

Advisory No. 035, s. 2025

August 13, 2025

In compliance with DepEd Order (DO) No. 8, s. 2013
this advisory is issued not for endorsement per DO 28, s. 2001
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personnel/staff, as well as the concerned public.
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Participation in the 125th Philippine Civil Service Anniversary (PCSA) Fun Run

The Civil Service Commission - Cordillera Administrative Region (CSC-CAR) will be celebrating the 125th Philippine Civil Service Anniversary (PCSA) this September 2025 with the theme: “Bawat Kawani, Lingkod Bayani: Puso, Dangal, at Galing Para sa Bayan.” As part of the month-long celebration, CSC-CAR is organizing the 2025 PCSA Fun Run entitled: “Ageless Moves: Wellness and Fun Run” on 07 September 2025 (Sunday) at Lake Drive, Burnham Park, and Melvin Jones Football Grounds, Baguio City

This activity aims to:

- Raise awareness and funds for the Pamanang Lingkod Bayani (PLBi) program of the Civil Service Commission, which supports the families of government workers who have died in the line of duty;
- Promote health, wellness, and unity among public servants across the Philippine bureaucracy.

The activity is covered by DSWD Solicitation Permit No. DSWD-SB-PSP-NS-2025-000003, valid from 15 July 2025 to 15 July 2026.

One of the highlights of the event is the Servant-Heroes Mascot Competition. All interested participants are encouraged to join and submit the accomplished registration form (Annex F) to rocar.psed@csc.gov.ph on or before 15 August 2025.

Attached is the communication letter for detailed information.

For inquiries, clarification, or assistance, please contact:

- Maira Geneva W. Nuarin, Chief HRS
- Email: cscro14psed@yahoo.com / rocar.psed@csc.gov.ph
- Telephone No: (074) 443 5982 local 103
- Mobile: 0917-5610-822

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To register for the Fun Run and/or Mascot Competition, please use the respective links below to secure your slots. Further, you are required to accomplish the corresponding Waiver Liability Form for this event (Fun Run and / or Mascot).

For the fun run, only paid participants will be considered registered. To show unity, all runners must wear their agency color shirt, preferably with the official 2025 PCSA Fun Run shirt design (see Annex C below). Please refer to the corresponding annexes/QR Code/links below for the registration details, waiver, Fun Run routes (3km, 5km and 1km), and payment details:

Activity	QR Code	Link
Fun Run		https://bit.ly/2025funrun_registration Deadline: August 26, 2025 ANNEX A: Registration Guidelines for the Fun Run ANNEX B: Track Routes 1KM, 3KM and 5KM ANNEX C: 2025 PCSA Fun Run Tshirt Design ANNEX D: Waiver for the Fun Run
Mascot		https://bit.ly/2025pcsa_mascotcompetition Deadline: Three (3) weeks before the Fun Run/September 7, 2025 / August 15, 2025 ANNEX E: Guidelines for the Mascot Competition ANNEX F: Registration Form - Mascot Competition ANNEX G: Waiver for the Mascot Competition
125th PCSA Brand Identity Guide		<p><i>Note. PCSA Fun Run T-Shirt Design is on page 31 (Other shirt design is on page 34-35).</i></p> https://bit.ly/125thPCSA_BrandingMaterials

For any inquiries or clarifications, please contact CSC CAR PSED / Chief HRS Maira Geneva W. Nuarin through email at cscro14psed@yahoo.com ; rocar.psed@csc.gov.ph or via phone numbers at (074) 443 5982 local 103 or CP #: 0917-5610-822.

Thank you.

Very truly yours,



FERNANDO O. MENDOZA
Director IV

/125thPCSA/FunRun/FOM/RUW/mgwn/btw

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ANNEX A: REGISTRATION GUIDELINES FOR THE FUN RUN

DATE	:	07 SEPTEMBER 2025 (SUNDAY); 4:00 AM
ASSEMBLY AREA	:	Lake Drive Burnham Park and Melvin Jones Football Ground & Stage, Baguio City
DISTANCES	:	1 KM, 3 KM, and 5 KM categories
ASSEMBLY TIME	:	4:00 AM
REGISTRATION FEE	:	Php 250.00, non-refundable
DEADLINE	:	August 26, 2025
DSWD PERMIT NO.	:	DSWD-SB-PSP-NS-2025-000003

A. Registration

1. This online form is for 2025 PCSA Fun Run pre-registration purposes only.
2. You will be considered an official registered participant only after you are issued an Official Receipt by the CSC Field Office.
3. Each participant is required to fill out the registration form individually.
4. A scanned signed copy or soft copy with e-signature of the Liability Waiver (in pdf or image format) must be uploaded during registration. Please ensure that the signed liability waiver is ready before proceeding with the registration.
5. Access the registration form through [this link](https://bit.ly/2025funrun_registration) https://bit.ly/2025funrun_registration.
6. 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.

