



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 |
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| 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 cscro14@yahoo.com 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 cscfoabra@yahoo.com . Landline Phone # (074)752-8321 CP No. 0917-717-1975 CSC Field Office-Apayao bongbalagso@gmail.com CSC Field Office-Kalinga csc_kal_ap@yahoo.com CP No. 0905-510-8275 |

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| | 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 cscbenguetfo@yahoo.com CP No. 0915-601-0597 Landline Phone No. (074) 665-6670 |
| | 5. Dir. II Atty. ALLYSON M. LOCANO | CSC Field Office-Ifugao cscifugafo@yahoo.com CSC Field Office-Mt. Province csc mpfo@yahoo.com |
| 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 csccar.esd@gmail.com 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 cscro14psed@yahoo.com 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 hrdscs14@yahoo.com 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 legal_csccar@yahoo.com 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 csccarpald@yahoo.com 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 msd_csccar2015@yahoo.com CP No. 0977-765-3954 |
| Note: Our clients and stakeholders may also communicate with us online through our official Face Book Page at www.facebook.com/csccordillera | | |

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