



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

**SPECIAL ORDER**

No. 123  
Series of 2022

**SUBJECT : AUTHORITY TO CLAIM MONTHLY COMMUNICATION ALLOWANCE OF THE INFORMATION AND COMMUNICATIONS TECHNOLOGY SERVICE (ICTS)**

In the exigency of the service, and in order to facilitate effective communication in the performance of their duties and functions the following **technical and liaison staff** under the ICTS, with their respective designation, functions, and justification attached in this Special Order, are hereby authorized to claim **P800.00** monthly communication allowance as prescribed in the Special Order No. 110, series 2022 dated 15 February 2022:

Jordan Israel J. Cabanding  
Immanuel Samuel D. Bautista  
Rhea Aileene Banaag  
Mark Harris Jamilan  
Tim Carlo C. Tapia  
Nilo R. Gangan  
Teresita M. Cruz  
Charmaine Ellyn Resco  
Ma. Elena Camille B. Salgado  
Laurenz Marvin A. Rosales  
Jocelyn D. Custodia

All expenses to be incurred in the provision of the monthly communications allowance will be charged against the DA-ICTS funds, subject to the usual government accounting and auditing rules and regulations.

This Order shall take effect retroactive January 3, 2022 and shall remain in force until revoked in writing.

Done this 23rd day of February, 2022.

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

DEPARTMENT OF AGRICULTURE  
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Technical Staff/ Liaison Officer	Position/ Designation	Function/ Nature of Work / Justification
<b>Network Operations and Management Division (NOMD)</b>		
Jordan Israel J. Cabanding	<i>Electronics and Communications Equipment Technologist IV (SG17)</i>	As Lead the Network Operation and Management Division's (NOMD) Facilities Engineering and Maintenance Group in-charge of providing technical support in the operations, monitoring and maintenance of DA's ICT infrastructure and resources.
<b>Database Management Division (DMD)</b>		
Immanuel Samuel D. Bautista	<i>Information Systems Analyst II (SG 16)</i>	As support staff that handle the database management requirements under the Rice Competitiveness and Enhancement Fund (RCEF), Rice Farmers Financial Assistance(RFFA) and other implemented programs. This entails processing of farmer beneficiaries submitted by RFOs and transfer of files to GFIs (LBP & LBP) via SFTP even beyond office hours. Aside from data processing, constant communication with the RFOs and GFIs is essential to monitor and immediately respond to issues and concerns.
Rhea Aileene Banaag	<i>Information Systems Analyst II (SG 16)</i>	
<b>Systems and Applications Development Division (SysADD)</b>		
Mark Harris C. Jamilan	<i>Information Systems Analyst II (SG 16)</i>	Development and implementation of systems and applications in support of operations.  The communication allowance will be used for web-based applications which have features that notify end users with the use of mobile devices. The device is also usually used as a mobile hotspot and tethering in the absence of wifi in the training venues; It will also be used for coordination and communication with end users during the development and implementation of the systems.
Tim Carlo C. Tapia	<i>Computer Programmer II (SG 15)</i>	
Nilo R. Gangan	<i>Computer Programmer II (SG 15)</i>	
Teresita M. Cruz	<i>Computer Programmer II (SG 15)</i>	
Charmaine Ellyn Resco	<i>Administrative Assistant III (SG 9)</i>	
<b>ICT Planning and Standards Division (ICTPSD)</b>		
Ma. Elena Camille B. Salgado	<i>Information Systems Analyst II (SG 16)</i>	Performs highly technical assignments and acts as supervising staff under their respective sections, thus needs to regularly communicate with other staff.  Also, responsible for the coordination with other OUs regarding the updates on ICT Projects, proposals, budget utilization as well as in the monitoring and evaluation of
Laurenz Marvin A.Rosales	<i>Information Systems Analyst II (SG 16)</i>	

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		<p>abovementioned.</p> <p>The communication allowance is necessary to ensure continuous coordination with IT counterparts from various DA offices.</p>
Jocelyn D. Custodia	<i>Information Systems Analyst I (SG 12)</i>	<p>Staff assigned for the canvassing of venues for ICTS workshops.</p> <p>The communication allowance will provide the staff quick access in searching hotels and venues and can help provide the right directions for a specific location; it will also help the staff to provide instant response to clients that have queries and clarifications regarding the requested proposals; and for continuous coordination with the venue and bus coordinators during events.</p>

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