



Masaganang Agrikultura,
Maunlad na Ekonomiya

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

SPECIAL ORDER

No. 1692

Series of 2024

SUBJECT : AUTHORITY OF THE OFFICIALS AND PERSONNEL OF THE DA-BUREAU OF AGRICULTURE AND FISHERIES STANDARDS (DA-BAFS) TO CLAIM MONTHLY COMMUNICATION ALLOWANCE/PREPAID MOBILE PHONE EXPENSES

Pursuant to DA Office Order (OO) No. 01, Series of 2024 "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- Central Office (DA-CO) Pursuant to Office of the President Administrative Order No. 103, Series of 2004 as Repealed by Office of the President Administrative Order No. 06, Series of 2017", the following DA-BAFS officials and personnel are hereby authorized to claim monthly communication allowance/prepaid mobile phone expenses:

No.	Name	SG	Position/ Designation	Communication Allowance (Php)	Duties and Responsibilities	Effectivity
1	KAREN KRISTINE A. ROSCOM, PFT, PhD	28	Director IV	3,500.00	Serves as the head of the DA-BAFS and is in charge of overseeing the organization's overall operations, which includes coordination with government officials and represents the Bureau in different fora which necessitates different modes of coordination (local/international).	July 1, 2024 to September 24, 2024

No.	Name	SG	Position/ Designation	Communication Allowance (Php)	Duties and Responsibilities	Effectivity
2	MARY GRACE R. MANDIGMA, PFT	24	Chief Science Research Specialist, Technical Services Division (TSD)	2,500.00	Serves as the assistant head of the DA-BAFS and is in charge of overseeing the organization's overall operations, which includes coordination with government officials and represents the Bureau in different fora which necessitates different modes of coordination (local/internatio nal), particularly in the absence of the Director.	July 1, 2024 to December 31, 2024
3	MARK F. MATUBANG	22	Supervising Science Research Specialist, Organic Agriculture Division (OAD)	1,500	1. Monitors updates/status of assignment/task s and day to day work assignments of the section heads and personnel of the Division; 2. Communica tes with stakeholders to provide answers to received inquiries and requests on organic agriculture- related concerns;	July 1, 2024 to December 31, 2024

No.	Name	SG	Position/ Designation	Communication Allowance (PhP)	Duties and Responsibilities	Effectivity
					3. Attends online meetings, workshops, and seminars for the Division.	
4	EDNA LYNN C. FLORESCA	24	Chief Science Research Specialist, Standards Research Division (SRD)	2,500.00	1. Establishes consistent communication with the Section heads and personnel of the Division on the updates of assigned tasks and day-to-day work assignments; 2. Ensures a readily available and accessible online platform for the division to ensure uninterrupted conduct of research activities; and 3. Attends online meetings, conferences, and workshops related to standards research.	July 1, 2024 to December 31, 2024
5	ALPHA M. LANUZA, DVM	24	Chief Science Research Specialist, Standards Development Division (SDD)	2,500.00	1. Establishes consistent communication with stakeholders and experts through mobile phones and outside Manila line in relation to standards development activities;	July 1, 2024 to December 31, 2024

No.	Name	SG	Position/ Designation	Communication Allowance (Php)	Duties and Responsibilities	Effectivity
					2. Conducts and participates in online meetings and workshops on standards related concerns; 3. Participates in various meetings outside the Bureau involving standards-related concerns.	
6	ENGR. IBRAHIM A. RACMAT	19	Senior Science Research Specialist, OAD	1,200.00	1. Coordinates with the Department of Agriculture Regional Field Offices (DA-RFOs) concerned personnel (e.g. Regional Pre-Assessment Team, Agriculture Training Centers, and concerned operators/Farmers applicant for Participatory Guarantee System Certification and Accreditation as Organic Certification Body (OCB);	July 1, 2024 to December 31, 2024

No.	Name	SG	Position/ Designation	Communication Allowance (PhP)	Duties and Responsibilities	Effectivity
					2. Attend inquiries relative to organic agriculture technical assistance; and 3. Attends and ensures uninterrupted virtual meetings – division/ bureau, collaboration with other offices, and ASEAN Working Group on Halal Food.	
7	VERA YSABEL V. DE LA CRUZ	19	Senior Science Research Specialist, OAD	1,200.00	1. Coordinates with clients (i.e., third-party organic certifying bodies, and Participatory Guarantee System (PGS) groups) for accreditation regarding submission of requirements, scheduling and conduct of audits, post-audit compliances, and decisions;	July 1, 2024 to December 31, 2024

