



Republic of the Philippines
OFFICE OF THE SECRETARY
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SPECIAL ORDER

No. 320
Series of 2025

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

To enhance the capability of the following personnel of the Internal Audit Service (IAS), 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. ARNOLD E. ARIRAO	Internal Auditor II
Mr. GISTER A. BANGCAL	Internal Auditor 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 24th day of February 2025.

FRANCISCO P. TIU LAUREL JR.
Secretary



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