



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

**SPECIAL ORDER**

No. 199

Series of 2023

**SUBJECT : AUTHORITY TO CLAIM A MONTHLY COMMUNICATION ALLOWANCE/  
ALLOCATION FOR THE STAFF OF THE OFFICE OF THE SECRETARY**

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

<b>NAME/DESIGNATION</b>	<b>SG</b>	<b>FUNCTIONS/ SPECIFIC DUTIES AND RESPONSIBILITIES REQUIRING COMMUNICATION ALLOWANCE</b>	<b>AMOUNT (Php)</b>
1. MAGDALENA EDITHA A. ALMIRANTE Senior Executive Assistant	22	<ul style="list-style-type: none"><li>• Facilitate action on the incoming documents for the approval of the Senior Undersecretary.</li><li>• Disseminate and assist the Chief of Staff in coordinating the directives of the Senior Undersecretary.</li><li>• Assist in the monitoring and conduct of follow ups on the compliance of the DA offices on the directives of the Senior Undersecretary.</li><li>• Perform other coordination work with DA Offices, other national government agencies, private institution and private individuals regarding program and project implementation, issues and concerns of DA stakeholders.</li><li>• Provide updates/status, advise on the inquiries of DA offices, private sector, etc.</li><li>• Perform other tasks as instructed and needed.</li></ul>	1300
2. MARIA ANGELA L. PESTANO Executive Assistant IV	22	<ul style="list-style-type: none"><li>• Review, recommend and communicate actions on documents received from various units of the Department.</li><li>• Coordinate and conduct follow-ups with DA units and offices, national agencies and other institutions.</li><li>• Coordinate and monitor compliance of various DA offices on the instructions of Senior Undersecretary and Chief of Staff.</li></ul>	1300
3. ALILI ANN G. ROYO Senior Administrative Assistant V	18	<ul style="list-style-type: none"><li>• Attends to inquiries regarding status of received documents;</li><li>• Assist in coordinating and monitoring of Senior Undersecretary's and Chief of Staff's instructions.</li><li>• Communicate with supervisors and colleagues through sms, call, messenger anytime as may be needed from time to time;</li><li>• Perform other tasks as may be instructed.</li></ul>	1000

<p>4. RHEEDA ANTOINETTE CABRERA Public Relations Officer II</p>	<p>15</p>	<ul style="list-style-type: none"> <li>▪ Coordinate and assist in the planning and organizing DA Events: DA Anniversary, Women’s Month, World Food Day, Annual Celebration and other events.</li> <li>▪ Coordinate and assist in the meeting of the Senior Undersecretary for media coverage.</li> <li>▪ Monitor the media, including newspapers, magazines, journals, broadcasts, newswires, social media sites and blogs, for opportunities for clients.</li> <li>▪ Maintain rapport and liaison with various news sources and other support groups to ensure steady inflow of editorial materials for publications.</li> <li>• Work as part of Press office team to plan, develop and implement PR strategies.</li> <li>• Scouts/prepares promotional agricultural products as tokens of the Secretary and other officials for local and international distribution.</li> </ul>	<p>800</p>
<p>5. LORNA P. FLORES Senior Administrative Assistant III</p>	<p>15</p>	<ul style="list-style-type: none"> <li>• Review documents for approval/signature of the Chief of Staff, Senior Undersecretary and the Secretary and coordinate with DA offices regarding the documents received.</li> </ul>	
<p>6. ALLAN L. AQUINO Agriculturist II</p>	<p>15</p>	<ul style="list-style-type: none"> <li>• Coordinate and monitor compliance of the Bureaus, Attached Agencies and Corporation to the instructions of the Senior Undersecretary and Chief of Staff.</li> </ul>	
<p>7. RAYMOND I. CANOZA Agriculturist II</p>	<p>15</p>	<ul style="list-style-type: none"> <li>• Prepare official communication/referral, endorsements and other correspondences.</li> </ul>	
<p>8. NANCY M. SUPIL Agriculturist II</p>	<p>15</p>	<ul style="list-style-type: none"> <li>• Assist in the submission of reports and other documents required by the Office of the President and Concurrent Secretary of DA.</li> <li>• Assist and facilitate request, inquiries, and other issues and concerns of the clients of the Department.</li> <li>• Perform other analogous tasks which require the use of mobile phone (mobile data) for sending replies/action/update to inquiries sent thru internet, call, Messenger esp. on weekends and after office hours.</li> </ul>	<p>800</p>

9. TROADIO U. MONTEMAYOR Technical Staff (Reassigned to OSEC from PCAF)	9	<ul style="list-style-type: none"> <li>• Coordinate with DA-RFOs and other DA Offices regarding the distribution of DA interventions.</li> <li>• Communicate with DA-RFOs and other DA Offices regarding the problems, issues, bottlenecks and updates in the distribution of DA interventions;</li> <li>• Communicate with DA-RFOs and other DA Offices regarding the instructions of Senior Undersecretary on the distribution of DA interventions and follow up the compliance on the same.</li> </ul>	800
10. ORLANDO DAVID III	9	<ul style="list-style-type: none"> <li>• Attends to inquiries regarding status of received documents sent through sms;</li> <li>• Communicate with supervisors and colleagues through sms, call, messenger anytime as may be needed from time to time;</li> <li>• Perform other tasks as may be instructed.</li> </ul>	800

The communication allowance shall be chargeable against OSEC funds, subject to its availability and the usual government accounting and auditing rules and regulations.

This shall take effect retroactive January 3, 2023, All orders, memoranda, and other issuances inconsistent herewith are deemed revoked.

Done this 17th day of February 2023.

**DOMINGO F. PANGANIBAN**  
Senior Undersecretary *2/16*



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