



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

**SPECIAL ORDER**

No. 154  
Series of 2022

**SUBJECT : AUTHORITY TO CLAIM MONTHLY COMMUNICATION EXPENSE FOR THE TECHNICAL STAFF UNDER THE SPECIAL PROJECTS COORDINATION AND MANAGEMENT ASSISTANCE DIVISION (SPCMAD) AND FIELD PROGRAMS COORDINATION AND MONITORING DIVISION (FPCMD) OF THE FIELD OPERATIONS SERVICE (FOS)**

This is to authorize the following technical staff to claim monthly allowance based on the allowed monthly communication expense as prescribed in the Special Order No. 110 dated February 15, 2022:

Name	Position	Designation	Functions	Monthly Allocation
<b>Special Projects Coordination and Management Assistance Division (SPCMAD)</b>				
1. Ms. Bathsheba P. Aparilla	Development Management Officer II	OIC Head, Project Operations and Management Section (POMS)	<ul style="list-style-type: none"><li>Designated as Heads of the Project Operations and Management Section (POMS) and Project Support Section (PSS) of SPCMAD, respectively, as per Office Order No.1, series of 2020; assist the SPCMAD OIC-Chief in overseeing the day-to-day operation of the POMS and PSS; supervise the office permanent and hired contract of service staff, extend technical, management and administrative assistance to Project Management Offices of 64 ongoing foreign-assisted and locally funded projects, participation to preparation/pre-implementation/appraisal/Implementations Support Mission and perform other functions inherent to the designation per above-mentioned Office Order.</li></ul>	1,000.00
2. Ms. Evelyn L. Valeriano	Development Management Officer II	OIC Head, Project Support Section (PSS)		1,000.00
3. Mr. Mark Lester R. Red	Development Management Officer II		<ul style="list-style-type: none"><li>Coordinate with the concerned Project Management Offices (PMOs) and assists in the review and analysis on their submission of consolidated annual plans and budget proposals, public investment plan, periodic reports, assessment proceedings and other technical documents (e.g budgetary execution documents) of DA special projects.</li><li>Provide technical support through coordination with Project Management Offices (PMOs), Regional Field Offices (RFOs) and Local Government Units (LGUs).</li><li>Coordinate with the Congressional Introduced Initiative (CII) projects on the submission of Special Budget Requests (SBRs), facilitate necessary</li></ul>	800.00
4. Ms. Chelsie Ann P. Red	Development Management Officer II			800.00
5. Ms. Mildred A. Galeon	Development Management Officer I			800.00
6. Mr. Byron M. Gadiano	Development Management Officer I			800.00

*A food-secure and resilient Philippines*  
with empowered and prosperous farmers and fisherfolk



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			<p>documentary requirements, for the release of funds.</p> <ul style="list-style-type: none"> <li>• Conduct operational monitoring, field validation, project inspection of assigned Foreign Assisted and Locally Funded Projects (FAPs and LFPs), rapid appraisal, assessment and evaluation, participation to Donors'/Development Partners' Implementation Support Missions</li> <li>• Secretariat Function to Task Group Food Security (TGFS) committee, Inter-Agency Task Force on Zero Hunger (IATF-ZH), and Enhanced Partnership Against Hunger and Poverty Program (EPAHP)</li> <li>• Attend and participate in the virtual meetings/assessment workshops of assigned projects as well as host virtual meetings, performance assessment workshops, and discussions with the donors and implementing units/project management offices on various implementation concerns.</li> </ul>	
<b>Field Programs Coordination and Monitoring Division (FPCMD)</b>				
1. Ms. Maria Dyan Isabelle I. Sandoval	Agriculturist II		<ul style="list-style-type: none"> <li>• Lead Secretariat to the different DA sectoral programs and projects assigned to the Division (i.e DA Task Force on Devolution, Secretary's Regional Engagement "Biyaheng Bukid")</li> </ul>	800.00
2. Mr. Allan Robert U. Monserrat	Agriculturist II			800.00
3. Mr. Mark Joseph T. Mercado	Agriculturist II		<ul style="list-style-type: none"> <li>• Area wide Team Leaders for Province-led Agriculture and Fisheries Extension System (PAFES) implementation</li> <li>• Regional Focal Persons for the coordination, operational monitoring and evaluation of the different Banner Programs and Projects</li> <li>• Spearhead the conduct of meetings/discussions with the concerned division/offices involved in the programs and projects assigned to the Division</li> <li>• Provide measures on issues/concerns of the DA-RFOs and other stakeholders on various programs and projects and come-up with policy recommendations with the DA Management and other concerned offices.</li> <li>• Follow-up, review and endorse the needed pertinent materials for program planning, implementation and accomplishment reports of various programs and projects</li> <li>• Provide administrative and technical support on regular office duties assigned by the immediate supervisor</li> </ul>	800.00

All expenses to be incurred are chargeable against the National Rice Program 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.

All orders, memoranda and issuances inconsistent herewith are hereby revoked.

Done this 3rd day of March 2022.



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

DEPARTMENT OF AGRICULTURE  
  
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