



Republic of the Philippines
Commission on Audit
Regional Office No I.

City of San Fernando, La Union

Tel. Nos. (072) 888-6780; Telefax: (072) 888-5780

E-mail address: coa.rol.atfs@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 invitation.
4. Nominations to courses/seminars shall be received by the COA RO 1-RTU on or before _____.
5. Acceptance of nominations shall be on a first-come-first-served basis. Nominees shall await confirmation from COA RO I-RTU. They shall, however, follow-up the confirmation of their nomination with Ms. Ilene/Ms. Roma thru telephone numbers 072-888-6780 loc. 157 or 072-888-5780.
6. Please be reminded that only approved/confirmed nominees can proceed to attend the seminar. COA RO 1-RTU shall not entertain walk-in/unconfirmed participants.
7. Nominations shall be sent thru fax or email as indicated in the header.