



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

Special Order
No. 348
Series of 2022

SUBJECT : AUTHORITY TO CLAIM MONTHLY COMMUNICATION EXPENSE OF THE HUMAN RESOURCE DEVELOPMENT DIVISION

In reference to the Special Order No. 110 series of 2022 relating to the Monthly Communication Expense of all DA-Central Officials and authorized personnel, the following personnel of the Human Resource Development Division are hereby authorized to claim communication expenses in line with their functions to effectively use mobile communications to pursue the mandate of the HRDD.

NAME	DESIGNATION	FUNCTION	AMOUNT
1. Mr. AGUSTIN M. MANGANIP, JR. (Administrative Officer IV)	Acting Assistant Division Chief and Officer-In-Charge, Foreign Travel and Scholarship Section (FTSS)	Assists the Division Chief in the implementation of the Human Resource Development Division mandates, policies, programs and other Ad-Hoc functions.	PhP 1,300.00
2. Mr. JOHN ROMMEL C. LOPEZ (Administrative Officer IV)	Officer-In-Charge, Learning and Research Development Section (LRDS)	Supervises the implementation of all Learning and Research Development Section activities.	PhP 1,000.00
3. Mr. RONALD JAYSON I. PIRING (Administrative Officer II)	Focal Person for DA Learning and Development Program; Procurement Coordinator; and Property and Supply Custodian	Coordinates with the Learning Service Provider for all In-House Training Programs; Coordinates with the Resource Speaker in the training interventions of other operating units; Acts as a Canvasser for all the procurement needs of HRDD and coordinates with the supplier in the processing of payment; and Coordinates and monitors all property and supply concerns of HRDD	PhP 800.00
4. Ms. CLOTILDE PAZ S. MAMON (Administrative Officer II)	Focal Person for DA Scholarship Program; Alternate Procurement Coordinator; and HRDD GAD Focal Person	Coordinates with various implementing agencies/institution for foreign and local scholarship programs; Acts as DA-OSEC Human Resource Development Committee Secretariat; Represents the Department in all scholarship related meetings; Coordinates and monitor the DA Official Nominees/Scholars; and Represents the HRDD in all GAD activities of the Department.	PhP 800.00

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The monthly communication expenses shall be charged against the DA-OSEC funds, subject to its availability and usual government accounting and auditing rules and regulations.

This order shall take effect retroactive January 3, 2022 and shall remain in force until revoked in writing.

Done this 28th day of April 2022.



WILLIAM D. DAR, Ph.D.
Secretary

DEPARTMENT OF AGRICULTURE



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