



CSC DOS WEB APP

COURSE TITLE : Leave Administration Policy and Practice

TRAINING DATE : August 27, 2025

TOTAL TRAINING HOURS : 3

TRAINING VENUE : Online via Zoom

TRAINING FEE : 500

COURSE DESCRIPTION :

Course Title: Leave Administration Policy and Practice

Delivery Mode: Online

Date: 27 August 2025

Venue: Online via Zoom Platform

Course Brief Description:

A 3-hour briefing on key Civil Service Commission (CSC) rules governing leave administration in the government. Participants will gain essential knowledge on types of leave, proper documentation, and compliance with leave policies and procedures.

Target Audience:

Human Resource Management Officers/Practitioners, Administrative Officers and Assistants and all interested Government Employees

Training Fee: Php 500

Payment of registration fee should be done at least ten (10) 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: <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.