



Republic of the Philippines
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DA-CO-AS-SO20231002-00217

SPECIAL ORDER

No. 1265

Series of 2023

**SUBJECT : AUTHORITY TO ATTEND THE TRAINING WITH THE PROGRAM
TITLE "FRONTLINE AND EXCELLENT CUSTOMER SERVICE"**

In the interest of service, the following General Services Division (GSD) personnel are authorized to attend on official time the training program entitled "Frontline and Excellent Customer Service" by the Personnel Officers Association of the Philippines, Inc. (POAP) on October 10-13, 2023 at Philtown, Cagayan de Oro City:

| NAME | POSITION |
|----------------------------|-----------------------|
| 1. Mr. Rudy F. Fruelda | Administrative Aide I |
| 2. Ms. Rosemarie S. Aquino | Administrative Aide I |

They are authorized to collect the registration fee of **Seven Thousand Five Hundred Pesos (PHP 7,500.00)** each and travelling expenses 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 5th day of October 2023.

DOMINGO F. PANGANIBAN
Senior Undersecretary