



Republic of the Philippines  
**Department of Education**  
Region XI  
**SCHOOLS DIVISION OF DIGOS CITY**  
Digos City

**OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT**

**DIVISION MEMORANDUM**

**OSDS-2025-** 217

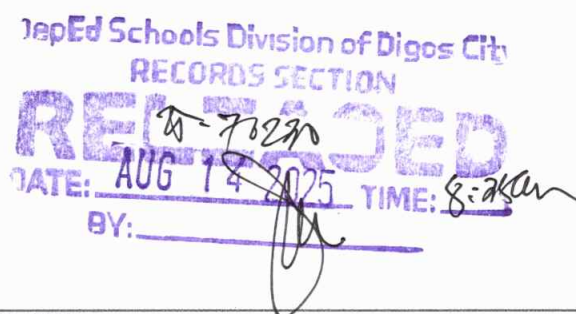
**To :** ASSISTANT SCHOOLS DIVISION SUPERINTENDENT  
CHIEF EDUCATION SUPERVISORS  
PUBLIC SCHOOLS DISTRICT SUPERVISORS  
EDUCATION PROGRAM SUPERVISORS  
SECTIONS AND UNITS HEADS  
ELEMENTARY AND SECONDARY SCHOOL HEADS  
SCHOOLS DIVISION OFFICE (SDO) PERSONNEL  
ELEMENTARY AND SECONDARY NON-TEACHING PERSONNEL

**Subject :** Conduct of 2025 PCSA Fun Run

**Date :** August 13, 2025

1. This has reference to the letter dated July 31, 2025 of Dir. Cyril-Nathan SM. Eamiguel, Director IV of the Civil Service Commission Region XI Office, Davao City inviting this Schools Division Office to join the celebration of the 125<sup>th</sup> Philippine Civil Service Anniversary (PCSA) in September 2025 with the theme: *"Bawat Kawani, Lingkod-Bayani: Puso, Dangal, at Galing Para sa Bayan."*
2. One of the activities to conducted during this month-long celebration is the **"2025 PCSA Fun Run"** to be conducted on **September 7, 2025** at the **Davao del Norte Sports and Tourism Complex**, Provincial Government Center, Mankilam, Tagum City. A registration fee of Php. 250.00 shall be collected per participants. Attached is the copy of the letter of Dir. Eamiguel with attachments for proper information in joining the said activity particularly in the payment modes in joining the fun run.
3. All Fun Run participants will receive a Certificate of Participation, along with a one-day (8-hours) Compensatory Overtime Credits, after completing the run.
4. Travel and other incidental expenses related to the attendance of the above-mentioned activity shall be charged to respective local funds or MOOE funds of the school and division office, subject to the usual accounting rules and regulation.
5. For immediate dissemination and compliance.

  
**MELANIE P. ESTACIO, Ph.D., CESO VI**  
Schools Division Superintendent



July 31, 2025

**DR. MELANIE P. ESTACIO**  
Schools Division Superintendent  
Department of Education - Schools Division of Digos City  
hr.digoscity@deped.gov.ph



Subject: **Conduct of 2025 PCSA Fun Run**

Dear *Superintendent Estacio*:

Greetings from the Civil Service Commission Regional Office XI!

This year marks a milestone for the entire Philippine bureaucracy as we will be celebrating our **125<sup>th</sup> Philippine Civil Service Anniversary (PCSA) in September 2025**, with the theme “*Bawat Kawani, Lingkod-Bayani: Puso, Dangal, at Galing Para sa Bayan*”, a constant reminder of how public service should be. To serve as a nationwide kickoff activity, and one of the highlights of the month-long celebration, this Office, in collaboration with the Provincial Government of Davao del Norte, will be hosting a **Fun Run on September 7, 2025 (Sunday) in Tagum City**, dubbed as **Ageless Moves: Wellness and Fun Run**.

This activity aims to foster unity and camaraderie and promote health and wellness among public servants, as well as raise awareness on public service heroism. Proceeds from this event will go directly to *Pamanang Lingkod Bayani* Program (PLBi) of the Civil Service Commission, a program which seeks to recognize civilian public servants who risked their lives and were killed in the line of duty, or those who died while in the performance of their functions, duties and responsibilities.

