



ADVISORY

In line with the extension on the implementation of the General Community Quarantine (GCQ) Alert Level System (ALS) 4 for COVID-19 Response in the National Capital Region from 1-15 October 2021, the CSC Central Office, CSC National Capital Region, and CSC Regional Office IV Headquarters shall continue to observe the work-from-home (WFH) arrangement. The WFH arrangement shall also continue to subsist in other CSC offices under ECQ or MECQ for the duration of their quarantine classification.

In this regard, CSC clients are advised to use online services on said dates in transacting with the abovementioned offices.

Clients requesting for the services of the CSC Integrated Records Management Office (IRMO) and Office for Legal Affairs (OLA) are advised to continue transacting business online through the Online Registration, Appointment and Scheduling System (ORAS) at <https://services.csc.gov.ph>.

Clients who are scheduled to be at the CSC Central Office to pick-up their requested documents on the said period are instructed to wait for further advisory on the rescheduling of the pick-up of requested documents.

Further, documents or printed communications, including mail deliveries from couriers and postal services, shall still be received through a dropbox placed at the CSC Main Entrance. The CSC security guard on duty shall facilitate the recording of all documents submitted through the dropbox and ensure the safety of said documents.

For inquiries, you may email the CSC office/unit concerned, as follows:

Integrated Records Management Office (IRMO)

Certification and Authentication of Eligibilities

irmo.rcad@csc.gov.ph

Statement of Assets, Liabilities and Net Worth (SALN)

irmo.cmd@csc.gov.ph

Employee Record and CSC issuance

irmo.lamd@csc.gov.ph

ORAS technical support and maintenance

irmo.itd@csc.gov.ph

Office for Legal Affairs (OLA)

Copy of legal document

ola@csc.gov.ph

Clearance

Civil Service Institute (CSI)

Online L & D Courses

csi@csc.gov.ph

Human Resource Relations Office (HRRO)

Petition for Accreditation of Employees' Organization

hrro@csc.gov.ph

Application for Registration of Collective Negotiation Agreement

Bawat Kawani, Lingkod Bayani

Examination, Recruitment & Placement Office (ERPO)

Examination
Special Eligibilities under Special Laws
and CSC issuances

erpo.ead@csc.gov.ph
erpo.psd@csc.gov.ph

CSC National Capital Region

roncr@csc.gov.ph

CSC Regional Office IV

Official Website
Email address
Telephone No.

ro4.csc.gov.ph
cscro4_pald@yahoo.com
(02) 8925-6561

For all other requests/services/concerns, you may email the concerned offices/units directly as published on the CSC website, copy furnished the Communications Management Division at irmo.cmd@csc.gov.ph.

For your guidance.



ALICIA dela ROSA-BALA
Chairperson

30 September 2021