



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON

March 4, 2026

In compliance with DepEd Order (DO) No. 8, s. 2013 this advisory is issued not for endorsement per DO 28, s. 2001, but only for the information of DepEd officials, personnel/staff, as well as the concerned public.
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**CSC REGIONAL OFFICE IV LEARNING AND
DEVELOPMENT CALENDAR FOR
FEBRUARY TO JUNE 2026**

In reference to the announcement released by the Civil Service Commission – Regional Office IV, this Office, through the Human Resource Development Division, encourages the Schools Division Offices to consider the Learning and Development Courses offered by the CSC-Region IV in providing professional development activities to non-teaching personnel. The Organizational and Professional Development for Non-Teaching Personnel – Program Support Fund (OPDNTP-PSF) may be utilized to cover the registration fee of the personnel, **provided that the activity is included in the approved 2025 Office and Learning Development Plan.**

Attached are the details on how to avail the L&D courses offered.

For information and guidance of all concerned.

06/ROH10/H1



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Certificate No. PHP QMS
22 93 0085



ANNOUNCEMENT

FOR : ALL HEADS OF NATIONAL GOVERNMENT AGENCIES, LOCAL GOVERNMENT UNITS, GOVERNMENT-OWNED AND/OR CONTROLLED CORPORATIONS, WITH ORIGINAL CHARTERS, STATE UNIVERSITIES AND COLLEGES, LOCAL WATER DISTRICTS, PUBLIC SCHOOLS, AND OTHER AGENCIES IN THE CALABARZON AND MIMAROPA REGION

SUBJECT : CSC Regional Office IV Learning and Development Calendar for February to June 2026

The Civil Service Commission Regional Office IV (CSCRO IV) announces the conduct of its Learning and Development (L&D) programs scheduled for February to June 2026. The L&D courses aim to provide continuing development for government employees in their current jobs and prepare them for future higher roles and responsibilities.

Participants are advised to reserve their slots by registering online through this URL link: <https://tinyurl.com/2026CSCRO4Trainings> or by submitting an accomplished confirmation form to CSCRO IV at ro04.trainings@csc.gov.ph. The confirmation form may be downloaded from this link: <https://tinyurl.com/LnDConfirmationLetter>.

Confirmation of participants shall be on a first come-first served basis. Deadline for confirmation of attendance is at least three (3) days before the scheduled L&D program. The scheduled training programs may be postponed or cancelled if the number of confirmed participants is less than the targeted number.

An L&D Fee indicated per program shall be collected from each participant to defray, among others, the cost of subscription for digital learning, L&D materials, utilities, communication, administrative costs, and honoraria of Subject Matter Experts and Technical Assistants. The L&D fee may be paid at the CSCRO IV or at any of its Field Office. Interested participants may also pay through bank deposit, fund transfer, or LDDAP-ADA with the following bank details:

Bank : Land Bank of the Philippines
Branch : West Avenue
Account Name : CSC Region 4 Training
Account Number: 0232-1121-07

The CSCRO IV may also conduct In-House or Agency-Based L&D Course, upon request. Attached hereto is the Learning and Development Calendar for February to June 2026 for the availment of CSCRO IV L&D Programs.

For further inquiries, you may reach the Human Resource Division (HRD) at telephone number 7 508-0377 loc. 4306; Mobile No. 0995-331-7292 or email at ro04.trainings@csc.gov.ph.

For information and guidance, please.


ATTY. ELENITA P. UGAY
Acting Director IV

20 February 2026



How to Avail our L&D Courses

The CSC Regional Office IV (CSCRO IV) may also conduct the following as an In-House or Agency-Based L&D Course, upon request:

- 1) Seminar on the 2025 Omnibus Rules on Appointment and Other Human Resource
- 2) Actions (ORA OHRA)
- 3) Seminar on the 2025 Rules on Administrative Cases in the Civil Service (RACCS)
- 4) Seminar on Administrative Justice (SWAJ)
- 5) Public Service Values Program (PSVP)
- 6) Seminar on the Code of Conduct and Ethical Standards for Public Officials and Employees (RA 6713)
- 8) Basic Customer Service Skills Training (BCSST)
- 9) Supervisory Development Course Tracks 1-3 (SDC)
- 10) Seminar on Public Service Ethics and Accountability (PSEA)
- 11) Seminar on Policies and Procedures on Leave Administration (PPLA)
- 12) Values Orientation Workshop (VOW)
- 13) Seminar on Strategic Performance Management System (SPMS)
- 14) Seminar on PRIME-HRM

