

**[ EXECUTIVE ORDER NO. 290, March 14, 1958 ]**

**PROVIDING FOR THE IMPLEMENTING DETAILS FOR  
REORGANIZATION PLANS NOS. 4-A, 5-A, 7-A, 8-A, and 9-A  
RELATIVE TO ADMINISTRATIVE SERVICES**

Pursuant to the powers vested in me by Republic Act Numbered Nine hundred and ninety-seven, as amended by Republic Act Numbered One thousand two hundred and forty-one, and upon the recommendation of the Government Survey and Reorganization Commission, the following implementing Details of Reorganization Plans Nos. 4-A, 5-A, 7-A, 3-A, and 9-A which relate to Administrative Services, are hereby promulgated to govern the organization, powers, duties, and functions of the Department of General Services:

**ORGANIZATION OF THE DEPARTMENT OF GENERAL SERVICES**

SECTION 1. The organization, functions, and operations of the Department of General Services, hereinafter referred to as the "Department", shall be in accordance with the provisions of Reorganization Plans Nos. 4-A, 5-A, 7-A, 8-A, and 9-A, hereinafter referred to as the Plans, and these Implementing Details.

SEC 2. The organization of the Department as graphically depicted in the following organization charts, shall consist of the Office of the Secretary, Administrative Division, Fiscal Division, Legal Division, Bureau of Supply Coordination, Bureau of Building and Real Property Management, Bureau of Records Management, Bureau of Printing, and National Media Production Center.

SEC. 3. Quarters for the offices of the Department and its entities shall be selected by the Secretary of the Department.

SEC. 4. The Secretary of the Department of General Services, hereinafter referred to as the "Secretary," is authorized to make such changes in organization, definition of functions, and distribution of work among entities in the Department as may be necessary to reflect changes in legislation, conditions, needs, or workloads: *Provided*, That no such changes may be made during fiscal year 1957 without specific approval of the President: *And provided, further*, That any such changes must be in conformity with the general pattern of organization set forth in the Plans and these Implementing Details.

**FUNCTIONAL STATEMENTS OF THE DEPARTMENT  
OF GENERAL SERVICES**

*Functions of the Office of the Secretary*

SEC. 5. The functions, powers, duties, and responsibilities of the Secretary and the Undersecretary of the Department of General Services shall consist of those provided in pertinent provisions of the Revised Administrative Code and other pertinent laws, and those provided in the Plans and in these Implementing Details.

a. The Secretary shall have the following functions, among others:

- (1) advise the President on the formulation and execution of policies concerning the performance of common administrative services in the various entities of the government;
- (2) administer, coordinate, and direct the assignment, regulation, and performance of the functions related to maintenance, custody, and utilization of buildings and real property; procurement, issuance, and utilization of supplies, materials, and equipment; management of government records and documents; and printing and media production services;
- (3) promulgate rules and regulations necessary to carry out policy objectives and functions vested in him by law;
- (4) delegate authority for the performance of any function or set of functions to officers and employees under his direction; and
- (5) direct and provide for the over-all operation of the Department.

b. The Undersecretary shall have the following functions, among others;

- (1) serve as deputy to the Secretary in all matters;
- (2) administer the Department's day-to-day activities, coordinate its programs and projects, and be responsible for the efficient and economical operations of the Department;
- (3) advise and assist the Secretary in the formulation, determination, and implementation of the Department policies; and
- (4) act as the Secretary in his absence, or if the Office is vacant.

#### *Functions of the Administrative Division*

SEC. 6. The Administrative Division shall be responsible for providing the Department with services relating to property and records management, requisitioning supplies and equipment, personnel management; improvement of organization and methods; statistical analysis; and building office services. This Division shall have a Correspondence and Records Section, a Property and Supply Section, a Statistical Section, a Personnel Section, an Organization and Methods Section and a General Services Section, with corresponding duties and responsibilities as follow:

a. The Correspondence and Records Section shall have the following functions, among others:

- (1) receive and distribute incoming and outgoing correspondence;
- (2) file and maintain necessary records and documents of the Department; and
- (3) provide policy guidance and operating advice on the creation, maintenance, transfer, and retirement of records in accordance with standards set by the Bureau of Records Management.

b. The Property and Supply Section shall have the following functions, among others:

- (1) be responsible for receiving, storing, safekeeping and distributing supplies, materials, and equipment of the Department;
- (2) conduct inventories of departmental properties, supplies, and equipment;
- (3) maintain property records of the Department;
- (4) report the loss of properties, supplies, and equipment and initiate recovery actions;
- (5) process requisitions for supplies, materials, and equipment; and
- (6) provide policy guidance and operating advice on the storage of supplies, materials, and equipment.

c. The Statistical Section shall have the following functions, among others:

- (1) compile and analyze statistics and data on the Department's operations to serve as a basis for management decisions;
- (2) publish statistics and data: on the effectiveness of the Department's operation for public relations purposes;
- (3) provide policy guidance and operating advice on the collection and analysis of statistical data; and
- (4) carry out such research and surveys as may be necessary to develop policies and practices for the various entities of the Department.

d. The Personnel Section shall have the following functions, among others:

