



ADVISORY

All officials and employees in the CSC Central Office, National Capital Region, and Regional Office IV Headquarters shall observe the work-from-home (WFH) arrangement from 12-19 January 2022 due to the increasing number of COVID-19 cases and employees exhibiting flu-like symptoms. This is to prevent confluence and more infections in the workplace and give way to the disinfection of offices.

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

Clients requesting 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 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

Examination, Recruitment & Placement Office (ERPO)

erpo.psd@csc.gov.ph

Bawat Kawani, Lingkod Bayani

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 your guidance.



ALICIA dela ROSA-BALA
Chairperson

11 January 2022