



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

SPECIAL ORDER

No. 214

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 personnel under the Office of the Secretary are hereby authorized to claim monthly communication allowance/allocation for CY 2023:

NAME/DESIGNATION	SG	FUNCTIONS/ SPECIFIC DUTIES AND RESPONSIBILITIES REQUIRING COMMUNICATION ALLOWANCE	AMOUNT (Php)
LILIA B. BERNARDO Executive Assistant III	20	<ul style="list-style-type: none">• Review incoming documents and assist in encoding the same in the tracking system and communicate to DA Focal Persons and stakeholders of the Department re: attachments, initials, signatures, etc. needed on the documents;• Coordinate with various DA offices on the compliance to the directives of the Senior Undersecretary;• Provide reply on queries/concerns on the status or action taken on the requests/documents submitted for approval of the Chief of Staff and/or Senior Undersecretary; and• Perform other coordination work as needed/instructed.	1200
CRISELDA CASTILLO Executive Assistant I	14	<ul style="list-style-type: none">• Review documents for signature of the Senior Undersecretary and coordinate with DA offices re documents received;• Attend to inquiries re status of received documents for the approval/signature of the Senior Undersecretary; and• Perform other coordination work as needed/instructed.	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 order shall take effect retroactive January 3, 2023, All orders, memoranda, and other issuances inconsistent herewith are deemed revoked.

Done this 21st day of February 2023.


DOMINGO F. PANGANIBAN
Senior Undersecretary



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