



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

SPECIAL ORDER

No. 188

Series of 2023

SUBJECT: MONTHLY COMMUNICATION EXPENSE FOR ALL DA-CENTRAL OFFICE OFFICIALS AND AUTHORIZED PERSONNEL

Mobile phones have become indispensable as it makes communication and coordination easy and fast and contributes to office's productivity. As such, provision of communication expense has become necessary.

The monthly communication expense for DA Officials and authorized personnel are as follows:

OFFICIALS/POSITION/DESIGNATION	MONTHLY COMMUNICATION ALLOWANCE (in Php)
Secretary	30,000
Undersecretary/Chief of Staff	5,000
Assistant Secretary	4,000
Service Director	3,500
Head Executive Assistant (HEA)	3,500
Plantilla Position-SG 25/Attorney V and Planning Officer V	3,000
Division Chief (SG 24)	2,500
Plantilla Position - SG 23	1,800
Assistant Division Chief (SG 22)/Planning Officer IV	1,300
Plantilla Position- SG 21	1,300
Executive Assistant III/ Plantilla Position-SG 20	1,200
Plantilla Position - SG 19/Science Researcher/Accountant III	1,200
Plantilla Position-SG 18/Planning Officer III	1,000
Technical Staff/Liaison Officer ¹	800

¹ Authority through Special Order (SO) signed by the DA Secretary. The authority must include the function, duties and responsibilities justifying the necessity to claim communication expense/allowance.

The monthly communication expense/allowance shall be chargeable against OSEC/respective offices' funds, subject to its availability and the usual accounting and auditing rules and regulations.

This Order shall take effect retroactive January 3, 2022. All orders, memoranda, and other issuances inconsistent herewith are deemed revoked.

Done this 17th day of February 2023.

DOMINGO F. PANGANIBAN
Senior Undersecretary



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