- (1) establish and manage, subject to existing civil service and other personnel laws, rules, and regulations a personnel program which includes preparation of position descriptions and qualification standards for purposes of selective recruitment, appointment, and promotion;
- (2) act on all matters concerning attendance, leaves of absence, appointments, promotions, transfers, and efficiency records;
- (3) plan, formulate, develop, and conduct training programs of the Department in conjunction with other government entities concerned with training;
- (4) conduct investigations or review papers on administrative charges against employees of the Department as directed;
- (5) provide policy guidance and operating advice on personnel matters; and
- (6) provide medical services pursuant to the provisions of Republic Act No. 1054.

e. The Organization and Methods Section shall have the following functions, among others:

- (1) conduct studies and make recommendations on organizational structure, accountability patterns, and staffing patterns;
- (2) provide technical advice on work processes, standardization of forms, and work simplification;
- (3) establish standards and criteria on operational procedures, methods and techniques and on management controls;
- (4) assist in the implementation of approved management improvement programs; and
- (5) maintain liaison with, and receive advice and assistance from entities concerned with organization and methods improvement.

f. The General Services Section shall have the following functions, among others:

- (1) provide and coordinate security guarding services for the Department, which include the prevention of theft, fire, damage, accident, unlawful entry, and similar hazards on buildings and other properties, and the routinary watching and guarding of the premises;
- (2) provide and coordinate janitorial and general utility services for the Department which include cleaning the offices, toilets and closets, buildings and grounds; keeping office equipment and furniture clean and orderly; collecting and disposing of waste; and related activities;
- (3) provide and coordinate messenger services; and
- (4) manage the transportation facilities of the Department.

#### *Functions of the Fiscal Division*

SEC. 7. The Fiscal Division shall be responsible for the functions of the Department relating to budgeting and handling of cash. This Division shall have a budgeting Section and a Collecting and Disbursing Section, with corresponding duties and responsibilities as follows:

*a.* The Budgeting Section shall have the following functions, among others:

- (1) prepare, review, consolidate, and submit budget estimates and budget justifications of the Department;
- (2) review and control expenditures of budgeted funds for the Department;
- (3) advise management and prepare management control reports on the status of appropriations and allotments, income, and work accomplished; and
- (4) coordinate financial planning with the program planning activities of the Department.

*b.* The Collecting and Disbursing Section shall have the following functions, among others:

- (1) prepare bills and statements of accounts receivable and solicit payments;
- (2) receive, collect, and deposit cash;
- (3) prepare and process vouchers and warrants for payment of the Department's obligations;
- (4) prepare payrolls for all entities of the Department;
- (5) pay approved vouchers and salaries and wages;
- (6) sell textbooks and public documents; and
- (7) prepare reports on cash collection, deposits, and disbursements.

#### *Functions of the Legal Division*

SEC. 8. The Legal Division shall provide legal services and advice to the Secretary and the entities of the Department.

*a.* This Division shall have the following duties, responsibilities, and functions, among others:

- (1) interpret statutes, laws, rules, and regulations affecting the operation of the Department and interpret provisions of contracts covering work performed for the Department by private entities;
- (2) assist in the promulgation of rules and regulations governing the activities of the Department;

- (3) prepare comments on proposed legislation referred to the Department by the President or by the Congress: study and analyze legislative proposals originating from the various entities of the Department; prepare bills for introduction to Congress; and maintain liaison with Congress regarding legislation affecting the Department; and
- (4) assist the Solicitor General in representing the Department in court and conduct necessary research related thereto.

### *Functions of the Bureau of Supply Coordination*

SEC. 9. The Bureau of Supply Coordination, hereinafter referred to under this title as the "Bureau," shall be primarily responsible for the administration of the supply system of the government. The Bureau shall coordinate, perform, or assign to other entities the performance of the supply activities relating to purchasing, storage, standardization, delivery, and property utilization and disposition. The Bureau shall promulgate rules, regulations, and standards; formulate and initiate plans and programs; and develop and define operating procedures concerning all aspects of the supply management operation of the government.

SEC. 10. There shall be an Administrative Assistant in the Office of the Director of the Bureau who shall arrange for and coordinate administrative services provided by the Department. The Administrative Assistant shall be responsible for the preparation and processing of the Bureau's budget proposals, personnel request, and forms and supply requisitions; the maintenance of files of necessary personnel documents, correspondence, and current operating records; and the direction and coordination of clerical, janitorial, messengerial, and guarding services.

SEC. 11. The Bureau shall have a Supply Division, a Specifications and Inspection Division, and a Property Utilization Division.

SEC. 12. The Supply Division shall plan, develop, and execute programs of the Bureau relating to the procurement, stocking, and issuance of supplies and equipment and the contracting for non-personal services. This Division shall have a Procurement Section, a Stores Section, and a Service Section, with corresponding duties and responsibilities as follows:

a. The Procurement Section shall have the following functions, among others:

- (1) procure, by bidding and negotiation, supplies, materials, and equipment, including non-personal services, either from local or foreign sources;
- (2) compose invitations to bid; maintain lists of prospective bidders; award and administer contracts, including alteration and adjustment of established contracts; and prepare justifications for contracts awarded at other than the lowest price arid for purchasing outside of existing contracts;
- (3) assist in determining the acceptability of merchandise in cases of controversy, including consideration of adequacy of price reductions;
- (4) assist requisitioning offices in determining items to be ordered to fill intended use;
- (5) study market trends and develop new sources of supply; and
- (6) develop policies, procedures, and forms; and provide technical advice and assistance for the conduct of procurement programs' in the various government entities.