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DA-CO-FDC-MM20240125-00019

SPECIAL ORDER

No. 153

Series of 2024

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

In the interest 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 communication allowance for CY 2024:

NAME	POSITION/ DESIGNATION	FUNCTIONS	MONTHLY COMMUNICATION ALLOWANCE (Php)
MARICHEL A. VERGANIO	Scientific Documentation Officer II/Staff Assistant (per DA SO# 467, s. 2022), Office of the Manager (OM)	Coordinates the various concerns of the Food Development Center and its programs with pertinent offices and individuals	800.00
AGUSTINA M. JOSE	Administrative Assistant II , Financial and Administrative Division (FAD)	Designated Procurement Coordinators of their respective divisions;	800.00
MICHAEL JOHN B. DIOLA	Engineer I , Engineering Services Division (ESD)	Coordinate with suppliers for timely submission of pertinent documents to the Procurement Division;	800.00
JUNNEL METRILLO	Science Research Specialist , Technology Development Division (TDD)	Access the procurement management system (PMS) using the internet	800.00
MA. CHARMAINE C. RICAFRENTE	Scientific Documentation Officer II , Industry Services Division (ISD)	Access electronic mails and downloads pertinent documents	800.00
RUTH V. TORRES	Administrative Assistant VI , Quality Evaluation Division		800.00


NAME	DESIGNATION/ DIVISION	FUNCTIONS	MONTHLY COMMUNICATION ALLOWANCE (Php)
SONIA B. TALA	Science Research Assistant , Industry Services Division (ISD)	Coordinates/communicates with pertinent DA Regional laboratories, food business operators (FBOs), DA Food Safety Regulatory Agencies (FSRAs) and pertinent industries that seek the technical assistance of DA- FDC	800.00

The provision of monthly allowance is necessary since most of their daily tasks require the use of mobile phones and access to the internet.

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 2, 2024 and shall remain in force until revoked in writing. All orders and issuances inconsistent herewith are deemed revoked.

Done this 5th day of FEBRUARY 2024.


FRANCISCO P. TIU LAUREL, JR.
Secretary

