# MEMORANDUM

For  **: ATTY. ARTEMIO U. TUAZON JR.**

Officer-in-Charge

Office of the Undersecretary for Legal Affairs

Subject :  **LOCAL TRAVEL ORDER**

Date : 28 August 2019

**Action Requested:** For your consideration/signature, Sir.

**Background:** The Civil Service Commission (CSC) – Civil Service Institute (CSI) invited this Department to send participant/s to attend the **CSI Leadership Series: People-Centric Leadership** to be held in Metro Manila on **18 September 2019.**  The training fee is P5, 000.00/ participant.

Attached are Nomination Letter and Local Travel Order in favor of **Mr. Eric E. Evardone** of the Contract Management Division, this Department.

The above participant have already received confirmation email of their attendance from the Civil Service Institute

**Atty. GIOVANNI Z. LOPEZ**

Assistant Secretary for Procurement