

*for info*  
*2/2/95*

Republika ng Pilipinas  
PAMBANSANG PANGASIWAAN NG PATUBIG  
(National Irrigation Administration)  
Lungsod ng Quezon

MC No. 5, s. 1995

MEMORANDUM CIRCULAR

T O : THE DEPUTY ADMINISTRATOR, ASSISTANT ADMINISTRATORS,  
DEPARTMENT MANAGERS, STAFF HEADS, REGIONAL  
IRRIGATION MANAGERS, OPERATIONS/PROJECT MANAGERS,  
IRRIGATION SUPERINTENDENTS, PROVINCIAL IRRIGATION  
OFFICERS AND ALL OTHERS CONCERNED  
This Agency

SUBJECT : Civil Service Commission Memorandum Circular  
No. 33, s. 1994 dated October 21, 1994.

Quoted hereunder in full is Civil Service Commission  
Memorandum Circular No. 33, s. 1994 for your information and  
guidance.

"Republic of the Philippines  
CIVIL SERVICE COMMISSION

MC No. 33, s. 1994

MEMORANDUM CIRCULAR

T O : ALL HEADS OF DEPARTMENTS, BUREAUS AND  
AGENCIES OF NATIONAL AND LOCAL GOVERNMENTS,  
INCLUDING GOVERNMENT-OWNED OR CONTROLLED  
CORPORATIONS WITH ORIGINAL CHARTERS, AND  
STATE COLLEGES AND UNIVERSITIES

SUBJECT : Rules to Govern Posting and Hanging of  
Posters, Placards, Streamers and Other  
Similar Materials

It has been brought to the attention of the Commis-  
sion that employee unions/associations harboring griev-  
ances against management in their respective agencies  
have resorted to the indiscriminate posting and hanging  
of placards, posters, streamers, and other similar  
materials within the premises of the agency. More often  
than not, the management has ordered the removal of the  
said materials. An atmosphere of animosity, distrust  
and hostility between the parties is thereby created.

The Commission is aware that the above situation  
ultimately prejudices the delivery of services to the  
public. For this reason, the Commission finds it

necessary to prescribe and adopt a set of rules to govern the posting and hanging of posters, placards, streamers, and other similar materials within the premises of the agency as follows:

1. All heads of agencies are hereby directed to provide two specific spaces within their respective premises, preferably near the Bundy clock, at the canteen or other places normally frequented by employees, where employee unions/associations could post their posters.
2. The size of each designated area should not be less than 2 feet x 3 feet.
3. The hanging of posters and streamers shall only be allowed in the designated areas.
4. No poster, placard, streamer, or other similar material containing abusive, vulgar, defamatory or libelous language shall be allowed.

This Memorandum Circular shall take effect after fifteen days (15) days from its publication in a newspaper of general circulations.

(SGD.) RAMON P. ERENETA, JR.  
Commissioner

October 21, 1994"

The strict implementation and monitoring of this Circular at the Field Offices shall be the responsibility of their respective administrative support units while at the Central Office, the Building Facilities & Maintenance Division (BFMD) and Public Affairs & Information Staff (PAIS) shall be responsible for Items 1 to 3 and 4, respectively.

Be guided accordingly.

(SGD.) APOLONIO V. BAUTISTA  
Administrator

1 February 1995