



# CSC DOS WEB APP

**COURSE TITLE :** Seminar on the 2025 Omnibus Rules on Appointments and Other Human Resource Action (ORA-OHRA)

**TRAINING DATE :** March 18, 2026 to March 19, 2026

**TOTAL TRAINING HOURS :** 16

**TRAINING VENUE :** Online via Zoom

**TRAINING FEE :** 3000

## COURSE DESCRIPTION :

### 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:** Seminar on the 2025 Omnibus Rules on Appointments and Other Human Resource Actions (ORA-OHRA)

**Delivery Mode:** Online

**Date:** 18-19 March 2026

**Venue:** Zoom Platform

### Course Overview:

The Seminar on the 2025 Omnibus Rules on Appointments and Other Human Resource Actions is a capacity-building program designed to orient and equip government officials and human resource practitioners with a clear and updated understanding of the revised policies, procedures, and standards governing appointments and personnel actions in the Civil Service. Anchored on merit, fitness, transparency, and accountability, the seminar provides practical guidance on ensuring compliance with the latest Civil Service Commission rules and issuances.

This seminar discusses the key provisions, significant updates, and common compliance issues related to appointments, promotions, transfers, reassignments, detail, secondment, designation, and other HR actions. Through structured discussions, illustrative cases, and guided applications, participants will strengthen their ability to process HR actions accurately, minimize errors and disapprovals, and uphold fair and lawful personnel administration in their respective agencies.

## Target Participants:

Human Resource Management Officers/Practitioners, Head of Agency, Administrative Officers, HRMPSB Members, and all interested government employees

## Training Fee

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Item	Amount (?)
(ORA-OHRA Training Registration Fee)	3000
<b>Total Amount Due</b>	<b>3000</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