**Event Details:**

What	:	<b>2025 PCSA Fun Run</b>
When	:	<b>September 7, 2025 (5:00 am)</b>
Where	:	<b>Davao del Norte Sports and Tourism Complex Provincial Government Center Mankilam, Tagum City</b>
Who	:	<b>Open to all public servants, private individuals and running enthusiasts (18 years old and above)</b>

**Mechanics:**

- **Registration Fee:** **Two Hundred Fifty Pesos (Php250.00)/participant**, which is non-refundable. Non-attendance to the actual event will mean forfeiture of the registration fee
- **Distance** : **1K, 3K and 5K** (registration fee is uniform regardless of the distance)
- **Attire** : All participants are encouraged to wear their agency shirts, preferably with the official 2025 PCSA Fun Run shirt design (attached is the Fun Run shirt design)
- **Sustainability:** In line with the CSC’s commitment to sustainable management practices, participants are encouraged to **bring their own water containers** during the run.
- **Participation certificate:** All Fun Run participants will receive a **Certificate of Participation, along with a one-day (8 hours) Compensatory Overtime Credits**, after completing the run.



Registration shall be done through the online registration form which can be accessed using this <https://bit.ly/2025CSCFUNRUN> or through the QR code below. Deadline for registration and payment is August 26, 2025.



2025 CSC FUN RUN RegLink

*The registration fee may be paid via the following modes:*

1. **Cash payment** at CSC Regional Office XI or nearest CSC Field Office;
2. For **check payments**, please make it payable to CSC-CFAG and present to CSC Regional Office or nearest CSC Field Office;
3. **Direct Deposit or Agency LDDAP/ADA** – please present original bank validated deposit slip/LDDAP-ADA to CSC Regional Office XI or nearest CSC Field Office, or upload through the registration link, for issuance of official receipt; or
4. **Fund Transfer** (through Instapay using your mobile bank Application, e.g. GCash, Maya, BPI, etc)

Bank: LandBank  
Account Name: CSC-CFAG  
Account Number: 0162-0355-50

*\*Kindly take a screenshot of the successful transaction showing the transaction/reference number and upload through the registration link*

To bring more color, fun and excitement to the event, there will also be a **Servant-Heroes /Mascot Competition which shall be part of the Fun Run event**. Your agency is likewise encouraged to participate in the said competition. This initiative aims to celebrate the heroism of public servants by encouraging participants to creatively portray government workers as modern-day public heroes, dedicated, resilient, people-centered individuals who embody excellence and integrity in public service, while at the same time making the event more engaging and memorable for all attendees. **Mascots are expected to engage with the participants for the entire duration of the event, during the pre-run, run, and post-run activities**. Attached are the mechanics for the said competition.

For inquiries, please contact us at (082) 299-1724, 25 or 27, mobile number **0999-9724592** or via email at [roll.msd@csc.gov.ph](mailto:roll.msd@csc.gov.ph).

We look forward to having you and your team in this momentous event of bringing to front the modern-day public heroes.

Very truly yours,

A handwritten signature in blue ink, appearing to read 'Cyril-Nathan SM. Eamiguel'.

Digitally signed by Cyril-Nathan SM. Eamiguel  
Location: CSCROXI Davao  
Date: 2025.07.31 16:30:38  
+0800

**CYRIL-NATHAN SM. EAMIGUEL**  
Director IV

**WAIVER TEMPLATE FOR PARTICIPANTS**

**RELEASE AND WAIVER OF LIABILITY AGREEMENT**

I, \_\_\_\_\_, hereby attest that I am physically and mentally fit to participate in the **2025 PCSA Fun Run** of the Civil Service Commission – (CSC Regional Office). I understand and acknowledge the inherent risks associated with physical activities of this nature.

I give my consent for any broadcast, print, or digital media coverage of this event to use my name, photographs, and/or voice without compensation or additional approval.

In consideration of my participation, I, for myself, my heirs, executors, and administrators, hereby waive, release, and discharge any and all rights to claims or damages against the event organizers, sponsors, volunteers, and all parties involved in this event.

I acknowledge that I have carefully read, understood, and agreed to the terms of this waiver. I also commit to abide by all guidelines, rules, and instructions issued by the activity officials before, during, and after the event.

\_\_\_\_\_  
**Participant’s Signature over Printed Name**

**Date:** \_\_\_\_\_



***For more information about the T-shirt's elements, you may visit this link.***

***[https://drive.google.com/drive/folders/16AqsdxEUPrtkOhAcy-0y3cuS0Oo0aDJG?usp=drive\\_link](https://drive.google.com/drive/folders/16AqsdxEUPrtkOhAcy-0y3cuS0Oo0aDJG?usp=drive_link)***



## Servant-Heroes Mascot Competition Guidelines

### I. Background

To promote equality and diversity in public service, each participating agency may choose **only one mascot** to represent their office. This mascot should embody the agency's commitment to inclusive and diverse leadership in government.

