



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-SO20231003-00218

SPECIAL ORDER

No. 1279
Series of 2023

SUBJECT : AUTHORITY TO ATTEND THE TRAINING WITH THE PROGRAM TITLE "ADVANCED HRM SKILLS"

In the interest of service, the following General Services Division (GSD) personnel are authorized to attend on official time the training program entitled "Advanced HRM Skills" 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. Patrick M. Villafuerte	Administrative Officer III
2. Ms. Jorilyn A. Rosales	Administrative Assistant III

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 11th day of October 2023.

DOMINGO F. PANGANIBAN
Senior Undersecretary