



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

SPECIAL ORDER

No. 127

Series of 2022

SUBJECT : AUTHORITY TO CLAIM MONTHLY COMMUNICATION ALLOWANCE FOR THE STAFF OF THE UNDERSECRETARY FOR POLICY, PLANNING, RESEARCH AND DLLO

This is to authorize the following staff to claim monthly communication allowance for CY 2022 in order to facilitate effective communication in the performance of their duties and functions:

Technical Staff and Liaison Officers:

NAME/DESIGNATION	FUNCTIONS	AMT.
1. Ms. MARIA ANGELA PESTANO, Executive Assistant IV	<ul style="list-style-type: none">Facilitate the initial review of documents requiring the signature and initial of the Undersecretary for Policy, memoranda, letter response, project briefer, etc.Maintained schedule activities of the undersecretary for policy and planningProvide revisions to presentation material for meetings, outgoing letters of correspondence as instructed by the undersecretaryPerformed research, collated data, and assisted the undersecretary for policy and planning on urgent concerns that need response.Screen all official communication for appropriate action of the Undersecretary	1,200.00
2. MC. BIEN SAINT P. GARCIA, Department Legislative Liaison Specialist	<ul style="list-style-type: none">Assists the DLLO in establishing and maintaining linkages with Congress and other government agencies;Attends to the Department's day-to-day relations with members of both Houses of Congress;	1,200.00



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	<ul style="list-style-type: none"> • Coordinates or undertakes the research work, analysis and preparation of the Department's Position Paper on Bills with relevance to its mandate and operations; • Consults with other Departments or work as a team on policy position making for inter-agency legislative conferences; • Monitors the progress of certified and/or administration bills and other major bills affecting the Department and/or agency; • On daily basis, facilitates requests, queries and related concerns from Congressional Committees and offices of lawmakers; and • Performs other duties and responsibilities as may be assigned by the DLLO from time to time. 	
3. MS. SHARON U. FLORES, Senior Administrative Assistant III	<ul style="list-style-type: none"> • Provide assistance in the Administrative work of the office of the undersecretary • Maintain tracking system of the office of the undersecretary • Prepares budgetary requirements and procurement process of the office of the undersecretary • Facilitate the request for foreign travels for review and recommendation of the Technical Working Group (TWG) • Draft travel authority from various offices and regional offices • Act as Liaison Officer 	800.00

The said allocation shall be effective retroactive from 3 January 2022 chargeable against the PPO/PRS funds subject to the usual government accounting and auditing rules and regulations.

This Order shall take effect immediately and shall remain in force until revoked in writing. All other orders and issuances inconsistent herewith are deemed revoked.

Done this 24th day of February 2022.


WILLIAM D. DAR, Ph.D.
 Secretary

DEPARTMENT OF AGRICULTURE

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