


**SPECIAL ORDER**No. 331  
Series of 2025**SUBJECT : AUTHORITY TO ATTEND THE TRAINING TITLED "LEADERSHIP AND ETHICS"**

In the interest of service, Ms. GRACE E. TRINIDAD, Internal Auditor III, Operations Audit Division, Internal Audit Service (OAD, IAS) is hereby authorized to attend on official time the training titled "LEADERSHIP AND ETHICS" to be conducted by the Association of Government Internal Auditors (AGIA), Inc. on March 25, 2025 via online platform.

She is authorized to collect the registration fee of **One Thousand Two Hundred Fifty Pesos (PHP 1,250.00)**, 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 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

DA-CO-AS-SO20250204-00033