



Republic of the Philippines  
**OFFICE OF THE SECRETARY**  
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**SPECIAL ORDER**

No. 168

Series of 2024

**SUBJECT : AUTHORITY TO CLAIM MONTHLY COMMUNICATION ALLOWANCE  
FOR THE STAFF OF THE OFFICE OF THE SECRETARY**

In the exigency of service and to ensure efficient and effective delivery of public service, the following personnel of the Office of the Secretary (OSEC) are hereby given the corresponding monthly communication allowance, to wit:

NAME	POSITION/DESIGNATION	AMOUNT
Usec. Atty. Alvin John F. Balagbag	Undersecretary/Chief of Staff (SG 29)	₱ 5,000
Shaira Anne Gillego	Executive Assistant IV (SG 22)	₱ 2,500
Royal A. Feril	Executive Assistant V (SG 24)	₱ 1,300
Atty. Ellaine Denice Marallag	Executive Assistant III (SG 20)	₱ 1,200
Atty. Joseph Gabriel C. Ligan	Executive Assistant III (SG 20)	₱ 1,200

The allocation is a necessity in order to facilitate effective communication in the performance of their duties particularly in terms of coordination among DA Regional Field Offices, Bureaus, DA Attached agencies and Corporations. Said provision shall be chargeable against the DA-OSEC funds subject to the usual government accounting and auditing rules and regulations.

This order shall take effect retroactive November 6, 2023. All other orders and issuances inconsistent herewith are deemed revoked.

Done this 5<sup>th</sup> day of FEBRUARY, 2024.

  
**FRANCISCO P. TIUA LAUREL, JR.**  
Secretary



DA-CO-OSEC-SO20240102-00006

