



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

**SPECIAL ORDER**

No. 114

Series of 2023



DA-CO-USECPP-SO20230130-00005

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


This is to authorize **MS. SHARON U. FLORES**, Senior Administrative Assistant III to claim monthly communication allowance for CY 2023 in order to facilitate effective communication in the performance of her duties and functions:

<b>FUNCTIONS</b>	<b>AMT.</b>
<ul style="list-style-type: none"><li>Facilitate the initial review of documents requiring the signature and initial of the Undersecretary for Policy, memoranda, letter response, project briefer, etc</li><li>Maintained schedule activities of the undersecretary for policy and planning</li><li>Screen all official communication for appropriate action of the Undersecretary</li><li>Provide assistance in the Administrative work of the office of the undersecretary</li><li>Maintain tracking system of the office of the undersecretary</li><li>Prepares budgetary requirements and procurement process of the office of the undersecretary</li><li>Facilitate the request for foreign travels for review and recommendation of the Technical Working Group (TWG)</li><li>Draft travel authority from various offices and regional offices</li><li>Act as Liaison Officer</li></ul>	<b>800.00</b>

The said allocation shall be effective retroactive from 3 January 2023 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 31st day of January 2023.

  
**DOMINGO F. PANGANIBAN**  
Senior Undersecretary

BY: [Signature] / [Signature]  
[Signature]  
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