region VI) with 95.86; Betty Mae C. Medilo (Region XI) with 95.75; Lourdes Sabina B. Wabe (NCR) with 95.68; and Chery Lou C. Gambol (Region II) with 95.65.

In the Subprofessional level, Gelsano is followed by Lleara Christel Rovea L. Fiesta (Region I) with a rating of 96.72; Ychigo Kriztinh Dheyn M. Lindo (NCR) and Jermagne Dunst J. Reston (Region VII) with a rating of 95.56; Thania Amnah A. Datu-Imam (Region X) with 95.49; Luis Anton P. Imperial (NCR) with 95.48; Mary Tyfanie S. Quilantang (Region III) with 95.08; Kiana Elysha S. Salcedo (Region IV) with 95.01; Jude Andrei J. Ochenta (Region VI) with 94.95; and Alec John P. Caseria (Caraga) with 94.87.

In terms of regional performance, the CSC announced that NCR achieved the highest passing rate for the Professional level at 19.44% or 7,399 passers out of 38,063 examinees. Meanwhile, Region I registered the highest passing rate of 17.33% for the Subprofessional level or 251 out of 1,448 examinees.

Other regions with notable passing rates for the Professional level include Region III (19.23%), Cordillera Administrative Region (17.87%), Region IV (17.84%), and Region VII (16.21%).

For the Subprofessional level, significant passing rates were recorded in Region VII (16.29%), NCR (15.57%), Region IV (15.46%), Region XI (15.42%), and Region III (15.09%).

The complete list of successful examinees of the 11 August 2024 CSE-PPT Professional and Subprofessional levels may be accessed at the CSC website at www.csc.gov.ph.

The CSC added that Certifications of Eligibility are expected to be available on or before 20 November 2024. Passers are advised to verify first with the CSC Regional or Field Office concerned the availability of, and the requirements and procedure



in claiming, their Certification of Eligibility.

Examinees, both passed and failed, may generate their individual rating through the Online Civil Service Examination Result Generation System or OCSERGS, which can also be accessed via the CSC website.

The CSC warns the public against postings on any other websites or social media links that are not affiliated with, or are engaged in the unauthorized use of the name of, the CSC.

Examinees who passed the CSE Professional Level are conferred with the Career Service Professional Eligibility, which shall be appropriate for permanent appointment to both first level (clerical) and second level (technical) positions in the career service that do not involve practice of profession and are not covered by the Bar, board and other laws.

On the other hand, the Subprofessional Eligibility shall be appropriate to first level positions only.

The CSC reminds that apart from civil service eligibility, the positions' qualification standards for education, experience, and training, including other competency requirements must also be met to be considered for appointment in government service. R

Victim-survivors of violence provided with 10-day leave – CSC

The Civil Service Commission (CSC) reminds all government agencies that female employees who are victim-survivors of violence are entitled to a ten-day paid leave under Republic Act (RA) No. 9262 or the Anti-Violence Against Women and Their Children (VAWC) Act of 2004.

In observance of the 18-Day Campaign to End Violence Against Women (VAW), the CSC reminded agencies to strictly implement CSC Resolution No. 051206 as circularized in CSC Memorandum Circular No. 15, s. 2006 dated 20 July 2006 or the Guidelines on the Availment of the Ten-day Leave. Under RA No. 9262 to ensure timely access of female victims to the leave benefit.

The 10-day leave provides women in the government service, regardless of employment status, who have experienced physical, psychological, sexual, or economic abuse, with an opportunity to take time off from work to attend to their immediate needs, such as seeking medical care and counseling, applying for a protection order,



and/or pursuing investigation or prosecution.

A female employee whose child is a VAWC victim-survivor may also avail the special leave to attend to the legal or medical concern of the child without compromising the performance of their work or employment.

The CSC noted that the VAWC leaves, which are non-cumulative and may not be converted to cash, may be availed either in a single continuous period or in an intermittent manner.

In addition, the 10-day leave may be extended based on the nature and urgency of the situation. However, any additional days beyond the initial ten days will be unpaid and may be charged against the employee's earned leave credits, if available.

To avail of the leave, female employees must complete the prescribed leave application form, with RA No. 9262 as the basis, together with a copy of the protection order, police report, or medical certificate.

The CSC emphasized that agencies must keep the process and

records pertaining to VAWC leave confidential and assist victims in promptly processing their requests.

The CSC also called on government agencies to intensify the implementation of CSC Resolution No. 2100064 (Revised Administrative Disciplinary Rules on Sexual Harassment Cases) and ramp up efforts to protect women in the public sector against gender-based violence.

18-DAY CAMPAIGN AGAINST VAW

Presidential Proclamation No. 1172 s. 2006 declares 25 November to 12 December of every year as the "18-Day Campaign to End VAW in the Philippines" while RA No. 10398 declares 25 November of every year as the "National Consciousness Day for the Elimination of Violence Against Women and Children".

Spearheaded by the Philippine Commission on Women together with the Inter-Agency Council on VAWC, the 2024 18-day Campaign to End VAW centers around the recurring six-year (2022-2027) theme, "UNiTED for a VAW-free Philippines," which is still aligned with the "UNiTE by 2030 to End VAW" initiative of the UN.

With the sub-theme, "VAW Bigyang-Wakas, Ngayon na ang Oras!" this year's campaign aims to highlight the 20 years of achievements in addressing VAW and mark two decades of RA No. 9262 or the Anti-VAWC Act and raise public awareness on the various forms and impact of VAW.

To learn more about the campaign, visit the Philippine Commission on Women website at pcw.gov.ph. **R**

Competency on Local Treasury Examination (BCLTE) on 1 June 2025.

Application period for the CSE-FSO is open until 30 October 2024 at the Department of Foreign Affairs (DFA) Satellite Offices, Consular Offices, and Foreign Service Posts.

For the 2 March 2025 CSE-PPT, the application period is scheduled from 19 November 2024 to 3 January 2025. The CSC advised applicants that limited number of applications will be accepted by CSC Regional Offices (ROs) and Field Offices (FOs) from 16-27 December 2024 to give way to the preparation and submission of year-end reports and project evaluation reports, among others.

Meanwhile, filing of applications for the BCLTE is set from 3 March to 2 April 2025.

Applications for the final run of CSE-PPT in 2025 will be accepted from 12 May to 11 June 2025.

Separate examination announcements shall be released three weeks before the start of each application period, except for the CSE-FSO.

The announcements, which shall be posted on the CSC website,

CSC announces schedule of civil service written exams for 2025

The Civil Service Commission (CSC) has released the Civil Service Examinations calendar for 2025.

The CSC is set to administer four types of examinations via the Pen and Paper Test for individuals seeking civil service eligibility. These are the Career Service Examination for Foreign Service Officer (CSE-FSO) scheduled on 26 January 2025; CSE Pen and Paper Test (CSE-PPT) for Professional and Subprofessional Levels on 2 March and 10 August 2025; and the Basic

CSC clarifies eligibility ... from page 12

Additionally, eligibility from the 13th Shari'a Bar Examinations held in January 2014 is recognized for first and second level positions in the civil service. Passers of the earlier Shari'a Bar Examinations are qualified to first level positions only.

The 2017 Omnibus Rules on Appointments and Other Human Resource Actions, as amended, issued by the CSC also state that

holders of Bar/Board Eligibility are exempt from the master's degree requirement for division chief and executive/managerial roles in the second level, provided their duties involve professional practice or are related to positions regulated by bar or board laws.

CSC ROs and/or FOs may also issue their respective supplemental announcements or advisories relative to the conduct of the exams.

Meanwhile, the DFA – Board of Foreign Service Examinations has already issued the examination announcement for the CSE-FSO at the DFA website. The announcement can also be accessed through the CSC website at BFSE Announcement 2025 FSOE.

Applicants are strongly encouraged to access only the official CSC website and Facebook Page (www.facebook.com/civilservicegovph) as the CSC does not recognize and shall not be liable for information posted on any other sources that are not owned or managed by the CSC.

The CSC further warned the public against fake advisories and emails circulating online, reminding stakeholders to verify the authenticity of any such communications by consulting the official contact details available on the CSC website. **R**

chief or executive/managerial roles that do not involve the practice of their profession or relate to positions regulated by bar or board laws.

The CSC reminded candidates that eligibility is only one of the qualifications for appointment in the civil service. Individuals applying for career service positions must also meet the education, training, experience, and competency requirements outlined in the Qualification Standards. **R**

CSC RO XII launches activities for 18-day campaign against VAW

The Civil Service Commission Regional Office XII (CSC RO XII) hosted a series of activities in support of nationwide 18-Day Campaign to End Violence Against Women (VAW) from 25 November to 12 December 2024 at the Prime Regional Government Center in Koronadal City, South Cotabato.

CSC RO XII Assistant Regional Director Hannah D. Examen and Director IV Grace R. Belgado-Saquezon led the activities aimed at raising awareness and fostering a deeper understanding of the issues surrounding violence against women and children (VAWC).

Among the activities lined-up were the Best Attire Contest and the Best Orange Icon Photo Contest in which participants submitted photographs that symbolized their support for the campaign's theme, "VAW Bigyang Wakas: Ngayon na ang Oras".

Employees from CSC RO XII also joined Kahoot Quiz Bee, an online quiz bee that tested participants' knowledge of laws, policies, and key



CSC RO XII Assistant Regional Director Hannah D. Examen leads the regional activities in support of the nationwide 18-Day Campaign to End Violence Against Women from 25 November to 12 December 2024.



Employees from Civil Service Commission Field Office Cotabato Province wear orange shirts in support of the 18-Day Campaign to End Violence Against Women.

issues related to violence against women.

To raise awareness and foster a deeper understanding of the issues surrounding VAWC, Attorney IV Joey P. Sobrejuanite of the Legal Services Division gave a lecture on the latest jurisprudence on VAWC and encouraged attendees to take a more active role in advocating for justice and equality.

As the campaign concluded, the office's message remained clear: ending VAWC is a collective responsibility, and every individual has a role to play in creating a safer, more inclusive society for all. **R**



Over a thousand applicants gather at Robinsons Naga City to submit their applications for the 2 March 2024 Career Service Exam Pen-and-Paper Test (CSE-PPT).

CSC RO V elevates CSE services through strategic partnerships

The Civil Service Commission Regional Office V (CSC RO V) has significantly improved the Civil Service Examination filing and testing processes in 2024 through strategic partnerships with local institutions, government agencies, and private stakeholders. These collaborations have enhanced accessibility, efficiency, and overall convenience for applicants across the Bicol Region.

