

[EXECUTIVE ORDER NO. 291, March 14, 1958]

**PROVIDING FOR THE IMPLEMENTING DETAILS FOR
REORGANIZATION PLAN NO. 54-A RELATIVE TO INTELLIGENCE
COORDINATION**

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 Plan No. 54-A which relate the Intelligence Coordination are hereby promulgated to. govern the organization, powers, duties, and functions of the National Intelligence Coordinating Agency.

ORGANIZATION OF THE NATIONAL INTELLIGENCE

COORDINATING AGENCY

SECTION 1. The organization, functions, and operation of the National Intelligence Coordinating Agency, hereinafter referred to as the "Agency," shall be in accordance with the provisions of Reorganization Plan No. 54-A, hereinafter referred to as the "Plan," and these Implementing Details.

SEC. 2. The organization of the Agency, as graphically depicted in the following organization chart, shall consist of the Office of the Director, Administrative Division, Special Projects Division, Evaluation Division, and Liaison Division.

SEC. 3. The Director is authorized to make such, changes in organization, definition of functions, and distribution of work among entities in the Agency as may be necessary to reflect change 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 Plan and these Implementing Details.

**FUNCTIONAL STATEMENTS OF THE NATIONAL INTELLIGENCE
COORDINATING AGENCY**

Functions of the Agency

SEC. 4. The functions, powers, duties, and responsibilities of the Agency shall consist of those specified in section 3 of the Plan.

Functions of the Office of the Director

SEC. 5. The functions, powers, duties, and responsibilities of the Director shall include those specified in sections 2, 7, and 8 of the Plan and the following, among others:

[Organizational Chart - NATIONAL INTELLIGENCE COORDINATING AGENCY]

- a. attend meetings of the National Security Council, advise the Council on intelligence matters, and transmit evaluated intelligence reports to the Council;
- b. submit evaluated intelligence reports to the President;
- c. plan, direct, and coordinate the operations and internal administration of the Agency, delegating authority as necessary and seeing that long-range policies fixed by the National Security Council are followed;
- d. issue directives to departments and other entities of the government;
 - (1) coordinating the intelligence activities;
 - (2) delineating the intelligence responsibilities of each entity and defining the intelligence functions, powers, and jurisdiction of each entity;
 - (3) coordinating and controlling the classification, distribution, and publication of intelligence and security information in their possession; and
 - (4) requiring follow-up, pursuit, verification, confirmation, or exploitation of intelligence already gathered or acquired;
- e. call officers and employees of departments and other entities of the government to meetings concerning intelligence matters and missions, including meetings of the Intelligence Consultative Committee and such other committees as he deems necessary;
- f. assign intelligence missions to departments or other entities of the government for performance by their intelligence units, or to the Special Projects Division of the Agency if no other entity has the requisite resources and authority;
- g. provide for protection of intelligence sources and methods from unauthorized disclosures; and
- h. designate from the staff of the Agency his authorized representative or representatives to receive security information possessed by the departments and other entities of the government.

SEC. 6. The functions, powers, duties, and responsibilities of the Deputy Director of the Agency shall include the following among others:

- a. assist the Director in the performance of his functions, particularly with regard to the internal administration of the Agency;
- b. assume the functions, powers, duties, and responsibilities of the Director in the absence of the Director and upon proper designation; and
- c. undertake liaison or intelligence work of the highest level, as directed by the Director.

SEC. 7. The staff of the Office of the Director shall be under the immediate supervision of the Deputy Director and shall have the following functions, among others:

- a. plan and schedule both long-term and short-term programs, projects, and missions of the Agency;
- b. prepare budget estimates and justifications for the Agency;
- c. exercise control over the budgeted expenditures for the Agency;
- d. conduct loyalty checks on employees of the Agency and on applicants for employment in other government entities at the request of the head of the employing agency or at the request of the National Security Council;
- e. study and recommend means of improving and simplifying organization, methods, procedures, communications, and reporting within the Agency; and
- f. provide legal advice to the Director and to the staff of the Agency.

Functions of the Administrative Division

SEC. 8. The Administrative Division, under the immediate supervision of the Administrative Officer, shall be responsible for functions of the Agency relating to financial and personnel management and services, procurement of supplies and equipment, property management, janitorial and messengerial services, transportation, internal security, technical services, and other auxiliary services.

SEC. 9. The Administrative Division shall have a Finance Section, Personnel Section, and General Services Section, with corresponding duties and responsibilities as follows:

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

- (1) process all expense vouchers;
 - (2) process requisitions, make corresponding purchases, and prepare vouchers covering their payment;
 - (3) prepare payrolls; and
 - (4) pay approved vouchers and payrolls.
- b. The Personnel Section shall have the following functions, among others:
- (1) establish and manage a personnel program, including preparation of position descriptions and qualification standards for purposes of selective recruitment, appointment, and promotion;
 - (2) plan and direct a training school for prospective intelligence officers;
 - (3) plan and coordinate an in service training program and administer a program for specialized training of selected intelligence officers and technicians at schools, colleges, or universities in the Philippines or elsewhere;
 - (4) investigate administrative charges, as directed; and
 - (5) process and record all matters concerning attendance, leaves of absences, promotions, transfers, separations, and other personnel matters.
- c. The General Services Section shall have the following functions, among others:
- (1) keep custody of, manage, and record distribution and use of property, equipment, and supplies;
 - (2) make travel arrangements and provide transportation, messengerial; and courier services;
 - (3) provide janitorial and security guarding services; and
 - (4) perform or provide communication services and reproduction services.

Functions of the Special Projects Division

SEC. 10. The Special Projects Division shall perform sensitive intelligence missions, covert or overt, domestic or foreign, of long-range importance or of special significance, as assigned by the Director, and upon the findings of the Director that intelligence units of other entities of the government do not have the requisite resources and authority.

Functions of the Evaluation Division

SEC. 11. The Evaluation Division shall be responsible for analysis, correlation, and evaluation of intelligence information received, secured, or developed by the Agency, including reports from the Special Projects Division; translation or cryptographic work as necessary; preparation in final form of timely reports, estimates, or summaries for the President, the National Security Council, or other designated entities of the government; control of classification, distribution, and dissemination of intelligence and security information; and custody of the intelligence files and records of the Agency.

SEC. 12. The Chief of the Evaluation Division shall have the following functions, among others:

- a. plan, direct, and coordinate the work of the sections in the Division;
- b. supervise translation and cryptography;
- c. supervise final correlation of information from both foreign and domestic sources on a given subject or problem; and
- d. transmit evaluated intelligence reports to the Director.

SEC. 13. The Evaluation Division shall have a Foreign Reports Section, Domestic Reports Section, and Information and Records Section, with corresponding duties and responsibilities as follows:

- a. The Foreign Reports Section shall analyze, correlate, and evaluate intelligence information from, foreign sources, and prepare reports, estimates, and summaries based on such information.
- b. The Domestic Reports Section shall analyze, correlate, and evaluate intelligence information from domestic sources, and prepare reports, estimates, and summaries based on such information.
- c. The Information and Records Section shall have the following functions, among others:
 - (1) handle inquiries from the press or the public;
 - (2) control release, if any, of information concerning intelligence officers, activities, or units of the Agency or of the departments or other entities of the government;
 - (3) classify, determine recipients of, and supervise distribution of evaluated or unevaluated intelligence or security information in the possession of the Agency or of the departments or other entities of the government, as directed; and