



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

**SPECIAL ORDER**

No. 216  
Series of 2022

**SUBJECT : AUTHORITY TO ATTEND THE LEADERSHIP DEVELOPMENT PROGRAM ENTITLED: FORMULATING VALUES POLICY GUIDELINES OF THE CIVIL SERVICE INSTITUTE (CSI)**

In the interest of the service, **Atty. LORNA TUNGPALAN-LUGOD**, Attorney III, Legal Service, is authorized to attend, on official time, the **Leadership Development Program Entitled: Formulating Values Policy Guidelines** of the **Civil Service Institute (CSI)** on **April 06, 13, 20 and 27, 2022**, via online.

She is authorized to collect the registration fee of **THREE THOUSAND TWO HUNDRED PESOS (PhP3,200.00)**, chargeable against the DA OSEC funds, subject to its availability and the usual existing government accounting and auditing rules and regulations.

As such, she is required to submit a Learning Application Plan to the Human Resource Development Division within five (5) days after the online course. In case of withdrawal or non-attendance to the training, a written explanation signed by her immediate supervisor must be submitted.

Done this 15th day of March 2022.

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

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

