



Republic of the Philippines
OFFICE OF THE SECRETARY
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SPECIAL ORDER

No.: 1502

Series of 2023

SUBJECT : AUTHORITY TO ATTEND THE SEMINAR ON LEADERSHIP STRATEGIC THINKING & EFFECTIVE HANDLING OF EMPLOYEES (FOR SUPERVISORS AND MANAGERS)

In the interest of service, Mr. Wilfredo B. Ruin, Planning Officer IV of the Office of the Assistant Secretary for Operations is authorized to attend on official time the 3-day seminar on Leadership Strategic Thinking & Effective Handling of Employees (for Supervisors and Managers) by the Philippine Information Office, Inc. on January 24, 25, and 26, 2024 at 8:00 AM to 5:00 PM at the Camelot Hotel, #35 Mother Ignacia Avenue, Quezon City.

Mr. Ruin is authorized to collect the registration fee chargeable against DA-OSEC funds, subject to its availability and standard government accounting and auditing rules and regulations.

Further, Mr. Ruin shall submit a Learning Application Plan (LAP) to the Human Resource Development Division (HRDD) within five (5) working days after the seminar.

In the event of withdrawal or non-attendance, he is required to submit to the Office of Assistant Secretary for Operations a written explanation.

Done this 14th day of DECEMBER 2023.


FRANCISCO P. TIÚ LAUREL, JR.
Secretary



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