



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



DA-CO-AS-SO20221104-00086

**SPECIAL ORDER**

No. 989  
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, **MS. JERCYN I SAYLO**, *Administrative Assistant II, Human Resource Development Division (HRDD)*, is 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 07-09, 2022** at the **Eurotel Hotel, Station 2, Island of Boracay, Malay Aklan**.

She is permitted 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 to DA-OSEC, subject to its availability and standard government accounting and auditing regulations.

Consequently, she must submit a Learning Application Plan (LAP) to the Human Resource Development Division (HRDD) within five (5) days post-webinar.

In the event of withdrawal or non-attendance, a written explanation signed by the employee's immediate supervisor is required.

Done this 10th day of November 2022.

**DOMINGO F. PANGANIBAN**  
*Senior Undersecretary*