



Republic of the Philippines
OFFICE OF THE SECRETARY
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SPECIAL ORDER

No. 834

Series of 2024

SUBJECT : AUTHORITY TO CLAIM MONTHLY COMMUNICATION ALLOWANCE FOR THE TECHNICAL AND ADMINISTRATIVE/LIAISON STAFF OF THE OFFICE OF THE UNDERSECRETARY FOR RICE INDUSTRY DEVELOPMENT (OURID)

In reference to Special Order No. 188, Series of 2023 re: Monthly Communication Expenses for All DA-Central Office Officials and Authorized Personnel, the Office of the Undersecretary for Rice Industry Development, is hereby authorized to claim monthly communication allowance for CY 2024 in order to facilitate effective communication in the performance of his duties and functions:

Name/Designation	SG	Functions/Duties and Responsibilities	Amount
OURID Directorate GLENN D. ESTRADA <i>Director-designate for Digitalization and Rice Value Chain Development (January 2024 – present)</i>	22	<ul style="list-style-type: none"> Responsible for the supervision of the program through the value chain approach which includes assessment of regulations, financing, and incentives in agricultural production, exploration of markets for by-product trading, analysis of consumption preferences, and partnerships with Government Financial Institutions (GFIs). 	Php 1,300.00/month
EMERSON S. YAGO <i>Director-designate for Rice Clustering and Consolidation (January 2024 – present)</i>	22	<ul style="list-style-type: none"> Responsible for the supervision of the clustering approach at the municipal level; facilitate the conduct of cluster needs assessment to prepare enterprises into agribusiness clusters; 	Php 1,300.00/month

<p>OURID Executive Assistant</p> <p>Louise Jeanne Delica (March 2024 – present)</p>	<p>22</p>	<ul style="list-style-type: none"> • Monitor the directives of the Undersecretary for Rice Industry Development, and review all incoming documents for approval and instructions of the Undersecretary; if necessary, proposes amendments, coordinates for resolve any point of concern or of clarification that may arise; • Handle the schedule of the Undersecretary; • Develops and administer office procedures to ensure efficiency and timeliness of report production, budget administration, contract administration, dissemination of information to staff and other related functions; • Oversee the planning, execution, monitoring and evaluation of various projects to which the Undersecretary is responsible for 	<p>Php 1,300.00/ month</p>
<p>Administrative / Liaison Staff</p> <p>Richard Kevin Santiago (March 2024 – present)</p> <p>Rosavella Mercurio (March 2024 – present)</p>	<p>15</p> <p>9</p>	<ul style="list-style-type: none"> • Manages administrative tasks, including documentation, scheduling, and logistics, to support the smooth functioning of OURID. • Acts as the point of contact between OURID and other departments, agencies, and stakeholders, facilitating communication and coordination. • Ensures compliance with government regulations and prepares reports and documentation as required. 	<p>Php 800.00/ month</p> <p>Php 800.00/ month</p>

The function of the Office of the Undersecretary for Rice Industry Development (OURID) is to oversee the implementation of programs and initiatives aimed at improving the rice industry. This includes developing and promoting strategies to enhance rice production, ensuring sustainability, and supporting value chain development. The OURID plays a critical role in


guiding policy decisions, coordinating with various stakeholders, and implementing the Department of Agriculture's strategic goals related to rice industry development

Together, the roles of the personnel mentioned above support the objectives of OURID by ensuring efficient program implementation, fostering innovation, and maintaining effective communication and coordination across all levels of rice industry development initiatives.

The communication allowance of the personnel is chargeable against the OURID and NRP 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 7th Day of JUNE, 2024.


FRANCISCO P. TIU LAUREL JR.
Secretary *A*

DA - CO - OSEC - SO20240524-00400

REF. 2

