



Republic of the Philippines
OFFICE OF THE SECRETARY
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SPECIAL ORDER

No. 318
 Series of 2025

SUBJECT : AUTHORITY TO ATTEND THE TRAINING TITLED "AUDIT WORKING PAPER DEVELOPMENT"

To enhance the capability of the following personnel of the Internal Audit Service (IAS), they are authorized to attend on official time the training titled "AUDIT WORKING PAPER DEVELOPMENT" to be conducted by the Association of Government Internal Auditors (AGIA), Inc. on March 6-7, 2025 via online platform:

NAME	POSITION
Mr. ARNOLD E. ARIRAO	Internal Auditor II
Ms. ARDYN MAE E. CAILING	Internal Auditing Assistant

They are authorized to collect a registration fee of **Two Thousand Five Hundred Pesos (PHP 2,500.00)** 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 training.

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

Done this 24th day of February 2025.


FRANCISCO P. TIU LAUREL JR.
 Secretary



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