



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

No. 315  
Series of 2025

**SUBJECT : AUTHORITY TO ATTEND THE TRAINING TITLED "EFFECTIVE AUDIT REPORT WRITING"**


In the interest of service, Ms. OLIVIA M. GANOTICE, Internal Auditor I, Operations Audit Division, Internal Audit Service (OAD, IAS) is hereby authorized to attend on official time the training titled "EFFECTIVE AUDIT REPORT WRITING" to be conducted by the Association of Government Internal Auditors (AGIA), Inc. on February 13-14, 2025 via online platform.

She is authorized to collect the registration fee of **Two Thousand Five Hundred Pesos (PHP 2,500.00)**, chargeable against DA-OSEC funds, subject to the availability of funds and existing government accounting and auditing rules and regulations.

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

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

Done this 24th day of February 2025.

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



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