In Camarines Sur, CSC partnered with Robinsons Place Naga to provide a comfortable, weather-protected venue for filing examination applications. The mall's proximity to essential services



Philippine National Police Provincial Office – Sorsogon partners with the CSC Field Office – Sorsogon to issue police clearances onsite during the filing of application for the 2 March 2025 CSE-PPT.

such as photocopying and ID photo capturing allows applicants to complete requirements in one location. Similarly, SM City Legazpi and SM Daet offered a centralized and free-of-charge venue for filing applications, ensuring convenience while optimizing resources.

Testing services have also been expanded through partnerships with educational institutions. The Memorandums of Agreement with Camarines Sur Polytechnic Colleges and Central Bicol State University of Agriculture have established these schools as official testing centers, reducing costs and offering accessible locations for examinees.

In Camarines Norte, the CSC partnered with Camarines Norte State College to formalize its role as a regular testing center, while discussions with Mabini Colleges, Inc. are underway to accommodate

more examinees without additional costs to the Commission.

Innovative solutions have also been introduced to address common applicant challenges. In collaboration with the Philippine National Police, police clearances are issued on-site at filing venues in Camarines Sur and Sorsogon, enabling applicants to meet ID requirements efficiently.

These initiatives highlight the impact of strategic collaboration in improving public service delivery. By leveraging the resources, expertise, and facilities of its partners, CSC RO V has transformed the examination process into a seamless experience for applicants. These efforts reflect the Commission's commitment to innovation, integrity, and sustainable improvements in civil service operations. **R**



Civil Service Commission Caraga recognizes three individuals and two group awardees for their contribution to public service on 9 December 2024 in Butuan City.

CSC Caraga holds 2024 Regional Awarding and Appreciation Ceremonies

The Civil Service Commission (CSC) Caraga conducted the 2024 Regional Awarding and Appreciation Ceremonies on 9 December 2024 in Butuan City. The annual event highlighted the outstanding achievements of government workers, celebrated meritocracy, and recognized exceptional public service through the Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME-HRM) Awarding and Appreciation Program. Six agencies were awarded the

Five outstanding regional awardees, including three individuals and two groups, were honored for their exemplary contributions to public service. The *Dangal ng Bayan* Award was presented to Mr. Santiago O. Burdeos, State Technical Audit Specialist III, and Ms. Agripina Q. Magno, State Auditor V, both from the Commission on Audit. The CSC Pagasa awardees included Hon. Nilo P. Demerey Jr., Provincial Governor of Dinagat Islands, and the DA Caraga Soybean Advocates from the Department of Agriculture, who were recognized in the group category. The Bureau of Jail Management and Penology, Caraga also received the Presidential *Lingkod Bayan* (PLB) Award in the group category. In addition, CSC Caraga proudly announced that the DA Caraga Soybean Advocates of the Department of Agriculture were also among the national awardees of the CSC Pagasa Award.

The ceremony also served as a venue to thank partner agencies, stakeholders, and individuals who contributed to the successful implementation of CSC programs and initiatives in the region.

Director IV Winston L. Plaza led CSC Caraga in acknowledging the vital role of 63 partner agencies through the Appreciation Program. Six agencies were awarded the

PRIME-HRM Accreditation and Level 2 Bronze Award for their commitment to excellence in HRM: the Department of Budget and Management; City Government of Butuan; Bureau of Jail Management and Penology; Department of Education, Schools Division Office of Agusan del Sur; Department of Education, Schools Division Office of Surigao del Sur; and Surigao del Norte State University.

In her keynote address, CSC Commissioner Aileen Lourdes A. Lizada highlighted the significance of recognizing government workers' efforts, emphasizing that awards and recognition affirm their contributions, which inspire lasting change both within the workplace and the broader community. Technical Education and Skills Development Authority (TESDA) Director III Rey M. Cueva, a 2021 National (PLB) Awardee, acknowledged the challenges faced by public servants but emphasized that the sacrifices made are rewarding, especially when they help those who benefit from TESDA's services.

The event received positive feedback from awardees and partner agencies, citing its well-organized and seamless execution, as reflected in the customer feedback survey. R

CSC RO V hosts 4th Bicol Tech Summit, showcases tech-driven governance

The Civil Service Commission Regional Office V (CSC RO V) hosted the 4th Bicol Tech Summit on 13 November 2024, via Zoom, focusing on the theme "Tech-Powered Government Services: Modernizing Public Sector Processes." The event brought together 214 participants from various government agencies to explore cutting-edge technological innovations that promise to revolutionize public service delivery.

The summit underscored how technology can enhance the efficiency, transparency, and citizen-centricity of government processes, strengthening governance and public trust.

In her welcome address, CSC RO V Regional Director Atty. Daisy Punzalan Bragais emphasized the transformative role of technology in government services.

"Today, we gather to harness the power of technology to drive forward a modern, efficient, and responsive public sector. In this digital era, we have the opportunity to reshape our systems and streamline the delivery of services to our citizens," said Director IV Bragais.



CSC Information and Communications Technology Office Director IV Solane Duque-Basister delivers her keynote speech during the 4th Bicol Tech Summit held on 13 November 2024 via Zoom.



Participants and speakers of the 2024 Bicol Tech Summit take an online photo.

She also introduced the keynote speaker, Director IV Solane S. Duque-Basister of the CSC Information and Communications Technology Office, who shared valuable insights on integrating technology into public governance.

The summit featured four insightful sessions including Bridging the Digital Divide: Ensuring Inclusive E-Government for All presented by Mr. Noriel Cerillo of the Department of Information and Communications Technology; Cybersecurity in E-Government: Safeguarding Digital Public Services by Mr. Eric Albert M. Arroyo of CSC RO V; Streamlining Government Services:

Automation in the Public Sector by Mr. Alvin D. Rosero of CSC RO V; and Towards Paperless Governance: Leveraging Technology for Public Service Delivery by Engr. Neil Arvil P. Magdato, Acting Chief Human Resource Specialist of CSC RO V Examination Services Division.

The summit forms part of CSC RO V's ongoing efforts to empower public sector employees with the skills and knowledge to integrate technology into their operations. It reflects the collective aspiration for a more responsive, efficient, and technology-driven governance framework in the Bicol Region. R



MEET THE SPEAKERS

HR practitioners attend Regional HR Leaders Summit in Aklan

A total of 442 civil servants participated in the 2024 Regional HR Leaders Summit conducted by the Civil Service Commission Regional Office VI (CSC RO VI) in Boracay Island, Malay, Aklan on 16-17 October 2024.

Participants came from the six provinces of Western Visayas namely, Aklan (50), Antique (61), Capiz (59), Guimaras (38), Iloilo (133), and Negros Occidental (101).

In his welcome message, CSC RO VI Regional Director Nelson G. Sarmiento expressed gratitude to all the participants and guests for partaking in the event of the

Regional Office. He emphasized the need to future-proof the government workforce through skills and knowledge-building, particularly in the four core HR systems. Malay Mayor Frolibar F. Bautista also welcomed the delegates to the island.

CSC Commissioner Ryan Alvin R. Acosta delivered his keynote message, highlighting the importance of capacitating HR practitioners to become future-ready.

On the topic of excellence, Director Rowen R. Gelonga of the Department of Science and Technology Region VI delivered an insightful talk on the importance of nurturing a culture of innovation, establishing a knowledge organization, adapting a design thinking approach, pursuing digital transformation, and embracing a future-thinking mindset.

Retired Associate Justice of the Supreme Court, Francis H. Jardeleza followed with a compelling narrative of his experiences, sharing how his unwavering commitment to integrity shaped his decisions and guided his path throughout his tenure in the judiciary.

Meanwhile, Atty. Alex L. Lacson, acclaimed author of patriotic books and co-founder of Malcolm Law Offices, provided an inspiring perspective on the power of patriotic citizenship, explaining how collective national pride and responsibility

can drive positive change and development in society.

The day was capped off by Rev. Fr. Joel R. Eslabra, who deepened the discussion by focusing on spirituality's role in public service, emphasizing how a strong spiritual foundation complements and completes the core values of a true lingkod bayani.

On the second day, Managing Director Jayzle D. Ravelo of the Bangko Sentral ng Pilipinas (BSP) delivered a presentation, "The Key to Keeping Talents in an Intergenerational Workplace". Her session highlighted the challenges and opportunities in a diverse workplace and how BSP has navigated the generation gap in their agency.

CSC Assistant Commissioner Ariel G. Ronquillo discussed recent CSC rulings and decisions, offering attendees critical insights into evolving HR policies.

Also present during the Summit were CSC RO VI Assistant Regional Director Erna T. Elizan and the heads of the CSC Field Offices in Region VI.

The Summit is a continuing professional education for HR managers and leaders to capacitate them in their role as CSC's partner in implementing human resource programs and policies. It is in response to the call to modernize public service delivery and professionalize the civil service. R

Citizen's Guide

Frequently Asked Questions on CSC Resolution No. 24000766: Revised Dress Code for Government Workers

The Civil Service Commission (CSC) has issued the Revised Dress Code for government officials and employees when performing official duties, both on and off government premises.

In CSC Resolution No. 24000766 promulgated on 29 August 2024, the CSC introduced updated dress code guidelines aimed at boosting employee morale, professionalism, and productivity of the over two million civil servants, whether working onsite or under flexible arrangements.

The Revised Dress Code is aligned with the implementation of Republic Act No. 9242 (Philippine Tropical Fabrics Law), the CSC-Department of Health-Department of Labor and Employees Joint Memorandum Circular No. 1, s. 2020 (Occupational Safety and Health Standards for the Public Sector), and CSC Resolution No. 2200209 (Policies on Flexible Work Arrangements in Government). The new rules also address emerging social issues such as gender equality, disability inclusion, and social diversity.

Who are covered by the Revised Dress Code?

The dress code applies to all government officials and employees, whether appointive or elective, in all government agencies and instrumentalities, namely: constitutional bodies; departments, bureaus, and agencies of national government agencies; government-owned and controlled corporations with original charters; local government units; and state universities and colleges.



Are there restrictions on certain types of clothing?

Yes. Civil servants are prohibited from wearing collarless t-shirts, plunging necklines, sleeveless tops, sando/tank tops, tube tops, halters, strapless or spaghetti-strap blouses (unless as undershirts), leggings, above-the-knee skirts, shorts, cycling or jogging pants (except during physical activities), ripped jeans, sandals, slippers, exposed-toe shoes, and excessive jewelry or heavy makeup.



What types of attire are required under the Revised Dress Code?

