



Republic of the Philippines
OFFICE OF THE SECRETARY
Elliptical Road, Diliman 1100 Quezon City
+63(2) 8928-8741 to 64 and +63(2) 8273-2474



DA-CO-AS-OO20240326-00001

July 01, 2024

OFFICE ORDER NO. 01
SERIES OF 2024

SUBJECT : PRESCRIBING THE GUIDELINES ON THE PREPAID MOBILE PHONE EXPENSES FOR THE OFFICIALS AND PERSONNEL OF THE DEPARTMENT OF AGRICULTURE-CENTRAL OFFICE (DA-CO) PURSUANT TO OFFICE OF THE PRESIDENT ADMINISTRATIVE ORDER NO. 103, SERIES OF 2004 AS REPEALED BY OFFICE OF THE PRESIDENT ADMINISTRATIVE ORDER NO. 06, SERIES OF 2017

WHEREAS, Office Order No.03, Series of 2004 prescribes the Guidelines on communication policies for the DA-CO and requires its officials and personnel to have an open line of communication at all times in order to comply with Office of the President Administrative Order No. 06, Series of 2017 directing continued adoption of austerity measures in the government.

Paragraph 1.2.1 of A.O. No. 3, series of 2004 - limit for the Issuance of Cellular Phone and Pre-Prepaid cards (cell card) shall be limited up to Division Chief level only with corresponding cell card limits

WHEREAS, there is a need to repeal the said Office Order to comply with Commission on Audit (COA) Circular No. 2012-003 dated 29 October 2012, entitled: "**Updated Guidelines for the Prevention and Disallowance of Irregular, Unnecessary, Excessive, Extravagant and Unconscionable Expenditures**".

WHEREAS, in line with the aforementioned COA Circular and in furtherance of the Department's aim to sustain timely and efficient services by optimizing communication services at the least cost, the DA-CO authorized personnel herein are entitled to monthly prepaid mobile communication expenses.

NOW, THEREFORE, in consideration of the foregoing premises, the DA-CO hereby adopts and promulgates the following Guidelines, to wit:

Section I. Distribution of Prepaid Mobile Communication Expenses

- 1.1 The DA-CO officials and employees (herein referred to as "Users"), who hold permanent plantilla positions are entitled to the corresponding allocation for cellular phone and prepaid card which shall be limited per monthly cellular mobile expenses which shall be treated as cellular mobile expenses.

POSITION	MONTHLY CELLULAR PREPAID/MOBILE EXPENSES (PHP)
Secretary	30,000.00
Undersecretary	5,000.00
Assistant Secretary	4,000.00
Head Executive Assistant (HEA)	3,500.00
Service Director	3,500.00
Plantilla Position (SG 25)	
Attorney V and Planning Officer V	3,000.00
Division Chief (SG 24)	2,500.00
Plantilla Position (SG 23)	1,800.00
Assistant Division Chief (SG 22)	1,500.00
Plantilla Position (SG 21)	1,300.00
Plantilla Position (SG 20)	
Plantilla Position (SG19)	
Science Researcher and Accountant III	1,200.00
Plantilla Position (SG 18) ¹	1,000.00
	500.00
Liason Officer ²	

- 1.2 The Administrative Services (AS) through the General Services Division (GSD) shall be responsible in preparing a Special Order (SO) indicating the names of Users and the amount of their entitlement. The SO shall be annually renewed.
- 1.3 The GSD shall likewise be responsible in preparing the Special Order for approval by the Secretary, on a monthly basis or as necessary, for new officials or employees who are entitled to receive cellular phone and prepaid cards.
- 1.4 The following Users are not entitled to receive allocation for cellular phone and prepaid card expenses:
- 1.4.1 Those who are on leave of absence whether with or without pay for one (1) month or more; and
- 1.3.2 Those who are on study leave or scholarship grants for one (1) whole month or more.

¹ Authority through Special Order signed by the DA Secretary, the authority must include the function to hold as Section heads /technical work and responsibilities justifying the necessity to claim

² Special Order signed by the Secretary that Perform the function as liaison officer are assigned to follow-up documents/papers like GSIS, BIR, Pag-ibig, SCS- DBM and other government agencies.

Section 2. Limitation of Expenses

Users are directed to strictly observe or limit the usage of their cellular phone/prepaid cards. The consumption shall not exceed the allocated monthly cellular phone expenses.

Section 3. Detailed Employee at DA-Central Office (OSEC)

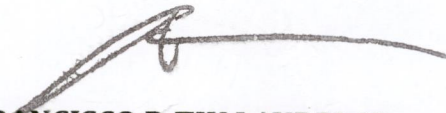
Detailed employees to DA-Central Office are required to submit Certification from their Mother Agency/ Office that they are not receiving any communication expenses as a condition precedent for detailed employee to receive communication expenses.

Repealing Clause

All issuances and circulars inconsistent herewith are deemed repealed, amended and modified accordingly.

Section 4. Effectivity

These Guidelines shall take effect immediately.


FRANCISCO P. TIU LAUREL JR.
Secretary

ADWASTABO A 2008 ANP
DA - Record Office