



July 17, 2019

**DIVISION MEMORANDUM**  
No. 411, s. 2019

**CIVIL SERVICE COMMISSION'S SEARCH FOR BEST "BRIGADA AHENSYA" 2019**

**TO: Assistant Schools Division Superintendents  
Chiefs, Functional Divisions  
Education Program Supervisors/Coordinators  
Public Schools Division Supervisors (PSDSs)/OICs  
Principal/Heads of Elem. & Secondary Schools  
Teachers and All Others Concerned**

1. This office is disseminating the herein letter from Civil Service Commission inviting us to its Search for **BEST "BRIGADA AHENSYA" 2019**.
2. Please find the herein attached basic letter with the guidelines, criteria and the nomination form.
3. Attention is invited to paragraph 6 stating the deadline for the submission to Civil Service Commission, which is July 22, 2019. *(Note: Communication from CSC reached this office only on July 17, 2019 late afternoon)*
4. Wide dissemination of this memorandum is desired.

  
**RHEA MARA ANGTUD, Ed.D., CESO VI**  
Schools Division Superintendent



CIVIL SERVICE COMMISSION  
Republic of the Philippines

## Civil Service Commission Regional Office VII

June 18, 2019

**DIR. RHEA MAR A. ANGTUD**  
Schools Division Superintendent  
Department of Education Of Cebu Province Division  
Sudlon, Lahug, Cebu City 6000

Dear Superintendent Angtud:

Greetings to all Lingkod Bayani!

In September 2019, the whole bureaucracy will be celebrating the 119th Philippine Civil Service Anniversary with the theme, "Civil Service at 119: Upholding Integrity and Building a High Trust Society".

The Civil Service Commission being the primary institution for human resource of the Philippine Government, is continuously in the lead of organizing national and regional activities that manifested the observance of the yearly theme aiming to *inspire and motivate individuals, build teams and networks, promote solidarity among government workers, and uphold public service values*<sup>28</sup>.

In the region, one of the regional led 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 declog 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 **July 22, 2019**.

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

For more information, you may also contact the focal person Ms. Salve M. Ilustrisimo or 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](mailto:cscro7@yahoo.com) or [cscro7pald2@gmail.com](mailto:cscro7pald2@gmail.com).

Very truly yours,

  
**ATTY. ARIEL B. BACATAN**  
Director III

<sup>28</sup> CSC MC No. 7, s. 2019, 119<sup>th</sup> Anniversary of the Philippine Civil Service

Bawat Kawani, Lingkod Bayani

## 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.

Suggested activities may include adherence to Five S (5S) Principles, carpentry repairs, repainting and refurbishing of facilities, as well as planting and landscaping.

The CSC shall have simple but meaningful recognition rites for the "Best Brigada Ahensya as one of the activities during the observance of the Philippine Civil Service Anniversary. Agencies may likewise encourage its personnel by giving simple tokens of appreciation, such as citation or awards to the best departments on their contribution to the said program.

### 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 declog all government offices to provide valuable space for employees' welfare, such as physical fitness and sports area, garden plot, minipark or achival 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. VII based on the following categories, viz:

- 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. 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:

- 2 pts. = minimal implemented
- 4 pts. = implemented where visible
- 6 pts. = implemented in some visible and invisible places
- 8 pts. = implemented in most visible and invisible places
- 10 pts. = 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 C, the validators shall assess the actual appearance/result of repair, refurbishing, and repainting of facilities and fixture, on the following areas:

Category	Areas	Percentage
<b>Category B-</b> Repairs, Refurbishing and Repainting	Over-all Appearance	40%
	Physical Set-up	20%
	Basic Facilities	20%
	Smoking Policy	20%
<b>Total</b>		<b>100%</b>

Category	Areas	Percentage
<b>Category C-</b> Landscaping	Over-all Attractiveness	35%
	Creative Design	15%
	Appropriate Plant Selection	15%
	Appropriate Maintenance	15%
	Smoking Policy	20%
<b>Total</b>		<b>100%</b>

For Category D, the validator shall assess the compliance of the agency to solid waste management. The agency's compliance to the No Smoking Policy shall be considered in the assessment of the nominations.

Category	Areas	%
<b>Category D-</b> Solid Waste Management	Documented Guidelines on Solid Waste Management	20%
	Evidence on the 3 Rs (Reduce, Reuse and Recycle)	20%
	Institutionalized Solid Waste Management Practice	30%
	Cleanliness of the garbage area	15%
	Smoking Policy	15%
<b>Total</b>		<b>100%</b>

5. A report on the validation process shall be submitted to the Regional Director together with the recommendation.





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**C.2 PHOTOS/DOCUMENTATION**

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

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**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.)

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**D. 2 PHOTOS/DOCUMENTATION:**

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

NAME OF NOMINATING OFFICIAL: \_\_\_\_\_

DESIGNATION: \_\_\_\_\_

DATE NOMINATION IS ACCOMPLISHED: \_\_\_\_\_