- ASEAN-inspired attire or clothing influenced by traditional ASEAN garments on the first Monday of the month
- Filipiniana-inspired clothing from the second to the fourth Mondays of the month
- Agency-prescribed office uniforms from Tuesday to Friday and on weekends
- Smart casual attire on days without prescribed uniforms



What are the exemptions from the dress code?

Exemptions are granted for the following groups of government officials and employees:

- Uniformed personnel (e.g., police, fire, correction officers);
- Medical and laboratory professionals;
- Employees with religious beliefs or physical disabilities;
- Pregnant employees or those in mourning;
- Employees during emergencies, rehabilitation efforts, or inclement weather; and
- Other legitimate circumstances as deemed appropriate.

Are there any guidelines for uniforms?

Yes, government agencies shall prescribe agency uniform that are suitable for the workplace and employee's duties. The use of Philippine Tropical Fabrics is required for the set of uniforms or a part thereof, not as a mere clothing embellishment or adornment, while Personal Protective Equipment must also be provided for employees exposed to occupational hazards.



What are the responsibilities of agency heads regarding the dress code?

Agency heads must:

- Upon consultation with the officials and employees, formulate and adopt internal rules and procedures on the implementation of the Revised Dress Code within six months from the date of its effectivity;
- Evaluate and decide on the request for exemption filed by officials and employee and declare the day/s when the wearing of the agency-prescribed uniform is suspended in accordance with national or local declaration of state of calamity due to natural or man-made disaster in the area or during the celebration/commemoration of national or agency events); and
- Ensure strict compliance with the dress code through the Human Resource Management Office.

Is there any financial support for uniforms?

Yes, officials and employees will receive a uniform or clothing allowance, subject to the provisions of the law. It will be charged against the respective agency's budget or funds based on the type of agency.



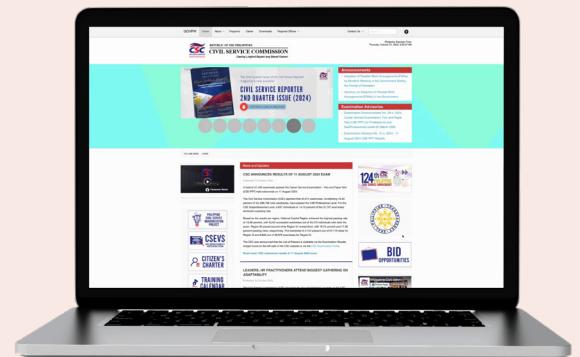
What happens if a government employee violates the dress code?

Any violation of the provisions of the Revised Dress Code shall be considered as ground for disciplinary action under civil service laws, rules, and regulations.

Where can individuals find more information about the Revised Dress Code?

More details can be found on the Civil Service Commission website at www.csc.gov.ph under CSC Memorandum Circular No. 16, s. 2024.

www.csc.gov.ph



CSC issues holiday reminders for GOV'T OFFICIALS AND EMPLOYEES

A

s the holiday season ushers in a time for celebration and reflection, the Civil Service Commission (CSC) has issued key reminders to government officials and employees to ensure seamless delivery of public service during this busy period.

The CSC emphasized the importance of maintaining professional integrity and upholding the standards among civil servants.

These reminders aim to balance the festive spirit with the commitment to duty, ensuring that public servants remain accountable and responsive, even amidst the celebrations.

REMINDER AGAINST RECEIVING GIFTS

The Civil Service Commission (CSC) reminded government employees against soliciting or accepting gifts or anything of monetary value during the holiday season.

Under Republic Act (RA) No. 6713 or the Code of Conduct and Ethical Standards for Public Officials and Employees, public officials and employees shall not solicit or accept, directly or indirectly, any gift, gratuity, favor, entertainment, loan or anything of monetary value from any person in the course of their official duties or in connection with any operation being regulated by, or any transaction.

In addition, the 2017 Rules on Administrative Cases in the Civil Service (RACCS) explicitly prohibits government employees from accepting gifts or valuable items during their official duties if the gifts are offered with the expectation of receiving preferential treatment or a favor in return.

Public servants must refrain from actions that could be perceived as corrupt, as accepting such gifts can be considered a grave offense punishable under anti-graft laws.

For example, government employees working in offices that issue permits or licenses are advised against soliciting raffle prizes or monetary contributions from businesses, as these actions could be seen as bribery or an attempt to influence government decisions.

EXEMPTIONS FOR CERTAIN GIFTS

While the general rule prohibits accepting gifts, there are certain exceptions.

The propriety or impropriety of the gift shall be determined by value, kinship or relationship between the giver and receiver, and the motivation.

As such, gifts from family members given without any expectation of personal gain, those from individuals or organizations with no ongoing or expected transactions with the government, and donations made for humanitarian purposes are exempt from the prohibition. Something of monetary value is one which is evidently or manifestly excessive by its very nature.

ENSURE FRONTLINE SERVICE

In addition to addressing gift-giving, the CSC also reminded government agencies of the importance of maintaining uninterrupted public service during the holiday season.

While government offices are allowed to hold year-end gatherings and celebrations, public servants should

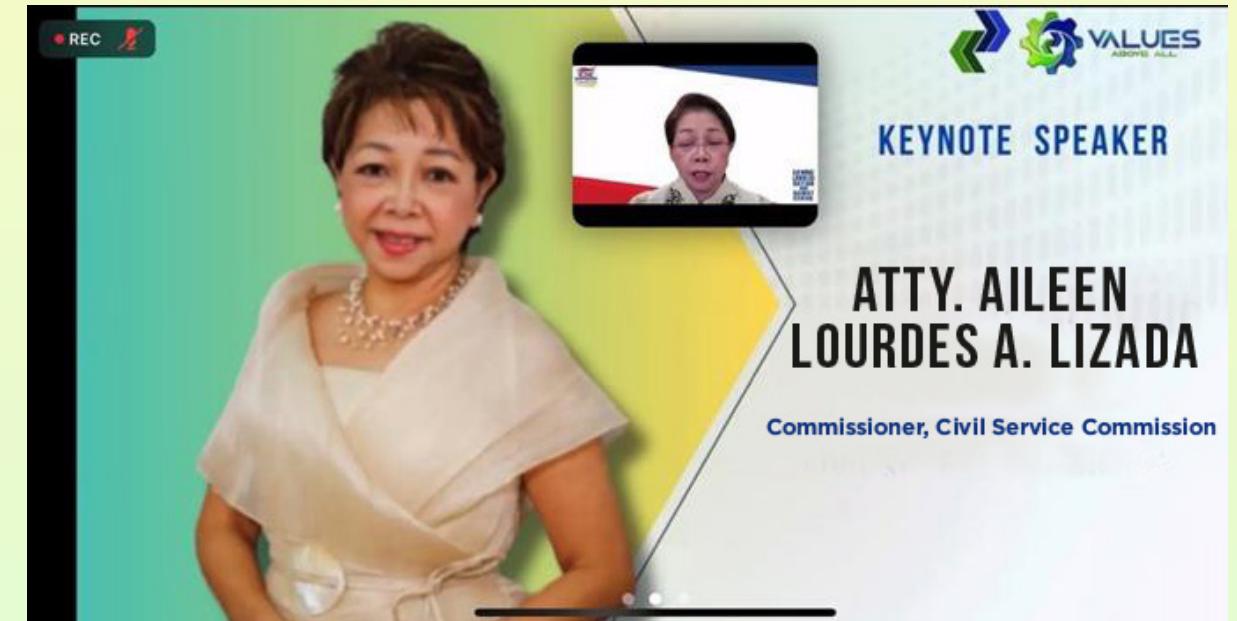
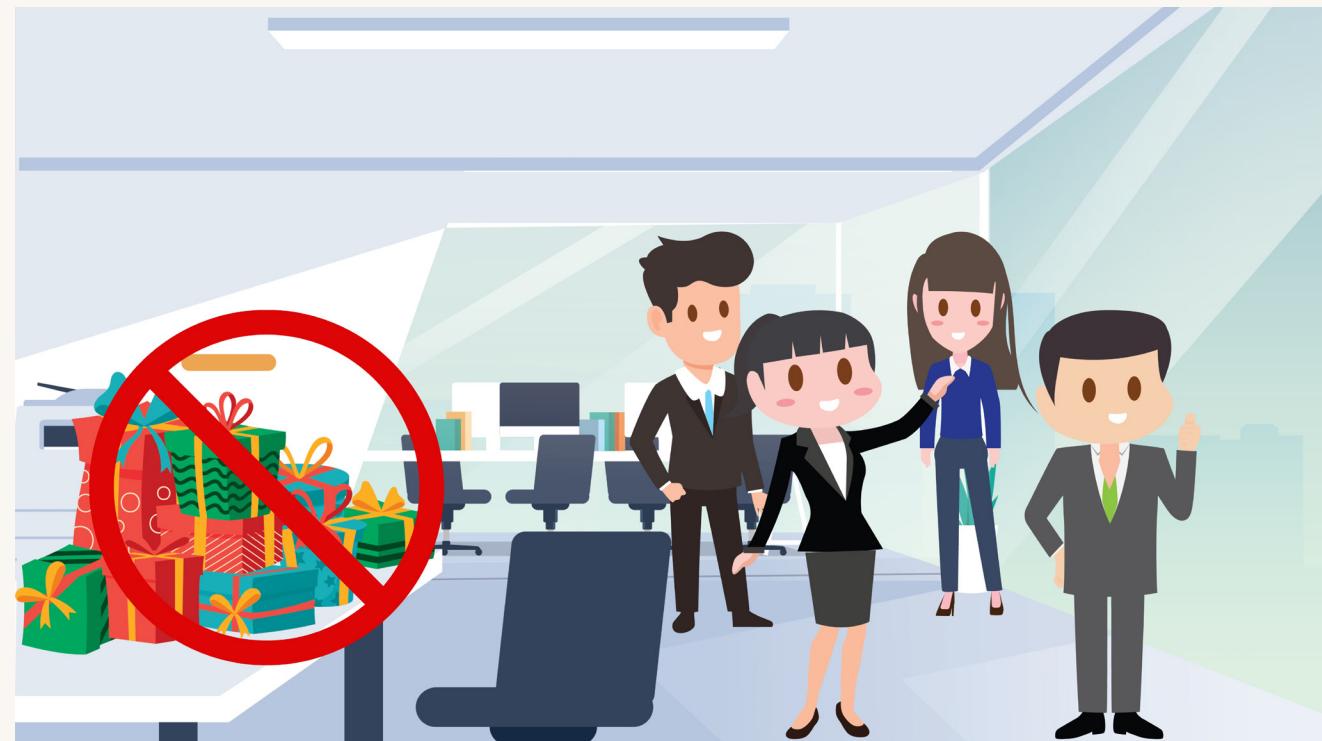
ensure that these activities do not hinder the delivery of efficient and responsive services to the public.