### II. Objectives

1. Highlight the noble contributions of civil servants through creative mascot characters that represent servant-heroes.
2. Infuse the event with energy, entertainment, and storytelling through engaging mascot performances and crowd interaction.
3. Encourage inter-agency collaboration and pride by showcasing unique interpretations of the servant-hero ideal.
4. Provide equal visibility to representation of servant-heroes, promoting gender inclusivity and balanced storytelling.
5. Leave a lasting impression on participants through photo opportunities, mascot-led cheers, and culminating stage presentations.

### III. Expected Outcomes

- Increased audience engagement and fun throughout the Fun Run
- Greater appreciation for the values of service, integrity, and patriotism
- A gender-balanced platform to showcase agency values and leadership
- Creative media and documentation opportunities for participating agencies
- A new tradition of inclusive, meaningful participation in CSC-led events

### IV. General Procedure

- Each participating agency is encouraged to send only one (1) mascot representative to the event. The mascot should embody the agency's unique version of a "Servant-Hero," symbolizing the values of commitment, resilience, inclusivity, and people-centered public service.
- While the mascot may reflect gender balance and diversity, **the primary consideration must be the convenience, safety, and comfort of the individual wearing the costume.** Agencies are advised to choose a character design that allows the wearer to remain active, mobile, and comfortable throughout the event duration (approximately 4:00 AM to 7:00 AM).
- Mascots will participate in the following activities:
  - Pre-run welcome activities
  - The culmination program (stage presentation or performance)

- Judging and awarding will take place during the culmination ceremony.
- Sample mascot designs are provided to guide all agencies in conceptualizing a character that is both meaningful and practical for the wearer. (*See Samples*)

## V. Participation Mechanics

### A. Who May Join

- Open to all government agencies participating in the Fun Run.
- Each agency may register only one mascot, which should be gender-inclusive or representative of the agency's chosen identity.
- Mascots shall be performed by agency personnel.

### B. Mascot Design and Costume Requirements

#### 1. Theme Compliance

- Mascots must creatively portray a *Servant-Hero* — a public servant who uplifts the community, champions integrity, and exemplifies the agency's core values.

#### 2. Mascot Format

- Costumes must be **mascot-style**: exaggerated, cartoonish, symbolic, and visually appealing.
- Designs should be distinct, vibrant, and suitable for public interaction and photos.

#### 3. Gender Sensitivity

- Agencies are encouraged to design a servant-hero mascot that embodies inclusivity and promotes equal representation, regardless of gender.
- Costumes and character traits must reflect diversity and avoid reinforcing stereotypes.

#### 4. Mobility and Safety

- Mascots must be customized for easy movement, safety, and long wear.
- Use lightweight, breathable materials suited for outdoor morning activities.
- Costumes must allow for good ventilation, visibility, and balance.

#### 5. Durability

- Costumes should be tested for wearability and durability to last the full event (approx. 3–4 hours).

#### 6. Handler Requirement

- Each mascot must be accompanied by a handler or buddy who will assist with navigation, safety, hydration, and crowd interaction.



C. Mascot Responsibilities During the Event

Time	Activity
4:00 AM	Assembly and briefing at the designated mascot area
Pre-Run Program	Mascots welcome runners, pose for photos, and energize the crowd
During the Run	Cheer and encourage runners at designated stations
Post-Run Program	Perform on stage or participate in a presentation
Throughout the Event	Engage positively with participants (e.g., photos, gestures, dancing)

D. Judging Criteria

A panel of judges will evaluate mascot entries based on the following:

Criteria	Description	Weight
Creativity	Originality and visual appeal of the mascot design	30%
Theme Embodiment	How well the mascot represents a Filipino public servant hero	25%
Audience Engagement	Crowd interaction, energy, and charisma	25%
Stage Presence	Performance, confidence, and character portrayal	20%

E. Awards and Recognition

Special awards will be given during the culmination program, including:

- **Best Servant-Hero Mascot**
- **Crowd Favorite** (based on live audience and photo engagement)

All participants will receive a Certificate of Appreciation.

