



# CSC DOS WEB APP

**COURSE TITLE :** Coaching for Leaders

**TRAINING DATE :** May 26, 2026

**TOTAL TRAINING HOURS :** 3

**TRAINING VENUE :** Online via Zoom

**TRAINING FEE :** 400

## 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:** Coaching for Leaders
- **Delivery Mode:** Online via Zoom
- **Date:** 26 May 2026
- **Registration fee:** PHP 400

### Course Overview:

This microlearning program equips leaders with essential coaching skills to effectively guide, develop, and empower their teams. Participants will learn practical techniques in performance coaching, active listening, goal setting, and constructive feedback. The course emphasizes real-world application, enabling leaders to foster accountability, enhance employee engagement, and drive continuous improvement in the workplace.

### Target Participants:

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

### Training Fee

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Item	Amount (?)
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(Coaching for Leaders Registration Fee) 400

**Total Amount Due** **400**

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### 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](http://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](mailto:ro02.training@csc.gov.ph) or [ro02.hrd@csc.gov.ph](mailto: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

We look forward to your active participation!

Yours truly,

**VALNIZAN HC. CALUBAQUIB**

Chief Human Resource Specialist