



Civil Service Commission Cordillera Administrative Region

CSC CAR RMC No. 01, s. 2022

REGIONAL MEMORANDUM CIRCULAR

FOR : ALL HEADS OF NATIONAL GOVERNMENT AGENCIES, LOCAL GOVERNMENT UNITS, GOVERNMENT-OWNED AND/OR CONTROLLED CORPORATIONS WITH ORIGINAL CHARTERS, STATE UNIVERSITIES AND COLLEGES (SUCs), PUBLIC SCHOOLS AND OTHER AGENCIES/ OFFICES IN THE CORDILLERA ADMINISTRATIVE REGION

SUBJECT : Strict Implementation of Online Scheduling/ Booking System in the CSC CAR Regional Office and all its Field Offices

In view of the continuous increase in COVID-19 cases and the threat of the Omicron variant, and in order to avoid unnecessary time, expense and travel of ALL clients especially those coming from the far-flung areas, this Office hereby announces the STRICT implementation of online scheduling/booking system in all its services where face-to-face appearance is necessary. These services include:

1. Issuance, authentication, and verification of eligibility;
2. Submission of original copies of documents or pleadings;
3. Correction of Personal Information (COPI) in the records of the Commission;
4. Request for Certified True Copy of case records, CSC Decisions and Resolutions;
5. Request for Certificate of No Pending Case;
6. Pick up of requested documents such as case decisions, resolutions, and certificates; and
7. All other services in relation to Learning and Development, PRIME HRM and Honor Awards Program (HAP) which necessitate face-to-face appearance.

As such, no client shall be entertained without having obtained a slot from our online scheduling system through this link: www.picktime.com/cscscar. A separate link for examination application shall be provided in all scheduled CSE-PPT examination and Computerized Examination (COMEX) which shall be announced in this Office's Facebook Page located at <https://www.facebook.com/csccordillera/>

Legal/HR queries and counselling shall be entertained through electronic means only. You may email us at legal_cscscar@yahoo.com or call at cellphone number 0908-885-1424. Face-to-face counselling and queries are not allowed.

Bawat Kawani, Lingkod Bayani

In order to ensure one-time appearance for all services, clients are advised to bring complete documents supporting his/her transaction. To be guided on complete requirements, you may call us at 443-5981 or 443-5982 before proceeding to this office.

All Head of agencies, through their Human Resource Management Officers (HRMOs), are requested to inform their employees and constituents of this Circular.

UK F. G. W.
VICTORIA F. ESBER
Director IV *VE*

24 January 2022

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