



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

SPECIAL ORDER

No. 212

Series of 2023

SUBJECT : AUTHORITY TO CLAIM MONTHLY COMMUNICATION ALLOWANCE FOR DEPARTMENT OF AGRICULTURE – FOOD DEVELOPMENT CENTER (FDC) PERSONNEL

In the exigency of service and to ensure the efficient and effective delivery of public service the following FDC Staff/Procurement Coordinators are hereby authorized to claim monthly allowance for CY 2023:

NAME	DESIGNATION	FUNCTIONS	MONTHLY COMMUNICATION ALLOWANCE (Php)
MARICHEL A. VERGANIO	Scientific Documentation Officer III	Designated as Staff Assistant and Document Control Custodian, coordinates the various concerns of the OM and the programs of the Center with pertinent offices and individuals.	800.00
MELANIE YLAGAN-VERDE	Administrative Officer II	*Designated as Procurement Coordinators of the following Divisions of Food Development Center	800.00
AGUSTINA M. JOSE	Administrative Assistant II	- Financial Administrative Division	800.00
RHINA R. CRUZ	Administrative Aide III	- Industry Services Division - Engineering Services Division - Technology and Development Division - Quality Evaluation Division * Coordinates/Makes follow-up to Suppliers as to submission of pertinent documents to the Procurement Division.	800.00

		<p>* Access of Procurement Management System (PMS) using the internet.</p> <p>*Access of emails and the need to download various documents attached to it.</p>	
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The provision of monthly allowance is necessary since most of their daily tasks requires the use of mobile phones and access to the internet. The internet access at Food Development Center has limited bandwidth.

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

This Order shall take effect on January 3, 2023, and shall remain in force unless revoked in writing. All orders, memoranda, and other issuances inconsistent herewith are deemed revoked.

Done this 21st day of February 2023.

DOMINGO E. PANGANIBAN
Senior Undersecretary

