



# CSC DOS WEB APP

**COURSE TITLE :** Leave Administration Course for Effectiveness (LACE)

**TRAINING DATE :** May 29, 2023 to May 31, 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 training aims to update the learners with the implementing rules and regulations on leave administration to make them more relevant and responsive to current realities and concerns towards an enhanced government human resource administration system.

Training Hours: Leave Administrators, HR practitioners and all interester participants

Equivalent to 24 hours of technical training on human resource management

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 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/fQjddr6JrCgzyynz9>**

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.

For inquiries or any concerns, you may contact (0955-547-3258) 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.*