

**SPECIAL ORDER**  
 No. 25  
 Series of 2024

**SUBJECT: AUTHORITY OF DA-BAFS PERMANENT EMPLOYEES TO ATTEND ONLINE AND FACE-TO-FACE EXTERNAL PAID TRAININGS FOR FY 2024 (FIRST BATCH)**

In compliance with Civil Service Commission Memorandum Circular No. 5, series of 2016 which states that "A minimum of 40 hours supervisory/management training or learning and development intervention per year based on the Learning and Development Plan of the agency should be provided by the agency to incumbents of supervisory managerial positions." and in consonance with the DA-BAFS Competency Framework, the following DA-BAFS permanent employees are hereby authorized to attend external paid trainings:

No.	Name of Participants	Position Title	Division	Title of Activity	Date	Venue	Registration Fee (each)
1	Ms. Camille B. Baraquel	Science Research Specialist II	Standards Development Division (SDD)	Leadership in the Digital Era (eLearning)	June 26 – August 26, 2024	Online	2,800.00 / pax
2	Ms. Katrina L. Maminta	Science Research Specialist II	Technical Services Division (TSD)				
3	Mr. Ibrahim A. Racmat	Senior Science Research Specialist	Organic Agriculture Division	85 <sup>th</sup> Philippine Institute of Chemical Engineers (PIChe) National Convention	September 11-14, 2024 (exclusive of travel time)	Water front Hotel, Cebu City	7,500.00 / pax
4	Ms. Mary Grace R. Mandigma	Assistant Director – Designate, Chief Science Research Specialist	Technical Services Division	2024 Leaders and HR Symposium (Adapt Beyond Limits)	September 24-25, 2024	Pasay City	9,600.00 / pax

They are each authorized to collect transportation allowance, per diem including accommodation allowance, and registration chargeable against DA-BAFS regular funds, subject to the availability of funds and the usual government accounting and auditing rules and regulations.

Upon completion, they are required to submit a learning application plan within five (5) days. In the event of withdrawal or non-attendance, a written explanation signed by their immediate supervisor is required.

This Order shall take effect immediately and shall be considered revoked upon completion of the training program. All orders, memoranda, and issuances inconsistent herewith are deemed revoked.

Done this 1 day of JULY 2024.



  
**KAREN KRISTINE A. ROSCOM, PFT, PhD**  
Director IV

  
14062024



**BRIEFER FOR SPECIAL ORDER**

<b>SUBJECT</b>	Request for approval of the Special Order re: Authority of DA-BAFS Permanent Employees to attend Online and Face-to-Face External Paid Trainings For FY 2024 (First Batch)
<b>BACKGROUND/RATIONALE</b>	<p>In compliance with Civil Service Commission Memorandum Circular No. 5, series of 2016 which states that "A minimum of 40 hours supervisory/management training or learning and development intervention per year based on the Learning and Development Plan of the agency should be provided by the agency to incumbents of supervisory managerial positions." and in consonance with the DA-BAFS Competency Framework, the following employees were endorsed to and recommended by the DA-BAFS Human Resource Development Committee (HRDC) to attend trainings:</p> <ol style="list-style-type: none"> <li>1. Ms. Camille B. Baraquiel – Leadership</li> <li>2. Ms. Katrina L. Maminta - Leadership</li> <li>3. Mr. Ibrahim A. Racmat – Continuing Professional Development (CPD); and</li> <li>4. Ms. Mary Grace R. Mandigma - Leadership</li> </ol> <p>All employees have been assessed by the ASS-L&amp;D Unit, and determined that they <b>have not exceeded</b> the 10,000 Php annual training fee cap.</p>
<b>OBJECTIVES</b>	<ol style="list-style-type: none"> <li>1. To comply with CSC MC No. 5, series of 2016 and develop employees' supervisory/ managerial skills; and</li> <li>2. To provide Mr. Racmat an opportunity to earn CPD points.</li> </ol>
<b>EXPECTED OUTPUTS</b>	<ol style="list-style-type: none"> <li>1. For DA-BAFS employees to discover and gain additional and advanced skills on effective leadership; and</li> <li>2. For Mr. Racmat to be able to renew his professional license.</li> </ol>

<b>Prepared by:</b>	<b>Reviewed and Endorsed by:</b>
 <b>JAERYL LORDEIN V. RAMOS</b> Administrative Assistant V	 <b>ROXANNE P. LIZARDO</b> Administrative Officer V
June 7, 2024	June 10, 2024