



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
DIVISION OF CITY SCHOOLS – TAGBILARAN CITY

Office of the Schools Division
Superintendent

September 18, 2025

DIVISION MEMORANDUM

No. 667, s. 2025

**CULMINATION OF 125TH CIVIL SERVICE MONTH
AND 40th INTERNATIONAL COASTAL CLEAN-UP ACTIVITY**

To: OIC Assistant Schools Division Superintendent
Division Office Personnel
Public Elementary and Secondary School Heads
All Others Concerned

1. Presidential Proclamation No. 1050 series of 1997, declares the month of **September** as the **Civil Service Month**. The Proclamation enjoins government agencies, offices, and instrumentalities to implement the programs set by the CSC and to actively participate in its initiatives, as well as to ensure the active involvement of officials and employees in activities deemed essential by the Commission for a meaningful and successful Civil Service Month celebration. This year's theme is: "**Bawat Kawani, Lingkod-Bayani: Puso, Dangal, at Galing Para sa Bayan**" that spotlights the contributions of the country's public sector workforce in bringing into fruition, the aspirations of the Bagong Pilipinas through the display of patriotism, excellence, and integrity in the performance of their duties, especially in public service delivery.
2. Likewise, pursuant to Presidential Proclamation No. 470, series of 2003 "**Declaring the 3rd Saturday of September of each year as the International Coastal Clean-up (ICC) Day**" and Presidential Proclamation No. 244, series of 1993 "**Declaring September of every year as National Clean-up Month**".
3. In view of the above activities, all DepEd Tagbilaran City personnel are enjoined to take initiatives and conduct environmental activities in observance of the global coastal clean-up celebrations on **Saturday, September 20, 2025**, which will start at **6:00 o'clock in the morning**.
4. All School Heads of public elementary and secondary schools are directed to lead the conduct of the clean-up activities in their respective campuses, particularly the outside premises including canals and other open areas where waste can block the waterways and pollute our coastal resources. Please require the participants to bring empty sacks, brooms, tongs, shovels, and utility gloves in picking up the waste. Also, the Division Office personnel are enjoined to participate in the activity at the Division Office premises including the road going to the City Disaster Risk Reduction and Management Office.
5. All expenses to be incurred by the Division Office relative to the activity shall be charged against Division MOOE/local funds, subject to the usual accounting and auditing rules and regulations.



H. Zamora St., Dampas, Tagbilaran City, Bohol
(038)427-1702; (038)427-2506
tagbilarancity.division@deped.gov.ph

6. Please get the attendance of all participants and do not forget to take pictures during the activity. These are also the requirements along with the Data Forms attached herein which shall be submitted on **Monday morning, September 22, 2025** at the Administrative Office.
7. Immediate dissemination of this Memorandum is desired.


WILFREDA D. BONGALOS PhD, CESO V
Schools Division Superintendent 

WDB/JAAL/ADMIN/atm



H. Zamora St., Dampas, Tagbilaran City, Bohol
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MC No. 06, s. 2025

MEMORANDUM CIRCULAR

FOR: HEADS OF CONSTITUTIONAL BODIES; DEPARTMENTS, BUREAUS AND AGENCIES OF THE NATIONAL GOVERNMENT; HEADS OF MINISTRIES IN THE BARMM; LOCAL GOVERNMENT UNITS; GOVERNMENT-OWNED AND/OR CONTROLLED CORPORATIONS WITH ORIGINAL CHARTERS; STATE UNIVERSITIES AND COLLEGES, AND LOCAL WATER DISTRICTS

SUBJECT: 125th Philippine Civil Service Anniversary and Calendar of Activities

The Civil Service Commission (CSC) spearheads the celebration of the Philippine Civil Service Anniversary (PCSA) in commemoration of the establishment of the Philippine Civil Service by virtue of Public Law No. 5 (*An Act for the Establishment and Maintenance of an Efficient and Honest Civil Service in the Philippine Islands*) on 19 September 1900.

Pursuant to this, Presidential Proclamation No. 1050, series of 1997 declares the month of September as the Civil Service Month. The Proclamation enjoins government agencies, offices, and instrumentalities to implement the programs set by the CSC and to actively participate in its initiatives, as well as to ensure the active involvement of officials and employees in activities deemed essential by the Commission for a meaningful and successful Civil Service Month celebration.

As this year marks a milestone celebration, the 125th PCSA, with the theme, ***“Bawat Kawani, Lingkod-Bayani: Puso, Dangal, at Galing Para sa Bayan”*** spotlights the contributions of the country’s public sector workforce in bringing into fruition, the aspirations of a Bagong Pilipinas through the display of patriotism, excellence, and integrity in the performance of their duties, especially in public service delivery.

