



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. 1236
 Series of 2023

SUBJECT : AUTHORITY OF MS. ROXANNE P. LIZARDO OF THE DEPARTMENT OF AGRICULTURE - BUREAU OF AGRICULTURE AND FISHERIES STANDARDS (DA-BAFS) TO AVAIL MONTHLY COMMUNICATION ALLOWANCE

Pursuant to DA Special Order No. 188, series of 2023 (Monthly Communication Expense for All DA – Central Office Officials and Authorized Personnel), **MS. ROXANNE P. LIZARDO**, Administrative Officer V, of the DA - Bureau of Agriculture and Fisheries Standards (BAFS) is hereby granted a monthly communication allowance in order to facilitate effective communication in the performance of her duties and responsibilities as listed below:

FUNCTIONS	AMOUNT
1. Manages and supervises the operations of the Human Resource Management Unit (HRMU), Procurement Unit (PU), General Services Unit (GSU), and Records Unit (RU); 2. Leads the identification of annual targets and development of work plans for HRMU, PU, GSU, and RU; 3. Monitors and evaluates the progress of annual targets and work plans; 4. Coordinates with the Department of Budget and Management (DBM) on matters relating to creating positions and the like; 5. Facilitates the drafting of additional plantilla proposals, with the Planning Officer III and Chief Science Research Specialists; 6. Reviews administrative procedures and recommends measures to enhance efficiency; and 7. Perform other coordination work as needed/instructed.	Php 1,000.00

The said allocation shall be effective retroactive from August 1, 2023 chargeable against BAFS regular funds, subject to the availability of funds, and the usual government accounting and auditing rules and regulations.

All orders, memoranda, and issuances inconsistent herewith are deemed revoked.

Done this 2nd day of OCTOBER 2023.

DOMINGO F. PANGANIBAN
 Senior Undersecretary



DA-CO-OSEC-SO20230919-00551