



Masaganang Agrikultura,  
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DA-CO-AS-SO20240326-00088

**SPECIAL ORDER**

No. 490

Series of 2024

**SUBJECT : AUTHORITY TO ATTEND THE TRAINING COURSE ENTITLED:  
"WORKFORCE PLANNING, CAREER DEVELOPMENT AND  
SUCCESSION MANAGEMENT (PLANNING DEVELOPING AND  
MANAGING CAREER)"**

In the interest of service, **Mr. ALEX M. CASTILLO**, Administrative Officer IV, Human Resource Development Division (HRDD) is hereby authorized to attend on official time the training course entitled: "*Workforce Planning, Career Development and Succession Management (Planning, Developing and Managing Career)*" to be conducted by the Civil Service Commission – Civil Service Commission (CSC-CSI) on April 17, 19, and 23, 2024 at the CSC Main Office Auditorium, Quezon City.

He is authorized to collect the registration fee of **Eight Thousand Five Hundred Pesos (PHP 8,500.00)**, 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 8<sup>th</sup> day of APRIL 2024.

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