



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

**SPECIAL ORDER**

No. 372

Series of 2021

**SUBJECT: AUTHORITY TO ATTEND THE "2021 ONLINE LEAVE ADMINISTRATION COURSE FOR EFFECTIVENESS (LACE)"**

In the interest of the service, **ROWENA O. GALARRITA**, Administrative Assistant II, Personnel Division, is authorized to attend the "2021 Online Leave Administration Course for Effectiveness (LACE)" on **June 3-4, 2021**.

She is authorized to collect the registration fee of **Two Thousand Pesos (P2,000.00)**, chargeable against the DA-OSEC funds subject to its availability and the usual existing government accounting and auditing rules and regulations.

Further, she is required to submit Learning Application Plan to Human Resource Development Division within five (5) days upon her return or written explanation in case of withdrawal or non-attendance to the course signed by immediate supervisor.

Done this 3rd day of June 2021.

  
**WILLIAM D. DAR, Ph.D.**  
Secretary

DEPARTMENT OF AGRICULTURE  
  
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*with empowered and prosperous farmers and fisherfolk*