Furthermore, the CSC reminded agencies to comply with RA No. 11032 or the Ease of Doing Business and Efficient Government Service Delivery Act of 2018 which mandates that government offices should maintain efficient service and ensure that clients who are present before the official end of business hours or during lunch breaks are attended to promptly.

REPORT TO THE CONTACT CENTER NG BAYAN

To address concerns or reports regarding public service, the CSC encourages the public to contact the Contact Center ng Bayan (CCB). Reports can be sent via text message at 0908-881-6565, email at email@contactcenterngbayan.gov.ph, or through the CSC's official Facebook Page at fb.com/civilservicegovph.

With these reminders, the CSC aims to maintain the integrity and efficiency of government service during the holidays, ensuring that public servants continue to serve with professionalism and dedication. •



UPHOLDING THE HONOR OF PUBLIC SERVICE: *Values Above All**

I would like to express my appreciation to the Philippine Institute of Certified Public Accountants for inviting the Civil Service Commission (CSC) to share some insights on the theme of this year's convention, "Values Above All".

"Public Service is a public trust". This has always been the core principle of the 1.9 million human capital of the Philippine civil service. This holds us to be accountable to the people, serve them with utmost responsibility, integrity, loyalty, and efficiency, to act with patriotism and justice, and to lead modest lives.

*Keynote Message of CSC Commissioner Aileen Lourdes A. Lizada during the online Government Sector Kickoff Event of the Philippine Institute of Certified Public Accountants (PICPA) on 11 December 2024.

This principle serves as our guide to distinguish what is right from wrong, and how we should carry out our duties to stay true to our sworn duty to serve the Filipino people. As the nationalist, lawyer, and statesman Jose "Ka Pepe" Diokno once said, "We must view public office as a way to serve the people, not to profit at their expense."

These reminders are timely as I address all of you here today - the auditors, accountants, consultants, and employees. I encourage you to reflect on these questions:

- Do you still have it in you to fully commit to the demands of public service?

Do you view your work as a noble duty that prioritizes the interest and welfare of the Filipino people above your own?

- Do you view your work as a noble duty that prioritizes the interest and welfare of the Filipino people above your own?
- Does public service remain an expression of gratitude and a reflection of your dedication to a higher purpose?

Speaking of purpose, allow me to share the CSC's core mission: "*Gawing lingkod bayani ang bawat kawani.*"

The concept behind *lingkod bayani* was introduced more than a decade ago. It is a wordplay on the phrase "*lingkod bayan*" to mean public servant and *bayani*, which emphasizes our call for government employees and officers to embody heroism even through the smallest contributions and acts of integrity. This has been widely used to promote the core values of patriotism, integrity, excellence, and spirituality in public service.

Over the years, we have remained steadfast in encouraging our fellow *kawani* to step up and exemplify the values of a *lingkod bayani*.

Values are the foundation of every decision, action, and relationship. Upholding our formed values can be challenging, most especially when we are faced with temptations or pressures that put our integrity to test. The temptations of shortcuts, personal gain, or compromising principles may appear strong, but as public servants, we are called to rise above these challenges. Our

duty demands that we consistently choose the path of honesty and accountability - most especially when it is too difficult to make decisions. By doing so, we not only preserve our credibility but also inspire others to do the same.

In your case as public accountants and auditors, you are familiar with terms like "unliquidated cash advances," "cash shortages," or "irregular expenditures". These issues corrode trust in our institutions and undermine the integrity of public service. The real question here is, how can you rise above these challenges?

For instance, there was an accountant sent on official business trip. Instead of working and completing the task as scheduled, the accountant spent most of their time sightseeing. Is it acceptable to overlook such behavior or to let it slide? Some might say, "*ok lang, minsan lang naman*" or "*lahat naman ginagawa 'yan*".

It is very easy to turn a blind eye and pretend that nothing is wrong. But by doing so, we become unwitting accomplices to such behavior. Over time, subconsciously, these small unethical acts repeatedly ignored can accumulate and will eventually seep into our system. It desensitizes us and warps our perception on what we once recognized as wrong.

Keep in mind that we have an obligation to go back to our foundational values of knowing and choosing what is right and moral.

Because, as they say, we become what we repeatedly do. Habits soon become lifestyles. It is important to put a stop or crush questionable or unethical practices before they become ingrained or systemic. The more we "let things pass", the more the standards get lowered.

To PICPA, as government workers, we have a solemn duty to protect not only our integrity but also that of our offices. We owe it to the Filipino people to uphold integrity. We cannot allow ourselves to be bribed, bought, swayed, or coerced to do something that goes against the highest moral standards. Remember that your credibility can only be built over time, and it is built depending on the history of your words and deeds in service.

In the midst of our journey to achieve goals that we have worked hard for, whenever we come across situations that call for hard decisions, never compromise your integrity. Hold on tight to your moral compass-to that moral uprightness and strong adherence to honesty and fairness that your parents taught you-the foundational values learned early on in life.

It is true that we, public servants, are remembered mostly by our achievements and contributions in the society, but in life, we will be cherished for the lives that we have touched and for how we helped others to make lives better. Genuine fulfillment is not limited to earthly things such as recognition, medals, money, and possessions, but also on how we lived and how others looked up to us as their role models.

To PICPA and to every *lingkod bayan* present here today, let us work together to uphold the honor of public service by embodying good governance and delivering service rooted in integrity, responsibility, excellence, and compassion for our fellow Filipinos.

Again, thank you for this opportunity to share insights and inspiration on public service values. We look forward to a partnership with you in proactively coming up with ways to ensure a future-ready civil service to help the country realize its collective aspiration of having a "*matatag, maginhawa, at panatag na buhay para sa lahat*".

Daghang salamat, mabuhay kayo at mabuhay ang serbisyo publiko!

Your credibility can only be built over time, and it is built depending on the history of your words and deeds in service.



CSC FURTHERS CAUSE ON EASE OF DOING BUSINESS, HOSTS 2024 ANTI-RED TAPE SUMMIT

More than 200 participants from the Anti-Red Tape Division (ARTD) and Committee on Anti-Red Tape (CART) of the Civil Service Commission (CSC) Central Office as well as Anti-Red Tape Units (ARTUs) from across the 16 CSC Regional Offices joined this year's Anti-Red Tape (ART) Summit held on 24-25 October 2024 in Quezon City.

With the theme, "From Gridlock to Growth: Accelerating Efforts Against Red Tape," the 2024 ART Summit was designed to keep participants updated on developments in jurisprudence and CSC decisions relevant to the Anti-Red Tape initiatives in relation to the Ease of Doing Business and Efficient Government Service Delivery (EODB EGSD) Act.

As a venue for innovation and knowledge sharing, the summit enhanced the capacity of CSC personnel in critical areas such as stakeholder engagement, advocacy, communications planning, compliance monitoring, and project management.

COVER STORY

CSC Commissioners Aileen Lourdes Lizada and Ryan Alvin Acosta led the two-day event together with Northern Samar First District Representative Paul Ruiz Daza and Anti-Red Tape Authority (ARTA) Deputy Director General for Legal Geneses R. Abot.

Commissioner Acosta welcomed participants, recalling that exactly a year ago, the CSC sought to clearly define the functions of the ARTUs in implementing the EODB EGSD Act.

"We are back but with more aplomb," Commissioner Acosta shared, noting that "as this year's ART Summit is now mainly face-to-face, all ARTUs from the Central and Regional Offices will be able to personally meet and greet their counterparts to share ideas and collaborate on one of the most pressing issues in governance—our collective fight against red tape."

In her keynote message, Commissioner Lizada noted that knowledge of the law is not enough as the CSC must ensure that its personnel are equipped with knowledge, skills, and competencies to meet the expectations set by law.

"More than a capacity-building platform, this summit is an opportunity for all of us to reflect on our roles as public servants and our collective responsibility in making service delivery more efficient, transparent, and accessible. Let us remain committed to the vision of a more efficient public service—one that transforms gridlock into growth, one that truly serves the Filipino people," she added.



(from top) CSC Commissioners Aileen Lourdes A. Lizada and Ryan Alvin R. Acosta lead the two-day Anti-Red Tape Summit on 24-25 October in Quezon City.



Congressman Daza, a social development advocate and a staunch supporter of the EODB EGSD Act, also expressed his commitment to improving the business climate and public service efficiency saying, “If there are issues na ang hirap ninyong sabihin, ibigay ninyo po sa akin. I’ll be the one to crack the whip. I have done that and I am not ashamed to do that. I don’t mind because I think it’s for nation-building.”

Likewise stressing the importance of the event, ARTA Undersecretary Abot emphasized that the summit is not just a gathering but a movement.

“Our mission is noble: to build a government that empowers, not one that stifles. To foster an environment where businesses thrive, where innovation flourishes, and where citizens can realize their full potential without undue hurdle,” Abot said.

The summit features three major parts based on the CSC’s mandate under the EODB EGSD Act. Day 1 featured ARTU as Action Office in the adjudication process for cases, and as Anti-Red Tape Champion and Ambassador in spreading awareness about the law.

CSC Assistant Commissioner for Legal Ariel Ronquillo discussed prevailing jurisprudence and current CSC decisions on EODB EGSD case; followed by a discourse on effective writing techniques and strategic advocacy and communications planning as facilitated by Professor Liana M. Barro from Far Eastern University. The first day of the summit closed with a discussion on synergistic partnerships, networks, and linkages delivered by Maria Carmencita Suva-Alfonso from the Bases Conversion and Development Authority.

Day 2 highlighted the role of ARTUs as focal for service delivery initiatives, particularly on compliance monitoring and project planning. The topics featured were: Compliance Monitoring 101 by ARTA Division Chief May Angeli Estolas; Insights on the Results of



(from top) Samar First District Representative Paul Ruiz Daza, CSC Assistant Commissioner for Legal Ariel G. Ronquillo, and CSC Assistant Commissioner Nerissa B. Canguilan address more than 200 participants from CSC Central and Regional Offices during the 2024 Anti-Red Tape Summit.



CSC officials thank Northern Samar First District Representative Paul Ruiz Daza (middle) for supporting the Anti-Red Tape Summit on 24-25 October 2024 which was one of the initiatives of the CSC in compliance with the Ease of Doing Business and Efficient Government Service Delivery Act.

