



Masaganang Agrikultura,  
Maunlad na Ekonomiya

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

No. 328  
Series of 2025

**SUBJECT : AUTHORITY TO ATTEND THE "SUPERVISORY DEVELOPMENT PROGRAM COURSE 1"**

In the interest of service, Ms. JOSEPHINE M. MONTALBO, Internal Auditor IV, Management Audit Division, Internal Audit Service (MAD, IAS) is hereby authorized to attend on official time the "SUPERVISORY DEVELOPMENT PROGRAM COURSE 1" to be conducted by the CSC National Capital Region on March 12-13, 2025 via online platform.

She is authorized to collect the registration fee of **Three Thousand Two Hundred Pesos (PHP 3,200.00)**, 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 course.

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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