



CSC DOS WEB APP

COURSE TITLE : Promoting Gender-Fair Language in the Workplace

TRAINING DATE : March 18, 2026

TOTAL TRAINING HOURS : 3

TRAINING VENUE : Zoom

TRAINING FEE : 400

COURSE DESCRIPTION :

CIVIL SERVICE COMMISSION

Regional Office No. II

Tuguegarao City, Cagayan

Training Registration Confirmation, Billing Statement & Data Privacy Consent

Dear [Participant Name],

Thank you for registering!

This confirms your registration in the training program listed below. This message also serves as your official billing statement. Your personal information will be handled with the utmost care and protected in accordance with the Data Privacy Act of 2012 (RA 10173).

We look forward to seeing you in the training and supporting you every step of the way on your learning journey!

Course Details

- **Course Title:** Promoting Gender-Fair Language in the Workplace
- **Delivery Mode:** Online
- **Date:** 18 March 2026
- **Venue:** Zoom

Course Overview:

In celebration of National Women's Month, this webinar on Promoting Gender-Fair Language in the Workplace equips participants with practical knowledge and tools to use inclusive, respectful, and bias-free language in government communication.

The session highlights the importance of language in shaping workplace culture, reinforcing equality, and promoting professionalism in both written and oral interactions. Participants will examine common gender-biased expressions, explore gender-fair alternatives, and practice reframing workplace messages using inclusive language principles.

The course also discusses the policy foundations of gender-fair communication, particularly CSC Memorandum Circular No. 12, s. 2005, which enjoins the use of non-sexist language in all official documents, communications, and transactions in the Civil Service.

By the end of the webinar, participants will be able to:

- Explain the principles of gender-fair language;
- Identify gender-biased terms in workplace communication;
- Apply gender-fair language in official documents, emails, meetings, and customer interactions; and
- Promote an inclusive and respectful communication culture within their respective offices.

This learning session supports the broader goal of building a gender-responsive and inclusive public service.

Target Participants: All government workers and interested individuals

Training Fee

Item	Amount (?)
Training Fee for Promoting Gender Fair Language in PHP 400 the Workplace	
Total Amount Due	PHP 400

Payment Instructions

1. 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 using the link below

[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

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 and Clicking the Submit Button, **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 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