



CSC DOS WEB APP

COURSE TITLE : Seminar on the 2025 Rules on Administrative Cases in the Civil Service (RACCS)

TRAINING DATE : March 26, 2026 to March 27, 2026

TOTAL TRAINING HOURS : 16

TRAINING VENUE : Online via Zoom

TRAINING FEE : 3000

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: Seminar on the 2025 Rules on Administrative Cases in the Civil Service

Delivery Mode: Online via Zoom

Date: 26-27 March 2026

Venue: Zoom Platform

Course Overview:

The Seminar on the New 2025 Rules on Administrative Cases in the Civil Service is a focused and comprehensive capacity-building program designed to equip government officials and employees with a thorough understanding of the updated procedural rules governing administrative cases within the Civil Service. As regulatory frameworks evolve to enhance fairness, efficiency, transparency, and accountability in public service, this seminar ensures that participants are fully apprised of the latest reforms, key provisions, and practical applications of the 2025 Rules.

Target Participants:

Legal Officers/Practitioners, Head of Agency, and all interested government employees

Training Fee

Item	Amount (?)
(RACCS Training Registration Fee)	3000
Total Amount Due	3000

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

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