No.	Name	SG	Position/ Designation	Communication Allowance (PhP)	Duties and Responsibilities	Effectivity
					<p>2. Coordinate with the DA Regional Field Offices (DA-RFO) and Regional Training Centers (RTC) of the DA Agricultural Training Institute (DA-ATI) regarding the conduct of audits and compliance with accreditation requirements;</p> <p>3. Communicates with clients and their certified operators/farms ;</p> <p>4. Monitors client compliance status;</p> <p>5. Attends inquiries relative to organic agriculture regulations; and</p> <p>6. Attends and ensure uninterrupted virtual meetings - division/bureau, collaboration with other offices, and ASEAN meetings.</p>	

No.	Name	SG	Position/ Designation	Communication Allowance (PhP)	Duties and Responsibilities	Effectivity
8	GERALD E. CAMMAGAY	19	Senior Science Research Specialist (Section Chief, Registratio n Section, OAD)	1,200.00	<ol style="list-style-type: none"> 1. Coordinates with organic soil amendment and organic biocontrol agents clients regarding inquiries on registration process, requirements, and timelines; 2. Coordinates with registration clients on pre-assessment of products if registrable with BAFS as organic soil amendment or organic BCA; 3. Communicates with clients on complaints and reports regarding fraudulent and false claims as organic products; 4. Coordinates with the DA RFOs on logistical arrangements before conducting Field Compliance Assessments (FCAs); 5. Attend virtual meetings; 	September 1, 2024 to December 2024

No.	Name	SG	Position/ Designation	Communication Allowance (PhP)	Duties and Responsibilities	Effectivity
					<p>6. Monitors and coordinates field compliance assessment (FCA) activities; and</p> <p>8. Conducts follow ups on the compliance and updates on the clients of registration.</p>	
9	JERILEE M. SABARIAGA	19	Senior Science Research Specialist, SRD	1,200.00	<p>1. Coordinates with BAFS Regional Focal Persons for Standards Research, regulatory agencies and local government units, farmers, and fisherfolk for research activities related to crops and general standards;</p> <p>2. Ensure access of research data thru the use of cloud storage; and</p> <p>3. Administers online surveys, as necessary, to support standards research for crops and general standards.</p>	July 1, 2024 to December 31, 2024

No.	Name	SG	Position/ Designation	Communication Allowance (Php)	Duties and Responsibilities	Effectivity
10	MELISSA L. ASTILLERO	19	Senior Science Research Specialist, SRD	1,200.00	1. Coordinates with BAFS Regional Focal Persons for Standards Research, regulatory agencies and local government units, farmers and fisherfolk for research activities related to livestock and poultry, and fisheries; 2. Administers online surveys, as necessary, to support standards research for livestock and poultry, and fisheries.	July 1, 2024 to December 31, 2024
11	JOHN GREGORY V. AQUINO, PFT	19	Senior Science Research Specialist, SDD	1,200.00	1. Conducts online Technical Working Group (TWG) Meetings and Stakeholder Consultation (SC) for the plans, activities, and programs (PAP) of the Philippine National Standards (PNS) under the Standards Development Division (SDD) Crops and General Food Standards Section;	July 1, 2024 to December 31, 2024

No.	Name	SG	Position/ Designation	Communication Allowance (Php)	Duties and Responsibilities	Effectivity
					<p>2. Coordinates with relevant stakeholders from the government, academe, research institutions, private sector organizations, and Civil Society Organizations (CSO) in the conduct of PAP of the assigned PNS;</p> <p>3. Participates in national online meetings, workshops, and conferences;</p> <p>4. Participates and presents Philippine positions in regional and international online meetings, workshops, and conferences; and</p> <p>5. Participates in online learning and development (L&D) activities.</p>	

No.	Name	SG	Position/ Designation	Communication Allowance (PhP)	Duties and Responsibilities	Effectivity
12	GARI PELLINOR U. HERNANDEZ, DVM	19	Senior Science Research Specialist, SDD	1,200.00	<ol style="list-style-type: none"> 1. Conducts online Technical Working Group (TWG) Meetings and Stakeholder Consultation (SC) for the plans, activities, and programs (PAP) of the Philippine National Standards (PNS) under the Standards Development Division (SDD) Livestock and Poultry, Fisheries, and Agricultural and Fisheries Machinery Section; 2. Coordinates with relevant stakeholders from the government, academe, research institutions, private sector organizations, and Civil Society Organizations (CSO) in the conduct of PAP of the assigned PNS; 3. Participates in national online meetings, workshops, and conferences; 	July 1, 2024 to December 31, 2024

