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DA-CO-AS-SO20240220-00062

SPECIAL ORDER

No. 279

Series of 2024

**SUBJECT : AUTHORITY TO ATTEND THE CAPABILITY BUILDING
PROGRAM: MANAGER'S ROLE IN CAPACITY BUILDING (MRCB)**


In the interest of service, Mr. ANTHONY R. VILLANUEVA, Supervising Administrative Officer, Records Division is hereby authorized to attend on official time the Capability Building Program: Manager's Role in Capacity Building (MRCB), to be conducted by the Civil Service Institute (CSI) on March 19-20, 2024 via online platform.

He is authorized to collect the registration fee of **Two Thousand Eight Hundred Pesos (PHP 2,800.00)**, chargeable against DA-OSEC funds, subject to its availability and existing government accounting and auditing rules and regulations.

Further, he 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 his immediate supervisor is required.

Done this 29th day of FEBRUARY 2024.


FRANCISCO P. TIU LAUREL JR.
Secretary

