



BAGONG PILIPINAS



Masaganang Agrikultura,  
Mamnlad na Ekonomiya

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**OFFICE OF THE SECRETARY**  
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**SPECIAL ORDER**

No. 119

Series of 2025

**SUBJECT : AUTHORITY TO ATTEND THE "BASIC DATA ANALYTICS USING MS EXCEL 365 TRAINING-WORKSHOP"**

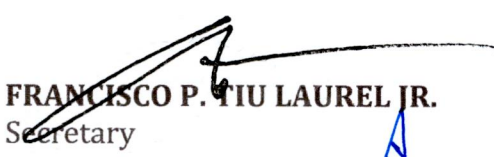
To gain knowledge in the application of spreadsheet software program for data analysis, **MS. AGUSTINA M. JOSE**, Administrative Assistant V, Information and Communications Technology Service (ICTS), is hereby authorized to attend on official time the "BASIC DATA ANALYTICS USING MS EXCEL 365 TRAINING-WORKSHOP" to be conducted by the Strategic One Business Management Consultancy Firm (STRAT One) on March 19-21, 2025 via online platform.

She is authorized to collect a registration fee of **Three Thousand One Hundred (PHP 3,100.00)**, chargeable against DA-ICTS funds, subject to the availability of funds and existing government accounting and auditing rules and regulations.

Further, Ms. Jose is 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 her immediate supervisor is required.

Done this 15<sup>th</sup> day of JANUARY 2025.

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



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