No.	Name	SG	Position/ Designation	Communication Allowance (PhP)	Duties and Responsibilities	Effectivity
					<p>4. Participates and presents Philippine positions in regional and international online meetings, workshops, and conferences; and</p> <p>5. Participates in online learning and development (L&D) activities.</p>	
13	ROSEMARIE V. CALIBO	18	Information Officer III	1,000.00	<p>1. Assumes responsibility for popularizing information about PNS (which includes information dissemination using quad media).</p> <p>2. Assumes responsibility for updating the information on the BAFS website and coordinating with different Offices regarding the information needed.</p> <p>3. Assumes responsibility for publicity work of the Bureau; and Coordinates with relevant Offices for the preparation of speeches, media</p>	July 1, 2024 to December 31, 2024

No.	Name	SG	Position/ Designation	Communication Allowance (PhP)	Duties and Responsibilities	Effectivity
					releases, and press dispatches.	
14	FREDERICK C. CRISOL	18	Planning Officer III	1,000.00	<ol style="list-style-type: none"> 1. Coordinat es with the Department of Budget and Management with data requirements for plans and financial requirements; 2. Liaise with the National Privacy Commission (NPC) regarding compliance with the Data Privacy Act of 2012; 3. Coordinat es with Bureau personnel when in meetings and travel; 4. Coordinates with Senate and House of Representatives legislative staff on submission of data requirements for Annual Plan and Budget proposal; 5. Coordinates with the National Archives of the Philippines on matters regarding the Bureaus compliance with Records 	July 1, 2024 to December 31, 2024

No.	Name	SG	Position/ Designation	Communication Allowance (PhP)	Duties and Responsibilities	Effectivity
					Management; 6. Coordinates with regards to processing of payment for procured goods and services; 7. Coordinates with Planning and Monitoring Service with matters regarding annual plans and other data requirements; 8. Coordinate s with Financial Management Service with matters on financial and other data requirements; and Coordinates with Planning and Finance staff with matters regarding daily work requirements.	
15	ROXANNE P. LIZARDO	18	Administrative Officer V	1,000.00	1. Establishes communication with the Department of Budget and Management (DBM) regarding matters concerning creating positions and the like;	July 1, 2024 to December 31, 2024

No.	Name	SG	Position/ Designation	Communication Allowance (PhP)	Duties and Responsibilities	Effectivity
					<p>2. Coordinates with the DBM Organization, Position Classification and Compensation Bureau (OPCCB) on matters relating to troubleshooting the DBM Personal Services Itemization and Plantilla of Personnel (PSIPOP) online system;</p> <p>3. Coordinates with the Civil Service Commission regarding appointments and other human resource actions;</p> <p>4. Coordinates with the Vasra Local Government Unit on matters regarding garbage disposal and other local government administrative concerns;</p>	

No.	Name	SG	Position/ Designation	Communication Allowance (PhP)	Duties and Responsibilities	Effectivity
					5. Coordinates with the Career Executive Service Board (CESB) and cited peers from other DA agencies (Bureau of Plant Industry (BPI), Bureau of Animal Industry (BAI), National Meat Inspection (NMIS), Bureau of Soils and Water Management (BSWM), etc.) relating to the CES Performance Evaluation System 6. Liaises with the National Privacy Commission (NPC) regarding compliance with the Data Privacy Act of 2012;	

No.	Name	SG	Position/ Designation	Communication Allowance (PHP)	Duties and Responsibilities	Effectivity
					<p>7. Performs coordination tasks to support the Administrative Support Section units (e.g. Procurement Unit - contact focal persons when conducting ocular visits, Human Resource Management Unit - contact applicants and process job applications, Records Unit - coordinate with National Archives of the Philippines regarding records archiving and disposition, Quality Management Unit - coordinate for the conduct of ISO audits, and General Services Unit - contact inspectors of vehicle parts).</p>	
16	GEEZA JUNE V. PAINAGA-AUDITOR	16	Science Research Specialist II	1,000.00	<p>1. Coordinates with clients for certification regarding schedule of inspection, monitoring of compliance, and</p>	July 8, 2024 - December 31, 2024

