SPECIAL ORDER NO. 579
Series of 2012

In the interest of the service and pursuant to Administrative Order No. 159
Series of 2011 and the Secretary’s Memorandum dated August 13, 2012, the
following employees are hereby directed to attend the Workshop on the
Development of Learning Modules for the Labor and Employment Education
Program (LEEP) – First Phase to be held on 03-04 December 2012 at the
Lincoln Place, Brgy. Asisan, Tagaytay City.

1. Ma. Teresa D. Delos Santos - Workers Education Division
2. Elizabeth O. Mancilla - American, European and Asian
   Affairs Division

As such, the above-mentioned employees are entitled to transportation,
per diem, food and lodging accommodation of Two Thousand Eight Hundred
Pesos (P2800.00), registration/professional fee of Three Thousand and Fifty
Pesos (P3050.00) and other allowable expenses, subject to the availability of
funds and to the usual accounting and auditing rules and regulations.

Further, they are directed to submit a report to the undersigned within five
(5) working days upon completion of the said workshop.

For strict compliance.

Mandaluyong City, 26 November 2012.

HANS LEO J. CACDAC
Administrator