



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

SPECIAL ORDER

No. 133
Series of 2023

SUBJECT : ONLINE TRAINING ON BEST PRACTICES IN CORPORATE HOUSEKEEPING

In the interest of service, **ATTY. MARIA GEMMA Q. OQUENDO**, *Attorney IV, Legal Service*, is authorized to attend, on official time, the **Online Training on Best Practices in Corporate Housekeeping** by the **Center for Global Best Practices (CGBP)** on **February 1-3, 2023** via online platform.

She is authorized to collect a registration fee amounting to **NINE THOUSAND THREE HUNDRED THIRTY PESOS (PHP 9,330.00)**, to be charged against DA-OSEC funds, 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-training.

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

Done this 6th day of February 2023.


DOMINGO F. PANGANIBAN
Senior Undersecretary



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