

Republic of the Philippines
CIVIL SERVICE COMMISSION
Constitution Hills, Batasang Pambansa Complex, Diliman, Quezon City

MC No. 38, s. 1992

MEMORANDUM CIRCULAR

TO : ALL HEADS OF DEPARTMENTS, BUREAUS AND AGENCIES OF
THE NATIONAL AND LOCAL GOVERNMENTS, INCLUDING
GOVERNMENT-OWNED AND/OR -CONTROLLED
CORPORATIONS

SUBJECT : PHYSICAL AND MENTAL FITNESS PROGRAM FOR
GOVERNMENT PERSONNEL

This Commission, pursuant to its mandate as the central personnel agency of the government, hereby authorizes for one (1) hour each week, preferably from 4:00 P.M. up to 5:00 P.M., the conduct of the health awareness program and for twenty (20) minutes daily, preferably before or after 10:00 A.M. or 3:00 P.M., the conduct of the wellness of fitness program. Where public services will be unduly disrupted or prejudiced, the personnel complement may be divided into such number of groups as may be necessary which shall undertake such activities in the different times of the day and different days of the week.

Cultural and athletic activities may still be conducted within the authority provided by the annual general appropriations acts and the limitations prescribed by presidential issuance and other pertinent rules and regulations.

To achieve long-term health through exercise and related physical fitness activities, all departments, bureaus and agencies of the national and local governments including government-owned and -controlled corporations are hereby enjoined to implement this physical and mental fitness program which is supportive of the Program: *Mens Sana in Corpore Sano* (a sound mind in a sound body) of the Philippine Sports Commission.

To assist in the undertaking, a list of possible fitness activities and their descriptions is attached together with relevant literature on the preservation of physical and mental health. The HRD/HRM or Personnel Offices are expected to take the lead in these activities.

(Sgd.) PATRICIA A. STO. TOMAS
Chairman

September 30, 1992

Examples of Activities for a One-Hour-a-Week Relaxation of the Body and Mind

1. *Physical Fitness Exercises* – Warm up, stretching and conditioning exercises, with the accompaniment of calisthenics/aerobic music. Mechanics and related materials can be requested from PSC, DECS, and DOH.
2. *Short Distance Jogging* – This can be done around and within the compound of the office. Lectures can be done before the actual activity. Resource speakers from the DECS and PSC can be tapped.
3. *Parlor Games/Obstacle Races* – This can be in the form of fun group games where everybody participates.
4. *Simple Mass Jazz Dancing* – This is in order to fully appreciate the benefits of stretching, such as to increase mental and physical relaxation, reduce muscular tension, and the like.
5. *Actual Demonstration of Cardio-Pulmonary Resuscitation (CPR)* – As government employees or public servants, we are obliged to give first aid services in any form of accidents, especially where the conduct of CPR is needed. Experts from the PNR and DOH can be tapped.
6. *Lecture-Demonstration on Fitness-Related Topics* – Proper diet and nutrition of non-athletes, on-site management of physical activity-related injuries; biomechanics in sports and in physical fitness; and other varied and interesting topics. (Resource speakers: members of Sport Machine Association of the Philippines)
7. *Lecture-Demonstration on Mind-Relaxation and Soul-Searching and Spiritual Upliftment Topics*
8. *Lecture-Demonstration on various livelihood projects*
9. *Film-Showing on victorious performances of Filipino athletes in prestigious tournaments* – To develop a sense of nationalism and brotherhood that even a small developing country can make it “big” in foreign lands through sports and ultimately be proud of it.
10. *Film-showing on relevant values like:*
“Stand and Deliver” (a film that shows one can bring out the best in a person through right conditioning of the mind)