



Republic of the Philippines
OFFICE OF THE SECRETARY
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SPECIAL ORDER

No. 355
Series of 2024

SUBJECT : AUTHORITY TO ATTEND THE COMPLETED STAFF WORK PRACTITIONER COURSE

In the interest of service, the following personnel from the Office of the Secretary are hereby authorized to attend, on official time, the Completed Staff Work Practitioner Course to be conducted by Cornerstone Leadership and Strategy Consulting Inc. on **March 12-13, 2024 at University Hotel, UP Diliman, Quezon City.**


Name	Position
Mr. Royal A. Feril	Executive Assistant V
Shaira Anne C. Gillego	Executive Assistant IV

They are authorized to collect the registration fee amounting to **Five Thousand Eight Hundred Pesos (Php 5,800.00)** each chargeable against the OSEC funds, subject to the usual government accounting and auditing rules and regulations.

Further, they are required to submit a Learning Application Plan to the Human Resource Development Division within five (5) days after the training.

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

Done this 7th day of March 2024.


FRANCISCO P. TIU LAUREL, Jr.
Secretary

