



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



DA-CO-AS-SO20220722-00027

SPECIAL ORDER

No. 525
Series of 2022

SUBJECT : AUTHORITY TO ATTEND THE LEAVE ADMINISTRATION COURSE FOR EFFECTIVENESS (LACE) OF THE CIVIL SERVICE COMMISSION-NATIONAL CAPITAL REGION (CSC-NCR)

In the interest of the service, **Ms. AGUSTINA M. JOSE**, Administrative Aide III, Food Development Center (FDC), is authorized to attend, on official time, the **Leave Administration Course for Effectiveness (LACE)** of the Civil Service Commission-National Capital Region (CSC-NCR) on **September 21-22, 2022** to be held at the CSC-NCR, Kaliraya St., Quezon City.

She is authorized to collect the registration fee of **SEVEN THOUSAND FIVE HUNDRED PESOS (P7,500.00)**, chargeable against 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 27th day of July 2022.

LEOCADIO S. SEBASTIAN, PhD., CESO I
Undersecretary for Operations and Chief of Staff

A food-secure and resilient Philippines
with empowered and prosperous farmers and fisherfolk

