



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

SPECIAL ORDER

No. 975
 Series of 2021

SUBJECT: MONTHLY COMMUNICATION EXPENSES OF ALL DA-CENTRAL OFFICE OFFICIALS AND AUTHORIZED PERSONNEL

Mobile phones and internet access have become indispensable as it make communication and coordination easy, fast and contribute to office 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 expense of permanent authorized employees has to be increased.

In view of the above, the following DA officials and permanent personnel are authorized to get monthly communication expenses, as shown below, chargeable against OSEC funds and respective offices' funds, subject to availability of funds and existing government accounting and auditing rules and procedures.

OFFICIALS/POSITION/DESIGNATION	NO. OF PERSONNEL	MONTHLY COMMUNICATION ALLOWANCE (IN PHP)
Secretary	1	P30,000.00
Undersecretary/Chief of Staff	11	P5,000.00
Assistant Secretary	10	P4,000.00
Head Executive Assistant (HEA)	1	P3,500.00
Service Director	17	P3,500.00
Chief Administrative Officer (SG-25)/ Attorney V (SG-25)	45	P2,000.00
Supervising Administrative Officer (SG-22)/ Attorney IV (SG – 23)	28	P1,200.00
Administrative Officer V (SG-18)	66	P800.00
Technical Staff/ Liaison Officer	75	P800.00

This order shall take effect retroactive January 2, 2021 and shall remain in force unless revoked in writing. All orders inconsistent herewith are hereby deemed revoked.

Done this 29th day of December 2021.

WILLIAM D. DAR, Ph.D.
 Secretary

DEPARTMENT OF AGRICULTURE

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Note: For other permanent DA employees, authority to claim communication expense shall be through a Special Order signed by the Secretary stating that the employee is designated as Technical staff or Liaison Officer with description of his/her functions and/or nature of work.

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