



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

February 17, 2022

SPECIAL ORDER

No. 120

Series of 2022

SUBJECT: AUTHORITY TO CLAIM MONTHLY COMMUNICATION ALLOWANCE FOR THE STAFF OF THE UNDERSECRETARY FOR CONSUMER AND POLITICAL AFFAIRS

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 Consumer and Political Affairs are hereby authorized to claim monthly communication allowance as prescribed in the Special Order 110 s. 2022 dated February 15, 2022.

NAME	DESIGNATION	SG	FUNCTION	AMOUNT
1. Aleli D. Manguilin	Executive Assistant IV	22	a) Facilitate the initial review of documents for the Undersecretary b) Review and provide revision to presentation materials for meeting and outgoing letters of correspondence c) Represented the Undersecretary if she is not available d) Screen all official communication for the appropriate action of the Undersecretary e. Coordinate with DA Officials, LGUs and other stakeholders relative to the agribusiness and consumer affairs activities. f. Cascade instructions and policies given by the Undersecretary to AMAS and RFOs. g) Perform other functions as directed.	1,200.00

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NAME	DESIGNATION	SG	FUNCTION	AMOUNT
2. John Romar A. Pedrigal	Market Specialist III	18	a) Coordinate with LGUs, FCAs, CBOs and other stakeholders regarding the Enhanced KADIWA Financial Grant and Young Farmers Challenge b) Perform other tasks as assigned by the Undersecretary	800.00
3. Letticia L. Carodan	Development Management Officer III	18	a) Provide technical assistance to the Office of the Undersecretary especially on supply and prices matters. b) Assist in coordinating with stakeholders on the Enhanced KADIWA Financial Grant c) Perform other tasks as directed by the Undersecretary	800.00

The allocation shall take effect retroactive January 3, 2022, 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 immediately and shall remain in force until revoked in writing.

Done this 22nd of February 2022.



WILLIAM D. DAR, Ph.D.
Secretary

DEPARTMENT OF AGRICULTURE

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