



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-SO20240117-00022

**SPECIAL ORDER**

No. 86  
Series of 2024

**SUBJECT : AUTHORITY TO ATTEND THE SEMINAR-WORKSHOP ON  
DEVELOPING CONTROLLED VOCABULARY FOR RECORDS  
MANAGEMENT**

In the interest of service, the following Information and Communications Technology Service (ICTS) personnel are hereby authorized to attend on official time the Seminar-Workshop on Developing Controlled Vocabulary for Records Management on March 12-14, 2024 at the Hotel Lucky Chinatown, 21 Reina Regente, Binondo, Manila:


NAME	POSITION
1. Ms. Carmela G. Villafuerte	Computer Maintenance Technologist I
2. Ms. Marie Loise Q. Arenas	Administrative Assistant III
3. Ms. Virginia P. Esquierda	Administrative Aide VI

They are authorized to collect the registration fee of **Six Thousand Pesos (PHP 6,000.00)** each, 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 22<sup>nd</sup> day of JANUARY 2024.

  
**FRANCISCO P. TIU LAUREL, JR.**  
Secretary