

[EXECUTIVE ORDER NO. 279, November 07, 1957]

PROVIDING FOR THE IMPLEMENTING DETAILS FOR REORGANIZATION PLANS NOS. 3-A, 19-A, 46-A, AND 47-A RELATIVE TO THE BUDGET COMMISSION

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. 3-A, 19-A, 46-A, and 47-A which relate to the Budget Commission, are hereby promulgated- to govern the reorganization, powers duties, and functions of the Budget Commission and its subordinate entities:

ORGANIZATION OF THE BUDGET COMMISSION

SECTION 1. The organization, functions, and operations of the Budget Commission, hereinafter referred to as the "Commission," shall be in accordance with the provisions of Reorganization Plans Nos. 3-A, establishing a Wage and Position Classification Office, 19-A, as it applies to the Budget Commission, 46-A on Budgeting, and 47-A on Accounting, hereinafter referred to collectively as the "Plans," and these Implementing Details.

SEC. 2. The organization of the Commission, as graphically depicted in the following organization charts, shall consist of the Office of the Commissioner, Office of the Deputy Commissioner, Administrative Division, Legislative staff, Fiscal Policy Staff, Central Accounting Service, Management Service, Budget Operations Service, and the Wage and Position Classification Office: However, The Commissioner of the Budget, hereinafter referred to as the "Commissioner," is authorized to create such staff and operating units as he determines necessary to carry out the functional responsibilities of the Commission as provided in section 5 of Reorganization Plan No. 46-A on Budgeting.

FUNCTIONAL STATEMENTS OF THE BUDGET COMMISSION

SEC. 3. The Commission shall have such functions, powers, duties, and responsibilities as are provided by Executive Order No. 25, dated April 25, 1936, Commonwealth Act No. 246 (otherwise known as the Budget Act), Republic Act No. 992 (an Act to Provide for a Budget System for the National Government) and Republic Act No. 433; such additional functions and authorities as are given to the Commission by the Plans; and all amendatory acts, executive orders, rules, and regulations promulgated pursuant thereto. These functions, powers, duties, and responsibilities comprise: serving as the principal staff arm of the President, with respect to advice on fiscal planning and control, management aspects of government operations, and preparation and control of the national budget;

maintaining and preparing consolidated accounting records and reports for the National Government; coordinating legislative proposals affecting departments and agencies of the government; administering the wage and position classification system; and including the following functions, among others:

a. *General*

- (1) obtain, from departments and agencies such information as the Commission may from time to time require, under such regulations as the President may prescribe;
- (2) have access to, and the right to examine, any books, documents, papers, or records of any department or agency as the Commissioner may deem necessary, under such regulations as the President may prescribe;
- (3) develop programs and issue regulations and orders for the improved gathering, compiling, analysis, publication, and dissemination of relevant and necessary statistical information related to the functions: of the Commission by the departments and agencies; and advise the President when such regulations and orders are not adhered to by departments and agencies;
- (4) study, draft, review, revise, coordinate, and clear legislative proposals affecting departments and agencies of the government; and
- (5) administer the position classification and compensation system provided in Reorganization Plans Nos. 1-A and 2-A on Personnel, modify and revise these plans as necessary to maintain them in a current status.

b. *Fiscal Policy*

- (1) serve as the chief fiscal planning and financial control instrumentality of the government;
- (2) formulate sound and integrated fiscal policies in the light of economic trends, and evaluate the reciprocal effects of fiscal policy and the status of the national economy;
- (3) prepare comprehensive fiscal plans, both short and long-range, embracing the total public sector, designed to promote maximum social and economic development within a context of monetary stability; and
- (4) coordinate the processing and review of all proposals from the departments, agencies, and corporations of the National Government for public borrowing where the full faith and credit of the National Government supports the loan agreement; conduct budgetary, administrative, and fiscal review of all such financial proposals; and submit coordinated recommendations to the

President concerning final action on such.

c. *Accounting*

- (1) consolidate and analyze financial data relating to income and appropriations;
- (2) prepare reports for the financial guidance and information of the Executive Branch of the National Government;
- (3) provide technical guidance and supervision to agency accounting operations; and
- (4) maintain, pending transfer of responsibility for accounting functions to the departments and agencies, basic accounting records and books of account, process requisitions and vouchers, issue certifications as to availability of funds, make reports, and perform other accounting functions as required by law and regulation.

