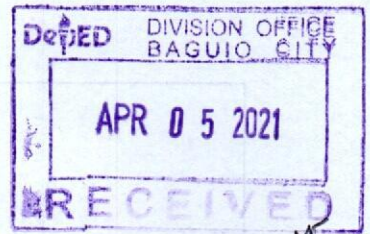




Civil Service Commission Cordillera Administrative Region



## ADVISORY ON THE DELIVERY OF CSC-CAR SERVICES For the Period April 1-30, 2021

The Civil Service Commission Cordillera Administrative Region (CSC CAR) informs its clients and stakeholders that its Regional and Field Offices have adopted the alternative work arrangements, **Skeleton (Skeletal) Workforce and Work-from-Home** from **April 1 to 30, 2021** in line with the announcement of President Rodrigo R. Duterte on March 29, 2021 placing the entire Cordillera Administrative Region under General Community Quarantine (GCQ), Baguio City Government Executive Order No. 10, s. 2021 (An Executive Order Prescribing General Guidelines for the City of Baguio While It Is Under General Community Quarantine), and other government guidelines for the management of the Corona Virus Disease 2019 (COVID-19). As such, the CSC CAR shall continue its operations and services to its clients and stakeholders, subject to the limitations of the aforementioned work arrangements. The **delivery of services shall be done online or via phone call/s and other social media platforms** particularly on the services listed below including requests for assistance, complaints or client feedback, and queries on Civil Service law and rules. Clients are strongly advised to **use the Online Appointment Scheduler of the CSC CAR** or communicate directly to the concerned Field Offices or Work Units/Division. Hereunder are the contact details and email addresses of CSC-CAR officials and employees on various services/concerns:

Services/Concerns	Action Officer/ Officer-In-Charge	Office/Field Office/Division; Email Address and Contact Number
A.) Official communications, Regional Office Operations and general services	Dir. IV MARILYN E. TALDO  Dir. III CORNELIA M. RILLERA	Office of the Regional Director rocar@csc.gov.ph <a href="mailto:cscro14@yahoo.com">cscro14@yahoo.com</a> Landline Phone No. (074) 443-5981 or (074) 443-5982 Fax No. (074) 443-9282
B.) Appointments processing, PRIME-HRM, updating of Inventory of Gov't. HR System (IGHRS); opinions and rulings on Civil Service matters	1. OIC-Dir. II EMILY A. BALUNGAY  2. Dir. II RUBEN U. WACAS	CSC Field Office-Abra <a href="mailto:cscfoabra@yahoo.com">cscfoabra@yahoo.com</a> . Landline Phone # (074) 752-8321 CP No. 0917-717-1975  CSC Field Office-Apayao <a href="mailto:bongbalagso@gmail.com">bongbalagso@gmail.com</a> CSC Field Office-Kalinga <a href="mailto:csc_kal_ap@yahoo.com">csc_kal_ap@yahoo.com</a> CP No. 0905-510-8275



	3. Dir. II ANITA VERINA T. PAREDES	CSC Field Office-Baguio cscbaguio@yahoo.com.ph Landline Phone No. 074-424-2659
	4. OIC-Dir. II JOSEFINA S. TAMONDONG	CSC Field Office-Benguet <a href="mailto:cscbenquetfo@yahoo.com">cscbenquetfo@yahoo.com</a> CP No. 0915-601-0597 Landline Phone No. (074) 665-6670
	5. Dir. II Atty. ALLYSON M. LOCANO	CSC Field Office-Ifugao <a href="mailto:cscifugafo@yahoo.com">cscifugafo@yahoo.com</a>  CSC Field Office-Mt. Province <a href="mailto:csc_mpfo@yahoo.com">csc_mpfo@yahoo.com</a>
C.) CS examinations; certification or authentication of CS eligibility; eligibility under special laws; other exam-related services	RUBY V. VERCELES OIC-Chief HR Specialist	Examination Services Division <a href="mailto:cscscar.esd@gmail.com">cscscar.esd@gmail.com</a> CP No. 0908-885-1426
D.) PRIME-HRM, Inventory of Gov't. Human Resource System (IGHRS); HR Mechanisms; SPMS; Qualification Standards	TERESITA B. BITENG Chief HR Specialist	Polices and Systems Evaluation Division <a href="mailto:cscro14psed@yahoo.com">cscro14psed@yahoo.com</a> CP No. 0929-682-2800
E.) Learning & Development Programs (Training); 2021 Training Calendar; Regional Conference of HR Practitioners; Leave Rules and Policies; other external HR-related concerns	RUTHGAIL S. BALAGSO Chief HR Specialist	Human Resource Division <a href="mailto:hrdcsc14@yahoo.com">hrdcsc14@yahoo.com</a> CP No. 0908-885-1425
F.) Rules on Administrative Cases in the Civil Service; Employee Discipline; Opinions and Rulings; GAD-related laws & policies	Atty. ELENITA PASCUAL-UGAY Attorney VI	Legal Services Division <a href="mailto:legal_cscscar@yahoo.com">legal_cscscar@yahoo.com</a> CP No. 0908-885-1424
G.) Client complaints/feedback; request for publication of vacant positions; Honor Awards Program (HAP); Pamanang Lingkod Bayani (PLBi) Program; Public Sector Unionism (PSU); validation of agency Citizen's Charter for PBB purposes; public relations/frontline services	ADORALINE B. MARIGZA Chief HR Specialist	Public Assistance & Liaison Division <a href="mailto:cscscarpald@yahoo.com">cscscarpald@yahoo.com</a> CP No. 0917-506-5238 Landline Phone No. (074) 443-5982
H.) CSC CAR Learning and Development Center (Training Hall and dormitory services)	IRENE CYNTHIA D. GAWIGAWEN Chief HR Specialist	Management Services Division <a href="mailto:msd_cscscar2015@yahoo.com">msd_cscscar2015@yahoo.com</a> CP No. 0977-765-3954
<b>Note: Our clients and stakeholders may also communicate with us online through our official Face Book Page at <a href="https://www.facebook.com/csccordillera">www.facebook.com/csccordillera</a></b>		

The adoption of the alternative work arrangement shall only be for the whole month of April 2021. Thereafter, the CSC CAR shall resume normal operations and fulfill its mandated functions and services under regular work schedule.

For information and guidance.

  
**ATTY. MARILYN E. TALDO**  
 Director IV

1 April 2021