



# CSC DOS WEB APP

**COURSE TITLE :** Retooling Employees towards Service Excellence through Technology (RESET)

**TRAINING DATE :** June 07, 2022 to June 08, 2022

**TOTAL TRAINING HOURS :** 16

**TRAINING VENUE :** ZOOM

**TRAINING FEE :** 2000

## COURSE DESCRIPTION :

### Course Introduction:

It is designed to equip the participants with the technical know-how on the basics and essentials of video conferencing, online reportorial and collaboration tools, visual presentation, and netiquette.

### Target Audience:

All interested participants who needs to be equipped with basic tools in online communication, collaboration, and presentation.

### Admission requirements:

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

Note: The training advisory will be sent to your registered email address one week 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 or Fund Transfer (through any e-payment facility) 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*

The electronic copy of Proof of Payment (Official Receipt/Deposit Slip/Fund Transfer, etc.) should be uploaded through this link: <https://forms.gle/ymmyfzz2sjXsJw357>

Please note that only proof of payments uploaded through the above link will be processed for the issuance of official receipt. Any proof of payment sent to any of CSC RO II emails will not be processed.

For inquiries or any concerns, you may contact Ms. Camille P. Soriano or Mr. Phillipe Udasco (0936-616-0935) or Mr. JC Madduma at (09161249539) or 377-7258 or email us at [cscreg2training@gmail.com](mailto:cscreg2training@gmail.com).

### **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.