



CSC DOS WEB APP

COURSE TITLE : Training on Appointments Preparation (TAP)

TRAINING DATE : August 23, 2023 to August 25, 2023

TOTAL TRAINING HOURS : 24

TRAINING VENUE : Online(Zoom)

TRAINING FEE : 4800

COURSE DESCRIPTION :

IMPORTANT NOTICE: Kindly be informed that the schedule set is tentative. The schedule may still be changed depending on the number of registered participants. You will be notified of the final schedule once available.

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:

HR practitioners and all interested participants..

Admission requirements:

- at least 5 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/CgNa1ZZptgTtFNyEA>

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 (09555473258) or 377-7258 or email us at 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.