



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

No. 339  
Series of 2024

**SUBJECT: AUTHORITY TO CLAIM MONTHLY COMMUNICATION ALLOWANCE FOR THE TECHNICAL STAFF OF THE ASSISTANT SECRETARY FOR LEGISLATIVE AND CONSUMER AFFAIRS**

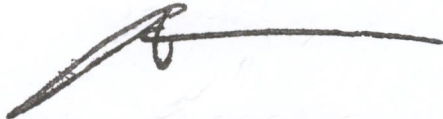
In the exigency of service, and in order to facilitate effective communication in the performance of their duties and functions, the following personnel under the Office of the Assistant Secretary for Legislative and Consumer Affairs, are hereby authorized to claim monthly communication allowance/expense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

NAME/DESIGNATION	SG	FUNCTIONS	AMOUNT (Php)
1. MARLET M. BAGTANG – Executive Assistant III	20	<ul style="list-style-type: none"><li>Assist the Assistant Secretary in establishing and maintaining linkages with both internal and external government offices;</li><li>Shepherding of DA - KADIWA Programs;</li><li>Facilitate the timely submission of reports and recommend actions on various official communications in accordance with laws, EOs, rules and regulations and established policy precedent;</li></ul>	1,200.00/ month
2. VIMA D. AVENDANO – Administrative Assistant V	11	<ul style="list-style-type: none"><li>Monitor and coordinate various committee meetings from different LGUs nationwide;</li><li>Coordinate or undertake the research work, analysis and preparation of the KADIWA programs with relevance to its mandate and operations;</li><li>Provide technical assistance/facilitate other directives of various DA Officials; and</li><li>Perform other duties and responsibilities as may be assigned by the Assistant Secretary from time to time.</li></ul>	800.00/month

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

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

Done this 6<sup>th</sup> day of march 2024.



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



DA-CO-OSEC-SQ20240227-00155

