



Republic of the Philippines
OFFICE OF THE SECRETARY
Elliptical Road, Diliman 1100 Quezon City
+63(2) 8928-8741 to 64 and +63(2) 8273-2474



DA-CO-AS-SO20230906-00198

SPECIAL ORDER

No. 1136
Series of 2023

SUBJECT : AUTHORITY TO ATTEND VARIOUS TRAINING PROGRAMS TO BE CONDUCTED BY THE PERSONNEL OFFICERS ASSOCIATION OF THE PHILIPPINES, INC. (POAP)

In the interest of service, the following personnel under the Personnel Division are authorized to attend on official time the following training programs by the Personnel Officers Association of the Philippines, Inc. (POAP) at Philtown Hotel, Cagayan De Oro City:

Course Title	Name	Date
Frontline and Excellent Customer Service	Ms. Annwin L. Alban <i>Administrative Officer II</i>	October 10-13, 2023
Advanced HRM Skills	Ms. Jocelyn C. Omondang <i>Administrative Officer II</i>	

They are authorized to collect the registration fee of **Seven Thousand Five Hundred Pesos (PHP 7,500.00)** for each participant, chargeable against DA-OSEC funds, subject to its availability and standard government accounting and auditing rules and regulations.

Further, participants are required to submit a Learning Application Plan (LAP) to the Human Resource Development Division (HRDD) within five (5) days after the training.

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

Done this 15th day of September 2023.

DOMINGO F. PANGANIBAN
Senior Undersecretary