



BAGONG PILIPINAS



Masagana ng Agrikultura,
Maunlad na Ekonomiya

REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF AGRICULTURE
BUREAU OF AGRICULTURAL RESEARCH

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SPECIAL ORDER

NO. 299

Series of 2024

SUBJECT: AUTHORITY TO RECEIVE MONTHLY ALLOWANCE FOR COMMUNICATION EXPENSES OF SELECTED DA-BAR OFFICIALS AND EMPLOYEES

In the interest of the service and in view of the issuance of Department of Budget and Management (DBM) Budget Circular No. 2024-2¹, the following personnel are hereby authorized to claim a monthly allowance to cover communication expenses in aid of the performance of their official duties and responsibilities:

NAME	POSITION/ DESIGNATION	ALLOWANCE	JUSTIFICATION
Joell H. Lales	Assistant Director	2,500.00	Manage and oversee the day-to-day operations of the Office of the Assistant Director on full time capacity, thus, increasing the number of online meetings that need to be attended related to his functions of overseeing the crafting and implementation of strategies and operations to improve the quality and efficiency of the OAD.
Raymond Patrick L. Cabrera	Head (PDD)	2,000.00	Manage and oversee the day-to-day operations of the PDD, thus, increasing the number of online meetings needed to be attended related to the functions of the Division which is the development and packaging of new R4D programs, activities and projects (PAPs) and the corresponding guidelines.
Julia A. Lapitan	OIC-Head (PMELD)	2,000.00	Manage and oversee the day-to-day operations of the PMELD, thus, increasing the number of online meetings needed to

¹ GUIDELINES ON THE PAYMENT OF COMMUNICATION EXPENSES OF CERTAIN GOVERNMENT PERSONNEL

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			be attended related to the functions of the Division which is to facilitate the overall management, coordination, monitoring, evaluation and linking of DA-BAR funded R4D projects.
Salvacion M. Ritual	Head (KMISD)	2,000.00	Manage and oversee the day-to-day operations of the KMISD, thus, increasing the need for online meetings to be attended related to the functions of the Division which is to package and translate outputs of R4D PAPs through various multimedia approaches to enhance technology transfer and utilization.
Jude Ray P. Laguna	OIC-Head (AFD)	1,500.00	Manage, coordinate and oversee the day-to-day operations of the Administrative and Finance Division and Human Resource Management Unit, particularly the development and administration of an HR program, which includes recruitment, selection and placement; formulation and implementation of policies on HR administration; employee welfare and benefits; learning and development interventions; and the bureau's rewards and recognition programs.
Adriel C. Abando	Assistant Head (PDD)	1,300.00	Assist in managing and overseeing the day-to-day operations of the PDD, thus

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			increasing the number of online meetings needed to be attended related to the functions of the Division which is the development and packaging of new R4D programs, activities and projects (PAPs) and the corresponding guidelines.
Amavel A. Velasco	OIC- Assistant Head (PMELD)	1,300.00	Assist in managing and overseeing the day-to-day operations of the PMELD, thus increasing the number of online meetings needed to be attended related to the functions of the Division which is to facilitate the overall management, coordination, monitoring, evaluation and linkaging of DA-BAR funded R4D projects.
Evelyn H. Juanillo	Assistant Head (KMISD)	1,300.00	Assist in managing and overseeing the day-to-day operations of the KMISD, thus, increasing the need for online meetings to be attended related to the functions of the Division which is to package and translate outputs of R4D PAPs through various multimedia approaches to enhance technology transfer and utilization.
Roberto S. Quing Jr.	OIC-Assistant Head (AFD)	1,300.00	Assist in managing and overseeing the day-to-day operations of the AFD and Accounting Unit, thus, increasing the number of online meetings that need to be attended related to the functions of the Unit

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			which is to process and analyze all financial transactions of the bureau
PLANTILLA POSITION SG 19			
Melissa A. Resma	Information Systems Analyst III	1, 200.00	Check the correctness of the final Fund Utilization Reports submitted by all NGOs/POs and coordinate with said entities to ensure that the aforementioned documents have been certified by the NGO's/PO's accountant or an external accountant and signed by its President/Chairman/ Head; Review the inspection report and certificate of project completion issued by the DA-BAR's authorized representative; Validate the list of beneficiaries and their acceptance/ acknowledgement of the project/funds/goods/ services received.
PLANTILLA POSITION SG 18			
Judith A. Maghanoy	Administrative Officer V	1,000.00	Manage, coordinate and oversee the day-to-day operations of the Procurement Unit and Budget Unit, thus, increasing the number of online meetings that need to be attended related to the functions of the unit, which is to process all the procurement related activities of the bureau.
Alvin L. Fontanil	Senior Agriculturist	1,000.00	Manage, coordinate and oversee the day-to-day operations of the Project Packaging and Evaluation

