



Republic of the Philippines
OFFICE OF THE SECRETARY
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SPECIAL ORDER

No. 324

Series of 2024

SUBJECT: AUTHORITY TO ATTEND THE SUPERVISORY DEVELOPMENT COURSE (SDC) TRACK 1

In the interest of service, the following staff of the Office of the Secretary (OSEC) are hereby authorized to attend in the **SUPERVISORY DEVELOPMENT COURSE (SDC) TRACK 1** to be conducted by the Civil Service Commission (CSC) Regional Office IV on **March 12-15, 2024** in Calamba City, Laguna:

NAME	POSITION
1. Mr. Allan L. Aquino	Senior Agriculturist
2. Mr. Raymond I. Canoza	Senior Agriculturist
3. Ms. Nancy M. Supil	Senior Science Research Specialist

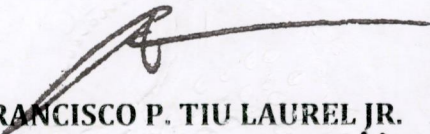
They are authorized to collect a registration fee amounting to **ELEVEN THOUSAND TWO HUNDRED PESOS (Php 11,200.00)** for each participant, travelling expenses and per diem to be charged against DA-OSEC funds, subject to its availability and the usual government accounting and auditing rules and regulations.

As such, they must submit a Learning Application Plan to the Human Resource Development Division (HRDD) within five (5) days after the training.

In case of withdrawal or non-attendance, a written explanation signed by their immediate supervisor must be submitted.

Special Order No. 214, Series of 2024 and all other orders, memoranda, and issuances inconsistent herewith are deemed revoked.

Done this 4th day of March 2024.


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



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