

[**EXECUTIVE ORDER NO. 285, July 25, 1987**]

**ABOLISHING THE GENERAL SERVICE ADMINISTRATION AND
TRANSFERRING ITS FUNCTIONS TO APPROPRIATE
GOVERNMENT AGENCIES**

WHEREAS, it is the policy of the government to promote economy, efficiency and effectiveness in the delivery of public services;

WHEREAS, the successful performance by line departments and agencies of their mandated tasks can only be assured if auxiliary services are likewise adequately provided;

WHEREAS, in line with the principles of decentralization, autonomy and accountability, general services functions pertaining to building and real property management and supply coordination should be integrated with the regular responsibilities of government agencies having related functions;

WHEREAS, it is desirable to continue centralized coordination of records management and archival functions; and

WHEREAS, the need for an effective government printing and publication system requires the rationalization of all related existing resources of the government;

NOW, THEREFORE, I, CORAZON C. AQUINO, President of the Philippines, by virtue of the powers vested in me by the Constitution, do hereby order:

Declaration of Policy. It is hereby declared a policy of the State that, in line with the principles of decentralization, autonomy, accountability and optimization of the use of existing resources of the government, the conduct of certain general administration functions be vested in the appropriate government agencies.

Part I
REORGANIZATION ACTIONS

Section 1. Abolition of the General Services Administration. The General Services Administration, hereunder referred to as the Administration, and its Building Services and are hereby abolished and their functions transferred to other agencies/entities in accordance with specific provisions of this Executive Order.

Such transfer shall include applicable appropriations, records, property and equipment, and such personnel as may be necessary.

Section 2. General Services Administration (Proper). The formulation, promulgation and execution of policies, rules and regulations on the performance of common administrative services, namely: building and real property management and supply

coordination, are hereby transferred to the appropriate agencies specified in the succeeding sections.

Section 3. Building Services and Real Property Management Office. The functions of the Building Services and Real Property Management Office are hereby transferred, as follows:

1. To the Department of Public Works and Highways.

- a. Overall custody and administration of government buildings, including development of criteria and standards on building services, allocation of government buildings to agency-users, and related activities;
- b. Conduct of researches, studies and surveys to determine the space requirements of the government; need for maintenance, repair and alteration/improvement of buildings and grounds; and allocation of new buildings;
- c. Inventory, inspection, appraisal and determination of the value of buildings owned by the national government;
- d. Development of guidelines, criteria and standards on the reasonableness of rental rates in privately-owned buildings leased to government offices and vice-versa;
- e. Disposal of government-owned buildings;
- f. Determination of damage caused by natural calamities to government properties for purposes of insurance claims;
- g. Designation of the building administrator for each government building.

2. To the Department of Environment and Natural Resources.

- a. Custody and administration of commercial, industrial and urban properties under the management of the abolished Building Services and Real Property Management Office;
- b. Sale, lease, rental or transfer of these commercial, industrial and urban lands.

3. To the Systems and Procedures Bureau, Department of Budget and Management

Development of standards and guidelines on office space allocation and the provision of janitorial security, messengerial and other "housekeeping" services.

4. To the Building Administrator Designated by the Department of Public Works and Highways.

(occupant or any of the occupants of the building)

Allocation of office space in the building for use by government agencies; subject to the standards and guidelines developed by the Systems and

Procedures Bureau, Department of Budget and Management.

5. To the Occupants of Government Buildings.

- a. Day-to-day custody and administration of government buildings, including allocation of office space and rental of excess office space to private users, ordinary repair and maintenance, and related activities;
- b. Provision of janitorial, security, messengerial and other "housekeeping" services, subject to the standards and guidelines developed by the Systems and Procedures Bureau, Department of Budget and Management.

Section 4. Supply Coordination Office. The functions of the Supply Coordination Office are hereby transferred, as follows:

1. To the Procurement Service, Department of Budget and Management.

- a. Operation of a government-wide procurement system for common-use office supplies;
- b. Monitoring of prices for common-use supplies, materials and equipment.

2. To the Systems and Procedures Bureau, Department of Budget and Management

- a. Development of standards and specifications for common-use supplies, materials and equipment, in coordination with the Bureau of Products Standards of the Department of Trade and Industry and the Industrial Technology Development Institute of the Department of Science and Technology;
- b. Design of an integrated supply management system for government;
- c. Conduct of continuing studies designed to establish and maintain an improved purchasing system for government that would also serve as guide to agencies.

3. To the Different Line Departments and Agencies.

- a. Procurement of supplies, materials and equipment peculiar to their operations;
- b. Disposal of supplies, equipment and materials which are obsolete, forfeited, abandoned and surplus to their needs, subject to guidelines developed by the Systems and Procedures Bureau of the Department of Budget and Management and existing laws.

The Procurement Council created under LOI 755 dated October 18, 1978 is hereby abolished. Its functions pertaining to standards setting and policy/guidelines formulation are transferred to the Systems and Procedures Bureau, Department of Budget and Management.

To expedite disposal of unserviceable equipment and property, the Disposal Committee created in each Department and agency under Executive Order No. 888,