



Republic of the Philippines  
**OFFICE OF THE SECRETARY**  
Elliptical Road, Diliman 1100 Quezon City  
+63(2) 8928-8741 to 64 and +63(2) 8273-2474



DA-CO-AS-SO20240618-00155

**SPECIAL ORDER**

No. 885  
Series of 2024

**SUBJECT : AUTHORITY TO ATTEND THE TRAINING PROGRAM ENTITLED:  
"ACCOUNTING FOR NON-ACCOUNTANTS"**

In the interest of service, the following Internal Audit Service (IAS) personnel are hereby authorized to attend on official time the training program entitled: "Accounting for Non-Accountants" to be conducted by the Personnel Officers Association of the Philippines, Inc. (POAP) on July 23-26, 2024 in Cebu City:

NAME	POSITION
1. <b>Ms. OLIVIA M. GANOTICE</b>	Internal Auditor I
2. <b>Ms. EVANGELINE R. SAMSONA</b>	Administrative Assistant III


They are authorized to collect the registration fee of **Seven Thousand Five Hundred Pesos (PHP 7,500.00)** each, per diem, and travelling expenses chargeable against DA-OSEC funds, subject to its availability and existing government accounting and auditing rules and regulations.

Further, participants are 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 their immediate supervisor is required.

Done this 24<sup>th</sup> day of June 2024.

For and By the Authority of the Secretary

  
**ALLAN Q. UMALI**  
Undersecretary for Administration  
(as per Special Order No. 618, Series of 2024)