The 2025 PCSA activities are anchored on the CSC’s core purpose of Gawing Lingkod Bayani ang Bawat Kawani and looks ahead to the realization of AmBisyon Natin 2040, a life that is stable, peaceful, and comfortable - a Bagong Pilipinas. It also supports the directive given by President Ferdinand R. Marcos Jr. during the Bagong Pilipinas Kickoff Rally, for every kawani to deliver services that do not discriminate and fast, projects completed on time, deadlines met, and distress responded to without delay.

The 2025 PCSA calendar of activities is designed to guide all government agencies, partners, stakeholders, and participants in joining the nationwide activities, and in conducting their own anniversary activities. The activities may be conducted both on site,

Bawat Kawani, Lingkod Bayani

online, or in hybrid mode.

Government agencies are encouraged to promote the month-long 125th PCSA celebration by posting the official streamer/banner, as well as other promotional materials, on their respective websites and other physical and digital information channels.

All PCSA-related guidelines, issuances, announcements, mechanics and promotional materials shall be available via the CSC Website, PCSA microsite, www.csc.gov.ph/pcsa2025, and the CSC's official social media accounts.

125th PCSA Calendar of Activities

The lineup of activities for 2025 (Please see Annex A) has been identified to guide the CSC Regional and Field Offices in planning and conducting parallel activities within the jurisdictions, and the other government agencies in crafting their respective PCSA calendar.

Compensatory Overtime Credits (COC) Entitlement

In alignment with the provisions of CSC-DBM Joint Circular No. 2, Series of 2004 as amended, heads of offices are authorized to issue directives granting one-day Compensatory Overtime Credit (COC) to employees participating in CSC-organized PCSA activities occurring on non-working days.

The authority to grant such COCs is vested in the heads of offices, who are responsible for determining the necessity and validity of overtime services rendered in accordance with the guidelines set forth in the joint circular. It is imperative to note that COCs may accrue up to a maximum of 40 hours per month, with an overall cap of 120 hours within a calendar year. These 120 hours represent the total allowable COCs that an employee can accumulate annually.

Further, it should be clearly understood that the PCSA-related activities eligible for COCs are exclusively those organized by the Civil Service Commission.

PCSA Promotions and Media Engagement

1. All government agencies are encouraged to post printed PCSA promotional materials in their offices, or digital versions on their billboards, website, or social media accounts in solidarity with the anniversary celebration. The design templates and specifications for PCSA collaterals will be made available on the CSC website and Facebook Page.
2. PCSA on social media

The official hashtags for the PCSA are *#PCSA2025* and *#pcsa125*.

For official news and information, please refer to the following:

CSC website : www.csc.gov.ph
PCSA webpage : www.csc.gov.ph/pcsa2025
CSC Facebook Page : www.facebook.com/civilservicegovph
CSC Instagram : www.instagram.com/civilservicegovph
CSC Tiktok : www.tiktok.com/@civilservicegovph
YouTube channel : www.youtube.com/@civilservicegovph

Members of the media as well as the public may send emails to paio.pmr@gmail.com for requests for interview or queries.

For regional events or activities, interested parties may directly coordinate with the CSC Regional or Field Office concerned. The complete directory of CSC offices may be found at www.csc.gov.ph.

The CSC shall also issue announcements in cases where any PCSA-related event shall be postponed, cancelled, or modified, as deemed necessary/appropriate by the organizers.

Further announcements may be issued for any modification of the abovementioned PCSA-related activities.


ATTY. MARILYN B. YAP
Chairperson

14 July 2025



Republic of the Philippines
PROVINCE OF BOHOL
 City of Tagbilaran

Behold...
BOHOL



OFFICE OF THE GOVERNOR

Tel. No.: (038) 411-0138; 412-1188 local No. 42004 email add.: governorsoffice@boholver.gov.ph

DepED
 TAGBILARAN CITY DIVISION
 RECORDS SECTION

RECEIVED

Received by: *[Signature]*
 Date: **SEP 15 2025**

September 1, 2025

received SGOD: *[Signature]*
 9/15/25 @ 4:53 pm

MEMO - ADVISORY 2025 - 0040

TO : ALL HEADS OF OFFICES OF NATIONAL GOVERNMENT AGENCIES, NON-GOVERNMENT ORGANIZATIONS, ACADEME, PRIVATE ESTABLISHMENTS, AND CIVIL SOCIETY ORGANIZATIONS