d. *Management*

- (1) make detailed studies of the departments and establishments of the National Government with a view to securing greater economy and efficiency in the conduct of the public service upon the request of agencies, or when deemed necessary by the Commissioner;
- (2) implement plans for management improvements and reorganization within departments and establishments of the government, upon approval of such plans by the President;
- (3) keep abreast of current thinking on principles, methods, and practices of modern business management; design and prepare practical programs for improving government administration; and encourage, stimulate, and assist agencies in the adoption and installation of modern business techniques and practices;
- (4) counsel and make recommendatory reports to the President, department heads, and such other officials as the President may designate for changes in:
 - (a) the existing organization, management, activities, and methods of business of such government department or establishments;
 - (b) the appropriations therefor;
 - (c) the assignment of particular activities to particular services; or
 - (d) the regrouping of services; and

(5) establish and operate a system of management controls and reports, and take necessary measures to enforce such system.

e. *Budgeting*

(1) prepare budgets of receipts, obligations, expenditures, and other appropriation proposals, under such policies as the President may adopt;

(2) assemble, correlate, revise, reduce, or increase requests for appropriations of the different departments and agencies of the government, and revise, analyze, coordinate, and advise the President on estimates of income submitted by the various government agencies;

(3) relate the appropriations of the several government agencies to each other and integrate such programs into a harmonious program and fiscal policy for the National Government as a whole;

(4) furnish, at the request of any committee of either House of Congress having jurisdiction over revenue or appropriations, such assistance, and information as the committee may require; and

(5) establish and operate a system of allotting appropriations as provided by law, including the Counterpart Fund-Special Account and appropriations for expenditure of the proceeds of public borrowing, to prevent the incurrence of deficits, take necessary measures to enforce the allotment system, and provide a reporting system for proper budget control.

Functions of the Office of the Commissioner

SEC. 4. The functions, powers, duties, and responsibilities of the Commission shall be vested in the Commissioner. He shall have the following functions, among others:

- a. serve as a member of the President's Cabinet;
- b. serve as the chief fiscal adviser to the President;
- c. advise and consult with Congressional committees and members and with heads of fiscal and planning bodies on budgetary, accounting, management, and fiscal programs of the government;
- d. serve as Chairman of the National Accounting Committee, which will also include the Secretary of Finance and the Auditor General:
 - (1) to develop improved accounting practices and procedures throughout the National Government; and
 - (2) to examine and adjust accounts of National Government entities to proper balances;

- e. keep the public informed and advised as to the condition and trends of government finances as they pertain to the budget;
- f. designate the Secretary of the Council of Administrative Management; and
- g. organize, assign personnel, and direct, within the Commission, the work of the Office of the Commissioner, the Office of the Deputy Commissioner, the Administrative Division, the Legislative Staff, the Fiscal Policy Staff, the Central Accounting Service, the Management Service, the Budget Operations Service, the Wage and Position Classification Office, and such other entities as may from time to time be created.

SEC. 5. The Deputy Commissioner shall have the following functions, among others:

- a. formulate, for the Commissioner's review and approval, the objectives and policies of the Commission;
- b. plan, direct, coordinate, and control the daily operations of the Commission as designated by the Commissioner;
- c. serve as Acting Commissioner during the absence or incapacity of the Commissioner;
- d. exercise such other functions, powers, duties, and responsibilities as the Commissioner may assign from time to time.

SEC 6. The Office of the Commissioner shall include an assistant who shall supervise the staff and expedite the administrative details of the Office and an Information Officer who shall provide staff assistance in gathering and dissemination of information on the work of the Commission and fiscal aspects of government operations.

Functions of the Administrative Division

SEC. 7. The Administrative Division shall provide all administrative and auxiliary services needed by the Commission, except such services as shall be assigned elsewhere by the Commissioner.

SEC. 8. This Division shall have four sections, with corresponding duties and responsibilities as follows:

- a. The General Services Section shall have the following functions, among others:
 - (1) prepare office memoranda and orders;
 - (2) operate the central library;
 - (3) assign and supervise janitorial and messenger services and motor pool; and