



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

SPECIAL ORDER

No. 264
Series of 2023

SUBJECT : AUTHORITY TO ATTEND THE DEVELOPMENTAL CONVERSATIONS FOR LEADERS (COACHING THE COACHES THROUGH DEVELOPMENTAL CONVERSATIONS)

In the interest of service, Ms. Josephine M. Montalbo, *Internal Auditor II, Internal Audit Service (IAS)*, is authorized to attend, on official time, the Developmental Conversations for Leaders (Coaching the Coaches Through Developmental Conversations) by the Civil Service Institute – Civil Service Commission (CSC-CSI) on March 14, 21, and 23, 2023 via Zoom.

She is authorized to collect a registration fee amounting to Four Thousand Eight Hundred Pesos (PHP 4,800.00), to be charged against DA-OSEC funds, subject to its availability and standard government accounting and auditing regulations.

She must submit a Learning Application Plan (LAP) to the Human Resource Development Division (HRDD) five (5) days after the training course.

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

Done this 7th day of March 2023.

DOMINGO F. PANGANIBAN
Senior Undersecretary



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