



**SPECIAL ORDER**

No. 23

Series of 2024

**SUBJECT: AUTHORITY OF TECHNICAL SERVICES DIVISION (TSD) EMPLOYEES TO ATTEND ONLINE CIVIL SERVICE COMMISSION (CSC) TRAINING, JUNE-AUGUST 2024**

Pursuant to CSC Memorandum Circular (MC) No. 5, series of 2016 (Revised Qualification Standards for Division Chief and Executive/Managerial Positions in the Second Level) which states that a minimum of 40 hours of supervisory/management training per year should be provided to incumbents of supervisory and managerial positions, the following Science Research Specialist II of the TSD are hereby authorized to attend the following online trainings:

	Employee	Training Title	Training Date
1.	Jan Vincent DR. Tecson	Leadership in the Digital Era	June 26 - August 26, 2024
2.	Katrina I. Maminta	Emotional Intelligence and Leadership	June 18-19, 2024

The training will help participants appreciate and embrace digital leadership, especially in transitioning to the new normal towards strategic leadership and management, develop leadership self-awareness, and discover how to strengthen emotional intelligence as leaders through a concrete Emotional Intelligence Self-Development Action Plan.

The above-mentioned employees are each authorized to collect a registration fee of **Five Thousand Four Hundred Pesos (5,400.00)** 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 remain in force until the completion of the training courses. All orders, memoranda, and issuances inconsistent herewith are deemed revoked.

Done this 11 day of JUNE 2024.

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

Director IV

*for 10/26/2024*

