



Masaganang Agrikultura,
Mawlaad na Ekonomiya

Republic of the Philippines
OFFICE OF THE SECRETARY
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SPECIAL ORDER

No. 117
Series of 2025

SUBJECT : AUTHORITY TO ATTEND THE "TECHNICAL WRITING TRAINING-WORKSHOP"

To enhance the capability of the following personnel of the Information and Communications Technology Service (ICTS), they are authorized to attend on official time the "TECHNICAL WRITING TRAINING-WORKSHOP" to be conducted by the Strategic One Business Management Consultancy Firm (STRAT One) on March 5-7, 2025 via online platform:

NAME	POSITION
Ms. DARLENE R. ABAINZA	Information Technology Officer II
Ms. NYMPHA D. ZABANAL	Information Technology Officer I
Mr. LAURENZ MARVIN A. ROSALES	Information Technology Officer I
Ms. MA. ELENA CAMILLE B. SALGADO	Information Systems Analyst II
Ms. JOCELYN D. CUSTODIA	Information Systems Analyst I
Ms. MAUREEN G. TIGARONITA	Computer Programmer II

They are authorized to collect a registration fee of **Three Thousand One Hundred (PHP 3,100.00)** each, chargeable against DA-ICTS funds, subject to the availability of funds 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-workshop.

In the event of withdrawal or non-attendance, a written explanation signed by their immediate supervisor is required.

Done this 15th day of JANUARY 2025.

FRANCISCO P. TIU LAUREL JR.
Secretary



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