



CSC DOS WEB APP

COURSE TITLE : Personnel Engagement for Adequate Knowledge (PEAK) on CNA

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

TOTAL TRAINING HOURS : 16

TRAINING VENUE : Tuguegarao City, Cagayan (TBA)

TRAINING FEE : 5000

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: Personnel Engagement for Adequate Knowledge (PEAK) on

Collective Negotiation Agreement(CNA)

Delivery Mode: Face-to-Face

Date: 18-19 March 2026

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

Course Overview:

This training provides government employees with a foundational understanding of Public Sector Unionism. It explores the legal basis, principles, and practices of unionism in the public sector, with emphasis on the rights and responsibilities of both employees and management. Participants will gain insights into the importance of collective negotiation, constructive dialogue, and cooperative labor-management relations in promoting decent work and effective public service delivery. The course also highlights relevant policies such as the 1987 Constitution, Executive Order No. 180, and CSC-DOLE-DOJ Joint Circulars.

Target Participants:

Public Sector Employees and Organization (PSEO) Officers, HRMOs, and SB Members In-Charge of Ethics/ Governance

Training Fee

Item	Amount (?)
(LIGHT Training Registration Fee)	5000
Total Amount Due	5000

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