



Civil Service Commission Regional Office VI

CONFIRMATION SLIP
(For Onsite and Virtual Trainings)

Course Title	
Date of Conduct	
Venue	

WE ARE NOMINATING THE FOLLOWING TO THE ABOVE-NAMED COURSE:

COMPLETE NAME <i>(one confirmation slip per participant)</i>	POSITION	CP NO.	EMAIL ADDRESS
1.			

Please be guided of the Registration Terms and Conditions:

- Participants must be nominated by the Head of Agency or an Authorized Representative. Acceptance of nominees shall be on a first-come, first-served basis.
- Participants **must register INDIVIDUALLY in the online registration link** of the desired training program. **Group registration using a single online registrant is NOT allowed. Participants who fail to register online will not be included in the count of registered participants for the training program.** Nominated participants must upload the signed confirmation slip in order to proceed with the online registration process. Details of qualified and confirmed participants will be included in the Participants' Info/Profile Sheet.
- This Office guarantees the payment of the corresponding registration fee on or before the scheduled training program. It further guarantees payment of **50% of the registration fee** for each participant who registers attendance but fails to attend the training without informing the CSC RO VI - HRD **at least FIVE (5) working days prior to the start of the training**¹. This penalty fee will cover expenses incurred by this Office due to venue and catering reservations, which must be paid based on the number of participants indicated in the contract.
- The CSC RO VI reserves the right to cancel the nominee's registration for a particular training in the absence of a duly accomplished confirmation slip.

We agree to the above-mentioned registration terms and conditions.

Signature over Printed Name
Head of Office/Authorized Representative

Office/Agency:		Tel. Nos:	
Office Address:		Office Email Address:	

¹ Pursuant to January 2025 MANCOM Meeting.