



Republic of the Philippines
Department of Agriculture
OFFICE OF THE SECRETARY
Elliptical Road, Diliman
Quezon City, 1100 Philippines

SPECIAL ORDER

No. III 8
Series of 2019

SUBJECT: MONTHLY COMMUNICATION ALLOWANCE FOR ALL DA-CENTRAL OFFICE OFFICIALS AND AUTHORIZED PERSONNEL

Mobile phones have become indispensable as it makes communication and coordination easy and fast and contributes to office's productivity. As such, provision of communication allowance is a must. Further, in view of the aggressive efforts to pursue the mandate of the Department, "Masaganang Ani, Mataas na Kita", the communication allowance has to be increased.


In view of the above, the following DA officials and personnel are authorized to claim a monthly communication allowance (as shown below), chargeable against OSEC and respective offices' funds, subject to availability of funds and existing accounting and auditing rules and procedures.

OFFICIAL/POSITION/DESIGNATION	MONTHLY COMMUNICATION ALLOWANCE (in Php)
Secretary	30,000.00
Undersecretary/Chief of Staff	5,000.00
Assistant Secretary	4,000.00
Service Director	3,500.00
Head Executive Assistant (HEA)	3,500.00
Division Chief	2,000.00
Assistant Division Chief	1,200.00
Section Chief/ Head	800.00
Technical Staff /Liaison Officer ¹	800.00

¹ Authority through Special Order signed by DA Secretary. The authority must include the function, nature of work and necessity of the person to claim communication allowance.

This order shall take effect on January 1, 2020. All orders inconsistent herewith are deemed revoked.

Done this 10 day of December 2019.


WILLIAM D. DAR, Ph.D.
Secretary

DEPARTMENT OF AGRICULTURE
in replying pls cite this code :
For Signature: S-12-19-0102
Received : 12/04/2019 09:39 AM



"A food-secure Philippines with prosperous farmers and fisherfolk"