



Republic of the Philippines
OFFICE OF THE SECRETARY
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SPECIAL ORDER

No. 259
Series of 2025

SUBJECT : AUTHORITY TO ATTEND THE "SEMINAR-WORKSHOP ON COACHING AND MENTORING"

To enhance the capability of the following personnel of the Procurement Division, they are authorized to attend on official time the "SEMINAR-WORKSHOP ON COACHING AND MENTORING" to be conducted by the CSC National Capital Region on March 19-20, 2025 via online platform:

NAME	POSITION
Mr. JOSE MARIA ARIEL Q. LAXA	Administrative Officer IV
Mr. ROWEJIE F. BAUTISTA	Administrative Officer IV
Ms. MARIA TERESA B. MANLANGIT	Administrative Officer IV
Mr. RICK JAMES M. RODRIGUEZ	Administrative Officer II

They are authorized to collect a registration fee of **Three Thousand Two Hundred Pesos (PHP 3,200.00)** 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 seminar-workshop.

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

Done this 14th day of February 2025.

FRANCISCO P. TIU LAUREL JR.
Secretary



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