



Republic of the Philippines
Commission on Audit
PROFESSIONAL AND INSTITUTIONAL DEVELOPMENT SECTOR
Commonwealth Ave., Constitution Hills, Quezon City
Telefax: 931-7847
E-mail address: pdo.dbu.coa2015@gmail.com

NOMINATION PROCEDURES AND/OR GUIDELINES

1. All nominations to this training shall adhere to the principle of providing equal opportunity for all deserving personnel. Discrimination on account of gender identity, sexual orientation, disabilities, religion, and/or group membership shall not be exercised.
2. Participants shall be nominated by the Agency Head or an authorized representative, using the prescribed Nomination Form (*Annex 4*).
3. Nominees shall be properly screened as to their actual training needs and by reason of their present duties, and in accordance with the specified target participants indicated in the schedule attached.
4. Nominations to courses/seminars shall be received by the PIDS-PDO at least two (2) months before the schedule/date of the seminar. Nominees shall register thru the Training Online Registration in the COA Website (www.coa.gov.ph).
5. Acceptance of nominations shall be on a first-come-first-served basis. Nominees shall await confirmation from the Professional Development Office (PDO). They may, however, follow-up the confirmation of their nomination with Ms. Eden Jurado thru telephone numbers 931-78-47 or e-mail address pdo.dbu.coa2015@gmail.com.
6. Please be reminded that only approved/confirmed nominees can proceed to attend the seminar. PDO shall not entertain walk-in/unconfirmed participants.
7. Confirmed nominees, shall always be in their office uniform, if any, and/or smart casual wear while attending the seminar.
8. Should you need to avail of the use of the COA dormitories, you may contact Ms. Divina Canggay, Dormitory Manager. Please check the necessary details in Annex 5.
9. Nominations shall be sent to the Professional and Institutional Development Sector (PIDS) addressed to:

The Director
Professional Development Office
Professional and Institutional Development Sector
Commission on Audit
Commonwealth Avenue, Quezon City
