



CSC DOS WEB APP

COURSE TITLE : Leave Administration Course for Effectiveness

TRAINING DATE : May 27, 2025 to May 29, 2025

TOTAL TRAINING HOURS : 24

TRAINING VENUE : via Zoom

TRAINING FEE : 4500

COURSE DESCRIPTION :

Course Title:

Leave Administration Course for Effectiveness

Course Description:

This course provides a comprehensive overview of the Civil Service Commission (CSC) Omnibus Rules on Leave, as outlined in CSC Memorandum Circular No. 41, s. 1998. It also covers the recent updates introduced through CSC MC No. 05, s. 2021. Participants will gain a clear understanding of the different types of leave available to government employees, eligibility requirements, and proper procedures for availing leave in accordance with current policies. The course includes a case study and an open forum to encourage practical application and discussion of real-world leave scenarios, including leave computation.

Learning Objectives:

By the end of this course, participants will be able to:

- Identify and differentiate the various types of leave covered under CSC MC No. 41, s. 1998.
- Explain the conditions and procedures for availing each type of leave.
- Understand and apply the updates and amendments introduced in CSC MC No. 05, s. 2021.
- Analyze real-life scenarios through a case study to apply leave policies in practical contexts.
- Participate in an open forum to discuss common leave issues and clarify gray areas in policy interpretation.
- Compute leave credits and deductions accurately based on provided rules and sample cases.

Target Audience:

Human Resource Management Practitioners, All interested individuals

Training fee : P 4500

Payment of registration fee should be done at least five (5) days before the schedule of the training. Payment can be made at the CSC Regional Office No. 2 or any of its Field Offices. The electronic copy of Proof of Payment (Official Receipt) should be uploaded through this link: <http://bit.ly/4gErExy>

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 0954 365 5151 or email us at cscreg2training@gmail.com or ro02.hrd@csc.gov.ph

Information Collection And Use:

The Civil Service Commission follows all legal requirements to protect your data and privacy. We collect several types of information for various purposes to provide and improve our services. 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.