2024 Report Card Survey by ARTA Director Grace Fernandez; Insights on the Implementation and Revival of the ART Watch by Usec. Abot; and Project Planning by Department of Budget and Management Assistant Division Chief Kenneth Gerard Mallari. The second day of the summit closed with sharing of best practices on ART measures by Home Development Mutual Fund Vice President for Public Relations and Information Service Group, Atty. Karin-Lei Franco-Garcia.

Assistant Commissioner Ronquillo, representing the organizing office, expressed his appreciation to all participants for their attendance and engagement in the event amidst Super Typhoon Kristine, saying, “Gusto ko pong magpasalamat sa inyong lahat because despite the inclement weather, despite some horror stories that we heard about what happened in some parts of the country brought about by this very strong typhoon, you exerted effort to be here and join us in this ART Summit for 2024. Iyong pagpunta po natin dito is nothing but a manifestation of our passion for a genuine and dedicated public service.”



Participants from the CSC Central and Regional Offices share their insights during the Anti-Red Tape Summit held on 24-25 October 2024 in Quezon City.

The ART Summit is one of the continuing initiatives of the CSC in compliance with the mandates set forth under Republic Act No. 11032, otherwise known as the EODB EGSD Act, and an off-shoot of its commitment under the Memorandum of Agreement with the ARTA signed on 31 August 2023. •



SALIENT FEATURES OF CSC RESOLUTION NO. 2100064 OR THE REVISED ADMINISTRATIVE DISCIPLINARY RULES ON SEXUAL HARASSMENT CASES

What is CSC Resolution No. 2100064 or the Revised Administrative Disciplinary Rules on Sexual Harassment Cases?

The Civil Service Commission (CSC) promulgated CSC Resolution No. 2100064 on 20 January 2021 to revise and modify pertinent rules on the administrative disciplinary rules on sexual harassment incorporated in the 2017 Rules on Administrative Cases in the Civil Service with the intent to harmonize the same with the Republic Act No. 11313 or the Safe Spaces Act.

The amended and modified provisions include the 1) definition of sexual harassment in the workplace, in streets and public spaces, and online sexual harassment; 2) role and composition of Committee on Decorum and Investigation (CODI); 3) duties and liabilities of head of office/agency; 4) and types of offenses, among others.



What is sexual harassment in the workplace?

Sexual harassment in the workplace is defined as an act or series of acts involving any unwelcome sexual advances, request or demand for sexual favors or any act of sexual nature, whether done verbally, physically or through the use of technology such as text messaging or electronic mail or through any forms of information and communication systems, that has or could have a detrimental effect on the conditions of an individuals' employment or education, job performance or opportunities.



What is sexual harassment in streets and public spaces?

Sexual harassment in streets and public spaces includes catcalling, wolf-whistling, unwanted invitations, misogynistic, transphobic and sexist slurs, persistent uninvited comments or gestures on a person's appearances, relentless request for personal details, statement of sexual comments and suggestions, public masturbation or flashing of private parts, groping, or any advances, whether verbal or physical, that is unwanted and has threatened one's sense of personal space and physical safety, and committed in public spaces as alleys, roads, sidewalks and parks.

Acts constitutive of sexual harassment in streets and public spaces are those performed in buildings, schools, churches, restaurants, malls, public washrooms, bars, internet shops, public markets, transportation terminals or public utility vehicles.



What is online sexual harassment?

Gender-based online sexual harassment may be committed through an online conduct targeted at a particular person that causes or likely to cause another mental, emotional or psychological distress, and fear for personal safety, sexual harassment acts including unwanted sexual remarks and comments, threats, uploading or sharing of one's photo's without consent, video and audio recordings, cyberstalking and online identity theft.

Gender-based online sexual harassment includes acts that use information and communication technology in terrorizing and intimidating victims through physical, psychological, and emotional threats, unwanted sexual misogynistic, transphobic, homophobic and sexist remarks and comments online whether publicly or through direct and private messages, invasion of victim's privacy through cyberstalking and incessant messaging, uploading and sharing without the consent of the victim, any form of media that contains photos, voice, or video with sexual content, any unauthorized recording and sharing of any of the victim's photos, videos, or any information online, impersonating identities of victims online or posting lies about the victims to harm their reputation, or filing false abuse reports to online platforms to silence victims.



What is the role of CODI?

In CSC Resolution No. 2100064, the role of the Committee on Decorum and Investigation or CODI, including its composition, was strengthened.

The CODI shall serve as an independent internal mechanism to address and investigate complaints of sexual harassment. It shall perform the following functions:

1. Receive complaints of sexual harassment;
2. Investigate sexual harassment complaints including preliminary investigation in accordance with the prescribed procedure;
3. Within 10 days from the termination of the conduct of the investigation, submit a report of its findings with the corresponding recommendation to the disciplining authority for decision;
4. Ensure the protection of the complainant from retaliation and guarantee confidentiality to the greatest extent possible as well as ensure that the respondent is given the opportunity to be properly notified of and respond to the charge/s and that parties are given information on the hearings and its outcomes; and
5. Lead in the conduct of discussions about sexual harassment within the agency or institution to increase understanding and prevent incidents of sexual harassment.



What is the composition of CODI?

CODI in workplaces shall be composed of at least one representative each from the management, the employees from the supervisory rank, the rank-and-file employees, and the union/s or employees association, if any. The head of agency shall also ensure that there will be a sufficient number of people who may immediately replace any member of the CODI in case s/he inhibits from any case, or when needed, so as not to cause any delay in the process being undertaken.

In educational and training institutions, the CODI shall be composed of at least one (1) representative each from the school administration, the trainers, faculty members or instructors/professors, coaches and students or trainees, as deemed appropriate. Aside from the regular members of the CODI, the school head or the head of training institution must designate their respective permanent alternate who shall act on their behalf in case of absence of the regular member and must have the authority to render decision so as not to delay the proceedings being undertaken and to ensure continuity of deliberation.

Every CODI shall be headed by a woman and not less than half of its members shall be women.

What happens when the complainant or person complained of is a member of CODI?

They shall be disqualified from being a member thereof or the complaint may be filed directly with the Civil Service Commission or other disciplinary authorities with jurisdiction over the case.

What if there is a conflict of interest with the member of the CODI?

The complainant or the person complained of may request a member of the CODI to inhibit, or the CODI member may, on his/her initiative, cause the inhibition based on conflict of interest, manifest partiality, and other reasonable grounds. Upon such a grant of inhibition, the member shall immediately be replaced so as not to cause a delay in the proceedings.

What are the duties and liabilities of the head of office/agencies?

The head of office or agency or other persons of authority, influence or moral ascendancy, shall have the duty to prevent and deter the occurrence of sexual harassment cases, as well as ensure that necessary action be taken on complaint filed with the CODI.

Particularly, the head of office or agency shall:

1. Disseminate or post in a conspicuous place a copy of the law and this rule to all persons in the workplace through official notices, online or in the official website, orientations, and printed/electronic information materials.
2. Provide measures to prevent sexual harassment in the workplace, such as the conduct of anti-sexual harassment seminars, which shall be provided to all employees, regardless of rank and status.
3. Create a CODI to investigate and address complaints of sexual harassment.
4. Develop and disseminate, in consultation with employees or their unions, if any, a code of conduct on sexual harassment and CODI manual, which will be in accordance with the provisions of the 2017 RACCS.
5. The agency may formulate its own rules governing the term of office of its members which should not be more than two years, and other matters pertaining to the functions of the Committee not otherwise provided in these Rules.
6. Non-implementation of the above duties and the failure to create a CODI or not taking action on complaints filed by the head of office or agency shall be charged with Neglect of Duty.

What are the offenses and corresponding penalties for sexual harassment?

Sexual Harassment in the Workplace

Offense	Penalty
Light Offenses <ul style="list-style-type: none"> a. surreptitiously looking at a person's private part or worn undergarments; 2. making sexist statements and uttering smutty jokes or sending these through text, electronic mail including but not limited to social media platform, causing embarrassment or offense and carried out after the offender has been advised that they are offensive or embarrassing or, even without such advise, when they are by their nature clearly embarrassing, offensive or vulgar; c. malicious leering or ogling; d. display of sexually offensive pictures, materials or graffiti; 5. unwelcome inquiries or comments about a person's sex life; f. unwelcome sexual flirtation, advances, propositions; g. making offensive hand or body gestures at an employee; h. persistent unwanted attention with sexual overtones; i. unwelcome phone calls with sexual overtones causing discomfort, embarrassment, offense or insult to the receiver; and other analogous cases. 	First offense - Reprimand Second offense - Suspension of one to thirty days Third offense - Dismissal from the service
Less Grave Offense <ul style="list-style-type: none"> a. unwanted touching or brushing against a victim's body; b. pinching not falling under grave offenses; c. derogatory or degrading remarks or innuendoes directed toward the members of one sex, or one's sexual orientation or used to describe a person; d. verbal abuse with sexual overtones; and e. other analogous cases. 	First offense - Suspension of one month and one day to six months Second offense - Dismissal from the service
Grave Offense <ul style="list-style-type: none"> a. unwanted touching of private parts of the body (inner thighs, genitalia, buttocks and breast); b. sexual assault; c. malicious touching; d. requesting for sexual favor in exchange for employment, promotion, local or foreign travels, favorable working conditions or assignments, a passing grade, the granting of honors or scholarship, or the grant of benefits or payment of a stipend or allowance; and e. other analogous cases. 	Dismissal from the service

Sexual Harassment in Streets and Public Spaces

Offense	Penalty
Light Offense: catcalling or wolf-whistling	First offense - Reprimand Second offense - Suspension of one to thirty days Third offense - Dismissal from the service
Less Grave Offense a. unwanted invitations; b. misogynistic, transphobic, and sexist slurs; c. persistent uninvited comments or gestures on a person's appearances; and d. relentless request for personal details or making statements comments and suggestions with sexual innuendos.	First offense - Suspension of one month and one day to six months Second offense - Dismissal from the service for the
Grave Offense Public masturbation or flashing of private parts, groping, or any advances, whether verbal or physical, that is unwanted and has threatened one's sense of personal space and physical safety, and committed in public spaces as alleys, roads, sidewalks and parks.	Dismissal from the service

Online Sexual Harassment

Offense	Penalty
Light Offense a. unwanted sexual misogynistic, transphobic, homophobic and sexist remarks and comments online whether publicly or through direct and private messages; b. invasion of victim's privacy through cyberstalking; and c. incessant messaging with sexual overtones.	First offense - Reprimand Second offense - Suspension of one to thirty days Third offense - Dismissal from the service
Less Grave Offense Use information and communication technology in terrorizing and intimidating victims through physical, psychological, and emotional threats with sexual overtones.	First offense - Suspension of one month and one day to six months Second offense - Dismissal from the service
Grave Offense a. uploading and sharing without the consent of the victim, any form of media that contains photos, voice, or video with sexual content, b. any unauthorized recording and sharing online of any of the victim's photos, videos, or any information of sexual content; c. impersonating identities of victims online or posting lies of sexual nature about the victims to harm their reputation; or d. filing false abuse reports to online platforms to silence victims of sexual harassment.	Dismissal from the service

CSC STRENGTHENS WORKPLACE CANCER CONTROL POLICY IN THE PUBLIC SECTOR

The Civil Service Commission's (CSC) mandate to promote morale, efficiency, integrity, responsiveness, progressiveness, and courtesy in the public service is the Commission's foundation for crafting policies that foster employees' best interests and well-being. As such, the CSC promulgated CSC Resolution No. 2400721 or the Workplace Cancer Control Policy (CCP) in the Public Sector on 14 August 2024.

