



# CSC DOS WEB APP

**COURSE TITLE :** Training on Appointments Preparation (TAP)

**TRAINING DATE :** August 05, 2021 to August 11, 2021

**TOTAL TRAINING HOURS :** 24

**TRAINING VENUE :** Zoom

**TRAINING FEE :** 3500

## COURSE DESCRIPTION :

### Course Title

Training on Appointments Preparation

### Course Schedule

August 5, 9, & 11 (8AM-12NN) & 13 (8AM-5PM)

### Platform

via Zoom

### Course Description

This intervention will enhance the competencies of Human Resource Management Practitioners on appointment processing. It gives updates and consolidates the various CSC issuances, which were released after the publication of the Omnibus Rules on Appointments and Other Human Resource Actions (ORA-OHRA). Further, it addresses pressing issues, problems, and changing policies and procedures related to appointments and other HR actions.

### Target Audience:

Human Resource Management Officers/ Personnel Officers/ Administrative Officers, members of the Human Resource Merit Promotion and Selection Board (HRMPSB), and other HR staff directly involved in appointments processing of the NGAs, LGUs, SUCs, and GOCCs, especially those who have been appointed

### Admission requirements:

- at least 3 Mbps internet connectivity
- desktop/laptop with working audio and video
- earphone or headphones to minimize background noise
- fully paid registration fee

**Note:** The training advisory will be sent to participants with paid fee through their registered email address at least three (3) before the scheduled training.

Payment of registration fee should be done at least five (5) days before the schedule of the training. Payment can be



made through:

- 1.Cash paid in the CSC Regional Office No. 2 or any of its Field Offices
- 2.Bank deposit to the CSCRO II Landbank of the Philippines (LBP) Account

Account Name: Civil Service Commission

Account No. 0122-1001-89

Account Branch: Land Bank Tuguegarao

- 3.Fund Transfer via any bank, Gcash, or e-payment facility

The electronic copy of Proof of Payment (Official Receipt/Deposit Slip/Fund Transfer, etc.) should be uploaded through this link: [CLICK HERE](#)

Please note that only the proof of payment uploaded through the link provided will be considered valid for processing. Any proof of payment sent to any of CSC RO II emails will not be considered for processing.

#### Information Collection And Use:

The Civil Service Commission follows all legal requirements to protect your data and privacy. We collect several different types of information for various purposes to provide and improve our services to you. We may ask you to provide us with certain personally identifiable information that can be used to contact or identify you, or for data processing for the purpose of activity-organizing, record keeping, and archiving.