



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

**SPECIAL ORDER**

No. 110

Series of 2022


**SUBJECT : MONTHLY COMMUNICATION EXPENSE 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 expense 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 has to be increased.

In view of the above, the following DA officials and personnel are authorized to claim a monthly communication expense (as shown below).

<b>OFFICIALS/POSITION/DESIGNATION</b>	<b>MONTHLY COMMUNICATION ALLOWANCE (IN PHP)</b>
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
Plantilla Position (SG-25)/ Attorney V & Planning Officer -V	3,000.00
Division Chief (SG-24)	2,500.00
Plantilla Position (SG-23)	1,800.00
Assistant Division Chief (SG-22)/ Planning Officer IV	1,300.00
Plantilla Position SG-21	1,300.00
Plantilla Position (SG-20) Executive Assistant III	1,200.00
Plantilla Position (SG-19) / Science Researcher & Accountant III	1,200.00
Plantilla Position SG-18 / Planning Officer - III	1,000.00
Technical Staff /Liaison officer <sup>1</sup>	800.00

<sup>1</sup>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

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The monthly communication expenses shall be chargeable against OSEC and respective offices funds, subject to its availability and the usual government accounting and auditing rules and regulations.

This Order shall take effect retroactive January 3, 2022. All orders, memoranda, and issuances inconsistent herewith are deemed revoked.

Done this 15<sup>th</sup> day of February 2022.



**WILLIAM D. DAR, Ph.D.**

Secretary

DEPARTMENT OF AGRICULTURE  
  
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