



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

No. 324  
Series of 2025

**SUBJECT : AUTHORITY TO ATTEND THE TRAINING TITLED "WORKSHOP ON PROCUREMENT AND PARLIAMENTARY PROCEDURES IN BAC MEETINGS"**

In the interest of service, Atty. JOAN Q. JAGONOS-OLIVA, Chief, Operations Audit Division, Internal Audit Service (OAD, IAS) is hereby authorized to attend on official time the training titled "WORKSHOP ON PROCUREMENT AND PARLIAMENTARY PROCEDURES IN BAC MEETINGS" to be conducted by the JPLCV Center for Academic Values (JCAV) Foundation, Inc. on May 27-29, 2025 (exclusive of travel time) at R2R Bayview Inn, Coron Palawan.

She is authorized to collect the registration fee of **Eight Thousand Four Hundred Pesos (PHP 8,400.00)**, travelling expenses, per diems, and incidental expenses 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 24<sup>th</sup> day of February 2025.

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



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