The guidelines established in the CSC Resolution No. 2400721 include an inclusive and responsive workplace cancer care continuum, covering risk assessment, prevention, control, diagnosis, treatment, care, and rehabilitation. Government agencies should establish

their CCPs to be inclusive, responsive, gender-sensitive, and non-discriminatory.

The policy aims to prevent and control cancer and improve survivorship through workplace cancer control programs and provide accessible prevention, screening, diagnosis, referral, treatment, care, and psychosocial support to employees and their families.

These guidelines shall cover all National Government Agencies, Constitutional Bodies, Government-Owned or Controlled Corporations with original charters, State Universities and Colleges, Local Government Units, the Bangsamoro Autonomous Region in Muslim Mindanao, and Local Water Districts.

Government agencies are strongly recommended to carefully consider the following factors in crafting their own cancer control programs:

INCLUSIVE



The CCP shall contain inclusive cancer awareness and protection program, health services and supportive care, and psychosocial support program for employees and their family members; and shall provide health services access mechanism to assist cancer patient employees and their families.



NON-DISCRIMINATORY



Cancer patients shall not be discriminated against and not be denied access to opportunities for suitable employment. The policy shall minimize or eliminate stigma and discrimination in the workplace that is experienced by employees living with cancer, cancer survivors, and their families.

RESPONSIVE

The CCP shall be customized and enhanced according to the needs and unique requirements of the agency and its employees. It shall provide practical supportive care and psychosocial support programs/subprograms, including appropriate cancer services. Social protection shall be provided for employees with cancer and cancer survivors, along with psychosocial support for employees, their families, and caregivers at all times, including during disasters and calamities.



OCCUPATIONAL SAFETY AND HEALTH PROGRAM



The CCP shall form part of the overall Occupational Safety and Health Program. As such, the implementation of the Policy shall harmoniously adhere to the provisions of the CSC-DOH-DOLE Joint Administrative Order No. 1, series of 2020, entitled, "Occupational Safety and Health Standards for the Public Sector".



GENDER-SENSITIVE



The CCP shall promote and facilitate integration of gender-sensitive key messages on cancer and its risk factors, early warning signs and symptoms of adult cancer and childhood cancer, cancer prevention and control, adoption of healthy lifestyles, and other related information on cancer.



CONFIDENTIALITY



All information and medical records, including those submitted during the recruitment process, shall be protected and treated with confidentiality in accordance with pertinent rules, laws, and the Data Privacy Act.



LunChat with CSC is a monthly online broadcast that features an in-depth discussion of CSC's policies, programs, and activities. Catch it live on the CSC Facebook Page (www.facebook.com/civilservicegovph) and YouTube channel www.youtube.com/@CSCPHmedia every last week of the month.

Watch the previous episodes by scanning the QR codes or visiting the links below:

SUSTAINABILITY



Cancer control and prevention initiatives shall be integrated into the agency's Health and Wellness Program and shall form part of its integrated its Work and Financial Plan to ensure sustainability.



For more information regarding the CSC Resolution No. 2400721 or the Workplace Cancer Control Policy in the Public Sector, just visit this link: bit.ly/CancerControlPolicy or scan this QR code:



Watch Now!

OCTOBER EPISODE

2024 Dangal ng Bayan awardee Florentino N. Dela Cruz, Jr. shares his servant-hero story on the LunChat with CSC episode for October.

Short URL : <https://youtube.com/live/Q73yQrdMIFo?feature=share>

KUVENTUHAN WITH
**2024 DANGAL NG BAYAN
FLORENTINO N.
DELA CRUZ, JR.**



Guest:
Florentino N. Dela Cruz, Jr.
Baguio City Public Library
2024 Dangal ng Bayan Awardee



Watch Now!

NOVEMBER EPISODE

For this month's episode of LunChat, Ms. Anita R. Cunanan, the Chief Human Resource Specialist of CSC Human Resource Relations Office talked about CSC Resolution No. 2400721 or the Workplace Cancer Control Policy. Meanwhile, Adelfa T. Salutan, a 2024 CSC Pagasa awardee, shares her inspiring story.

Short URL : <https://youtube.com/live/nv1Sp7y6h6k?feature=share>

FAQS FOR WORKPLACE
CANCER CONTROL POLICY
& KUVENTUHAN WITH
**MS. ADELFA SALUTAN,
2023 CSC PAGASA AWARDEE**



Anita R. Cunanan
Chief Human Resource Specialist
CSC Human Resource Relations Office

Adelfa T. Salutan
Administrative Officer V, City Government of Tagbilaran
2023 CSC Pagasa Awardee



Watch Now!

DECEMBER EPISODE

For the final episode of LunChat with CSC in 2024, CSC Assistant Commissioner Ariel G. Ronquillo addresses frequently asked questions on Accepting and Soliciting Gifts among Government Officials and Employees.

Short URL : <https://youtube.com/live/5w0WZHFPFS0?feature=share>

FAQS FOR ACCEPTING AND
SOLICITING GIFTS
& KUVENTUHAN WITH
**MR. HECTOR TABBUN,
2024 CSC PAGASA AWARDEE**



Ariel G. Ronquillo
Assistant Commissioner
Office of the Assistant Commissioner for Legal

Hector U. Tabun
Information Officer III, Department of Agriculture
Cagayan Valley Region
2024 CSC Pagasa Awardee

LINGKOD BAYAN DIARIES

AN ANTHOLOGY OF CIVIL SERVANTS' STORIES



OCTOBER

Dr. Ronnalee Ortega consolidated Philippine Science High School Ilocos Region Campus' (IRC) programs to ensure that academic programs are not only theoretical, but are practical and responsive to the needs of both learners and the community. Discover how her initiatives led to the improvement of instructions in science, technology, engineering, and math education in Ilocos Region.



Watch Now!

Short URL : <https://youtu.be/5doObEvdZGU>



NOVEMBER

Vanessa Joy Calderon worked for the overall improvement, quality of the processing technology, and marketing of legumes—peanuts, soybean, and mung bean—to help producers and make them viable additional sources of income. Find out how her innovation contributed in advancing food security and nutrition in Cagayan Valley.



Watch Now!

Short URL : <https://youtu.be/i70X6tyQmug>



DECEMBER

Rex Adivoso Bernardo believes that given the right opportunity, the differently-abled and marginalized can also be servant-heroes. Learn how his pursuit of societal equity, particularly advancing the welfare of the differently-abled and marginalized, resulted in the reduced discrimination, policies on equal employment opportunities, and increased infrastructure and amenities for use of persons with disabilities.



Watch Now!

Short URL : <https://youtube.com/live/5w0ZHFPFo?feature=share>

Policy HIGHLIGHT

In 2022, the CSC introduced Policy Highlight as its new monthly video content on Facebook and YouTube.

If you are an HR practitioner looking to brush up on information about guidelines and procedures, or a government worker who would like to understand HR policies better, make sure to check out Policy Highlight. In this series of videos and resource materials, the CSC shares highlights of HR policies to continue informing civil servants of updated or new rules, or of existing guidelines that respond to current issues and concerns.

Check out the episodes on facebook.com/civilservicegovph and on youtube.com/@CSCPHmedia.

CSC
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Republic of the Philippines

Policy Highlight

OCTOBER 2024

FEAT. CSC RESOLUTION NO. 2400454
REVISED POLICIES ON SECONDMENT

OCTOBER

The October episode of Policy Highlight features CSC Resolution No. 2400454 or the Revised Policies on Secondment.

CSC
CIVIL SERVICE COMMISSION
Republic of the Philippines

Policy Highlight

OCTOBER 2024

FEAT. CSC RESOLUTION NO. 2400454
REVISED POLICIES ON SECONDMENT

Short URL : <https://youtu.be/ovhfwRBm5bo>

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Republic of the Philippines

Policy Highlight

NOVEMBER 2024

CSC RESOLUTION NO. 2400766
FEAT. REVISED DRESS CODE FOR GOVERNMENT OFFICIALS AND EMPLOYEES

NOVEMBER (1)

This Policy Highlight episode highlights CSC Resolution No. 2400766 or the Revised Dress Code for Government Officials and Employees.

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Republic of the Philippines

Policy Highlight

NOVEMBER 2024

CSC RESOLUTION NO. 2400766
FEAT. REVISED DRESS CODE FOR GOVERNMENT OFFICIALS AND EMPLOYEES

Short URL : <https://youtu.be/d2W-thXSFzg>

REVISED DRESS CODE FOR GOVERNMENT OFFICIALS AND EMPLOYEES

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Policy Highlight

NOVEMBER 2024

CSC RESOLUTION NO. 2100064
FEAT. COMMITTEE ON DECORUM AND INVESTIGATION

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Policy Highlight

DECEMBER 2024

CSC RESOLUTION NO. 1100039
FEAT. PROHIBITION ON CONSUMPTION OF ALCOHOLIC BEVERAGES AMONG GOVERNMENT OFFICIALS AND EMPLOYEES

NOVEMBER (2)

The second Policy Highlight episode for November talks about CSC Resolution No. 2100064 or the Committee on Decorum and Investigation (CODI).



Watch Now!

