



10 February 2020

OFFICE ORDER NO. 2020-031  
Series of 2020


SUBJECT : **Project Management Skills and Technical Report Writing**

A two-day Seminar on Project Management Skills (PMS) and Technical Report Writing (TRW) will be conducted on February 18-19 and March 19-20, 2020 respectively, at the HESA, 2<sup>nd</sup> Flr., NEA Bldg., Diliman, Quezon City. These will be handled by GuthrieJensen Global Training Consultants, a Civil Service Accredited (CSC) Learning and Development Institution.

Participants to these activities are key officials and technical personnel of NEA.

The amount of **Four Hundred Fifty Six Thousand Pesos (P456,000.00)** is allocated for the conduct of these activities chargeable to the NEA-EC Training Institute (NETI) funds.

All Department Managers/Heads of Office are enjoined to extend the necessary support and assistance to ensure the success of these activities.

  
**EDGARDO R. MASONGSONG**  
Administrator



*2/12/20*



10 February 2020

**MEMORANDUM TO ALL CONCERNED:**


The following NEA officials and employees are authorized to attend the Project Management Skills Training on February 18-19 and Technical Report Writing on March 19-20, 2020 at the HESA, 2<sup>nd</sup> Flr., NEA Bldg., Diliman, Quezon City.

**Project Management Skills Training**

**Technical Report Writing**

Ablen, Mark Exequiel A.	Ablen, Mark Exequiel A.
Argana, Rexon M.	Argana, Rexon M.
Barrientos, Rafael B.	Carño, Calvin G.
Castillo, Pamela E.	Cunanan, Asuncion E.
Cunanan, Asuncion E.	David, Bonifacio T.
David, Bonifacio T.	De Vera, Mary Ann A.
Esperanzate, Marife A.	Esperanzate, Marife A.
Evale, Exequiel T., Jr.	Evale, Exequiel T.
Evangelista, Rodolfo D.	Evangelista, Rodolfo D.
Flores, Richard J.	Flores, Richard J.
Freyra, Ralph Jay R.	Freyra, Ralph Jay R.
Lumapas, Kriselda S.	Lumapas, Kriselda S.
Manzano, Ray Vincent B.	Maala, Diana Jean G.
Mendoza, Nonilon V.	Manzano, Ray Vincent B.
Pablo, Anthony Randolph A.	Mendoza, Nonilon V.
Pagtalunan, John Paul S.	Pablo, Anthony Randolph A.
Penoliar, Lorenzo A.	Pagtalunan, John Paul S.
Pomoy, Gerardo G.	Penoliar, Lorenzo A.
Pula, Felicisimo U.	Pomoy, Gerardo G.
Puntod, Louie Andrew L.	Pula, Felicisimo U.
Quintero, Lourdes S.	Puntod, Louie Andrew L.
Ramos, Rainer Noel P.	Ramos, Rainer Noel P.
Silvano, Ernesto O., Jr.	San Luis, Elenita C.
Velgado, Enrico G.	Velgado, Enrico G.
Villar, Federico P., Jr.	Villar, Federico P., Jr.

All expenses to be incurred in the performance of their duties shall be charged to the proper funds of this Office subject to the usual accounting and auditing rules and regulations.

  
**EDGARDO R. MASONGSONG**  
 Administrator



NEA-OA264606

*2/11/20*