



Republic of the Philippines  
Department of Education  
NATIONAL CAPITAL REGION

SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

2024-CY-381K

Office of the Schools Division  
Superintendent

MEMORANDUM  
No. 242, s. 2024

AUG 20 2024

**124<sup>TH</sup> PHILIPPINE CIVIL SERVICE ANNIVERSARY (PCSA) CELEBRATION**

To: Assistant Schools Division Superintendent  
Chief Education Supervisor, Curriculum Implementation Division  
OIC-Chief Education Supervisor, School Governance and Operations Division  
Public Elementary and Secondary School Heads  
Administrative Officer V  
All Others Concerned

- Attached is an invitation letter from the Civil Service Commission (CSC) for the upcoming celebration of the 124th Philippine Civil Service Anniversary (PCSA). In connection with this, the Teaching and Non-Teaching Personnel in the Division of Muntinlupa are encouraged to participate in the said event. Each school is requested to send at least five (5) attendees to the activity. Moreover, the Division Office Units (OSDS, SGOD and CID) are requested to send at least five (5) representatives to participate in the above-mentioned event.
- The selected representatives from schools and Division Office Units must register through this link: <https://tinyurl.com/CSC124thAnniversary>. Moreover, representatives for the VIBERUN: Takbo Para sa Mga Servant Heroes must accomplish the attached **Release and Waiver of Liability Agreement** and register through this link <https://bit.ly/45ZW7BE>
- Participants will be granted service credit and compensatory time-off accordingly. Please refer to the attached Enclosure 1 – Calendar of Activities for more information. Please be reminded of the deadline of payment, registration, and rules and regulations of the activity.
- All expenses relative to this celebration shall be charged against local funds, subject to the existing accounting and auditing rules and regulations.
- Immediate and wide dissemination of, and compliance to this Memorandum are desired.

  
**VIOLETA M. GONZALES**

Assistant Schools Division Superintendent  
Officer-in-Charge  
Office of the Schools Division Superintendent

Encl: As stated.  
To be indicated in the Perpetual of Index  
under the following subjects:

CELEBRATION PERSONNEL NON-TEACHING TEACHING

242 SRHB/AMF-124TH PHILIPPINE CIVIL SERVICE ANNIVERSARY (PCSA) CELEBRATION \_\_\_/ August 13, 2024

NUM-2024-242

242



Student Center for Life Skills Bldg., Centennial Ave, Brgy. Tunasan, Muntinlupa City  
8805-9935, 8805-9940  
[sdo.muntinlupa@gmail.com](mailto:sdo.muntinlupa@gmail.com)  
[deped-muntinlupa.com](http://deped-muntinlupa.com)



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**ENCLOSURE 1:**

**124<sup>TH</sup> PHILIPPINE CIVIL SERVICE ANNIVERSARY (PCSA)  
CALENDAR OF ACTIVITIES**

<b>Activity</b>	<b>Date</b>	<b>Registration Fee</b>	<b>Venue</b>
VibeRun: Takbo Para sa Mga Servant Heroes	September 1, 2024	P250.00	Quirino Grandstand, Manila
Blood-Letting Activity	September 12, 2024	None	CSC Resource Center, Quezon City
International Coastal Cleanup	September 21, 2024	None	MOA By the Bay, Manila Baywalk Dolomite Beach
2024 Leaders and Human Resource Symposium: Adapt Beyond Limits	September 24-25, 2024	In Person: P9, 600.00 Online: P3,200.00	Pasay City



**National Capital Region**

14 August 2024

**DR. VIOLETA M. GONZALES, CESO VI**

OIC – School Division Superintendent  
Division of City Schools - Muntinlupa  
Rizal St., Poblacion Muntinlupa City

Dear **OIC – Superintendent Gonzales**:

*Warmest greetings from the Civil Service Commission National Capital Region (CSC NCR)!*

In celebration of the upcoming 124<sup>th</sup> Philippine Civil Service Anniversary (PCSA) this September, the CSC is once again organizing the PCSA Fun Run with DSWD Permit Number DSWD-SB-SP-00034-2024.

