



Republic of the Philippines  
**OFFICE OF THE SECRETARY**  
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**SPECIAL ORDER**

No. 240  
Series of 2025

**SUBJECT : AUTHORITY TO ATTEND THE "PUBLIC PROCUREMENT SPECIALIST CERTIFICATION COURSE LEVEL 1 (BASIC)"**

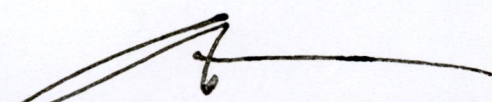
In the interest of service, Mr. LEMUEL A. ALAGON, Agriculturist II, Office of the Undersecretary for Special Concerns and Official Development Assistance (ODA) is hereby authorized to attend on official time the "PUBLIC PROCUREMENT SPECIALIST CERTIFICATION COURSE LEVEL 1 (BASIC)" to be conducted by the Central Luzon State University on February 11-14 and 18-21, 2025 via online platform.

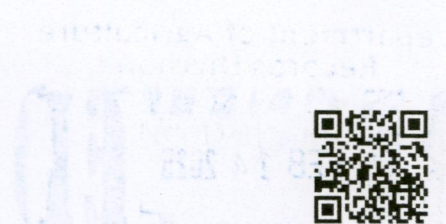
He is authorized to collect the registration fee of **Twelve Thousand Pesos (PHP 12,000.00)**, chargeable against DA-OSEC funds, subject to the availability of funds and existing government accounting and auditing rules and regulations.

Further, he is required to submit a Learning Application Plan (LAP) to the Human Resource Development Division (HRDD) within five (5) days after the course.

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

Done this 13<sup>th</sup> day of FEBRUARY 2025.

  
**FRANCISCO P. TIU LAUREL JR**  
Secretary



DA-CO-AS-SO20250206-00058