



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 24-27 January 2022 due to the substantial number of existing COVID-19 cases. This is to give way to the disinfection of offices and enable affected employees to recuperate.

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
Statement of Assets, Liabilities and Net Worth (SALN)
Employee Record and CSC issuance
ORAS technical support and maintenance

irmo.rcad@csc.gov.ph
irmo.cmd@csc.gov.ph
irmo.lamd@csc.gov.ph
irmo.itd@csc.gov.ph

Office for Legal Affairs (OLA)

Copy of legal document
Clearance

ola@csc.gov.ph

Civil Service Institute (CSI)

Online L & D Courses

csi@csc.gov.ph

Human Resource Relations Office (HRRO)

Petition for Accreditation of Employees' Organization
Application for Registration of Collective Negotiation Agreement

hrro@csc.gov.ph

Examination, Recruitment & Placement Office (ERPO)

erpo@csc.gov.ph

CSC National Capital Region

roncr@csc.gov.ph

Bawat Kawani, Lingkod Bayani

CSC Regional Office IV

Official Website

Email address

Telephone No.

ro4.csc.gov.ph

cscro4_pald@yahoo.com

(02) 8925-6561

For your guidance.



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Chairperson

20 January 2022