



# CSC DOS WEB APP

**COURSE TITLE :** Learning Intervention to Guide , Help and Teach (LIGHT) the HAP Nominees & Nominators

**TRAINING DATE :** February 04, 2026 to February 05, 2026

**TOTAL TRAINING HOURS :** 16

**TRAINING VENUE :** Tuguegarao City, Cagayan (Specific venue to be announced)

**TRAINING FEE :** 5000

## COURSE DESCRIPTION :

Regional Office No. II

## Training Registration Confirmation, Billing Statement and Data Privacy Consent

**Dear Participant,**

This message confirms your successful registration for the training program indicated below and serves as your official billing statement. It also provides important information on how your personal data will be collected, used, and protected in accordance with the Data Privacy Act of 2012 (RA 10173).

### Course Details

**Course Title:** Learning Intervention to Guide , Help and Teach (LIGHT) the HAP

Nominees & Nominators

**Delivery Mode:** Face-to-Face

**Date:** 4-5 February 2026

**Venue:** Tuguegarao City, Cagayan (Specific venue to be announced)

### Course Overview:

This training aims to equip participants with a comprehensive understanding of the Civil Service Commission's Honor Awards Program (HAP), which recognizes exemplary public servants and outstanding accomplishments in government. The course includes an orientation on the program's categories, criteria, and nomination process, followed by a hands-on writeshop to guide participants in crafting compelling and compliant nominations.

## Target Participants:

Human Resource Management Officers (HRMO) and HAP agency writers

## Training Fee

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Item	Amount (?)
(LIGHT Training Registration Fee)	5000
<b>Total Amount Due</b>	<b>5000</b>

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## Payment Instructions:

Payment should be made **at least 5 days before the training schedule**. Payment options include:

1. **Cash Payment** – at CSC Regional Office No. 2 or any Field Office.
2. **Bank Deposit / Fund Transfer** – via any e-payment facility to:
  - **Account Name:** Civil Service Commission
  - **Account No.:** 0122-1001-89
  - **Bank/Branch:** Land Bank of the Philippines, Tuguegarao Branch

2. Upload proof of payment by clicking the link: [\*\*Upload Proof of Payment Here\*\*](#)

**Important:** Only proof of payment uploaded via the link below will be processed for the issuance of an official receipt. Proofs sent via email will **NOT** be accepted.

## Inquiries

For questions or assistance, contact us at:

- **Phone:** 0954 365 5151
- **Email:** ro02.training@csc.gov.ph or ro02.hrd@csc.gov.ph

## Information Collection and Use

The Civil Service Commission collects and processes personal information in compliance with data privacy laws for training registration, communication, activity management, documentation, record-keeping, and archiving. All information will be handled lawfully, securely, and used only for authorized purposes.

### **Data Privacy Consent**

By registering, you consent to the collection, use, processing, and storage of your personal data by CSC RO II for purposes of training registration, attendance monitoring, learning evaluation, certification, documentation, internal reporting, and compliance with government requirements, in accordance with the Data Privacy Act of 2012 (RA 10173).

You also consent to the use of photographs, audio, and/or video recordings taken during the activity for official CSC/government documentation, reporting, and learning-related communication materials. Your data will be handled confidentially, retained only as necessary, and protected with appropriate security measures.

We look forward to your active participation!

Yours truly,

**VALNIZAN HC. CALUBAQUIB**

Chief Human Resource Specialist