



Republic of the Philippines
OFFICE OF THE SECRETARY
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DA-CO-IAS-MM20240311-00032

SPECIAL ORDER

No. 396
Series of 2024

**SUBJECT : AUTHORITY TO CLAIM MONTHLY COMMUNICATION
ALLOWANCE FOR DEPARTMENT OF AGRICULTURE – INTERNAL
AUDIT SERVICE (DA-IAS) PERSONNEL**

In the exigency of service and to ensure the efficient and effective delivery of public service the following IAS Technical Staff/ Liaison Officers are hereby authorized to claim monthly communication allowance for CY 2024:


NAME	DESIGNATION	FUNCTIONS	MONTHLY COMMUNICATION ALLOWANCE (PHP)
Je-Anne D.G. Artuz	Internal Auditor II	A. Conduct research to obtain background information on the activities to be audited; B. Discuss research findings with the audit team leader; C. Draft report on the results of the audit; D. Perform standard auditing activities during field validations, special investigations; and E. Coordinate with concerned DA Offices and Agencies including stakeholders, respective auditees, and among internal auditors.	800.00
Josephine M. Montalbo	Internal Auditor II		800.00
Marilyn S. Espiritu	Internal Auditor II		800.00
Arnold E. Arirao	Internal Auditor I		800.00
Jonathan C. Baccoy	Internal Auditor I		800.00
Jocelyn L. Ferre	Internal Auditing Assistant	A. Assist internal auditors in the conduct of internal audit; B. Act as Procurement Coordinator; C. Provide assistance to the Focal Officer for the 8888 Citizens' Complaint Hotline; D. Conduct various communications for internal audit activities; E. Coordinate and follow up on the 8888 Hotline Complaints.	800.00
Olivia M. Ganotice	Internal Auditing Assistant		800.00

This provision of monthly allowance is necessary for the conduct of audit activities during field validation and coordination with concerned DA Offices, Bureaus, and Agencies including stakeholders, respective auditees, and among DA-IAS personnel; and coordination and follow-up of the 8888 Hotline Complaints.

The communication allowance shall be chargeable against the DA-OSEC 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 unless revoked in writing. All orders, memoranda, and other issuances inconsistent herewith are deemed revoked.

Done this 18th day of MARCH, 2024.


FRANCISCO P. TIU LAUREL, JR.
Secretary A

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