

June 18, 2018


DIVISION MEMORANDUM

No. 398, s. 2018

**118th PHILIPPINE CIVIL SERVICE ANNIVERSARY WITH THE THEME " LINGKOD BAYAN:
MAKA-DIYOS, MAKATAO, MAKABAYAN" ANNUAL SEARCH FOR BEST "BRIGADA AHENSYA"**

To: Assistant Schools Division Superintendents
CID and SGOD Chiefs
CID and SGOD Personnel
Public Schools District Supervisors
Public Elementary and Secondary School Heads
All Public School Teachers

1. Hereto attached is a letter of invitation from Civil Service Commission Regional Office, dated June 4, 2018, entitled, " Philippine Civil Service Anniversary with the theme, " Lingkod Bayani: Maka-Diyos, Makatao, Makabayan" Annual Search for Best " Brigada Ahensya".
2. Deadline of submission of nomination is on June 25, 2018.
3. For further details, kindly read the attached communication.
4. Immediate dissemination of this Memorandum is desired.


RHEA MAR A. ANGTUD, Ed. D. CESO VI
Schools Division Superintendent

Dr. Peria



REPUBLICA NG PILIPINAS
REPUBLIC OF THE PHILIPPINES
KAGAWARAN NG EDUKASYON
DEPARTMENT OF EDUCATION
REHIYON VII, GITNANG VISAYAS
REGION VII, CENTRAL VISAYAS
Sudlon, Lahug, Cebu City



JUN 14 2018

REGIONAL MEMORANDUM
No. 0430, s. 2018

118th PHILIPPINE CIVIL SERVICE ANNIVERSARY WITH THE THEME" LINGKOD BAYANI: MAKA-DIYOS, MAKATAO, MAKABAYAN" ANNUAL SEARCH FOR BEST "BRIGADA AHENSYA"

To: Schools Division Superintendents
Officers-in-Charge of Regular and Interim Divisions
All Others Concerned

1. For information and guidance of all concerned, attached is a letter of invitation from Civil Service Commission Regional Office, dated June 4, 2018, entitled 118th Philippine Civil Service Anniversary with theme "Lingkod Bayani: Maka-Diyos, Makatao, Makabayan" Annual Search for Best" Brigada Ahensya".
2. For details, refer to the attached communication.
3. Immediate dissemination of this Memorandum is desired.

Juliet A. Jeruta
JULIETA A. JERUTA, Ph.D., CESO IV
Director III-OIC Regional Director

JAJ/VVY/BBS

Office of the Director (ORDic), Tel. Nos.: (032) 231-1433; 231-1309; 414-7399; 414-7325; Office of the Assistant Director, Tel. No.: (032) 255-4542
Field Technical Assistance Division (FTAD), Tel. Nos.: (032) 414-7324 Curriculum Learning Management Division (CLMD), Tel. Nos.: (032) 414-7323
Quality Assurance Division (QAD), Tel. Nos.: (032) 231-1071 Human Resource Development Division (HRDD), Tel. No.: (032) 255-5239
Education Support Services Division (ESSD), Tel. No.: (032) 254-7062 Planning, Policy and Research Division (PPRD), Tel. Nos.: (032) 233-9030;
414-7065 Administrative Division, Tel. Nos.: (032) 414-7326; 414-4367; 414-7366; 414-7322; 414-4367
Finance Division, Tel. Nos.: (032) 256-2375; 253-8061; 414-7321

"EFA 2015: Harapatan ng Lahat, Pananagutan ng Lahat"

June 4, 2018

DIR. JULIET A. JERUTA
OIC-Regional Director
Department of Education
Regional Office No. VII
Sudlon, Lahug, Cebu City 6000

Dear Director Jeruta:

Greetings to all *Lingkod Bayani!*

In September 2018, the whole bureaucracy will be celebrating the 118th Philippine Civil Service Anniversary with the theme, "*Lingkod Bayani: Maka-Diyos, Makatao, Makabayan*" to public service.

The Civil Service Commission as the lead organizer has lined up government-wide and CSCRO led activities during the month-long celebration to emphasize this year's theme.

In CSC RO VII, one of the activities is the annual search for the **Best "Brigada Ahensya"**.

The **Brigada Ahensya** was first launched in May 2009, pursuant to CSC Memorandum Circular No. 12, s. 2009. It is an annual clean-up program for all government entities, to improve the working conditions of government employees especially in areas where frontline services are provided.

The precept that a clean, orderly and beautiful work environment enhances efficiency and client satisfaction is the main focus of Brigada. It seeks to declug all government offices to provide valuable space for employees' welfare such as physical fitness and sports area, garden plot, or archival area for important documents and office items. There are four (4) categories for the search, namely:

CATEGORY A	-	Adherence to 5S Principle
CATEGORY B	-	Repairs, Refurbishings, and Repainting of Fixtures
CATEGORY C	-	Landscaping
CATEGORY D	-	Solid Waste Management

This year, we hope to award more agencies; those who are first-timers and those that already institutionalized the Program. Thus, we encourage you to submit your nominations. Deadline of submission of nomination is on **June 25, 2018**.

