

Civil Service Commission



Mandate: As the central personnel agency of the Government shall establish a career service, adopt measures to promote morale, efficiency, integrity, responsiveness and courtesy in the civil service, strengthen the reward system, integrate all human resource development program for all levels and ranks, institutionalize a management climate conducive to public accountability..

Agency Head: Atty. Myrna V. Macatangay
 Address: Quezon Avenue, San Fernando City, La Union
 Telephone No. 700-5639/700-5626
 Fax No. 242-5609
 Email Address: csc_reg1@yahoo.com
 Website: www.csc.gov.ph

	Form/s of Assistance	Time Frame/ Duration	Priority Sector/ Area/Group	Requirements from LGUs
	Technical			
HRD Intervention				
Conduct Orientations and Training Programs				
Public Service Values Alay sa Bayan (ALAB)	Resource person services	Four (4) days	Officials and employees in the LGUs and from stationed at the municipality/ province	MOA between LGU and CSC
Public Service Ethics and Accountability (PSEA)	Resource person services	Two (2) days	Officials and employees in the LGUs and from stationed at the municipality/ province	
Values Orientation Program (VOW)	Resource person services	Three (3) days	Officials and employees in the LGUs and from stationed at the municipality/ province	
Mamamayan Muna	Resource person services	One (1) day	Officials and employees in the LGUs and from stationed at the municipality/ province	
Capability Building				
Supervisory Development Course (SDC)	Resource person services	Four (4) days for SDC Track 1; Five (5) days for SDC Tracks II & III	Middle Managers, first line supervisors and other officials occupying comparable positions	MOA between LGU and CSC
Local Government Executive Forum (LGEF)	Resource person services	Two (2) days	Officials and employees in the LGUs and from stationed at the municipality/ province	
Productivity				
Basic Customer Service Skill (BCSS) Training	Resource person services	Two (2) days	Officials and employees in the government (NGAs, LGUs, GOCCs, SUCs)	MOA between LGU and CSC

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	Technical			
Other Interventions				
Seminar on Administrative Justice (SWAJ)	Resource person services	Three (3) days	HRMOs, Administrative Officers, and other employee handling cases and rulings in their respective agencies Officials and employees in the government	MOA between LGU and CSC
New Trends on Leave Administration	Resource person services	Two (2) days	Officials and employees in the government (NGAs, LGUs, GOCCs, SUCs)	MOA between LGU and CSC
Enhanced Training on Human Resource Management	Resource person services	Two (2) days	Officials and employees in the government (NGAs, LGUs, GOCCs, SUCs)	MOA between LGU and CSC
Anti-Sexual Harassment	Resource person services	Three (3) days	Officials and employees in the government (NGAs, LGUs, GOCCs, SUCs)	MOA between LGU and CSC
Public Sector Unionism	Resource person services	One (1) day	Officials and employees in the government (NGAs, LGUs, GOCCs, SUCs)	MOA between LGU and CSC
Civil Service Forum for Teachers	Resource person services	Two (2) days	Officials and employees in the government (NGAs, LGUs, GOCCs, SUCs)	MOA between LGU and CSC
Course on Barangay Officials	Resource person services	One (1) day	Officials and employees in the government (NGAs, LGUs, GOCCs, SUCs)	MOA between LGU and CSC
Gender Sensitivity Training	Resource person services	Two (2) days	Officials and employees in the government (NGAs,	MOA between LGU and CSC

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	Technical			
Project "BCG" Bringing CSC to the Grassroots	Resource person services	One (1) day	Officials and employees in the LGUs and employee from national government agencies and SUCs stationed at the municipal/ province.	
Personnel Management Assessment Audit (PMAAP)	Technical Services	Every six (6) months		
Awards and Incentives Honor Awards Program (HAP) Gantimpala Agad Awardee (GAA)	Technical Services	Submission of nomination is every March 31 of the current year	Officials and employees in the government (NGAs, LGUs, GOCCs, SUCs)	
Examinations CS Paper and Pencil Test (PPT) Examination Professional and Sub-Professional	Technical Services	Thrice a year	Application Forms 2 x 2 ID picture with name and examination fees requirements	
Assessment PAGAWA (Pabilisang Akskreditasyon ng LGUs at Water District) PASADA (Public Service Delivery Audit)	Technical Services	Every six months Every three (3) months	Officials and employees in the government (LGUs, GOCCs)	
Service Guide Preparation Professionalization Local Scholarship Program (LSP) Masteral Degree Course Bachelors Degree Course	Technical Services	Once a year	Basic Seminars Officials and employees in the government (NGAs, LGUs, GOCCs, SUCs) with 2 years service in the government	
Distance Learnig Program (DLP) Human Resource Management RA 6713 Leave Administration	Technical Services	Everyday		