



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

SPECIAL ORDER

No. 254
Series of 2023

SUBJECT : AUTHORITY TO ATTEND THE TRAINING ON SPREADSHEET AND DATA MANAGEMENT WORKSHOPS

In the exigency of the service, the following personnel of the Department are hereby authorized to attend on official time, via online platform (Zoom), the following training workshops by **Strategic One Business Management Consultancy Firm (STRAT One)**:

NAME	POSITION	OFFICE
1. Joey Andrew T. Albos	OIC – Supervising Administrative Officer	Budget Division
2. Michael Rey G. Carbungco	Administrative Officer V	Budget Division
3. Faye Mer J. Dela Cruz	Administrative Officer IV	Budget Division

COURSE TITLE	DATE OF WORKSHOP	TRAINING FEE
Fundamentals of Data Management and Reporting using Spreadsheet Training Workshop	May 10-12, 2023	PHP 3,100
Advanced Data Management and Reporting using Spreadsheet Training Workshop	August 2-4, 2023	PHP 3,100

The attendees are authorized to collect the abovementioned registration fees, chargeable against DA-OSEC funds, subject to its availability and the usual 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 webinar. In case of withdrawal or non-attendance to the training, a written explanation signed by their immediate supervisor must be submitted.

Done this 6th day of March 2023.

DOMINGO F. PANGANIBAN
Senior Undersecretary



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