



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



DA-CO-AS-SO20220802-00030

**SPECIAL ORDER**

No. 559

Series of 2022

**SUBJECT : AUTHORITY TO ATTEND THE TWENTY-FIFTH FOUNDATION COURSE OF THE PARALEGAL TRAINING PROGRAM (PTP25)**

In the exigency of service, the following employees of the Internal Audit Service (IAS) are authorized to attend, on official time, the **Twenty-fifth Foundation Course of the Paralegal Training Program (PTP25)** of the University of the Philippines – College of Law on **September 24 to December 17, 2022** via virtual/online learning platform:

NAME	DESIGNATION	DIVISION
1. Ms. GRACE E. TRINIDAD	Internal Auditor III	Operations Audit Division
2. Engr. APRIL LUZ M. SARTE	Internal Auditor III	Management Audit Division
3. Ms. JE-ANNE DG. ARTUZ	Internal Auditor II	
4. Mr. JONATHAN C. BACCOY	Internal Auditor I	

They are authorized to collect the registration fee of **TWENTY-TWO THOUSAND PESOS (PhP 22,000.00)** each, chargeable against DA-OSEC funds, subject to its availability and the usual existing government accounting and auditing rules and regulations.

As such, they are 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 their immediate supervisor must be submitted.

This Order shall take effect immediately and shall be considered revoked upon completion of the event. All orders, memoranda, and issuances inconsistent herewith are deemed revoked.

Done this 4th day of August 2022.

**LEOCADIO S. SEBASTIAN, Ph.D., CESO I**  
Undersecretary for Operations and Chief of Staff

*A food-secure and resilient Philippines*

*with empowered and prosperous farmers and fisherfolk*

