



Republic of the Philippines
Department of Agriculture
Fertilizer and Pesticide Authority
FPA Bldg. BAI Compound, Visayas Ave. Diliman, Quezon City P.O. Box 2582, Q.C.
Tel. Nos. 8920-8573, 8441-1601, 8922-3368
E-mail add: fpacentral77@gmail.com | Website: <http://fpa.da.gov.ph>

September 20, 2021

OFFICE ORDER
No. 29
Series of 2021

SUBJECT : MONTHLY COMMUNICATION ALLOWANCE (MCA) FOR FPA OFFICIALS AND AUTHORIZED PERSONNEL

Mobile phones have become indispensable as it makes communication and coordination easy and fast and contributes to office's productivity. As such, provision for communication allowance is a must.

Furthermore, with the adoption of FPA of the Alternative Work Arrangements including the Work from Home Arrangement during the period of National State of Health Emergency, FPA personnel rely heavily on the use of mobile load and internet to call, text, and access to internet for communication, research and completion of required tasks and outputs.

In view of the foregoing, and considering the limited financial resources of this Agency, the following FPA officials and employees shall have their counterpart in the form of personal smartphone, tablet, laptop, or desktop computer and FPA shall provide a reasonable amount of monthly communication allowance (as shown below), chargeable against Divisions and respective units' funds, subject to availability of existing funds and existing accounting and auditing rules and procedures.

OFFICIAL/POSITION/DESIGNATION	MONTHLY COMMUNICATION ALLOWANCE
Executive Director	P 4,000.00
Deputy Executive Director	3,500.00
Division Chiefs	2,000.00
Assistant Division Chief	1,200.00
Attorney IV	1,200.00
Section Chief	800.00
Regional Officers	1,200.00
Provincial Officers	800.00
Technical Staff ¹	800.00

¹ Authority through Special Order signed by the Executive Director. The authority must indicate the function, nature of work and necessity of the person to claim communication allowance.

Payment of MCA shall be in a form of reimbursement or through Smart Bizload enrolled prior to the start of the year.



A food-secure and resilient Philippines

with empowered and prosperous farmers and fisherfolk





Republic of the Philippines
Department of Agriculture
Fertilizer and Pesticide Authority

FPA Bldg. BAI Compound, Visayas Ave. Diliman, Quezon City P.O. Box 2582, Q.C.
Tel. Nos. 8920-8573, 8441-1601, 8922-3368
E-mail add: fpacentral77@gmail.com | Website: <http://fpa.da.gov.ph>

All requests for reimbursement of communication expenses should be submitted to the Finance and Administrative Division on the 2nd week of the ensuing month and must be supported with the following documents:

- a. Approved Purchase Request
- b. Official Receipt (OR), Monthly Billing Statement, and/or Electronic Receipt. The name of the employee must be clearly indicated in the billing statements as proof of incurring official communication expense (for post-paid plans).

The MCA shall be strictly used for official communications only with the end view of accomplishing the required tasks to be done.

This order shall take effect starting September of the current year. All orders inconsistent herewith are deemed revoked.

WILFREDO C. ROLDAN
Executive Director

*A food-secure and resilient Philippines
with empowered and prosperous farmers and fisherfolk*

