



Republic of the Philippines  
Department of Education  
Region X - Northern Mindanao  
**DIVISION OF MALAYBALAY CITY**

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DepEd MALAYBALAY CITY DIVISION

**RELEASED**

Date: AUG 03 2016 Time: 4:56  
By: *[Signature]*

**DIVISION ADVISORY**

**TO:** Chief Education Supervisor & Staff, Curriculum Implementation Division  
Chief Education Supervisor & Staff, Schools Governance & Operations Division  
Public Schools District Supervisors/District OIC's  
Elementary and Secondary School Heads  
Section/Unit Heads and Staff  
All Others Concerned

**FROM:** *[Signature]*  
**EDILBERTO L. OPLENARIA, CESO VI**  
Schools Division Superintendent

**DATE:** August 1, 2016

**SUBJECT:** Dissemination of CSC – Memorandum Circular No. 17, s. 2016 “Observance of ASEAN Week 2016”

1. For the information and guidance of all concerned, this Office hereby disseminates the herein Memorandum Circular No. 17, s. 2016 issued on July 29, 2016 by the Civil Service Commission regarding the Observance of ASEAN Week 2016, content of which is self-explanatory.
2. For widest dissemination.

**Encl:**

As stated

**Copy Furnished:**

Records Unit  
Personnel Unit

**TO BE POSTED ON THE WEBSITE**



MC No. 17, s. 2016

**MEMORANDUM CIRCULAR**

**TO :** HEADS OF CONSTITUTIONAL BODIES, DEPARTMENTS, BUREAUS, AND AGENCIES OF THE NATIONAL GOVERNMENT; LOCAL GOVERNMENT UNITS; GOVERNMENT-OWNED OR CONTROLLED CORPORATIONS WITH ORIGINAL CHARTERS; AND STATE UNIVERSITIES AND COLLEGES

**SUBJECT :** Observance of ASEAN Week 2016

Pursuant to Proclamation No. 1008 dated May 21, 1997, declaring August 7-13 every year as "ASEAN Week," agencies of the government are once again enjoined to initiate and implement programs and activities that would help generate awareness of ASEAN.

Agency heads are also reminded of their compliance with CSC MC. No. 6, s. 2016 issued on February 29, 2016 enjoining agencies to participate in the information campaign on ASEAN by, among others:

- posting relevant information and materials on ASEAN in conspicuous areas within the agency premises and their agency website;
- including the singing of the ASEAN Anthem in the first flag ceremony of the month;
- sharing information on ASEAN (e.g. updates on ASEAN-related activities, trivia, informative videos etc.) during such flag-raising ceremony and other employee fora to help raise awareness among their officials and staff; and,
- wearing ASEAN-inspired attire coinciding with the flag raising ceremony mentioned above.

The Department of Education (DepED), Commission on Higher Education (CHED) and the Technical Education and Skills Development Authority (TESDA) are likewise reminded to enjoin educational and training institutions – both public and private, nationwide – to adopt similar activities to raise awareness of ASEAN among the members of the faculty, students and other stakeholders.

As the bureaucracy prepares for the Philippine's hosting of ASEAN and the commemoration of the 50<sup>th</sup> founding anniversary of ASEAN in 2017, the Civil Service Commission calls on all public officials and employees to actively take part in raising the public's awareness of ASEAN and encourage their participation in the various activities that will be implemented, not only in celebration of this year's commemoration of ASEAN Week, but also in the events leading to and during the Philippine's Chairmanship of ASEAN 2017.

For compliance.

  
**ALICIA dela ROSA-BALA**  
Chairperson

29 JUL 2016

*In a Race to Serve: Responsive, Accessible, Courteous and Effective Public Service*