



Republic of the Philippines
OFFICE OF THE SECRETARY
Elliptical Road, Diliman 1100 Quezon City
+63(2) 8928-8741 to 64 and +63(2) 8273-2474

SPECIAL ORDER

No. 1064
Series of 2023

SUBJECT : AUTHORITY TO CLAIM MONTHLY COMMUNICATION EXPENSE FOR THE STAFF OF THE OFFICE OF THE INSPECTORATE AND ENFORCEMENT

In the exigency of the service and pursuant to Special Order No. 188, Series of 2023, the following personnel are hereby authorized to claim communication allowance in order to support the mandate and deliver the core functions of the Inspectorate and Enforcement, the following major tasks are deemed necessary to undertake, namely:

- Enforcement and Agricultural Smuggling Interdiction
- Agri-fishery Economic Intelligence
- Field Inspectorate
- Surveillance

Name	Function	Amount
1. Name: William O. Arquero Position: Executive Assistant III Status: Coterminous Salary Grade: 20	<ul style="list-style-type: none">▪ Assume a leadership role in overseeing and coordinating all operations within the Inspectorate and Enforcement Office, including intelligence, enforcement, and digital analytics.▪ Foster relationships and engage in strategic communication with key external partners, including law enforcement agencies, government bodies, and industry associations.▪ Implement a comprehensive stakeholder engagement strategy to solicit feedback, address concerns, and promote transparency in departmental activities.▪ Develop and execute communication plans for disseminating critical information to external stakeholders during enforcement actions or crisis situations.▪ Lead efforts to maintain open channels of communication between the Inspectorate and	Php 1,200.00



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	Enforcement Office and higher authorities, ensuring alignment with departmental goals and priorities.	
2. Name: Justin A. Tañada Position: Administrative Assistant V / Liaison Officer Status: Coterm Salary Grade: 11	<ul style="list-style-type: none"> Provide operational support assistance to all Divisions related documentation such as travel orders and logistical requirements. Initiate and maintain proactive communication efforts to keep external stakeholders informed about the department's activities, achievements, and objectives. Collaborate with external partners and stakeholders to streamline the processing of claims and ensure adherence to regulatory standards. Required to testify and filing in court as an expert witness in cases related to agricultural smuggling activities; Maintains the system of documents and all the incoming and outgoing official communications and correspondences; Assist in the preparation of APP, PPMP and other budgetary requirements of the Office; Prepares and consolidates various documents needed in processing of claims. 	Php 800.00
3. Name: Argie C. Realino Position: Administrative Assistant III / Liaison Officer Status: Coterm Salary Grade: 9	<ul style="list-style-type: none"> Assist in preparing court documents for criminal cases, hearings, and collections. Establish and maintain communication channels with external law enforcement agencies, regulatory bodies, and judicial authorities to facilitate the exchange of information regarding criminal cases and enforcement actions. Liaise with concerned offices to gather information from field observations, confidential information sources, or public records. 	Php 800.00



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	<ul style="list-style-type: none"> ▪ Draft comprehensive reports and memos, summarizing findings from field observations, confidential sources, or public records, for sharing with external stakeholders. ▪ Coordinate with relevant offices and organizations to ensure timely data sharing and information dissemination. ▪ Establish and maintain communication channels with external law enforcement agencies, regulatory bodies, and judicial authorities to facilitate the exchange of information regarding criminal cases and enforcement actions. ▪ Coordinate with relevant offices and organizations to ensure timely data sharing and information dissemination. ▪ Support the development and execution of a comprehensive stakeholder engagement plan, including meetings, conferences, and outreach initiatives. 	
4. Name: Dante A. Romano Position: Administrative Aide IV / Liaison Officer Status: Coterm Salary Grade: 4	<ul style="list-style-type: none"> ▪ Ensure communication with the Assistant Secretary, Division Heads, and staff regarding the location for conducting official business or transportation arrangements. ▪ Collaborate with external stakeholders to gather necessary information and documentation for court cases, hearings, and collections. ▪ Act as a liaison between the Inspectorate and Enforcement Office and external stakeholders, ensuring effective communication and information exchange. ▪ Manage and coordinate travel arrangements and logistical requirements for the department's field operations, enhancing inter-departmental coordination. 	Php 800.00



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	<ul style="list-style-type: none"> Assist in the development and implementation of communication strategies to maintain transparency and engagement with the public and stakeholders. 	
5. Name: Earl Gerard Joseph M. Lacson Position: Division Chief / Security Officer IV Status: Coterm Salary Grade: 22	<ul style="list-style-type: none"> Primarily responsible for Government Security System Lead the Investigation Branch operations, managing the resources and people in an efficient manner; Lead the conduct of investigation operations on illegal activities related to Agri-Fishery Smuggling; Conduct tracking and commodity monitoring, field inspection to deter profiteering, price manipulation and hoarding pursuant to RA 7581; Lead the conduct of field visits for the monitoring and validation of a particular DA programs and projects as required by the Superior; Provide inputs on the possible enhancement of existing regulations, standards and procedures that can be derived from the operations. 	Php 1,300.00
6. Name: Marco Gerardo H. De Vera Position: Assistant Division Chief / Security Officer II Status: Coterm Salary Grade: 15	<ul style="list-style-type: none"> Assists in the conduct of Intelligence operations on illegal activities related to Agri-Fishery Smuggling; Conducts field visits for the monitoring and validation of a particular DA programs and projects as required by the Superior; Collects information from various sources, including human intelligence, signals intelligence, open-source intelligence, and geospatial intelligence. They must have a keen eye for detail and be able to discern valuable information from noise; 	Php 800.00

	<ul style="list-style-type: none"> Analyze the information they gather to identify patterns, trends, and potential threats, must be able to connect the dots between seemingly unrelated pieces of information and identify the implications of its findings; Disseminate intelligence information to the appropriate parties in a timely manner. They must ensure that the information is accurate, relevant, and actionable; Will work closely with other intelligence staff, as well as law enforcement, military, and other government agencies, to share information and coordinate efforts; Ensures that all intelligence activities are conducted in compliance with legal and ethical standards, as well as agency policies and procedures. 	
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The above of monthly communication allowances will be charged against to the Office of Inspectorate and Enforcement funds, subject to availability of funds and the usual government accounting and auditing rules and regulations.

This Order shall take effect upon approval. All orders, memoranda, and issuances inconsistent herewith are deemed revoked.

Done this 24th day of August, 2023.

DOMINGO F. PANGANIBAN
Senior Undersecretary



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