



Republic of the Philippines
COMMISSION ON AUDIT
PROFESSIONAL AND INSTITUTIONAL DEVELOPMENT SECTOR
Professional Development Office
Commonwealth Avenue, Quezon City, Philippines
Telefax Nos.: (632) 8931-7847
E-mail address: pdo.dbu.coa2015@gmail.com

FEB 06 2020

Re: COA Schedule of Course Offerings for Agency personnel for the 1st semester of CY 2020

Dear Sir/Madam:

The Professional Development Office of the Commission on Audit is pleased to provide you a copy of the Schedule of Course Offerings for CY 2020 (Annex 1), which is also available in the COA website: www.coa.gov.ph. The description of the courses/seminars (Annex 2) is attached for your reference.

You may nominate your personnel to any of the courses/seminars based on the specified target participants, taking note of the attached Nomination Procedures/Guidelines (Annex 3).

We hope to receive your nominations, using the attached nomination form (Annex 4), at least two (2) months before the schedule/date of the course/seminar to which your personnel are nominated.

Nominees shall register thru the Training Online Registration in the COA Website and submit the approved copy of the nomination form upon registration. Acceptance of nominations shall be on a first-come, first-served basis. Confirmation notices from PDO, either thru e-mail, post mail or fax, shall be sent to the requesting agency accordingly. The nominees may however, follow-up their acceptance with Ms. Eden J. Jurado thru telephone number 8931-78-47 or e-mail address pdo.dbu.coa2015@gmail.com.

Please be reminded that only approved/confirmed nominees can proceed to attend the course/seminar. PDO shall not entertain walk-in/unconfirmed participants.

Please address your nominations to:

Director Melanie R. Añonuevo
Professional Development Office
Professional and Institutional Development Sector
Commission on Audit
Commonwealth Avenue, Quezon City

We look forward to the opportunity of serving the training needs of your personnel.

Very truly yours,



LEILA S. PARAS
Assistant Commissioner
Professional and Institutional Development Sector

Enclosures:

1. Schedule of Course Offerings for Agency personnel for the 1st semester of CY 2020 (*Annex 1*)
2. Course Descriptions (*Annex 2*)
3. Nomination Procedures and/or Guidelines (*Annex 3*)
4. Nomination Form (*Annex 4*)
5. Dormitory Rates and Other details (*Annex 5*)



**COMMISSION ON AUDIT
PROFESSIONAL AND INSTITUTIONAL DEVELOPMENT SECTOR
PROFESSIONAL DEVELOPMENT OFFICE**

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ACCREDITED CONTINUING PROFESSIONAL DEVELOPMENT (CPD) PROVIDER
(Certificate of Accreditation No. 2009-017)

**SCHEDULE OF COURSE OFFERINGS FOR AGENCY PERSONNEL FOR THE
FIRST SEMESTER OF CY 2020**

DURATION	COURSE/SEMINAR	TARGET PARTICIPANTS	VENUE (PDC Training Room)	SEMINAR FEE
March				
23-25	Appraisal and Disposal of Government Properties (ADGP)	Members of Appraisal and Disposal Committees, accounting personnel and property custodians	3 rd fl., Rm 316, PDC Annex	PhP6,000.00
April				
27-30	Laws and Rules on Government Expenditures (LARGE) -National	Personnel involved in the processing of claims, disbursements including certifying and approving officers in the National Government Agencies	3 rd fl., Case Room No. 2	PhP8,000.00
May				
25-27	Cash Management and Control System (CMCS)	Cashiers, regular and special Collecting/Disbursing Officers in the National Government Agencies (NGAs)	3 rd fl., Case Room No. 2	PhP6,000.00
June				
22-25	Property and Supply Management System (PSMS)	Property/Supply Officers, Property Custodians, Storekeepers and other personnel involved in managing the agency's office supplies and properties	Muti-Purpose Room (MPR)	PhP8,000.00

Recommending Approval:


LEILA S. PARAS

Assistant Commissioner

~~APPROVED~~ ~~DISAPPROVED~~


MICHAEL G. AGUINALDO
Chairperson

*Please be reminded that only approved/confirmed nominees can proceed to attend the seminar.
PDO shall not entertain walk-in/unconfirmed participants*