



**SPECIAL ORDER**

No. 109  
Series of 2023

**SUBJECT: AUTHORITY TO CLAIM MONTHLY COMMUNICATION ALLOWANCE FOR THE STAFF OF THE DEPARTMENT LEGISLATIVE LIAISON OFFICE**

In the exigency of service, and in order to facilitate effective communication in the performance of their duties and functions, the following personnel under the Department Legislative Liaison Office - Office of the Secretary are hereby authorized to claim monthly communication allowance for CY 2023:

NAME/DESIGNATION	SG	FUNCTIONS	AMOUNT
1. MC. BIEN SAINT P. GARCIA Department Legislative Liaison Specialist	22	<ul style="list-style-type: none"><li>Assists the DLLO in establishing and maintaining linkages with the Congress and other government agencies;</li><li>Attends to the Department's day-to-day relations with members of both Houses of Congress;</li></ul>	1,300.00
2. PAUL VINCENT M. ANARETA Department Legislative Liaison Specialist	22	<ul style="list-style-type: none"><li>Coordinates or undertakes the research work, analysis and preparation of the Department's Position Paper on Bills with relevance to its mandate and operations;</li><li>Consults with other Departments or work as a team on policy position making for inter-agency legislative conference;</li></ul>	1,300.00
3. IMELDA A. ARIDA Department Legislative Liaison Specialist	22	<ul style="list-style-type: none"><li>Monitors the progress of certified and/or administrative bills and other major bills affecting the Department and/or agency;</li></ul>	1,300.00
4. GLENN DC. ESTRADA Department Legislative Liaison Specialist	22	<ul style="list-style-type: none"><li>On daily basis, facilitates requests, queries, and related concerns from Congressional Committees and offices of lawmakers; and</li><li>Performs other duties and responsibilities as may be assigned by the DLLO and other DA Officials from time to time.</li></ul>	1,300.00

The allocation shall take effect retroactive January 3, 2023, chargeable against the OSEC 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 30th day of January 2023.

**DOMINGO F. PANGANIBAN**  
Senior Undersecretary



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BY VICTOR B. DIAZ  
THOMAS W.  
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