This Province

SUBJECT : 40th INTERNATIONAL COASTAL CLEAN-UP ACTIVITY

Pursuant to Presidential Proclamation No. 470, series of 2003 "Declaring the 3rd Saturday of September of each year as the International Coastal Clean-up (ICC) Day" and Presidential Proclamation No. 244, series of 1993 "Declaring September of every year as National Clean-up Month", all LGUs are enjoined to take initiatives and conduct environmental activities in observance to the global coastal clean-up celebrations on **September 20, 2025 (Saturday) to start at 6:00 A.M.**

In this regard, we are enjoining all your employees/ staff and members to participate and be involved in this environmental event through cleaning or removing wastes/debris from the coastal areas including from rivers, dams, canals and other open areas that can block the waterways and pollute our coastal resources; and cleaning of highways and public places like municipal plazas and major streets/ highways. Each participating institution is requested to coordinate directly with the ICC Coordinator/ Ecological Solid Waste Focal Person of each LGU for the preferred area where the institution wishes to join said the activity. The ICC Coordinator will then provide you a specific area of assignment. Attached is the list of ICC Coordinators with their respective contact numbers for your reference. Please require the participants to bring empty sacks, brooms, tongs and utility gloves in picking-up the wastes.

For record purposes, we are providing you ICC Data Trash Form per institution. You are further requested to submit immediately after the clean-up your duly accomplished/ filled out ICC Data Trash Form to your Coordinator in your respective area of assignment. The Coordinator shall submit these consolidated forms with photo-documentation on or before **September 30, 2025 to the Bohol Provincial Environment Management Office (BPEDO)** with email address at bpemc@boholver.gov.ph.

For any further query hereon, please feel free to get in touch with the BPEDO, and look for Ms. Villa I. Pelindingue, CRM Division Head with Mobile No. **0950-281-0154** or telephone number **411-0138** local **41011**.

For your guidance, support and cooperation for the success of this worldwide annual activity.

DEPARTMENT OF EDUCATION
 TAGBILARAN CITY SCHOOLS DIVISION
 SDS OFFICE
RECEIVED

[Signature]
ERICO ARISTOTLE C. AUMENTADO
 Governor

BY: *[Signature]* TIME: _____
 DATE: 9/15/2025 CTR #: 9-144

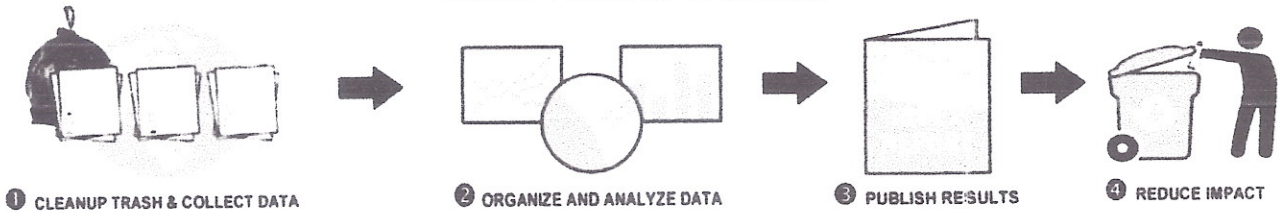
VOLUNTEER

OCEAN TRASH DATA FORM



Ocean and waterway trash ranks as one of the most serious pollution problems choking our planet. Far more than an eyesore, a rising tide of marine debris threatens human health, wildlife, communities and economies around the world. The ocean faces many challenges, but trash should not be one of them. Ocean trash is entirely preventable, and data you collect are part of the solution. The International Coastal Cleanup is the world's largest volunteer effort on behalf of ocean and waterway health

HERE HOW IT WORKS:



NAME:
ORGANIZATION/SCHOOL:

EMAIL:
MOBILE NO.:

CLEANUP SITE DESCRIPTION

Type of Environment (choose one):

- Saltwater (Ocean/Bay/Estuary)
- Freshwater (River/Stream/Lake)
- Inland (no Water Body Present)

Mode of Data Collection (choose one):

- Land (beach, shoreline or inland)
- Underwater
- Watercraft (boat, kayak or canoe)

SITE INFORMATION

Cleanup Site
Name:

Coordinates (Lat, Long)

Province:

Zone or Country
(Municipality/City):

NUMBER OF VOLUNTEERS
WORKING ON THIS CARD:

Country:

Nearest Crossroad or
Landmark:

Adults Children
(under 12)

MOST UNUSUAL ITEM COLLECTED:

DATE OF CLEANUP:

GO PAPERLESS!
Collect and record
your data on

Download the
free app on your
mobile device.



Please submit results by email or online at:

iccphilippines@gmail.com
<https://sites.google.com/site/iccphilippines>



International Coastal Cleanup Philippines, Inc.
147 Williams St. Barangay 13, Pasay City 1300
Metro Manila, Philippines



Updated 2022

TRASH COLLECTED

Citizen scientist: Pickup all trash and record all items you find below. No matter how small the items, the data you collect are important for Trash Free Seas!

