



CSC DOS WEB APP

COURSE TITLE : Leave Administration Policy and Practice

TRAINING DATE : May 28, 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:** Leave Administration Policy and Practice
- **Delivery Mode:** Online via Zoom
- **Date:** 28 May 2026
- **Registration fee:** PHP 400

Course Overview:

This three-hour online microlearning course provides participants with a clear and practical understanding of leave administration in accordance with existing Civil Service Commission policies and guidelines. It covers the **basic** types of leave, rules on availment, documentation requirements, and proper processing of applications using the prescribed forms.

Through concise discussions and applied exercises, participants will enhance their ability to accurately interpret policies, ensure compliance, and efficiently manage leave transactions within their respective offices. The course emphasizes real-life scenarios to strengthen decision-making and promote consistency, accountability, and responsiveness in leave administration practices.

Target Participants:

Human Resource Management Officers, and ALL interested participants

Training Fee

Item	Amount (?)
(Leave Administration Policy and Practice Registration Fee)	400
Total Amount Due	400

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 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