Republic of the Philippines
Department of Agriculture
OFFICE OF THE SECRETARY
Elliptical Road, Diliman
Quezon City 1100, Philippines

25 July 2018

SPECIAL ORDER
No. 773
Series 2018

SUBJECT: AUTHORITY TO CONDUCT THE WEB DEVELOPMENT COURSE ON SEPTEMBER 3-7, 2018 AND NETWORKING ESSENTIALS ON OCTOBER 1-5, 2018

In the interest of the service, the following participants and staff are requested to attend the *Web Development Course* on September 3-7, 2018 and *Networking Essentials* on October 1-5, 2018. The trainings will be held at the Department of Agriculture - Office of the Secretary, Arturo R. Tanco, Jr. Hall, Information and Communications Technology Service (ICTS) Training Room, Elliptical Road, Diliman, Quezon City from 8:00 AM – 5:00 PM. The trainings will be conducted by instructors from the Department of Information and Communications Technology (DICT).

WEB DEVELOPMENT COURSE (September 3-7, 2018)

Office/Unit	No of Pax
Regional Field Offices (RFOs) - CAR, I-XII and CARAGA / IT Units	15
Department of Agriculture and Fisheries - Autonomous Region in Muslim Mindanao (DAF-ARMM) / IT Unit	
Bureaus, Attached Agencies and Corporations / IT Units	
DA-ICTS	5
Resource Person and Facilitator	2
Administrative and Support Staff	3

NETWORKING ESSENTIALS (October 1-5, 2018)

Office/Unit	No of Pax
Regional Field Offices (RFOs): CAR, I-XII, and CARAGA / IT Units	16
Department of Agriculture and Fisheries - Autonomous Region in Muslim Mindanao (DAF-ARMM) / IT Unit	
DA-ICTS	4
Resource Person and Facilitator	2
Administrative and Support Staff	3

The total training investment of One Hundred and Forty-Six thousand Pesos (₱146,000.00) shall be paid within (2) weeks before the start of the course. Training fee for Web Development is ₱3,800.00 per participant while the fee for Networking Essentials is ₱3,500.00 per participant. The training program covers course management services, resource speakers and certificates.

All expenses to be incurred during the training including training fees, meals and snacks, supplies and materials and other incidental expenses relative to the conduct of the training shall be charged against DA-ICTS funds, while travelling expenses, accommodation and per diems of all participants will be charged to their respective agency funds, subject to the usual government accounting and auditing rules and regulations.

EMMANUEL F. PINOL
Secretary

DEPARTMENT OF AGRICULTURE
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