

07 November 2019

OFFICE ORDER NO. 2019322
Series of 2019

SUBJECT: AUTHORITY TO ATTEND SEMINAR

In the interest of the service, the following employees from General Services Division are hereby authorized to attend the **Seminar on Energy Efficiency and Conservation in the Government** on 12 November 2019 at the National Power Corporation, Power Avenue cor. BIR Road, Diliman, Quezon City.

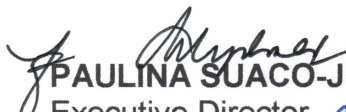
NAME	DESIGNATION
1. Reynaldo R. Gonzales	OIC-Division Chief (Administrative Officer IV)
2. Ma. Luisa R. Narne	Property Custodian
3. Charlemagne A. Torres	SP Administrative Assistant

Participants are instructed to observe punctuality and submit to HRM Division a copy of their certificate of attendance, seminar materials (if any) and a brief report that includes their insights and recommendations which may be adopted by the agency to improve systems and procedures and delivery of services.

The seminar is free of charge.

All office orders or parts thereof inconsistent with this Office Order are hereby revoked or modified accordingly.

For the guidance of all concerned.


PAULINA SUACO-JUAN
Executive Director 