



Republic of the Philippines
OFFICE OF THE SECRETARY
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SPECIAL ORDER

No. 342
Series of 2024

SUBJECT : AUTHORITY TO CLAIM MONTHLY COMMUNICATION ALLOWANCE FOR DEPARTMENT OF AGRICULTURE-FOOD DEVELOPMENT CENTER (FDC) PERSONNEL

In the interest of service and to ensure the efficient and effective delivery of public service and in view of the intermittent and slow internet access in the office, **MS. MELANIE Y. VERDE**, Administrative Officer II and designated as Property and Supply Officer is hereby authorized to claim monthly communication allowance for CY 2024. The following are her functions:

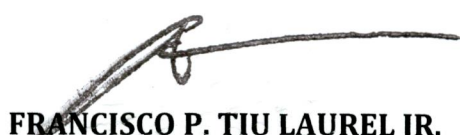
FUNCTIONS	AMOUNT
1. Coordinate/communicate with FDC employees, General Services Division and Accounting Division with regards to property and supplies.	PhP800.00
2. Coordinate/communicate/follow up with other government agencies, (e.g Philippine Drug Enforcement Agency (PDEA) and Government Security Insurance System (GSIS) thru SMS, call, emails and other online platforms for the submission of various reports, renewal of licenses and insurance.	
3. Access electronic mails and download pertinent documents.	

The provision of monthly allowance is necessary since most of her daily tasks require the use of mobile phones and access to the internet.

The monthly communication allowance shall be charged against DA-FDC funds, subject to its availability and the usual government accounting and auditing rules and regulations.

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

Done this 6th day of March 2024.


FRANCISCO P. TIU LAUREL JR.
Secretary



DA-CO-FDC-SO20240221-00001