To mark the beginning of our month-long celebration, a Color Fun Run entitled, "**VibeRun: Takbo Para sa Mga Servant Heroes**", will take place on **01 September 2024** (Sunday), at the **Quirino Grandstand, Manila**. This activity aims to raise funds and create awareness of the *Pamanang Lingkod Bayani (PLBi)* of the Civil Service Commission as well as promote health and wellness among civil servants.

May we request the support of your agency by sending interested officials and employees or other interested parties to participate in this meaningful activity. A registration fee of P250.00 per head will be charged.

Proceeds from the activity will go directly to the PLBi, a fund dedicated to supporting the families of public servants who died in the line of duty. Since 2011, a total of two hundred forty-six (246) beneficiaries have received one-time financial assistance of One Hundred Thousand Pesos (Php100,000.00) each. Additionally, the children of PLBi awardees were recommended for scholarships at state universities and colleges.

To register, please use the link: <https://bit.ly/45ZW7BE>, which also contains the **payment procedure**, and secure your slots on or before **29 August 2024**. Only paid participants will be considered registered. Participants are encouraged to

**Bawat Kawani, Lingkod Bayani**

wear a white shirt or the customized activity shirt featuring the VibeRun logo. A sample design is provided for your reference. For any inquiries or clarifications, please contact the CSC Field Office near you.



Thank you.

Very truly yours,

*UK F. Esber*  
**VICTORIA F. ESBER**  
Director IV

## 2024 PCSA VibeRun Shirt Design

You may also access the design logo here:

<https://bit.ly/VibeRunShirtDesign>



## **REGISTRATION GUIDELINES FOR THE PUBLIC**

DATE : 01 SEPTEMBER 2024 (SUNDAY)  
ASSEMBLY AREA : QUIRINO GRANDSTAND, RIZAL PARK LUNETTA  
RUN ROUTE : ROXAS BOULEVARD  
ASSEMBLY TIME : 4:00 AM  
REGISTRATION FEE : Php 250.00

### **A. Registration**

1. This online form is for 2024 PCSA VibeRun pre-registration purposes only.
2. Each participant is required to fill out the registration form individually.
3. After submitting the registration form, you should immediately receive a pre-registration email containing a copy of your response. Kindly print or save this pre-registration email as it serves as your ORDER OF PAYMENT.
4. A **signed copy** of the Liability Waiver must be submitted to the CSC Field Office as part of the registration process. You can download the liability waiver **HERE**.
5. Deadline for registration is until **August 29, 2024.**

### **B. Payment**

1. Proceed to the CSC NCR Field Office Present indicated in the pre-registration email.
2. Bring the following:
  - Copy of the pre-registration email
  - Printout of the signed waiver
  - Cash/check payment for the registration fee

*Note: For group payment, please bring a **list of all pre-registered participants from your agency or group.***

3. For direct deposit or fund transfer, make your payment payable to the account below and bring the **original copy of the validated deposit slip or LDDAP - ADA, for issuance or OR.**

Account Name: CSC NCR CFAG  
Account Number: 0062-1018-00  
Branch: Quezon Avenue

*Upon successful payment at the CSC Field Office, you will receive an **OFFICIAL RECEIPT**, confirming your registration as a participant in the 2024 PCSA VibeRun.*

