

[ADMINISTRATIVE ORDER NO. 62, February 12, 2003]

**CREATING THE OFFICE OF THE PRESIDENTIAL CHIEF OF STAFF
AND DEFINING ITS POWERS AND FUNCTIONS**

WHEREAS, the Office of the President is the seat of power of government in the country and the Office where policies and decisions affecting the country emanate;

WHEREAS, in view of the critical nature of the Office of the President, there is a need to ensure that all internal policies, systems, procedures and activities are coordinated and responsive to the requirements of the Presidency to enable her to perform her functions effectively and efficiently;

WHEREAS, the Office of the President is committed to the implementation of the government's reform agenda directed at reducing poverty, accelerating economic growth and improving the quality of life of the Filipino people;

WHEREAS, there is a need for a mechanism that will coordinate the activities, operations, systems and processes directly affecting the Presidency, to ensure the effective and efficient delivery of staff support services to the President and to enhance the President's communications strategy aimed at generating increased public awareness and participation;

WHEREAS, Section 31, Chapter 10, Title III, Book III of Executive Order No. 292, series of 1987, otherwise known as the "Administrative Code of 1987," provides that the President shall have continuing authority to reorganize the administrative structure of the Office of the President.

NOW, THEREFORE, I, GLORIA MACAPAGAL ARROYO, President of the Philippines, by virtue of the powers vested in me by law and the Constitution, do hereby order the following:

SECTION 1. Creation of the Office of the Presidential Chief of Staff. — There is hereby created in the Office of the President a support staff in the Private Office called the Office of the Presidential Chief of Staff (OPCS). It shall assist the President by providing direct services to the President in the management of her day-to-day activities and requirements, and provide inputs in the President's decision-making. As direct support staff to the President, the OPCS shall have the primary function of supervising and ensuring an efficient and responsive day-to-day operational support to the Presidency to enable the President to focus on more important national concerns. This includes:

- 1.1 Managing the day-to-day schedule of the President. The OPCS shall determine and recommend to the President the activities which shall be personally attended by the President. Relatedly, it shall coordinate with all concerned offices and agencies and ensure adequate preparation, both substantive and administrative, in the conduct of Presidential activities;