F. TIMELINE FOR MASCOT COMPETITION

Activity	Timeline
Launch and Call for Entries	Upon Fun Run registration approval
Deadline for Mascot Registration & Concept Submission	Three (3) weeks before the Fun Run
Event Day Assembly	4:00 AM – On the day of the Fun Run
Full Mascot Activity	During and after the Fun Run (4:00 AM – 7:00 AM)
Awarding Ceremony	Post-run culmination program



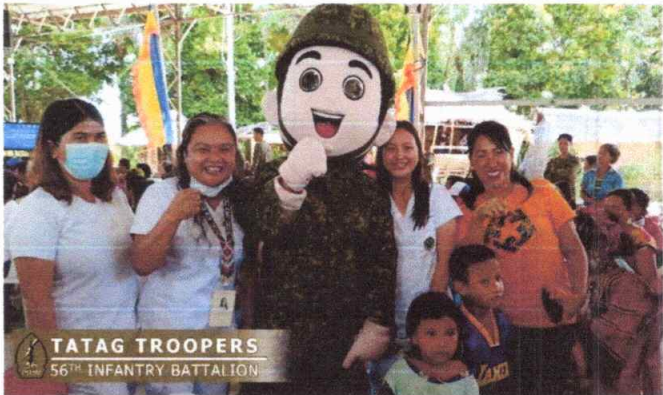
**SAMPLE MASCOTS**



**MASCOTS FROM PNP**



**MASCOTS FROM BOYSCOUT OF THE PHILIPPINES**



**MASCOT FROM THE PHILIPPINE ARMY**

**SERVANT-HEROES MASCOT COMPETITION**  
**Registration Form**

In celebration of the 125th Philippine Civil Service Anniversary (PCSA)

**Event Date:** September 7, 2025 (Sunday), 5:00 a.m.  
**Venue:** Davao del Norte Sports and Tourism Complex Provincial  
Government Center, Mankilam, Tagum City

**A: PARTICIPANT INFORMATION**

Full Name of Personnel who will wear the mascot:  
\_\_\_\_\_

Nickname (if any): \_\_\_\_\_

Age:\_\_\_\_\_

Gender (☐ Male ☐ Female ☐ Prefer not to say):\_\_\_\_\_

Position/Designation:\_\_\_\_\_

Agency/Office/Organization:\_\_\_\_\_

Contact Number:\_\_\_\_\_

Email Address:\_\_\_\_\_

**B: MASCOT ENTRY DETAILS**

Mascot Name:\_\_\_\_\_

Mascot Concept/Theme:\_\_\_\_\_

Brief Description of Mascot (max 100 words):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Materials to be used (briefly list):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Height of Mascot (in feet/inches):  
\_\_\_\_\_

Attach the Mascot Design:

**C: DECLARATION AND AGREEMENT**

- ☒ I affirm that the mascot entry is the original creation of our agency and does not infringe on any existing copyright or intellectual property rights.
- ☒ I give the Civil Service Commission (CSC) the right to feature my entry in its promotional materials, media platforms, and events.
- ☒ I understand that submitting this form does not guarantee selection or award and that all decisions by the selection committee are final.

\_\_\_\_\_  
Signature over Printed Name of HRMO Head

\_\_\_\_\_  
Signature over Printed Name of Agency Head

Date: \_\_\_\_\_

**FOR CSC OFFICIAL USE ONLY**

☐ Entry Received

Received by: \_\_\_\_\_

Date Received: \_\_\_\_\_



**SERVANT-HEROES MASCOT COMPETITION  
WAIVER**

**RELEASE AND WAIVER OF LIABILITY AGREEMENT**

I, \_\_\_\_\_, hereby attest that I am physically and mentally fit to participate in the Servant-Heroes Mascot Competition during **2025 PCSA Fun Run** of the Civil Service Commission –Regional Office XI. I understand and acknowledge the inherent risks associated with physical activities of this nature.

I give my consent for any broadcast, print, or digital media coverage of this event to use my name, photographs, and/or voice without compensation or additional approval.

In consideration of my participation, I, for myself, my heirs, executors, and administrators, hereby waive, release, and discharge any and all rights to claims or damages against the event organizers, sponsors, volunteers, and all parties involved in this event.

I acknowledge that I have carefully read, understood, and agreed to the terms of this waiver. I also commit to abide by all guidelines, rules, and instructions issued by the activity officials before, during, and after the event.

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

**Date:** \_\_\_\_\_