Short URL : <https://youtu.be/CSgWoEQ9zog>

Number : 2400766*

Promulgated : 29 August 2024

RESOLUTION

WHEREAS, Section 3, Article IX-B of the 1987 Philippine Constitution mandates the Civil Service Commission (CSC), as the central personnel agency of the government, to "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 resources development programs for all levels and ranks, and institutionalize a management climate conducive to public accountability.";

WHEREAS, Section 12 (3), Chapter 3, Title I (A), Book V of Executive Order No. 292 or the Administrative Code of 1987 empowers the CSC to promulgate policies, standards, and guidelines for the Civil Service and adopt plans and programs to promote economical, efficient, and effective personnel administration in the government;

WHEREAS, Section 12 (19), Chapter 3, Title I (A), Book V of the same Code provides that the CSC shall perform all functions properly belonging to a central personnel agency and such other functions as may be provided by law;

WHEREAS, Section 4(f) of Republic Act (RA) No. 6713 or the Code of Conduct and Ethical Standards for Public Officials and Employees requires that public officials and employees shall at all times be loyal to the Republic and to the Filipino people, promote the use of locally produced goods, resources, and technology, and encourage appreciation and pride of country and people;

WHEREAS, in CSC Memorandum Circular (MC) No. 14, s. 1991 dated 23 April 1991 and CSC MC No. 25, s. 1991 dated 20 June 1991, the CSC prescribed the Dress Code for all government officials and employees when reporting for work in line with the provisions of RA No. 6713;

WHEREAS, in CSC Resolution No. 973334 promulgated on 7 July 1997 and circularized through CSC MC No. 18, s. 1997 dated 31 July 1997, the CSC delegated and/or affirmed the authority to the heads of departments and agencies of the national and local governments (NGAs and LGUs), government-owned or -controlled corporations (GOCCs) with original charters, and state universities and colleges (SUCs) to issue, adopt, and implement rules and regulations governing their respective proper office attire or uniform, subject to the guidelines prescribed in the CSC MC No. 14, s. 1991;

WHEREAS, in CSC Resolution No. 002515 dated 31 October 2000, circularized through CSC MC No. 19, s. 2000 dated 30 October 2000, the CSC adopted the *Revised Dress Code Prescribed for All Government Officials and Employees in the Workplace* to clarify the provisions of the dress code in government and to conform to the changes brought about by the Philippine Centennial in 1998 paving the way for the institutionalization of the wearing of "Filipiniana" attire during Mondays and of the Gender Advocacy program of the CSC;

WHEREAS, in CSC MC No. 13, s. 2019 dated 8 July 2019, the CSC reminded all agency heads on the wearing of ASEAN-inspired attire during the first flag raising ceremony of every month as one of the continuing activities meant to further promote ASEAN awareness;

WHEREAS, RA No. 9242 or the Philippine Tropical Fabrics (PTF) Law enacted on 10 February 2004, with its Amended Implementing Rules and Regulations (IRR) approved on 14 July 2023 and circularized through CSC MC No. 7, s. 2023, prescribe the use of PTF for official uniforms of government officials and employees, either for the set of uniforms or a part thereof, but not as a mere clothing embellishment or adornment but also for other purposes that require the use of fabrics in government offices and functions; and

WHEREAS, the CSC saw the need to revisit and update the uniform and/or dress code for government officials and employees to incorporate the principles of Gender Equality, Disability, and Social Inclusion (GEDSI) through the adoption of all-gender uniform designs and to harmonize and align with policies affecting the performance of duties and functions such as the Policies on Flexible Work Arrangements in the Government¹ and the Occupational Safety and Health Standards for the Public Sector;²

WHEREFORE, the CSC **RESOLVES** to **ADOPT** the following guidelines which shall be known and cited as the **REVISED DRESS CODE FOR GOVERNMENT OFFICIALS AND EMPLOYEES (Revised Dress Code)**:

I. BACKGROUND AND RATIONALE

The CSC, as the central personnel agency of the Philippine Government, is mandated to develop policies, standards, and programs that promote morale, efficiency, integrity, responsiveness, progressiveness, and courtesy in the civil service.

In this light, the CSC upholds the importance of instilling a sense of pride and identity among government officials and employees which can be manifested through, among others, by wearing proper attire or dress code when performing official functions.

Through CSC Resolution No. 973334 promulgated on 7 July 1997, the CSC authorized the heads of NGAs, LGUs, GOCCs with original charters, and SUCs to issue, adopt, and implement rules and regulations governing the wearing of proper attire or uniform for their respective workforce, subject to the guidelines prescribed in the CSC MC No. 14, s. 1991.

¹ CSC MC No. 6, s. 2022 dated 6 June 2022.

² CSC-Department of Health-Department of Labor and Employment Joint Memorandum Circular No. 1, s. 2020 dated 4 March 2020.

*Philippine Star, 22 November 2024

Subsequently, the CSC adopted the *Revised Dress Code Prescribed for All Government Officials and Employees in the Workplace*, through CSC Resolution No. 002515 dated 31 October 2000 and CSC MC No. 19, s. 2000, to clarify the provisions of the dress code policy in government, which institutionalized the wearing of "Filipiniana" attire every Monday and the Gender Advocacy program of the CSC.

In 2004, the Legislature passed RA No. 9242 or the Philippine Tropical Fabrics (PTF) Law which prescribes the use of Philippine tropical fabrics purchased from local sources for official uniforms of government officials and employees and for the purposes which require the use of fabrics in government offices and functions. Its Amended Implementing Rules and Regulations (IRR) was approved on 14 July 2023 and circularized through CSC MC No. 7, s. 2023 to address gaps in the implementation of the PTF Law.

In 2020, the CSC with the Department of Health (DOH) and the Department of Labor and Employment (DOLE) issued Joint Memorandum Circular No. 1, s. 2020 or the "Occupational Safety and Health (OSH) Standards for the Public Sector" to prescribe government agencies to observe OSH standards in the workplace to promote safe and healthy working conditions.

In 2022, the CSC adopted the "Policies on Flexible Work Arrangements in the Government" pursuant to CSC Resolution No. 2200209 promulgated on 18 May 2022 and circularized through CSC MC No. 6, s. 2022, to provide government agencies with adaptable and responsive work schemes for government officials and employees to manage any current or emergent situations caused either by natural and man-made calamities or any other situation that may affect the delivery of public services.

In view of the foregoing, the existing rules and regulations on appropriate dress code of public servants need to be updated in order to conform to the emerging trends and social issues such as gender discrimination, disability and social inclusion, and to harmonize and align with pertinent laws and policies affecting the performance of duties and functions of government officials and employees.

II. OBJECTIVES

The adoption of the Revised Dress Code aims to achieve the following:

A. General Objective

To update the rules and regulations on the appropriate dress code for government officials and employees when performing official functions inside and outside the office premises in order to adapt to the emerging needs and social issues and to harmonize and align with policies pertinent to the performance of duties and functions.

B. Specific Objectives

1. To serve as a guide for government agencies in prescribing the dress code for officials and employees whether working onsite or under flexible working arrangements;
2. To address issues of gender discrimination in the workplace by allowing officials and employees to wear appropriate office attire that conforms to their sexual orientation and gender identity and/or expression; and
3. To enhance employee engagement leading to heightened employee morale and increased productivity.

III. SCOPE AND COVERAGE

The Revised Dress Code shall apply to all government officials and employees regardless of employment status, whether appointive or elective, in all government agencies and instrumentalities, namely: constitutional bodies; departments, bureaus, and agencies of the NGAs; GOCCs with original charters; LGUs; and SUCs.

IV. DEFINITION OF TERMS

The following terms as used in this Policy shall be defined as follows:

A. **ASEAN-inspired** refers to clothing influenced by the traditional clothing of ASEAN member-states, including the Philippines.

B. **Cisgender** refers to a term used to describe a person whose gender identity corresponds with the sex the person was identified as having at birth.³

C. **Employment Status** refers to the status of appointment issued to an official or employee, which may be permanent, temporary, substitute, coterminous, fixed term, contractual, casual, or provisional.

D. **Excessive jewelry** refers to wearing an unusually large amount of jewelry or wearing jewelry that is perceived as too flashy, ostentatious, or overwhelming for a particular occasion, outfit, or personal style.

E. **Filipiniana-inspired** refers to clothing influenced by traditional Filipino clothing that embodies the rich culture, customs, and heritage of the Filipino people. Filipiniana-inspired outfits include pantsuits, blazers, and dresses made from indigenous fabrics, adorned with intricate embroidery and unique details.

F. **Gender Identity** refers to a person's internal sense of being male, female, some combination of male and female, or neither male nor female.⁴

G. **Gender Expression** refers to the physical and behavioral manifestations of one's gender identity,⁵ e.g., name, pronouns, clothing, haircut, behavior, voice, or body characteristics.

H. **Heavy theatrical makeup** refers to makeup techniques and products that are specifically designed for stage performances, theatrical productions, or other dramatic presentations where the goal is to create highly visible and exaggerated facial features that can be seen from a distance by the audience. This type of makeup is often characterized by its boldness, intensity, and exaggerated features, which help actors convey their characters and emotions effectively under stage lighting and from a distance.

I. **Occupational Safety and Health Standards** refer to the set of rules, guidelines and measures for the prevention and control of occupational hazards to safeguard the workers' social and economic well-being as well as their physical safety and health.⁶

J. **Personal Protective Equipment** refers to the appropriate protective equipment and clothing for eyes, face, hands and feet, such as but not limited to overalls, head covering, goggles, gloves, aprons, respirators, lifeline, safety belt/harness, protective shields, and barriers whenever necessary by reason of the hazardous work process or environment, chemical or radiological, or other mechanical irritants, or hazards capable of causing injury or impairment in the function of any part of the body through absorption, inhalation, or physical agent.⁷

K. **Smart Casual Attire** refers to a dress code that is typically comprised of well-fitting, neat, and appropriate pieces that are slightly less formal than a business casual or business professional dress code. However, smart casual is much more elevated and put-together than dressing for off-hours and avoids items that are too casual or loose-fitting.⁸

L. **Transgender** refers to a person whose gender identity differs from the sex the person was identified as having at birth.⁹

M. **Workplace** refers to the office, premises or work site, where the workers are habitually employed and shall include the office or place where the workers, who have no fixed or definite work site, regularly report for assignment in the course of their employment.¹⁰

V. POLICIES

A. General Policies

1. **Official Attire.** The official attire of government officials and employees shall include the Filipiniana-inspired attire, ASEAN-inspired attire, and agency-prescribed office uniform, including smart casual attire, which shall be worn in accordance with their assigned scheduled as follows:

Working Days		Official Attire
Monday	First	ASEAN-inspired
	Second-Fourth	Filipiniana-inspired
Tuesday to Friday Weekend		Agency-prescribed office uniform for the day
Days without agency-prescribed office uniform		Smart Casual as defined under Section IV (H) and illustrated in Section V (A.4)

The agency-prescribed uniform must be appropriate to the workplace and/or duties of the official or employee. For example, long-sleeve polo with jacket or blouse with blazer may be suited for officials and employees working in offices equipped with air conditioning units and with duties that involve processing or review of documents. On the other hand, short-sleeve polo shirt or blouse with light clothing material may be suited for employees doing coordinating tasks in open office space.

