



# Rules on Administrative Cases in the Civil Service

**THURSDAY & FRIDAY, AUGUST 18 & 29, 2022 \* 1:30PM TO 4:45PM via [ZOOM](#)**

This training on the 2017 Rules on Administrative Cases in the Civil Service (2017 RACCS) is to educate and empower the public; the disciplining authorities of the different government agencies and instrumentalities; LGUs including autonomous regional governments; State Universities and Colleges; Local Universities and Colleges; Government Hospitals; and Government-Owned and Controlled Corporations, on the course of action to take when a public servant commits misconduct, infraction, abuses, and illegal acts. This is also applicable to protest the appointment of a public servant under the jurisdiction of the Civil Service Commission. Knowing the rules is also helpful to those who need to defend themselves against unfair complaints and accusations.

The program will provide participants the necessary tools in dealing with a situation that calls for the filing of administrative cases, the conduct of preliminary investigation, formal hearing, imposition of penalties, determination of kinds of offenses and modes of review. It will also cover principles, concepts, Supreme Court Rulings and other relevant jurisprudence and remedies pertaining to administrative cases.

**Course Director and Lecturer: Atty. Alma Flores-Foronda** is the incumbent Director IV of the Office for Legal Affairs, Civil Service Commission (CSC). She has been with the legal service of the CSC in various capacities starting in 1997 to 2002, and from December 2012 to the present. In between those stints, she was the Assistant Regional Director of the Civil Service Commission National Capital Region (CSC NCR). She was involved in the crafting of the 2017 RACCS and is an active resource person on administrative discipline, Republic Act No. 6713, 2017 Omnibus Rules on Appointments and other Human Resource Action, CSC Anti-Sexual Harassment Rules, among others.

Atty. Foronda graduated from the University of the Philippines, College of Law in 1991 and has a master's degree specializing in policy studies from the UP National College for Public Administration and Governance.

### **Who Should Attend:**

- General Public
- Lawyers

### **Officers & Personnel of**

- National Gov't Agencies
- LGUs
- Autonomous Reg'l Gov't
- State Universities & Colleges
- Local Universities & Colleges
- Government Hospitals
- GOCCs with their own charter
- Government Instrumentalities

**LIMITED SLOTS ONLY**  
**PRE-REGISTRATION REQUIRED**

**\*Training investment inclusive of an e-certificate and a printed learning material**

- **P 4,880** (when you register and pay on or before July 18)

- **P 5,880** (when you register and pay after July 18)

**Contact Person: Jamie Borlaza**  
Mobile: **(+63 998) 510-3748**  
Telefax: **(+63 2) 8842-7148** or **59**  
Email: [jamie.cgbp@yahoo.com](mailto:jamie.cgbp@yahoo.com)  
Register at [www.cgbp.org](http://www.cgbp.org)