

[**ADMINISTRATIVE ORDER NO. 109, February 16, 2000**]

CREATING THE OFFICE OF THE CHIEF OF STAFF AND RATIONALIZING THE SYSTEMS AND ACCOUNTABILITIES IN THE LINE AND STAFF OFFICES IN THE OFFICE OF THE PRESIDENT

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 entire nation 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 him to perform his functions effectively;

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;

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 the President continuing authority to reorganize his Office.

NOW, THEREFORE, I, JOSEPH EJERCITO ESTRADA, 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 Chief of Staff.* There is hereby created in the Office of the President a support staff called the Office of the Chief of Staff (OCS). It shall assist the President in the management of his day-to-day activities and requirements, and provide inputs in the President's decision-making. As support staff to the President, the OCS 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. Managing the day-to-day schedule of the President. The OCS 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;
2. Providing the President a strategic planning function;
3. Providing coordination of the policy formulation process at the President's level;
4. Ensuring the monitoring and evaluation of programs and projects being undertaken by the Government; and