The Anti-Red Tape Act (ARTA) Identification card (ID) forms part of the agency-prescribed office uniform; thus, officials and employees shall wear their IDs during office hours or official duty.

2. **Philippine Tropical Fabric Law.** Pursuant to the PTF Law¹¹ and its Amended IRR (CSC MC No. 7, s. 2023), the use of PTF is prescribed for official uniforms of government officials and employees, either for the set of uniforms or a part thereof, but not as a mere clothing embellishment or adornment but also for other purposes that require the use of fabrics in government offices and functions.

3. **Occupational Safety and Health Standards (OSHS).** Agencies shall provide Personal Protective Equipment in accordance with the requirements of the OSHS, as amended, to employees who are exposed to occupational hazards.¹²

4. **Appropriate Dress Code for Onsite and Flexiplace Work Arrangement.** In cases where flexiplace work arrangement is implemented, the official/employee shall wear the required dress code. On days when there is no agency-prescribed office uniform, officials and employees shall wear smart casual attire for both onsite and flexiplace¹³ work arrangement.

Illustrative Example of Smart Casual Attire:

Tops: Polo shirts, blouses with collar, blouse/polo, buttoned down polo, buttoned down long sleeves, blazers, or jackets

Bottoms: Skirts (length should not be shorter than one inch above the knee), slacks or maong pants¹⁴

Footwear: Leather/rubber shoes or any appropriate enclosed shoes

a. Government agencies shall provide the officials and employees the option to wear the agency-prescribed uniform that suits their respective gender preferences, identities, and/or expression.

b. Officials and employees who are transgender may be allowed to dress consistent with their preferred gender expression. In the same manner, cisgender women shall have the option to wear skirts or pants, whichever they are comfortable with.

Accessories may be allowed, such as headbands, turbans, necklaces, scarves, coats, and vests.

c. The agency-prescribed office uniform shall be approved by the head of the agency in consultation with all its officials and employees.

5. **Other Matters.** Grooming requirements including hairstyle/haircut or hair color may only be prescribed when it is a legitimate requirement for the job, i.e., safety, professionalism, uniformity or branding, and client preferences. If it will not affect the performance of duties and responsibilities of the official and/or employee, the agency shall not compel them to comply with dress code policy that will prohibit them to conform to their sexual orientation, gender identity, gender expression and sex characteristics. Growing of beard and mustache and the wearing of tattoo and facial/body piercings shall be governed by the internal rules and regulations promulgated by the respective agencies/offices in consultation with all its officials and employees.

B. Prohibited Attire and Other Prohibitions

Pursuant to Section 8, Rule VI of the Rules Implementing RA No. 6713, the wearing of the following shall be prohibited for all government officials and employees when performing official functions within the designated workplace and during virtual meetings:

1. Collarless T-shirt
2. Blouses with over-plunging necklines
3. Backless top/plunged back top
4. Sleeveless
5. See-through clothing
6. Gauzy, transparent, or net-like clothing
7. Sando, tank-tops, tube tops, halters, and strapless or spaghetti-strap blouse (unless worn as an undershirt)
8. Leggings, above-the-knee skirt, walking shorts, cycling shorts, and jogging pants (unless worn during official events involving physical exercise)
9. Ripped jeans
10. Short pants
11. Sandals, slippers, and slip-ins exposing the toes
12. Excessive jewelry, except for special occasions and during official celebrations
13. Heavy or theatrical makeup, except for those engaged in the performing arts
14. Other clothes or accessories analogous to the foregoing which are inappropriate while performing official duties and functions.

C. Exemptions

The following exemptions may be allowed:

1. When the nature of work of the official or employee demands that he/she wears clothing other than those prescribed above, such as but

³ "cisgender." Merriam-Webster.com. (2023). <https://www.merriam-webster.com/dictionary/cisgender> (21 September 2023).

⁴ "gender identity". Merriam-Webster.com. (2023). <https://www.merriam-webster.com/dictionary/gender%20identity> (21 September 2023).

⁵ "gender expression". Merriam-Webster. (2023). <https://www.merriam-webster.com/dictionary/gender%20expression> (21 September 2023).

⁶ Item (IV)(13) of CSC-DOH-DOLE Joint Memorandum Circular No. 1, s. 2020 (Occupational Safety and Health [OSH] Standards for the Public Sector).

⁷ Section 6 and Rule 1096.05 of the Occupational Safety and Health Standards (OSHS), as amended.

⁸ "smart casual". (2023). The Street.com. <https://www.thestreet.com/lifestyle/what-is-smart-casual-14777797> (21 September 2023).

⁹ "transgender". (2023). Merriam-Webster.com. <https://www.merriam-webster.com/dictionary/transgender> (21 September 2023).

¹⁰ Rule 1002 (12) of the OSHS, as amended.

¹¹ An Act Prescribing the Use of Philippine Tropical Fabrics for Uniforms of Public Officials and Employees and for Other Purposes.

¹² Item (IV)(E)(7) of CSC-DOLE JMC No. 1, s. 2020 dated 4 March 2020.

¹³ Flexiplace refers to an output-oriented work arrangement that authorizes government officials or employees to render service at a location away from their office, either in the home/residence of the official or employee, agency satellite office, or another fixed place, on a temporary basis duly approved by the head of office/agency (CSC MC No. 6, s. 2022).

¹⁴ A pair of non-ripped and well-fitting jeans (not skin-tight or too baggy).

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REPORT THE FOLLOWING VIOLATIONS

under Section 21 of Republic Act No. 11032 or the Ease of Doing Business and Efficient Government Service Delivery Act of 2018

- 1** Refusal to accept application or request with complete requirements being submitted by an applicant or requesting party without due cause;
- 2** Imposition on additional requirements other than those listed in the Citizen's Charter;
- 3** Imposition of additional costs not reflected in the Citizen's Charter;
- 4** Failure to give applicant or requesting party a written notice on the disapproval of an application or request;
- 5** Failure to render government services within prescribed processing time on any application and/or request without due cause;
- 6** 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;
- 7** Failure or refusal to issue official receipts; and
- 8** Fixing and/or collusion with fixers in consideration of economic and/or other gain or advantage.

PENALTIES and LIABILITIES (Section 22 of R.A. No. 11032)

(a) 1ST OFFENSE

Administrative liability with six (6) months suspension:
Provided, however, that in case of fixing and/or collusion with fixers under Section 21 (h), the penalty and liability under Section 22(b) of this Act shall apply.

(b) 2ND OFFENSE

Administrative liability and criminal liability of dismissal from the service, perpetual disqualification from holding public office and forfeiture of retirement benefits and retirement.

Criminal liability shall also be incurred through the commission of bribery, extortion, or maliciously soliciting favor in cash or in kind.
The Penal Code and other special laws shall also apply.

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not limited to the uniformed personnel in the police,¹⁵ fire,¹⁶ correction, jail, and national mapping services; medical and health personnel; research and laboratory personnel and technicians; and those who are performing field work;

2. When religious affiliation or creed or any legitimate practice by the employee in relation thereto, requires him/her to wear a particular clothing;
3. Physical disabilities and other legitimate health reasons of the employee;
4. Pregnant female employee during the period of pregnancy;
5. Employee who is in mourning due to the death of any member of his/her family;
6. Emergency cases or during rehabilitation efforts after a severe calamity/disaster; or inclement weather; and
7. Other circumstances analogous to the foregoing.

In case the official or employee cannot comply with the dress code, he/she must file a written request for exemption from the agency head, through the Human Resource Management Office, at least fifteen (15) days prior or whenever possible, for approval. If the request is approved, the official or employee shall nevertheless report for work in at least a smart casual attire.

VI. RESPONSIBILITIES OF AGENCY HEADS

Agency heads shall:

1. Upon consultation with the officials and employees, formulate and adopt internal rules and procedures on the implementation of the Revised Dress Code within six (6) months from the date of its effectivity;
2. Evaluate and decide on the request for exemption filed by officials and employee and declare the day/s when the wearing of the agency-prescribed uniform is suspended in accordance with national or local declaration of state of calamity due to natural or man-made disaster in the area or during the celebration/commemoration of national or agency events; and
3. Monitor strict compliance by officials and employees through the Human Resource Management Office with this Policy and related issuances.

Agency heads may include in their respective agency internal guidelines the dress code for Contract of Service and Job Order workers in their agencies.

VII. PENALTY

Any violation of the provisions of this Revised Dress Code shall be considered as ground for disciplinary action under civil service laws, rules, and regulations.

VIII. FUND SOURCES

Officials and employees shall be granted uniform or clothing allowance per year in the amount authorized by law subject to existing guidelines.

1. For NGAs and SUCs, it shall be charged against the agency budget as authorized under existing laws, rules, and regulations.
2. For GOCCs with original charter, it shall be charged against their respective corporate funds.
3. For LGUs, it shall be charged against their respective local funds subject to the provisions of Sections 325 of R.A. No. 7160 or the "Local Government Code of 1991."

IX. REPEALING CLAUSE

The following policy issuances regarding dress code in the government are hereby repealed:

- CSC Resolution No. 973334 dated 7 July 1997 (CSC MC No. 18, s. 1997) – Dress Code
- CSC Resolution No. 002515 dated 31 October 2000 (CSC MC No. 19, s. 2000) – Revised Dress Code Prescribed for All Government Officials and Employees in the Workplace

All other office memoranda, memorandum circulars, resolutions, rules or regulations inconsistent herewith are deemed repealed or modified accordingly.

X. SEPARABILITY CLAUSE

If any provision of this Revised Dress Code or the application of such provision to any person or circumstances is declared invalid, the remainder of the policy or the application of such provision to other persons or circumstances shall not be affected by such declaration.

XI. EFFECTIVITY

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

Quezon City.

(Sgd.) **ATTY. KARLO A. B. NOGRALES**
Chairperson

(Sgd.) **ATTY. AILEEN LOURDES A. LIZADA**
Commissioner

(Sgd.) **ATTY. RYAN ALVIN R. ACOSTA**
Commissioner

Attested by:

(Sgd.) **KATHERINE LIMARE-DELMORO**
Director IV
Commission Secretariat and Liaison Office

¹⁵ RA No. 6975 (DILG Act of 1990) mandating the National Police Commission to prescribe minimum standards for uniforms, insignia, arms and other accoutrements for PNP uniformed personnel.

¹⁶ Bureau of Fire Protection (BFP) MC No. 2019-015 ("Policy on Bureau of Fire Protection [BFP] Standard Uniforms and Accoutrements").

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