



CSC DOS WEB APP

COURSE TITLE : Supervisory Development Course Track I

TRAINING DATE : April 21, 2026 to April 23, 2026

TOTAL TRAINING HOURS : 24

TRAINING VENUE : Zoom

TRAINING FEE : 5400

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:** Supervisory Development Course Track I
- **Delivery Mode:** Online via Zoom
- **Date:** 21-23 April 2026
- **Fee:** PHP 5,400

Course Overview:

This course is designed to strengthen the foundational competencies of government officials and employees in supervisory roles. It focuses on developing personal effectiveness, managing one's career path, and mastering the art of delegation. Through reflective learning and practical application, participants will gain the skills needed to lead with confidence, make timely and informed decisions, and support the growth of their teams while advancing their own professional development in the public sector.

Target Participants:

Emerging Leaders and Supervisors, Unit Heads, Section Chiefs, Division Chiefs, Department Heads.

Training Fee

Item	Amount (?)
(SDC Track I Registration Fee)	5400
Total Amount Due	5400

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](#) or tinyurl.com/ybrafupc

Important: Only proof of payment uploaded through the link provided below will be processed for the issuance of an official receipt. Proofs of payment sent via email will **not** be accepted.

For timely recording of transactions, fund transfers should be made from **Monday to Friday**, preferably during banking hours to ensure real-time posting.

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

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