Attached to this letter are the guidelines and nomination form, for your guidance.

For more information, you may also contact the focal person Mr. Joselito T. Bolasa of the Public Assistance and Liaison Division (PALD) thru our landline numbers (032) 414-7676, (032) 253-9050, and (032) 414-7488. Or you may also send your clarification thru our official email address cscro7@yahoo.com or cscro7pald@gmail.com.

Very truly yours,

BRIGADA AHENSYA
(Guidelines for Selection)

I. INTRODUCTION

Pursuant to CSC Memo Circular No. 12, s. 2009 the Civil Service Commission launched last May 2009 an annual clean up program dubbed as "Brigada Ahensya" for all government entities, to improve the working conditions of government employees, especially in areas where frontline services are provided.

II. OBJECTIVE

The program was launched in adherence to the precept that a clean, orderly and beautiful work environment enhances efficiency and client satisfaction. Said program aims to declutter all government offices to provide valuable space for employees' welfare, such as physical fitness and sports area, garden plot, minipark or archival area for important documents and office items and also to improve the working conditions of government employees, especially in areas where frontlines services are provided.

III. SCOPE/COVERAGE

Brigada ahensya shall cover all departments, bureaus, agencies of the national government, local government units, government owned/or controlled corporations and state colleges and universities, and constitutional bodies.

IV. CRITERIA FOR SELECTION

All government agencies which have positively responded to the program will be evaluated by the Civil Service Commission Regional Office No. 7 based on the following categories:

- Category A - Adherence to Five S principle
- Category B - Repairs, Refurbishing, and Repainting of Fixtures
- Category C - Landscaping
- Category D - Solid Waste Management

V. MECHANICS

1. CSC-RO7 shall require agencies to submit a duly accomplished Nomination Form on the implementation of Brigada Ahensya complete with before and after photos and such other documents;
2. Within three (3) days from receipt of the report, CSC personnel from the Public Assistance and Liaison Division (PALD) and from the CSC Field Office which has jurisdiction over the government agency concerned shall visit said agency for validation purposes.

3. The validator shall use the 5 S Assessment Checklist in computing the scores of each government agency for Category A-Adherence to Five S, to wit:

- 2pts. = minimal implemented
- 4pts = implemented where visible
- 6pts. = implemented in some visible and invisible places
- 8pts. = implemented in most visible and invisible places
- 10pts. = implemented in all areas

The agency which garnered eight (8) points and above will be awarded during culminating activity of the Civil Service Commission, Regional Office No.7

4. For Categories B to D, the validators shall assess only the actual appearance/result of repair, refurbishing, and repainting of facilities and failure, as the basis for comparison. For Category D, the validator shall assess the compliance of the agency to solid waste management. The agency's compliance to the assessment of the nominations.
5. A report on the validation process shall be submitted to the Regional Director together with the recommendation.

CIVIL SERVICE COMMISSION REGIONAL OFFICE NO. VII
Sudlon, Lahug, Cebu City

NOMINATION FORM

BRIGADA AHENSYA AWARD (Please check):

- CATEGORY A- Adherence to 5S Principle
- CATEGORY B- Repairs, Refurbishings, and Repainting of Fixtures
- CATEGORY C- Landscaping
- CATEGORY D- Solid Waste Management

NOMINEE'S INFORMATION

AGENCY : _____
ADDRESS : _____
CONTACT NO. : _____
& PERSON : _____

CATEGORY A- 5 S ADHERENCE

A. 1. PROJECT DESCRIPTION:

(Please provide a concise narrative description of the project and its impact on public service delivery, and on the organizational and individual efficiency.)

(Please use additional sheet if necessary)

A.2. PHOTOS/DOCUMENTATION

(Please attach photos/documentation before and after project implementation)

CATEGORY B- REPAIRS, REFURBISHING AND REPAINTING OF FIXTURES

B.1 PROJECT DESCRIPTION

(Please provide a concise narrative description of the project and its impact on public service delivery, and on the organizational and individual efficiency.)

(Please use additional sheet if necessary)

B.2. PHOTOS/DOCUMENTATION

(Please attach photos/documentation before and after project implementation.)

CATEGORY C- LANDSCAPING

C.1 PROJECT DESCRIPTION

(Please provide a concise narrative description of the project and its impact on public service delivery, and on the organizational and individual efficiency.)

C.2 PHOTOS/DOCUMENTATION

(Please attach photos/documentation before and after project implementation.)

CATEGORY D- SOLID WASTE MANAGEMENT

D.1. PROJECT DESCRIPTION

(Please provide a concise narrative description of the project and its impact on public service delivery, and on the organizational and individual efficiency.)

D. 2 PHOTOS/DOCUMENTATION:

(Please attach photos/ documentation before and after project implementation.)

NAME OF NOMINATING OFFICIAL: _____
DESIGNATION: _____
DATE NOMINATION IS ACCOMPLISHED: _____