



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

No. 322  
Series of 2025

**SUBJECT : AUTHORITY TO ATTEND THE TRAINING TITLED "CAPACITY BUILDING ON TRAINING PERSONNEL: LEARNING NEEDS ANALYSIS"**

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 "CAPACITY BUILDING ON TRAINING PERSONNEL: LEARNING NEEDS ANALYSIS" to be conducted by the CSC National Capital Region on March 27-28, 2025 via online platform:

NAME	POSITION
Ms. OLIVIA M. GANOTICE	Internal Auditor I
Ms. ARDYN MAE E. CAILING	Internal Auditing Assistant

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 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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