



CSC DOS WEB APP

COURSE TITLE : Supervisory Development Course Tracks II-III (SDC 2 & 3)

TRAINING DATE : April 20, 2026 to April 24, 2026

TOTAL TRAINING HOURS : 40

TRAINING VENUE : Tuguegarao City, Cagayan (TBA)

TRAINING FEE : 14000

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: Supervisory Development Course Tracks II-III (SDC 2 & 3)

Delivery Mode: Face-to-Face

Date: To be scheduled 2nd Quarter of 2026 (Please be advised that the **20–24 April 2026** schedule remains tentative, as we are currently consolidating participants to meet the required minimum number for the conduct of the training. A separate advisory will be issued once the schedule is finalized.)

Venue: Tuguegarao City, Cagayan (TBA)

Course Overview:

The Supervisory Development Course Tracks II-III is designed to equip government officials and employees with the essential competencies for effective supervision. It focuses on developing leadership, communication, decision-making, performance management skills and powerful presentation skills to enhance organizational efficiency. Through practical tools and guided learning, the course empowers participants to lead teams, manage resources, and uphold the values of integrity and accountability in public service.

Target Participants:

Open to all interested SDC I completers

Training Fee

Item	Amount (?)
(SDC 2 & 3 Training Registration Fee)	14,000
Total Amount Due	14,000

Payment Instructions:

To secure and confirm your slot, payment should be made **not later than 31 March 2026**. 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 provided above will be processed for the issuance of an official receipt. Proofs sent via email will **NOT** be accepted. Further, reservation of slot is on a first-come-first served basis. Only the first fifty (50) confirmed participants will be accommodated in the course.

Inquiries

For questions or assistance, contact us:

CAMILLE P. SORIANO, Senior HR Specialist

- **Phone:** 0936 616 0935/ 0954 365 5151
- **Email:** ro02.training@csc.gov.ph cc: cscreg2training@gmail.com

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