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			Section, thus, increasing the number of online meetings that need to be attended, in relation to the functions of the section.
Kris Thea Marie B. Hernandez	Senior Agriculturist	1,000.00	Manage, coordinate and oversee the day-to-day operations of the Impact Evaluation and Policy Section, thus, increasing the number of online meetings that need to be attended, in relation to the functions of the section.
Marjorie M. Mosende	Senior Agriculturist	1,000.00	Manage, coordinate and oversee the day-to-day operations of the Institutional Development Section, thus, increasing the number of online meetings that need to be attended, in relation to the functions of the section.
Juan Nikolas A. Paller	Senior Agriculturist	1,000.00	Manage, coordinate and oversee the day-to-day operation of the Results Management Section, thus, increasing the number of online meetings that need to be attended, in relation to the functions of the section.
Rhea D. Desalesa	Senior Agriculturist	1,000.00	Manage, coordinate and oversee the day-to-day operation of the Research Linkages Section, thus, increasing the number of online meetings that need to be attended, in relation to the functions of the section.

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Gian Carlo R. Espiritu	Senior Agriculturist	1,000.00	Manage, coordinate and oversee the day-to-day operation of the Planning and Monitoring Unit, thus, increasing the number of online meetings that need to be attended, in relation to the functions of the section.
Maria Elena M. Garces	Information Officer III	1,000.00	Manage, coordinate and oversee the day-to-day operation of the Scientific Literature System Section, thus, increasing the number of online meetings that need to be attended, in relation to the functions of the section.
TECHNICAL STAFF			
Marilou C. Oren	Administrative Officer IV (Budget Officer II)	800.00	Prepare budget proposal of the Bureau; Attend meetings regarding budget proposals and submissions; Coordinate and communicate with oversight agencies (DA, DBM, COA, etc.) personnel regarding the bureau's submitted or to be submitted budget proposals, financial reports and other requests made from time to time.
Ma. Eloisa H. Aquino	Information Officer II	800.00	Manage, coordinate and oversee the day-to-day operation of the Applied Communication Section, thus, increasing the number of online meetings that need to be attended, in

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			relation to the functions of the section.
Jennifer T. Alianza	Administrative Officer III	800.00	Manage, coordinate and oversee the day-to-day operations of the Transportation and Maintenance Services Unit; Constantly communicate with drivers.
Gretel F. Rivera	Administrative Officer III	800.00	Manage, coordinate and oversee the day-to-day operations of the Cash Unit
Corazon L. Barretto	Administrative Officer III	800.00	Manage, coordinate and oversee the day-to-day operations of the Supply and Property Unit
Melody T. Memita	Administrative Officer III	800.00	Manage, coordinate and oversee the day-to-day operations of the Records Unit and Building Maintenance, Security and General Utility Services Unit
Ryan Joseph A. Abrigo	Information Systems Analyst II	800.00	Coordination with employees and external goods and service providers to ensure the smooth implementation and integration of the bureau's information systems.
Eric J. Morales	Agriculturist II	800.00	Coordinate, monitor and evaluate the progress and impact of ongoing and completed BAR-funded projects; Evaluation of projects and communicating with project leaders for the conduct of on-site monitoring



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Marnelie G. Subong	Agriculturist II	800.00	Coordinate BAR Program, Projects and activities for smooth and efficient implementation, including conduct of on-site PAP validation
Maylen V. Cunanan	Agriculturist II	800.00	Facilitate and coordinate the review and evaluation of national/regional program/project proposals on various commodities to be translated to research for policy and other related projects; Coordinate and package proposals for possible funding of local and international institutions.
Glacelle Alyne A. Malinao	Agriculturist II	800.00	Facilitate the program planning and line up of R4D projects in Support to the Technology Commercialization Program, National Livestock Program (NLP), and National Organic Agriculture Program (NOAP) to ensure smooth and efficient implementation of R4D activities; Coordinate and facilitate the conduct of preliminary screening, review and evaluation of project proposals for various commodities under the Support to Technology Commercialization Program, NLP, and NOAP submitted by various R4D implementing partners (DA Regional Offices, Bureaus and Attached

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			Agencies, and SUCs); and Consolidate and coordinate the program accomplishments and reports for oversight (banner program offices).
Chiqui M. Padullon	Agriculturist II	800.00	Assist in coordination with proponents and monitoring and evaluation (M&E) of Research for Development (R4D) programs/projects; Coordination activities with various R4D institutions; and conduct of review and evaluation of R4D proposals for possible funding and other project-related documents.
Jocel Anne C. Yamson	Information Systems Analyst I	800.00	Coordination with applicants and character references in relation to her function as secretariat to the Human Resource Merit Promotion and Selection Board (HRMPSB) and Background Investigation Team (BIT) in support to the bureau's HR recruitment, selection and placement system.

The grant of communication allowance shall be chargeable against DA-BAR funds, subject to government accounting and auditing rules and regulations.

This order shall take effect immediately and shall remain in force unless revoked in writing.

All memoranda and documents issued inconsistent herewith are deemed revoked.

Done this 27th day of August, 2024.


JUNEL B. SORIANO, PhD
 Director