



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.  
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January 31, 2023

**SPECIAL ORDER**

No. 13  
Series of 2023

**SUBJECT: AUTHORITY TO CLAIM MONTHLY COMMUNICATION ALLOWANCE IN FAVOR OF MR. JOWEE ESTEFAN P. GABIANO FOR FY 2023**

In the interest of the service and in view of the Fertilizer and Pesticide Authority (FPA) Office Order No. 4, series of 2022, **Mr. Jowee Estefan P. Gabiano**, Board Secretary I under the Office of the Executive Director (OED), is hereby authorized to claim a monthly communication allowance in the amount of Eight Hundred Pesos (Php 800.00), chargeable against the regular fund of the FPA-OED's allotment, subject to the availability of funds and the existing accounting and auditing rules and regulations.

This Order shall take effect on February 1, 2023 until December 31, 2023.

All orders/memoranda and other issuances inconsistent herewith are deemed revoked.

  
**JULIETA B. LANSANGAN**  
Officer-in-Charge, Executive Director



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Republic of the Philippines  
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**Fertilizer and Pesticide Authority**

1000 JICA Building, 10th Floor, 1000 JICA Building, 1000 JICA Building  
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January 13, 2023

**MEMORANDUM**

**TO :** JULIETA B. LANSANGAN  
Officer-in-Charge

**SUBJECT :** REQUESTING FOR THE APPROVAL OF LOAD ALLOWANCE  
OF BOARD SECRETARY I



May we respectfully request for the approval of monthly load allowance for the Board Secretary I assigned to the Office of the Executive Director.

NAME	DUTIES AND RESPONSIBILITIES	AMOUNT
<b>JOWEE ESTEFAN P. GABIANO</b> Board Secretary I	<ul style="list-style-type: none"><li>• Coordinate and provide information with the Board Members regarding the Board Meetings, Minutes of the proceedings, Board Resolutions and etc.;</li><li>• Coordinate with the Executive Director and other FPA officials/employees related Board and other OED matters;</li><li>• Answer FPA Board related queries through SMS and emails;</li><li>• Circularize decision made by the Board; and</li><li>• Performed duties assigned by the Executive Director from time to time.</li></ul>	<b>Php 800.00</b>

Requested by:

**ATTY. JANELYN I. AQUINO-PABALATE**  
Attorney IV

Approved/Disapproved:

**JULIETA B. LANSANGAN**  
Officer-in-Charge



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# PURCHASE REQUEST

Entity Name: Fertilizer and Pesticide Authority

Fund Cluster: 01101101

Office/Section : OED		PR No.: <i>PACO10623-02</i>		Date: <i>January 6, 2023</i>	
		Responsibility Center Code :			
Stock/ Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
1	Lot/months	Load Allowance for January to December 2023			
		Executive Director	12	Php 4,000.00	Php 48,000.00
		Deputy Executive Director for Fertilizer	12	Php 3,500.00	Php 42,000.00
		Deputy Executive Director for Pesticide	12	Php 3,500.00	Php 42,000.00
		Attorney IV	12	Php 1,200.00	Php 14,400.00
		Board Secretary	12	Php 800.00	Php 9,600.00
		Administrative Assistant III	12	Php 800.00	Php 9,600.00
XXXXXXXX NOTHING FOLLOWS XXXXXXXXXXXXXXXX					
					Php165,600.00
<p><i>ERAMAE V. INOCENCIO</i> 1/18/23 2:51</p> <p><b>Funds Available:</b> <i>ERAMAE V. INOCENCIO</i> Administrative Officer V, Budget Section</p>					
<p><b>Purpose:</b> <i>Load allowance of OED officials and staffs for January to December 2023</i></p>					
Requested by:		Approved by:			
Signature :	<i>Anjaneth B. Palcutilo</i>		<i>Julietta B. Lansangan</i>		
Printed Name :	ANJANETH B. PALCUTILO		JULIETA B. LANSANGAN		
Designation :	Administrative Assistant III		Officer-in-Charge		

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