No.	Name	SG	Position / Designation	Communication Allowance (Php)	Duties and Responsibilities	Effectivity
					decision on application; 2. Coordinates with DA RFO regarding the logistical arrangement for the conduct of inspection activities and monitoring of certified farms; 2. Maintains online databases and Cloud storage of client files; 3. Attends inquiries relative to organic agriculture regulations; 4. Attends online meetings and other office commitments.	
17	CHARLIE T. PALILIO	16	Science Research Specialist II	1,000.00	1. Coordinates with organic soil amendment and organic biocontrol agents clients regarding inquiries on registration process, requirements, and timelines; 2. Coordinates with registration clients on pre-assessment of products if registrable with BAFS as an	July 1 to 31, 2024

No.	Name	SG	Position/ Designation	Communication Allowance (PhP)	Duties and Responsibilities	Effectivity
					organic soil amendment or organic BCA; 3. Communicates with clients on complaints and reports regarding fraudulent and false claims as organic products; 4. Coordinates with the DA RFOs on logistical arrangements before the conduct of Field Compliance Assessments (FCAs); 5. Attend virtual meetings; 6. Monitors and coordinates field compliance assessment (FCA) activities; 7. Availment of online data storage of official email to contain the influx of emails and electronically submitted requirements; 8. Conducts follow ups on the compliance and updates on the clients of registration;	

No.	Name	SG	Position/ Designation	Communication Allowance (PhP)	Duties and Responsibilities	Effectivity
18	JAN VINCENT DR. TECSON, PFT	16	Science Research Specialist II	1,000.00	<ol style="list-style-type: none"> 1. Coordinate s with DA Regional Field Offices, experts, and private stakeholders regarding the conduct of field data-gathering activities for the development of knowledge products; 2. Coordinate s with DA Regulatory Agencies and private stakeholders regarding the conduct of learning and development activities related to standards; 3. Conducts webinars related to standards; 4. Conducts online meetings for the development of knowledge products; and 5. Participate s in online meetings and workshops. 	July 1, 2024 to December 31, 2024

No.	Name	SG	Position/ Designation	Communication Allowance (PhP)	Duties and Responsibilities	Effectivity
19	KATRINA L. MAMINTA	16	Science Research Specialist II	1,000.00	<ol style="list-style-type: none"> 1. Communi- cates with the DA Regulatory Agencies to monitor the use of the Philippine National Standard (PNS) as the basis for technical regulations, knowledge products, or learning and development activities; 2. Consults with the members of the Evaluation Reference Group on the conduct of assessments on the use of PNS; 3. Coordinat- es with target respondents for the survey questionnaire, the primary tool for conducting the PNS assessment study; 4. Coordinat- es with the DA RFO or other partners on the conduct of Focus Group Discussions; 5. Participat- es in national online meetings, workshops, and conferences; 	July 1, 2024 to December 31, 2024

No.	Name	SG	Position/ Designation	Communication Allowance (PhP)	Duties and Responsibilities	Effectivity
					and Participates in online learning and development (L&D) activities.	
20	JENINA B. CUSAY	13	Science Research Specialist I	1,000.00	1. Coordinates with organic soil amendment and organic biocontrol agents clients regarding inquiries on registration process, requirements, and timelines; 2. Coordinates with registration clients on pre-assessment of products if registrable with BAFS as organic soil amendment or organic BCA; 3. Communicates with clients on complaints and reports regarding fraudulent and false claims as organic products; 4. Coordinates with the DA RFOs on logistical arrangements before the conduct of Field	August 1 – August 31, 2024

No.	Name	SG	Position/ Designation	Communication Allowance (PhP)	Duties and Responsibilities	Effectivity
					Compliance Assessments (FCAs); 5. Attend virtual meetings; 6. Monitors and coordinates field compliance assessment (FCA) activities; 7. Conducts follow ups on the compliance and updates on the clients of registration.	

The communication allowance/mobile phone expenses of the above officials and personnel shall be chargeable against DA-BAFS regular funds, subject to the availability of funds and the usual government accounting and auditing rules and regulations.

This Order shall take effect as indicated in the above table and shall remain effective until December 31, 2024 or earlier revoked in writing. All orders, memoranda, and issuances inconsistent herewith are deemed revoked.

Done this 04 day of NOVEMBER 2024.


FRANCISCO P. TIU LAUREL JR.
 Secretary

