



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

SPECIAL ORDER

NO. 80

Series 2022

**SUBJECT: AUTHORITY TO CLAIM MONTHLY COMMUNICATION ALLOWANCE
FOR THE STAFF OF THE UNDERSECRETARY FOR OPERATIONS**

In the exigency of the service, and in order to facilitate effective communication in the performance of their duties and functions the following personnel under the office of the Undersecretary for Operations are hereby authorized to claim monthly communication allowance as prescribed in the Special Order No. 1118, series 2019 dated 10 December 2019.

NAME	DESIGNATION	SG	FUNCTION	AMOUNT
1. Leo M. Lovenia	Executive Assistant IV	22	a) Facilitate the initial review of documents of the Undersecretary for Operations b) Review and provide revision to presentation materials for meeting and outgoing letters of correspondence as instructed by the Undersecretary c) Represented the Undersecretary on meetings if he is not available d) Screen all official communication for appropriate action of the Undersecretary e) Perform other functions as directed by the Undersecretary for Operations	1,200.00



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<p>2. Magdalena Editha A. Almirante</p>	<p>Supervising Administrative Officer</p>	<p>22</p>	<p>a) Facilitate and review all documents for signature of the Undersecretary for Operations b) Supervise and maintain the schedule of activities of the Undersecretary for Operations c) Review and route all incoming communications to the concerned offices for their appropriate actions d) Screen all calls for the Undersecretary e) Perform other functions as directed by the Undersecretary for Operations.</p>	<p>1,200.00</p>
<p>3. Lorna P. Flores</p>	<p>Senior Administrative Assistant III</p>	<p>18</p>	<p>a) Provide assistance in the administrative work of the Office of the Undersecretary for Operations b) In-charge in the procurement process of the office of the Undersecretary for Operations c) Perform other functions as directed by the Undersecretary for Operations.</p>	<p>800.00</p>
<p>4. Ian Derek B. Cabading</p>	<p>Administrative Aide V</p>	<p>5</p>	<p>a) Provide clerical support at the office of the Undersecretary for Operations</p>	<p>800.00</p>







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			b) Provide transport services to the Undersecretary as well as other staff of the office of the Undersecretary	
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The said allocation shall be effective retroactive from January 4, 2021 chargeable against the Rice and Corn funds subject to the usual government accounting and auditing rules and regulations.

This order takes effect immediately and shall remain in force until revoked in writing.

Done this 7th day of February 2022.


WILLIAM D. DAR, Ph.D.
Secretary 

DEPARTMENT OF AGRICULTURE

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