

CIVIL SERVICE COMMISSION <u>Request for Clearance</u>		
*All fields are required		*Date: _____ (mm/dd/yyyy)
Requestor's Name*		
Lastname	Firstname	M.I
Home Address*		
Contact No.: *	Email Address: *	
Present Position: *		
Name of Agency: *		
Address of Agency: *		
I respectfully request your good office to issue a clearance in my favour which shall be used for the purpose/s indicated below: (pls. put an "X")		
Promotion: ☐ Retirement: ☐ Others (pls. specify): ☐ _____		
To be filled up by CSC Personnel		
Verified by:		
Payment for Clearance for No Pending Administrative Case - P100.00		
Cashier / O.R. No. : _____		
Date: : _____		
Issued By: : _____		

Note: see the Data Privacy Notice at the back

CIVIL SERVICE COMMISSION <u>Request for Clearance</u>		
*All fields are required		*Date: _____ (mm/dd/yyyy)
Requestor's Name*		
Lastname	Firstname	M.I
Home Address*		
Contact No.: *	Email Address: *	
Present Position: *		
Name of Agency: *		
Address of Agency: *		
I respectfully request your good office to issue a clearance in my favour which shall be used for the purpose/s indicated below:		
Promotion: ☐ Retirement: ☐ Others (pls. specify): ☐ _____		
To be filled up by CSC Personnel		
Verified by:		
Payment for Clearance for No Pending Administrative Case - P100.00		
Cashier / O.R. No. : _____		
Date: : _____		
Issued By: : _____		

Note: see the Data Privacy Notice at the back

DATA PRIVACY NOTICE

In compliance with Republic Act No. 10173 otherwise known as Data Privacy Act of 2012, the CSC provides this privacy notice to inform you about the collection and processing of your personal information through this form.

Purpose of Data Collection

The personal information collected will be used for documentation purposes. We ensure that your data is processed fairly and lawfully.

Data Retention

Your personal data will be retained only for as long as necessary to fulfill the purposes for which it was collected or as required by law.

Your Rights

You have the right to:

- Be informed about how your data is being used.
- Access your personal information.
- Rectify any inaccuracies in your data.
- Request the deletion of your personal information under certain conditions.

Data Security

We implement appropriate security measures to protect your personal data from unauthorized access, disclosure, or misuse.

Contact Information

For inquiries regarding this privacy notice or to exercise your rights, please contact our Data Protection Officer at dpo@csc.gov.ph.

By providing your personal information, you consent to its collection and processing as described in this notice.

DATA PRIVACY NOTICE

In compliance with Republic Act No. 10173 otherwise known as Data Privacy Act of 2012, the CSC provides this privacy notice to inform you about the collection and processing of your personal information through this form.

Purpose of Data Collection

The personal information collected will be used for documentation purposes. We ensure that your data is processed fairly and lawfully.

Data Retention

Your personal data will be retained only for as long as necessary to fulfill the purposes for which it was collected or as required by law.

Your Rights

You have the right to:

- Be informed about how your data is being used.
- Access your personal information.
- Rectify any inaccuracies in your data.
- Request the deletion of your personal information under certain conditions.

Data Security

We implement appropriate security measures to protect your personal data from unauthorized access, disclosure, or misuse.

Contact Information

For inquiries regarding this privacy notice or to exercise your rights, please contact our Data Protection Officer at dpo@csc.gov.ph.

By providing your personal information, you consent to its collection and processing as described in this notice.