



SPECIAL ORDER

No. 1069
Series of 2022

SUBJECT: AUTHORITY TO ATTEND THE LIVE-IN TRAINING AND SEMINAR ON “RECORDS MANAGEMENT PRINCIPLES AND FUNCTIONS: THEIR IMPORTANCE TO GOVERNMENT OFFICES’ OPERATION” BY THE GOVERNMENT RECORDS OFFICERS’ ASSOCIATION OF THE PHILIPPINES (GROAP)

In the interest of service, the following staff from the Office of the Secretary (OSEC) are hereby authorized to attend, on official time, the **Live-in Training and Seminar on “Records Management Principles and Functions: Their Importance to Government Offices’ Operation”** by the Government Records Officers’ Association of the Philippines (GROAP) on **December 07-9, 2022** at the Eurotel Hotel, Station, Island of Boracay, Malay, Aklan.

NAME	POSITION
Allan Aquino	Agriculturist II
Raymond I. Canoza	Agriculturist II
Nancy M. Supil	Agriculturist II

They are authorized to collect **SEVEN THOUSAND FIVE HUNDRED PESOS (PHP 7,500.00)** which includes the **FIVE THOUSAND EIGHT HUNDRED PESOS (PHP 5,800.00)** registration fee and two (2) nights’ accommodation. Travel expenses, per diem, and other incidental expenses shall be charged 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 (HRDD) within five (5) days after the live-in training and seminar.

In case of withdrawal or non-attendance to the live-in training and seminar, a written explanation signed by their immediate supervisor must be submitted.

Done this 25th day of November 2022.


DOMINGO F. PANGANIBAN
Senior Undersecretary

