



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

SPECIAL ORDER

No. 994
Series of 2022

SUBJECT: AUTHORITY OF MS. JESELYN BERJA-SANTOS TO ATTEND IN THE 2ND SEMESTER CSI LEADERSHIP SERIES "ADAPTIVE LEADERSHIP: TRANSFORMING ORGANIZATIONS THROUGH EFFECTIVE CHANGE MANAGEMENT "

In the interest of service, **MS. JESELYN BERJA-SANTOS**, Supervising Administrative Officer of the Office of the Undersecretary for Administration and Finance is hereby authorized to attend and participate, on official time, in the **2nd Semester CSI Leadership Series** with the theme, "**Adaptive Leadership: Transforming Organizations Through Effective Change Management**" on 25 November 2022.

As such, Ms. Santos is authorized to collect the registration fee of **TWO THOUSAND PESOS ONLY (Php 2,000.00)**, chargeable against the funds of DA-OSEC, subject to the availability of funds and the usual government accounting and auditing rules and regulations.

Consequently, she must submit a Learning Application Plan (LAP) to the Human Resource Development Division (HRDD) within five (5) days post-webinar. In case of withdrawal or non-attendance to the training, a written explanation signed by his immediate supervisor must be submitted.

This Order shall take effect immediately and shall be considered revoked upon completion of the activity.

Done this 10th day of November 2022.

DOMINGO F. PANGANIBAN
Senior Undersecretary



DA-CO-USECAF-SO20221107-00001