



Republic of the Philippines
OFFICE OF THE SECRETARY
Elliptical Road, Diliman 1100 Quezon City
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SPECIAL ORDER

No. 316

Series of 2024

SUBJECT : AUTHORITY TO CONDUCT AND ATTEND THE ORIENTATION-SEMINAR ON BASIC ADMINISTRATIVE LAW PRINCIPLES AND RELEVANT AGRICULTURE AND FISHERIES LAWS AND POLICIES

In the interest of service, the Administrative Service is hereby authorized to conduct the **Orientation-Seminar on Basic Administrative Law Principles and Relevant Agriculture and Fisheries Laws and Policies** on 23 February 2024, 8:00 AM to 5:00 PM at the Bureau of Soils and Water Management (BSWM) Convention Hall, Quezon City.

The authorized participants of this activity are as follows:


PARTICIPANTS	
OFFICE	OFFICIAL/PERSONNEL
Office of the Secretary	4 Undersecretaries
	8 Assistant Secretaries
	12 Executive Assistants
Office of the Undersecretary and Chief-of-Staff	Usec. Alvin John F. Balagbag
	1 Executive Assistant
Office of the Undersecretary for Operations	Usec. Roger V. Navarro
	1 Executive Assistant
Office of the Undersecretary for Special Concerns and for Official Development Assistance (ODA) - Foreign Aid / Grants	Usec. Jerome V. Oliveros
	1 Executive Assistant
Office of the Undersecretary for Livestock	Usec. Deogracias Victor B. Savellano

	1 Executive Assistant
Office of the Undersecretary for Policy, Planning, and Regulations	Usec. Asis G. Perez
	1 Executive Assistant
RESOURCE PERSONS	
OFFICE	OFFICIAL/PERSONNEL
Office of the Undersecretary for Administration Office of the Assistant Secretary for Administration Office of the Director – Administrative Service	Atty. Roland A. Tulay
Office of the Undersecretary for Finance	Usec. Telma C. Tolentino
Office of the Director – Legal Service	Atty. Willie Ann M. Ang Siy
Management Division, Financial and Management Service	Engr. Jocelyn O. Mogado
Personnel Division, Administrative Service	Ms. Jessamin B. Aranas
Procurement Division, Administrative Service	Atty. Melinda D. Deyto
SECRETARIAT	
OFFICE	OFFICIAL/PERSONNEL
Office of the Director – Administrative Service	Atty. Jennifer Luz C. Revilla
	Ms. Alma C. Almonte
Office of the Undersecretary for Administration	Ms. Liezl F. Baldesco
Office of the Assistant Secretary for Regulations	Ms. Magdalena Editha A. Almirante
	Mr. Lee Andrew M. Calimutan
Support Staff	5 Persons

All expenses for the food, supplies and materials and other incidental expenses shall be chargeable against DA OSEC funds, subject to availability of funds and the usual accounting and auditing rules and regulations.

This Order shall take effect immediately and shall be considered revoked upon the completion of the event. All orders, memoranda and issuances inconsistent herewith are deemed revoked.

Done this 1st day of March 2024.


FRANCISCO P. TIU LAUREL, JR.
Secretary



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