



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

SPECIAL ORDER

No. 120
Series of 2023

**SUBJECT : AUTHORITY TO CLAIM MONTHLY COMMUNICATION ALLOWANCE
OF MS. RIA ZABRINA A. AMISTOSO**

In the exigency of service, and in order to facilitate effective communication in the performance of her duties and functions as Technical staff under the ICT Planning and Standards Division (ICTPSD) of the Information and Communications Technology Service (ICTS), **Ms. Ria Zabrina A. Amistoso**, Computer Programmer II, is hereby authorized to claim **Php 800.00** monthly communication allowance as prescribed in the Special Order No. 110, Series of 2022 dated 15 February 2022.

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

This Order shall take effect retroactive January 3, 2023 and shall remain in force until revoked in writing.

Done this 1st day of February 2023.

DOMINGO E. PANGANIBAN
Senior Undersecretary



DA-CO-ICTS-BRF20230130-00004

FUNCTION/ NATURE OF WORK / JUSTIFICATION

Technical Staff	Position/ Designation	Function/Justification
Ria Zabrina A. Amistoso	Computer Programmer II (SG 15)	<p>Ms. Amistoso is a technical staff under the Training and Special Concerns section of the ICT Planning and Standards Division (ICTPSD).</p> <p>Her work requires the provision of technical assistance and continuous coordination with various DA operating units, external training providers, resource persons, technical staff from other NGAs, staff from private companies and agencies, and other ICTS staff regarding training, partnerships via corporate social responsibility (CSR), ICT technology updates, and other collaboration activities of ICTS.</p> <p>She is also utilized by DAEA to provide services as a resource person/ lecturer on the Saturday CSC review sessions for DA employees.</p> <p>The communication allowance is necessary to ensure her availability whether online or via mobile communication. This is also to maintain and ensure the internet connection during training, meetings, and events in case WIFI is unavailable or the connection is unstable. The allowance is also to ensure the availability of mobile data during weekends when remote work is required.</p>