



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

SPECIAL ORDER

No. 148
 Series of 2022

SUBJECT : AUTHORITY TO CLAIM MONTHLY COMMUNICATION ALLOWANCE FOR DEPARTMENT OF AGRICULTURE – INTERNAL AUDIT SERVICE (DA-IAS) PERSONNEL

In the exigency of service and to ensure the efficient and effective delivery of public service the following IAS Technical Staff are hereby granted communication allowance, pursuant to the issued Special Order No. 110, s. 2022, to wit:

NAME	DESIGNATION	FUNCTIONS	MONTHLY COMMUNICATION ALLOWANCE (PHP)
Je-Anne D.G. Artuz	Internal Auditor II	A. Conducts researches to obtain background information on the activities to be audited; B. Discusses research findings with the audit team leader; C. Drafts report on the results of audit; D. Performs standard auditing activities during field validations, special investigations; and E. Coordinate with concerned DA Offices and Agencies including stakeholders, respective auditees, and among internal auditors.	800.00
Josephine M. Montalbo	Internal Auditor II		800.00
Mary Frances DL. Rodriguez	Internal Auditor II		800.00
Arnold E. Arirao	Internal Auditor I		800.00
Jonathan C. Baccoy	Internal Auditor I		800.00
Jocelyn L. Ferre	Internal Auditing Assistant	A. Assists internal auditors in the conduct of internal audit; B. Act as Procurement Coordinators; C. Provides assistance to the Focal Officer for 8888 Citizens' Complaint Hotline; D. Conduct various communications for internal audit activities; C. Coordinate and Follow-up for the 8888 Hotline Complaints	800.00
Olivia M. Ganotice	Internal Auditing Assistant		800.00

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

This Order shall take effect on January 3, 2022 and shall remain in force unless revoked in writing. All orders, memoranda, and other issuances inconsistent herewith are deemed revoked.

Done this 2nd day of March 2022.



WILLIAM D. DAR, Ph.D.
Secretary

DEPARTMENT OF AGRICULTURE

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