



## ADVISORY

In line with Resolution No. 148-F, s. 2021 dated 13 November 2021 of the Inter-Agency Task Force for the Management of Emerging Infectious Diseases (IATF-MEID) classifying the National Capital Region under COVID-19 Alert Level System (ALS) 2 from 15-30 November 2021, work in the CSC Central Office, CSC National Capital Region, and CSC Regional Office IV Headquarters shall remain to be fully operational and adhere to at least 50% on-site capacity while observing appropriate alternative work arrangements.

In this regard, CSC clients are advised to continuously 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>.

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](mailto:irmo.rcad@csc.gov.ph)

Statement of Assets, Liabilities and Net Worth (SALN)

[irmo.cmd@csc.gov.ph](mailto:irmo.cmd@csc.gov.ph)

Employee Record and CSC issuance

[irmo.lamd@csc.gov.ph](mailto:irmo.lamd@csc.gov.ph)

ORAS technical support and maintenance

[irmo.itd@csc.gov.ph](mailto:irmo.itd@csc.gov.ph)

### **Office for Legal Affairs (OLA)**

Copy of legal document

[ola@csc.gov.ph](mailto:ola@csc.gov.ph)

Clearance

### **Civil Service Institute (CSI)**

Online L & D Courses

[csi@csc.gov.ph](mailto:csi@csc.gov.ph)

### **Human Resource Relations Office (HRRO)**

Petition for Accreditation of Employees' Organization

[hrro@csc.gov.ph](mailto:hrro@csc.gov.ph)

Application for Registration of Collective Negotiation Agreement

### **Examination, Recruitment & Placement Office (ERPO)**

Examination

[erpo.ead@csc.gov.ph](mailto:erpo.ead@csc.gov.ph)

Special Eligibilities under Special Laws and CSC issuances

[erpo.psd@csc.gov.ph](mailto:erpo.psd@csc.gov.ph)

### **CSC National Capital Region**

[roncr@csc.gov.ph](mailto:roncr@csc.gov.ph)

Bawat Kawani, Lingkod Bayani

**CSC Regional Office IV**

Official Website

Email address

Telephone No.

[ro4.csc.gov.ph](http://ro4.csc.gov.ph)

[cscro4\\_pald@yahoo.com](mailto:cscro4_pald@yahoo.com)

(02) 8925-6561

For your guidance.



**ALICIA dela ROSA-BALA**

Chairperson

15 November 2021