**RULES AND REGULATIONS:**

1. Participants must be Filipino Citizens and aged 18 years old and above.
2. The registration fee is **non-refundable**; hence, non-attendance to the activity shall mean forfeiture of the registration fee.
3. Participants have the option of running 3k or 5k depending on their preference.
4. To experience the full color run effect, participants are required to wear a white shirt, preferably using the suggested 2024 PCSA Shirt Design
5. No race bibs will be provided. Therefore, agencies must ensure that their participants adhere to the official 2024 PCSA VibeRun color.
6. As part of the CSC's sustainable management practices, please bring your own water container during the run. Drinking water will be provided at designated water stations.
7. **NO BAGGAGE AREA WILL BE AVAILABLE** during the event. Only bring essential items with you.
8. Medical personnel are stationed at designated points within the venue to promptly attend to any medical concerns.
9. Portalets will be located along the Start/Finish area.
10. Each paid participant will be provided with one color powder sachet, to be used during the Simultaneous Color Splash segment of the activity. Color sachets will be distributed at the Field Office where participants paid their registration fees. Agency representatives will be advised as to the release of these color sachets.

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**PROMISSORY NOTE**

I, \_\_\_\_\_ **(Name)** \_\_\_\_\_, \_\_\_\_\_ **(position)** \_\_\_\_\_ of \_\_\_\_\_ **(Agency)** \_\_\_\_\_, with postal address at \_\_\_\_\_ **(Address of Affiant)** \_\_\_\_\_, promise to pay the Civil Service Commission-National Capital Region (CSC-NCR) the total amount of \_\_\_\_\_ **(Amount in words)** ( \_\_\_\_\_ **(Amount in figures)** \_\_\_\_\_), as payment for the 2024 PCSA VibeRun, either in cash or through check to be deposited at the official bank account of CSC NCR, to wit:

Bank: Land Bank of the Philippines  
Account Name: CSC NCR CFAG  
Account Number: 0062-1018-00  
Branch: Quezon Avenue

Payee undertake to pay under the following conditions:

- 1. Full payment of the aforementioned amount should be made on or before 15 September 2024;
- 2. In case of failure to pay when due and payable, any and all civil or criminal case(s) to which I may be held to the CSC NCR shall be filed without prejudice to such other rights or actions that the CSC NCR or any of its officials or representatives may pursue.
- 3. In the event that the obligation covering this Promissory Note has been paid in full, this Promissory Note is therefore discharged and without any legal effect whatsoever.

I hereby affirm and acknowledge that I have carefully read and have understood all the foregoing stipulations.

**IN WITNESS WHEREOF**, I have set my hand this \_\_\_\_\_, in \_\_\_\_\_, Philippines.

\_\_\_\_\_  
Affiant/Maker  
ID No. \_\_\_\_\_

**SUBSCRIBED AND SWORN** to before me, this \_\_\_\_\_, by the Affiant whom I have identified through competent evidence of identity and who exhibited his/her Government Issued Identification Number as per description appearing below his/her name.

Doc No. \_\_\_\_\_  
Page No. \_\_\_\_\_  
Book No. \_\_\_\_\_  
Series of 2024

**RELEASE AND WAIVER OF LIABILITY AGREEMENT**

I, \_\_\_\_\_, hereby attest to being physically and mentally fit to participate in the 2024 PCSA VibeRun of the Civil Service Commission-National Capital Region and acknowledge to have full understanding of the risks involved in the said activity.

I am fully aware that the colored powder that will be used in this activity contains maize starch, dye/color, and fragrance and is intended to be non-toxic. This notwithstanding, I understand that the colored powder may cause temporary eye irritation, skin irritation, and respiratory irritation (if inhaled).

I give permission for any broadcast, print, or digital media pertaining to this event to freely use my name, my photographs, and/or my voice.

In consideration hereof, I, for myself, heirs, executors, and administrators, hereby waive and release forever, any and all rights to claims or damages that I may have against the event organizers, sponsors, volunteers, and all parties involved in this event.

I hereby acknowledge that I have carefully read and understood this entry form and promise to abide all the guidelines, rules, and directives of the activity officials before, during, and after the activity.

\_\_\_\_\_  
Participant's Signature over Printed Name

\_\_\_\_\_  
Date

\*Each individual participant must **SIGN** and **SUBMIT** this waiver to participate in the 2024 PCSA VibeRun.