

SPECIAL ORDER

No. 197

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 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/expense for CY 2024:


NAME/DESIGNATION	SG	FUNCTIONS/ SPECIFIC DUTIES AND RESPONSIBILITIES REQUIRING COMMUNICATION ALLOWANCE	AMOUNT (Php)
1. LEV NIKKO M. MACALINTAL Attaché II	25	<ul style="list-style-type: none"> Disseminate and assist the Chief of Staff in coordinating the directives of the Secretary. Assist in the monitoring and conduct of follow ups on the compliance of the DA offices on the directives of the Secretary. Perform other coordination work with DA Offices, other national government agencies, private institution and private individuals regarding program and project implementation, issues and concerns of DA stakeholders. 	3,000
2. NANCY M. SUPIL Senior Science Research Specialist	19	<ul style="list-style-type: none"> Review, recommend and communicate actions on documents received from various units of the Department. 	1,200
3. ALLAN L. AQUINO Senior Agriculturist	18	<ul style="list-style-type: none"> Coordinate and conduct follow-ups with DA units and offices, national agencies and other institutions. 	1,000
4. RAYMOND I. CANOZA Senior Agriculturist	18	<ul style="list-style-type: none"> Coordinate and monitor compliance of various DA offices on the instructions of Secretary and Chief of Staff. 	1,000
5. CHARMAINE A. SAN PEDRO Economist III	18	<ul style="list-style-type: none"> Assist in the submission of reports and other documents required by the Office of the President. 	1,000
6. LEMUEL A. ALAGON Agriculturist II	15	<ul style="list-style-type: none"> Assist and facilitate request, inquiries, and other issues and concerns of the clients of the Department. 	800

		<ul style="list-style-type: none"> Perform other analogous tasks which require the use of mobile phone (mobile data) for sending replies/action/update to inquiries sent thru internet, call, Messenger esp. on weekends and after office hours. 	
7. RHEEDA ANTOINETTE A. CABRERA Public Relations Officer II	15	<ul style="list-style-type: none"> Coordinate and assist the OSEC-Communications Team & Agriculture and Fisheries Information Division (AFID) on the travel activities of the Secretary; Act as custodian of the DA-OSEC Cottage in Baguio Cabinet Hills, CAR; Act as vehicle dispatcher for OSEC staff and Communications Team. Analyze and reconcile specifications offered by supplier/service providers and assess with those purchase requisitions of meals and tokens and other supplies; and Assist the Procurement Coordinator on the needs of the OSEC. 	800
8. ORLANDO R. DAVID III Administrative Assistant III	9	<ul style="list-style-type: none"> Attends to inquiries regarding status of received documents sent through SMS; Communicate with supervisors and colleagues through SMS, call, messenger anytime as may be needed from time to time; Perform other tasks as may be 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 shall take effect retroactive January 2, 2024. All orders, memoranda, and other issuances inconsistent herewith are deemed revoked.

Done this 13th day of February 2024.


FRANCISCO P. TIU LAUREL JR.
Secretary



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