



Ref. No. 2022-D3
January 18, 2023

MEMORANDUM FOR THE DIRECTOR

THRU : **ANTHONY O. OBLIGADO**
OIC-Assistant Director

ATTENTION : **JUDE RAY P. LAGUNA**
Acting Head, Human Resource Management Unit

SUBJECT : **Recommendation for the Upcoming Online Training Course on COA Guidelines & Procedures via Zoom**

In line with the upcoming training course on **COA Guidelines & Procedures: One-Time Cleansing for ALL Government Institutions on February 23 & 24, 2023** to be conducted by Center for Global Best Practices (CGBP), which is a Civil Service Commission accredited training service provider, I would like to recommend the following Administrative Unit staff to attend and participate in the said activity:

Cash Management Office

1. Gretel F. Rivera
2. Ligaya V. Santolices

General Services Office

1. Jennifer T. Alianza

Supply and Property Office


1. Corazon F. Barretto
2. Vincent P. Visitacion

Records Office

1. Melody T. Memita
2. Jesabell V. Gayod

Thank you very much.

Very truly yours,


MELODY T. MEMITA
Head, Administrative Unit

APPROVED
 DISAPPROVED


JOELL H. LALES
OIC-Director