



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

SPECIAL ORDER

No. 61
Series of 2022

SUBJECT : AUTHORITY TO ATTEND MANAGER'S ROLE IN CAPACITY BUILDING HOSTED BY THE CIVIL SERVICE INSTITUTE

In the interest of the service and to enhance the leadership capabilities of the Bureau of Agriculture and Fisheries Standards, **Ms. Joeve S. Calleja**, *Chief Science Research Specialist of BAFS' Organic Agriculture Division* is hereby authorized to attend the **Manager's Role in Capacity Building** hosted by the Civil Service Institute on **February 8, 11, 15, 18 and 22, 2022** via zoom.

As such, Ms. Calleja is authorized to collect a registration fee of **Two Thousand Eight Hundred Pesos (Php 2,800.00)** based on the DBM National Budget Circular No. 563 dated 22 April 2016, chargeable against BAFS regular funds, subject to the availability of funds and the usual government accounting and auditing rules and regulations.

Further, she is required to submit a learning application plan to BAFS Human Resource Division within five (5) days after the webinar. In case of withdrawal or non-attendance to the training, a written explanation signed by her immediate supervisor must be submitted.

This Order shall take effect immediately and shall be considered revoked upon completion of the event.

Done this 2nd day of February 2022.

WILLIAM D. DAR, Ph.D.
Secretary

DEPARTMENT OF AGRICULTURE

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with empowered and prosperous farmers and fisherfolk*

