



CSC DOS WEB APP

COURSE TITLE : Training on Appointments Preparation

TRAINING DATE : June 17, 2025 to June 19, 2025

TOTAL TRAINING HOURS : 24

TRAINING VENUE : via Zoom

TRAINING FEE : 4500

COURSE DESCRIPTION :

Course Title:

Training on Appointments Preparation

Course Description:

This course provides a detailed examination of the 2017 Omnibus Rules on Appointments and Other Human Resource Actions (ORAOHRA), as promulgated by the Civil Service Commission. It is designed to equip HR practitioners, managers, and public sector employees with a comprehensive understanding of the rules governing appointments, promotions, transfers, designations, and other personnel actions in the government service. Emphasis will be placed on compliance, documentation requirements, and procedural standards to ensure effective and lawful human resource practices. The course includes case discussions and an open forum to address practical challenges and clarify complex provisions.

Learning Objectives:

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

- Explain the scope, purpose, and key provisions of the 2017 Omnibus Rules on Appointments and Other Human Resource Actions (ORAOHRA).
- Identify the different types of appointments and HR actions recognized under the rules.
- Understand the documentary requirements, qualification standards, and procedures for various personnel movements.
- Apply the rules in processing appointments, promotions, and other HR actions in accordance with civil service regulations.
- Analyze case scenarios to resolve common issues in appointments and personnel actions.
- Participate in an open forum to clarify gray areas, share experiences, and improve HR policy implementation
- Target Audience: HR Management Practitioners/Officers/Assistants and 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, Carig Sur, Tuguegarao City, Cagayan or any of its Field Offices in Isabela, Nueva Vizcaya and Quirino.

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.