



Republic of the Philippines
OFFICE OF THE SECRETARY
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DA-CO-AS-SO20240116-00021

SPECIAL ORDER

No. 93

Series of 2024

**SUBJECT : AUTHORITY TO ATTEND THE "TRAINING ON LEAVE
ADMINISTRATION COURSE FOR EFFECTIVENESS (LACE)"**


In the interest of service, Ms. ANNWIN L. ALBAN, Administrative Officer II, Personnel Division is hereby authorized to attend on official time the Training on Leave Administration Course for Effectiveness (LACE) to be conducted by the Civil Service Commission (CSC) - NCR on February 13-14, 2024 at CSC-NCR, Kaliraya, Quezon City.

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

Further, she is 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 her immediate supervisor is required.

Done this 23rd day of JANUARY 2024.


FRANCISCO P. TIUA LAUREL, JR.
Secretary

Handwritten mark