1. Interested participants may register to their chosen L&D programs/courses through the online registration link: <https://tinyurl.com/2026CSCRO4Trainings>. They may also submit thru email an accomplished L&D Confirmation Form duly endorsed or approved by the Head of Agency or duly authorized representative to the HRD at ro04.trainings@csc.gov.ph. The L&D confirmation form may be downloaded from this link: <https://tinyurl.com/LnDConfirmationLetter>.
2. Pay the corresponding L&D Fee at the CSCRO IV or at any of its Field Offices. An Official Receipt will be issued where payment was made.
3. You may also pay through bank deposit, fund transfer or LDDAP-ADA to the CSCRO IV with the following bank details:

Bank : Land Bank of the Philippines
Branch : West Avenue
Account Name : CSC Region 4 Training
Account Number : 0232-1121-07

The CSC Regional Office IV (RO IV) through the Human Resource Division (HRD) will issue the corresponding OR for uploaded/emailed proofs of bank deposit, fund transfer and LDDAP-ADA payments. A scanned copy of the OR will be sent to your registered email address. The original copy of the Official Receipt may be claimed or picked-up at the CSC Regional Office IV.

***Payment through credit card, GCash and PayMaya are not accepted.**

PRIME-HRM Bronze Awardees are entitled to 20% discount for the HRM Office Head or one (1) agency representative.

4. A "payment-first" policy will be implemented for participants from the private sector and government agencies outside Region IV. Payment must be completed at least three (3) days before the program; otherwise, their registration will be cancelled.
5. Email the proof of payment to the HRD at ro04.trainings@csc.gov.ph.

Accepted proofs of payment are the following: Official Receipt issued by the CSC Regional Office IV or any of its Field Offices, bank deposit slip, proof of fund transfer, or bank validated LDDAP-ADA. In uploading your proof of payment, kindly follow this format for the file name: Last name, First Name_Agency (e.g. dela Cruz, Juana_DepEd_Occidental Mindoro)

For bulk payment (payment for more than 1 participant), please include a list of participants and the name of the agency and the L&D course to be attached to the proof of payment.

6. Advisory for the details of the training will be sent to participants through the email address provided in the registration form at least two (2) days before the scheduled conduct of the training.
7. Issuance of Certificate of Completion shall be made only upon full payment of the L&D Registration Fee and completion of all training requirements.

Note: The scheduled training programs may be postponed or cancelled if the number of confirmed participants is less than the targeted number. Deadline for confirmation of attendance is at least three (3) days before the scheduled L&D program.

Happy to Serve! Our Human Resource Division (HRD) Staff are happy and willing to assist you on any L&D-related concerns. Please contact them through ro04.trainings@csc.gov.ph

Landline 7 508-0377 loc. 4306; Mobile No. 0995-331-7292.



**CIVIL SERVICE COMMISSION
REGIONAL OFFICE IV
LEARNING & DEVELOPMENT CALENDAR
February to June 2026**

DATE	PROGRAM/ COURSE TITLE	Learning Modality	Training Hours	L&D Fee	Curriculum Area	Registration Link
1st Quarter	27 February	Online	3	FREE	Technical	https://tinyurl.com/2026CSCRO4T
	17-19 March	Face to Face	24	8,400.00	Technical	
	24-27 March	Face to Face	32	11,200.00	Leadership	
	24-25 March	Online	16	3,200.00	Leadership	
2nd Quarter	8 April	Online	8	1,600.00	Foundation	
	14-16 April	Face to Face	20	11,000.00	Leadership	
	15-16 April	Online	16	3,200.00	Foundation	
	21-23 April	Face to Face	24	8,400.00	Technical	
	12-14 May	Face to Face	24	8,400.00	Technical	
	21 May	Seminar on the 2025 Rules on Administrative Cases in the Civil Service (RACCS) (Batch 1)	Face to Face	8	2,800.00	



2-4 June	2025 Omnibus Rules on Appointment and Other Human Resource Actions Batch 2 (ORA OHRA)	Face to Face	24	8,400.00	Technical
15-16 June	Seminar on the 2025 Rules on Administrative Cases in the Civil Service (RACCS)	Online	16	3,200.00	Technical
16-19 June	Supervisory Development Course (SDC) Track 1	Face to Face	32	11,200.00	Leadership
23-25 June	Values Orientation Workshop (VOW) Batch 1	Face to Face	24	8,400.00	Foundation