

**SPECIAL ORDER**

No. 302

Series of 2024

**SUBJECT: AUTHORITY TO CLAIM MONTHLY COMMUNICATION ALLOWANCE FOR THE TECHNICAL STAFF OF THE FIELD PROGRAMS COORDINATION AND MONITORING DIVISION (FPCMD) OF THE FIELD OPERATIONS SERVICE (FOS)**

In the interest of service and in order to facilitate the effective communication and coordination with various DA operating units, stakeholders, partner implementers and oversight agencies in the implementation and monitoring of DA's programs and projects, the following technical staff under the Field Programs Coordination and Monitoring Division (FPCMD) of the Field Operations Service are hereby authorized to claim monthly communication allowance/expense for CY 2024:


Name	Position	Designation	Functions	Monthly Allocation
1. Mark Joseph T. Mercado	Agriculturist II	Team Leader of Luzon-A Cluster/ Focal for Rice Program	<ul style="list-style-type: none"> <li>Perform monthly coordination with the banner focal persons in the monitoring of procurement status, and planting and harvesting through the use of SMS, phone call, and other mobile applications that would require the use of mobile phone/mobile data;</li> <li>Conduct regular monitoring and validation activities of programs and projects implemented at the regional, provincial, municipal, and barangay level during special cases;</li> <li>Conduct complete staff work on submitted letter requests/inquiries/ concerns/complaints through coordinating with the proponent vice-versa various OUs, partner implementers and oversight agencies;</li> <li>Convey instructions, coordinate and conduct follow ups with programs and project implementers and OUs regarding the immediate submission of inputs, reports and other deliverables needed by the Management especially after office hours and on weekends; and</li> </ul>	800.00
2. Fernando B. Cruzat	Agriculturist II	Team Leader of Luzon-B Cluster		800.00
3. Llytess Roseanne V. Alforte	Agriculturist II	Team Leader of Mindanao-A Cluster		800.00
4. Allan Robert U. Monserrat	Agriculturist II	Team Leader Mindanao-B Cluster		800.00
5. Jerome M. Jopia	Agriculturist II	Focal for Corn Program		800.00
6. Cynthia M. Reyes	Agriculturist II	Focal for HVCDP		800.00
7. Julie C. Santos	Agriculturist II	Focal for Halal and PRRI		800.00
8. Princess Jayne P. Raz	Agriculturist II	Focal for DA-DTP		800.00
9. Charmine E. Bongalos	Agriculturist I	Focal for DA-PAMANA/FOS-QMS		800.00

			<ul style="list-style-type: none"> <li>• Conduct meetings and coordinate the submission of reports and other documents with concerned OUs, partner implementers and oversight agencies involved in the crafting of DA Devolution Transition Plan, and implementation of sectoral programs such as <b>PAyapa</b> at <b>MA</b>saganang Pamaya<b>NA</b>n and Province-led Agriculture and Fisheries Extension System (PAFES).</li> </ul>	
--	--	--	---	--

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

This Order shall take effect immediately and shall remain in force unless revoked in writing. All orders, memoranda, and other issuances inconsistent herewith are deemed revoked.

Done this 1st day of MARCH 2024.

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



DA-CO-FOS-SO20240220-00020