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OFFICE OF THE SECRETARY
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SPECIAL ORDER

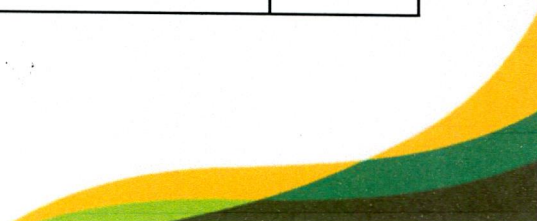
No. 460
Series of 2024

SUBJECT: AUTHORITY TO CLAIM MONTHLY COMMUNICATION ALLOWANCE FOR THE TECHNICAL AND ADMIN/LIAISON STAFF OF THE PLANNING AND MONITORING SERVICE (PMS)

In the interest of service, the following Technical and Admin/Liaison staff of PMS are hereby authorized to claim communication allowance to facilitate effective communication in the performance of their duties and functions particularly in coordinating with the DA Operating Units, Bureaus, Attached Agencies, Attached Corporations and Government Oversight Agencies:

Name/Designation	SG	Functions/Duties and Responsibilities	Amount
Planning and Programming Division Technical Staff			
1) Hazel Ann L. Ilagan, Planning Officer (PO) II	15	<ul style="list-style-type: none">Analyzes, interprets and integrates statistical data and reports on studies and researches for practical applications to plans and program being developed;Identifies problems encountered in the formulation of plans and projects, recommends corrective measures;Undertakes field work to gather information and data necessary in the preparation of plans and programs;Provides technical support to the DA Management throughout the cycle of plan and budget proposal; andPerform other duties as may be assigned.	800.00
2) Denise Ella V. Lisondra, PO II	15		
3) Ma. Lourdes Irish Irienne K. Tuazon, PO II	15		
4) Xatherine Xara G. Sto. Domingo, PO II	15		
5) Yeshua Yashar S. Ranjo, PO I	11		

Name/Designation	SG	Functions/Duties and Responsibilities	Amount
Investment Programming Division Technical Staff			
6) Alexander B. Estoesta II, PO II	15	<ul style="list-style-type: none"> ● Provides inputs on the preparation of the agency's investment program, resource allocation and prioritization criteria of programs, projects and activities; ● Reviews investment program of DA operating units to ensure their alignment to the strategic priorities of the Department and the National Government; ● Generates information as basis for resource allocation and investment programming; ● Provides technical assistance in the planning and implementation of programs and projects of the Department and government agencies; and ● Performs other functions, which may be assigned from time to time. 	800.00
7) Lorenz C. Alfante, PO II	15		
8) Jamie Milleth L. Angeles, PO II	15		
Monitoring and Evaluation Division Technical Staff			
9) Virgilio S. Morales III, Project Evaluation Officer (PEO) II	15	<ul style="list-style-type: none"> ● Review and analyze submission of accomplishment reports of assigned operating units; ● Prepare performance assessment report of assigned operating units and relevant M&E reports; ● Coordinates and provides feedback to DA-operating units regarding program performance and other related concerns; ● Develop and maintain management information system for the preparation of M&E reports; ● Assists in the development and conduct of evaluation studies including sector-wide impact evaluation; and ● Performs other related tasks as may be assigned by the supervisor from time to time. 	800.00
10) Joy Claudine B. Quintos, PEO II	15		
11) Joy Claudine B. Quintos, PEO II	15		
12) Renzel Yana M. Siao, PEO I	11		
13) Kristine P. Lasac, PEO I	11		



Name/Designation	SG	Functions/Duties and Responsibilities	Amount
<p>PPD & IPD Admin/Liaison Staff</p> <p>14) Annie Maria Concepcion R. Lopez, Admin. Asst II</p> <p>15) Victoria F. Alay, Admin. Asst. II</p>	<p>8</p> <p>8</p>	<ul style="list-style-type: none"> ● Performs liaising and coordinating work with DA operating units, oversight agencies and other local and international agencies; ● Prepares and processes documents as Procurement Coordinator; ● Prepares travel and liquidation documents; ● Prepares correspondences/ memoranda and official communications; ● Manages schedule and arranges activities of the Division and its personnel; ● Provides administrative support in all meetings, workshop and consultations; ● Establishes and maintains the filing system of documents and all the incoming and out-going official communications and correspondences; and ● Performs other functions as may be assigned from time to time. 	<p>800.00</p>

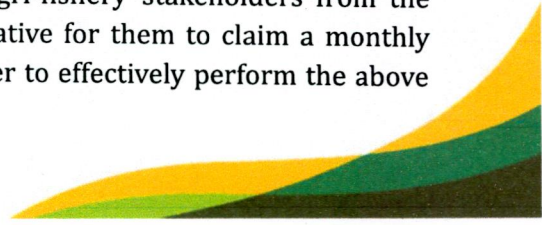
The three (3) divisions under the PMS has the following functions, namely:

The **Planning and Programming Division (PPD)** conducts, reviews, and integrates the medium-term Agriculture and Fisheries Modernization Plan (AFMP) and the annual plan and budget proposals of operating units; generates the DA annual strategic plan.

The **Investment Programming Division (IPD)** conducts investment programming and prioritization activities; finalizes and institutionalizes the Public Investment Programming (PIP) System and resource allocation scheme; and prepares the sector's investment plan in the medium term.

The **Monitoring and Evaluation Division (MED)** conducts sector-wide impact evaluation to cover policies, programs and projects; leads in the development of a Benefit/Results Monitoring and Evaluation System; and conducts mid-term and post-evaluation of projects.


The Technical and Liaison staff of the PMS coordinate with offices within the Department of Agriculture, as well as other government oversight agencies. They also provide assistance in the conduct of meetings, workshops and consultations with the agri-fishery stakeholders from the national to the regional and provincial level. Hence, it is imperative for them to claim a monthly communication allowance to carry-out the said activities in order to effectively perform the above mentioned functions.



The communication allowance is chargeable against the PMS funds subject to the usual accounting and auditing rules and regulations.

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

Done this 1st day of APRIL 2024.


FRANCISCO P. TIU LAUREL JR.
Secretary

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DA-CO-PMS-SO20240307-00019

