



CSC DOS WEB APP

COURSE TITLE : Be a Smart Netizen: Technology Basics and Netiquette

TRAINING DATE : April 27, 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:** Be a Smart Netizen: Technology Basics and Netiquette
- **Delivery Mode:** Online via Zoom
- **Date:** 27 April 2026
- **Registration fee:** PHP 400

Course Overview:

This microlearning session introduces participants to essential technology skills and online etiquette. Learners will gain practical tips for navigating digital tools safely, communicating effectively online, and maintaining professionalism in virtual environments.

Target Participants:

Frontline Service Providers, IT Officers, Information Officers, Administrative Staff and All Interested Participants

Training Fee

Item	Amount (?)
Technology Basics & Netiquette(Registration Fee)	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