



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. **276**

Series of 2024

**SUBJECT: AUTHORITY TO CLAIM MONTHLY COMMUNICATION ALLOWANCE
FOR THE STAFF OF THE DEPARTMENT LEGISLATIVE LIAISON OFFICE**

In the exigency of service, and in order to facilitate effective communication in the performance of their duties and functions, the following personnel under the Department Legislative Liaison Office are hereby authorized to claim monthly communication allowance/expense for CY 2024:

NAME/DESIGNATION	SG	FUNCTIONS	AMOUNT (PhP)
1. MC. BIEN SAINT P. GARCIA Department Legislative Liaison Specialist	22	<ul style="list-style-type: none">Assist the Department Legislative Liaison Officer (DLLO) in establishing and maintaining linkages with both Houses and other government agencies;Shepherding of DA Priority Legislative Agenda or Proposed Legislative MeasuresFacilitating the timely submission of reports requested by the different Committees from both Houses of Congress;	1,300.00
2. PAUL VINCENT M. ANARETA Department Legislative Liaison Specialist	22	<ul style="list-style-type: none">Monitoring and coordinating various committee meetings from both Houses of Congress;Facilitating submissions of DA Position Papers on priority/proposed bills and other related requests from both Houses of Congress;	1,300.00
3. IMELDA A. ARIDA Department Legislative Liaison Specialist	22	<ul style="list-style-type: none">Coordinate or undertake the research work, analysis and preparation of the Department's Position Paper on Bills with relevance to its mandate and operations;Provision of technical assistance/facilitating other directives of various DA Officials; andPerform other duties and responsibilities as may be assigned by the DLLO from time to time.	1,300.00




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

The communication allowance shall be chargeable against the OSEC funds, subject to the availability and usual government accounting and auditing rules and regulations.

This Order shall take effect retroactive January 2, 2024. All other orders, memoranda, and issuances inconsistent herewith are deemed revoked.

Done this 22~~nd~~ day of February 2024.


FRANCISCO P. TIU LAUREL, JR.
Secretary



DA-CO-OSEC-SO20240221-00131