Payment

1. Proceed to the CSC CAR Regional Office (116 Wagner Road, Military Cut-Off, Baguio City). Present the email received during the pre-registration.
2. Bring the following:
 - a. Copy of the pre-registration email
 - b. Printout of the signed waiver
 - c. Cash/check payment for the registration fee

*Note: For group payment, please bring a **printed list of all pre-registered participants from your agency or group**. You may use the sample template using this https://bit.ly/2025funrun_group_registration.*

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, LDDAP - ADA, or screenshot if via fund transfer, for issuance of O.R.**

Bank: Land Bank of the Philippines
Account Name: CIVIL SERVICE COMMISSION CAR
Account Number: 0222-0172-62
Branch: Baguio City

*Upon successful payment at the CSC CAR Regional Office, you will receive an **OFFICIAL RECEIPT**, confirming your registration as a participant in the 2025 PCSA Fun Run.*

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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. Please be advised that 70% of the registration fee/proceeds shall be allocated to the Pamanang Lingkod Bayani (PLBi) fund. The remaining 30% will cover the operational expenses and **does not include the cost of fun run attire or t-shirts**. To promote unity, **all runners are required to wear their agency's official color shirt, preferably featuring the official 2025 PCSA Fun Run shirt design**.
3. Participants have the option of having a wellness walk of 1km or running either the 3km or 5km depending on their preference.

In the spirit of inclusivity, a 1K Wellness Walk category will be introduced as an open category for all participants who prefer a shorter distance, regardless of age, physical condition, or mobility. This includes, but is not limited to, senior citizens, Persons with Disabilities (PWDs), pregnant women, and even those walking with their fur babies.

4. **Race bibs will not be issued**. Agencies are responsible for ensuring that participants wear the appropriate attire.
5. 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.
6. **NO BAGGAGE AREA WILL BE AVAILABLE** during the event. Participants must bring only the necessary personal items.
7. Medical personnel are stationed at designated points within the venue to promptly attend to any medical concerns.
8. Participants are encouraged to take photos or selfies with agency mascots for a fun and memorable event! Kindly upload your photos to the [Google Drive Link](#).

For inquiries you may contact the following:

**Chief HRS Maira Geneva W. Nuarin or
HRS II Benjamin T. Wacquisan Jr.
CSC CAR Policy and Systems Evaluation Division (PSED)
(074) 443 5982 local 103
+63917-5610-822
rocar.psed@csc.gov.ph**

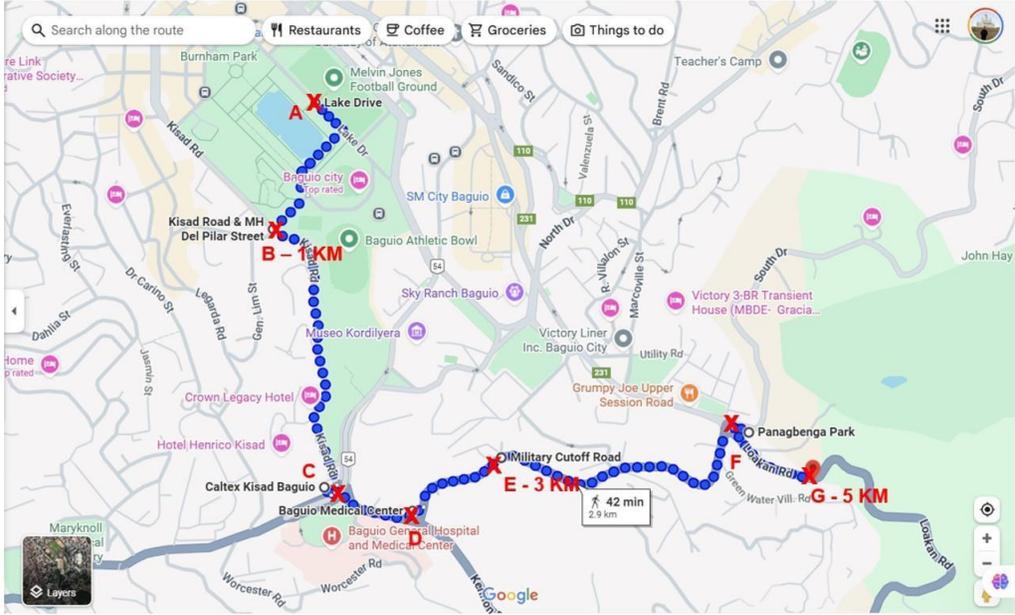
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ANNEX B: (Track Routes 1KM, 3KM and 5KM)

Google Map Link	https://bit.ly/2025cscfunrun_melvinjoneslakedrive
QR Code	

Legend:

- A** = Melvin Jones Lake Drive (Assembly Area)
- B** = Jose Abad Santos Drive corner Kisdad Road Intersection for **1 KM** then back to Point A
- C** = BGHMC Rotunda/Caltex Kisdad
- D** = Kennon Road cor. Military Cut-Off Intersection
- E** = Waiting Shed past Kubong Sawali, Turning Point for **3 KM** then back to Point A
- F** = Panagbenga Park Rotunda
- G** = Victoria's Bakery, Loakan, Turning Point for **5 KM** then back to Point A



Note. Runners have the option to choose 1KM, 3KM, and 5KM routes.

