



Republic of the Philippines  
**OFFICE OF THE SECRETARY**  
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**SPECIAL ORDER**  
 No. 257  
 Series of 2025

**SUBJECT : AUTHORITY TO ATTEND THE "SUPERVISORY DEVELOPMENT COURSE TRACK 1"**

To enhance the capability of the following personnel of the Procurement Division, they are authorized to attend on official time the "SUPERVISORY DEVELOPMENT COURSE TRACK 1" to be conducted by the CSC National Capital Region on March 4-7, 2025 via online platform:


NAME	POSITION
Ms. LEAH KATRINA C. MONSANTO	Administrative Officer V
Ms. LOTIS H. LOPEZ	Administrative Officer V
Mr. YORAM S. LOPEZ	Administrative Officer V
Mr. MARCO PAULO F. RECONES	Administrative Officer V

They are authorized to collect a registration fee of **Six Thousand Four Hundred Pesos (PHP 6,400.00)** each, chargeable against DA-OSEC 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 course.

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

Done this 19<sup>th</sup> day of February 2025.

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



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