EXAMPLE:

Plastic Bags:

||||| III

TOTAL #
↓
= 8

Please DO NOT use words or check marks. Only **numbers** are useful data.

CLEANUP SUMMARY (TOTAL):

No. of Trash Bags Filled: _____ Estimated Weight: _____ (in kilograms) Estimated Distance Cleaned: _____ (in kilometers)

MOST LIKELY TO FIND ITEMS

	TOTAL ↓		TOTAL ↓
Grocery bags (plastic):	=	Cups, plates (foam):	=
Other bags (plastic):	=	Cups, plates (paper):	=
	=	Cups, plates (plastic):	=
Beverage bottles (glass):	=	Food containers (foam):	=
Beverage bottles (plastic):	=	Food containers (plastic):	=
Bottle cans:	=		
Beverage sachets/pouches:	=	Food wrappers (<i>coffee, chips, etc.</i>):	=
	=		
Bottle caps (metal):	=	Lids (plastic):	=
Bottle caps (plastic):	=	Straws/Stirrers:	=
Cigarette butts:	=		

FISHING & BOATING:

	TOTAL ↓	ILLEGAL DUMPING:	TOTAL ↓
Fishing lines, rope, etc.:	=	Appliances:	=
Fishing net:	=	Construction materials:	=
Foam dock pieces (buoys, etc.):	=	Tires:	=

PACKAGING MATERIAL:

	TOTAL ↓	OTHER ITEMS/DEBRIS:	TOTAL ↓
6 - Pack Holders:	=	Balloons:	=
Foam packaging (<i>fruit net, for appliances, etc.</i>):	=	Clothing:	=
Other plastic bottles (<i>oil, bleach</i>):	=	E-cigarettes:	=
	=	Electronic wastes (phones, batteries):	=
Plastic sachets (<i>detergent, shampoo, etc.</i>):	=	Footwear:	=
	=	Paper bags:	=
Strapping Bands:	=	Tobacco products (lighters, cigar tips, wrap):	=

PERSONAL HYGIENE:

	TOTAL ↓	Toys:	=
Condoms:	=	Other plastic waste:	=
Cotton bud sticks (swabs):	=	Other waste (metal, paper, etc.):	=
Diapers:	=		
Gloves & masks (PPE):	=	TINY TRASH LESS THAN 2.5 CM:	TOTAL ↓
	=	Plastic/foam pieces:	=
Syringes:	=		

OTHER ITEMS NOT LISTED:

	TOTAL ↓	DEAD/INJURED ANIMAL:	TOTAL ↓
1.	=	Type of animal:	
2.	=	Status: dead/injured	Entangled: yes/no
3.	=	Type of entanglement:	

7

BASIC STEPS FOR THE VOLUNTEERS DURING COASTAL CLEAN-UP

1 KNOW YOUR COASTAL CLEAN-UP SITE

Coordinate with the ICC Coordinator/ Ecological Solid Waste Management Focal Person of each LGU for the specific area of assignment. (i.e. If an institution wants to join the ICC activity in Baclayon, the institution will coordinate directly with the ICC Coordinator of Baclayon for the specific area of assignment)

2 BRING YOUR OWN COASTAL CLEAN-UP MATERIALS

Bring your own sack for your trash, gloves and tongs for your safety when picking up sharp objects and personal hygiene debris.

3 SEGREGATE.

Segregate the trash according to the type of trash you collected during the coastal clean-up based on the Ocean Trash Data Form.

4 RECORD THE TRASH THAT YOU COLLECTED

We do not only pick trash or marine debris but also we have to record and tally the kind of trash in the Ocean Trash Data Form that was provided to you. Endeavor to count the number of pieces and/or estimate corresponding volume/ weight.
(RESIDUAL, SPECIAL WASTE, RECYCLABLE)

5 DISPOSE YOUR TRASH PROPERLY

Dispose your trash in a proper bin in your area. If you cannot find one, gather all collected trash in one place so that it will be easier for the Barangay/ Municipal trash collectors to pick them.

6 ALWAYS HAVE DOCUMENTATIONS

Get the attendance of all volunteers in your group and don't forget to take pictures during the activity. These are also the requirements in the submission of your Data Forms.

7 SUBMIT YOUR RECORDED DATA

Submit immediately your filled out Ocean Trash Data Form, attendance sheets and photo documentations to the Ecological Solid Waste Management (ESWM) Focal Person of the Municipality where you conducted the Coastal Clean-Up. The ICC Coordinator/ ESWM Focal Person will submit/email to BPEDO (bpemophil@gmail.com) the consolidated data not later than September 30, 2025.

Be safe!