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ANNEX C: 2025 PCSA Fun Run Tshirt Design

*****To show unity, all runners must wear their agency color shirt, preferably with the official 2025 PCSA Fun Run shirt design. The editable design may be downloaded here [125th PCSA customized shirt - Google Drive](#)**





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ANNEX D

**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 – Cordillera Administrative Region (CSC CAR). 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: .

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ANNEX E: GUIDELINES FOR THE MASCOT COMPETITION

Servant-Heroes Mascot Competition Guidelines

1. Background

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

2. Objectives

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

3. 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

4. General Procedure

- a. Each participating agency is encouraged to send only one (1) mascot/cosplay 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.
- b. While the mascot/cosplay 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).
- c. Mascots/cosplay participants will participate in the following activities:
 - Pre-run welcome activities
 - The culmination program (stage presentation or performance)
- d. Judging and awarding will take place during the culmination ceremony.

5. Participation Mechanics

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A. Who May Join

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

B. Mascot Design and Costume Requirements

1. Theme Compliance

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

2. Mascot and Cosplay Format

- o Mascots should follow a cartoonish, symbolic, and exaggerated style that is visually striking and ideal for public engagement.
- o Cosplay costumes should represent the essence of a dedicated and value-driven public servant.
- o Designs should be distinct, vibrant, and suitable for public interaction and photo opportunities.

3. Gender Sensitivity

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

4. Mobility and Safety

- o Mascots must be designed for comfortable movement, safety, and long-duration wear.
- o Use lightweight, breathable materials appropriate for outdoor morning activities.
- o Ensure proper ventilation, visibility, and balance to avoid discomfort or accidents.

5. Durability

- o Costumes should be tested for wearability and durability, lasting throughout the entire event (approx. 3–4 hours).

6. Handler Requirement

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

C. Mascot/Cosplay 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	May perform on stage or participate in a presentation
Throughout the Event	Engage positively with participants (e.g., photos, gestures, dancing)

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D. Judging Criteria

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

Criteria	Description	Weight
Creativity	Originality and visual appeal of the mascot design	30%
Theme Embodiment	How well the mascot/cosplay character 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/Cosplayer**
 - Crowd Favorite** (based on live audience and photo engagement) All participants will receive a Certificate of Appreciation.

F. TIMELINE FOR MASCOT/COSPLAY 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 or August 15, 2025
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

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SAMPLE MASCOTS

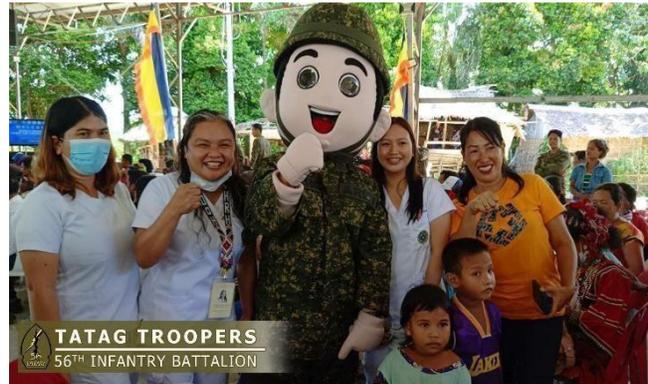
For the Cosplay, agencies may come up with a Cosplay character following the said guidelines



MASCOTS FROM PNP



MASCOTS FROM BOYSCOUT OF THE PHILIPPINES



MASCOT FROM THE PHILIPPINE ARMY



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ANNEX F

**SERVANT-HEROES MASCOT COMPETITION
Registration Form**

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

Event Date: September 7, 2025 (Sunday) 4:00 AM

Venue: Lake Drive, Burnham Park and Melvin Jones Football Ground & Stage, Baguio 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: _____

Name of Mascot Handler/Buddy who will assist with navigation, safety, hydration, and crowd interaction: _____

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):



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Materials to be used (briefly list):

Height of Mascot (in feet/inches):

Attach the Mascot Design:

<insert here>

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: _____



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ANNEX G

**SERVANT-HEROES MASCOT COMPETITION
WAIVER TEMPLATE**

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 – Cordillera Administrative Region. 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: _____