

## **[ EXECUTIVE ORDER NO. 218, December 10, 1956 ]**

### **PROVIDING FOR THE IMPLEMENTING DETAILS FOR REORGANIZATION PLAN NO. 20-A RELATIVE TO LABOR**

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. 20-A which relate to Labor, are hereby promulgated to govern the organization, powers, duties and functions of the Department of Labor:

#### **ORGANIZATION OF THE DEPARTMENT OF LABOR**

Section 1. The organization, functions and operations of the Department of Labor, hereinafter referred to as the "Department," shall be in accordance with the provisions of Reorganization Plan No. 20-A, hereinafter referred to as the "Plan," 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, Advisory Councils and Board to the Secretary of Labor, Fiscal and Personnel Division, General Services Division, Legal Services Division, Labor Statistics Division, Office of Manpower Services, Bureau of Labor Standards with a Labor Standards Commission attached to it, Bureau of Workmen's Compensation with a Workmen's Compensation Commission attached to it, and Bureau of Labor Relations, all hereinafter referred to as the "headquarters entities" only for brevity, and eight Regional Offices with their corresponding provincial and local offices.

Sec. 3. The Secretary of Labor, 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, need 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.

**[Figure I. Organization Chart – OFFICE OF THE SECRETARY]**

**[Figure II. Organization Chart – OFFICE MANPOWER SERVICES]**

**[Figure III. Organization Chart – BUREAU OF LABOR STANDARDS]**

**[Figure IV. Organization – REGIONAL OFFICE]**

#### **FUNCTIONAL STATEMENTS OF THE DEPARTMENT OF LABOR**

Functions of the Office of the Secretary.

Sec. 4. The functions, powers, duties and responsibilities of the Secretary and the Undersecretary of Labor shall consist of those provided in pertinent provisions of the Revised Administrative Code and other existing laws, insofar as these are not inconsistent with the Plan and these Implementing Details; and shall include those which the Plan and these Implementing Details further provide.

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

- (1) recommend to and advise the President on matters relating to the formulation and execution of Philippine labor policy;
- (2) administer, coordinate and direct the Government's labor activities and services;
- (3) promulgate rules and regulations necessary to carry out labor policy objectives and the 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 supervision and direction;
- (5) direct the over-all operation of the Department;  
and
- (6) assume over-all responsibility for the implementation of Philippine labor policy.

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

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

Sec. 5. There shall be in the Office of the Secretary a Technical and Management Staff and a Field Operations Staff, with corresponding duties and responsibilities as follows:

a. The Technical and Management Staff shall have the following functions, among others:

- (1) study and review for the Secretary and Undersecretary specified matters originating from the other entities of the Department;
- (2) develop an extensive public relations program designed to secure and maintain widespread understanding and support for such policies, plans

and programs on labor as may be formulated by the Department;

- (3) study and analyze Conventions and Recommendations adopted by the International Labour Organisation, and undertake research work on foreign labor legislation and related subjects for the purpose of determining their applicability to local conditions;
- (4) advise and assist the Secretary and the heads of bureaus and offices in the Department on management practices and management improvement, and conduct a continuing analysis of the over-all administrative and organizational structure;
- (5) conduct detailed and continuous study, planning and research for increased efficiency through effective management controls along improved organization and operational procedures, work simplification, report control, objective appraisal of accomplishments and related matters, recommend appropriate administrative actions in connection therewith and maintain liaison with and draw advice and assistance from entities concerned with organization and methods;
- (6) plan, formulate, develop and conduct an over-all training program for Departmental personnel, maintain liaison with and draw advice and assistance from entities concerned with personnel training, arrange for training conferences and recommend qualified personnel to attend and participate in scholarships and similar training grants; and
- (7) provide such other services and assistance as the Secretary or the Undersecretary may require.

b. The Field Operations Staff shall have the following functions, among others:

- (1) exercise direct line authority over the Regional Offices;
- (2) take such steps as may be necessary to insure that the program plans, policies, report requirements, work schedules and other related matters prescribed by appropriate headquarters entities are complied with by the Regional Offices;
- (3) analyze and evaluate field operations reports and statistics, advise the Secretary on field developments and call such matters to the attention of appropriate headquarters entities as will require their action;
- (4) maintain liaison contacts with headquarters entities on all matters affecting the operations of the

- Regional Offices; and
- (5) perform other related duties such as the Secretary or the Undersecretary may direct.

Functions of the Fiscal and Personnel Division

Sec. 6. The Fiscal and Personnel Division shall be responsible for functions of the Department relating to financial and personnel management and the procurement of supplies and equipment. Under the immediate administrative supervision of the Assistant to the Secretary, this Division shall provide related services to headquarters entities and shall establish policy standards, rules and regulations for the guidance and compliance of Regional Offices to which shall be delegated similar activities.

Sec. 7. The Fiscal and Personnel Division shall have a Finance Section, a Cash Collection and Disbursement Section and a Personnel Section, with corresponding duties and responsibilities as follows:

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

- (1) prepare, review and consolidate budget estimates of the entire Department, and prepare and submit justifications for the same to proper authorities;
- (2) exercise control over the budgeted expenditures for the Department, and process all expense vouchers covering payments against authorized allotments for headquarters entities;
- (3) process requisitions for equipment and supplies, make corresponding purchases and prepare vouchers covering their payment;
- (4) prepare periodic reports as needed and required on the financial operation of the Department; and
- (5) provide policy guidance and consultative services to field personnel concerned.

b. The Cash Collection and Disbursement Section shall have the following functions, among others:

- (1) handle all cash collections and deposits, and payments of approved vouchers for headquarters entities;
- (2) prepare payrolls and pay salaries and wages of officials and employees in the headquarters entities;
- (3) prepare corresponding reports on cash collections, deposits and disbursements as required by accounting and auditing regulations; and
- (4) provide policy guidance and consultative services to field personnel concerned.

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

- (1) establish and manage subject to 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 matters concerning attendance, leaves of absence, appointments, promotions, transfers and efficiency records; and conduct investigations or review papers on administrative charges against employees of the Department as directed; and
- (3) provide policy guidance and consultative services to field personnel concerned.

#### Functions of the General Services Division

Sec. 8. The General Services Division shall be responsible for functions of the Department relating to property management and office services which include maintenance of files and records, janitorial and messengerial services, security and general utility; and for the maintenance and operation of the Tenement House. Under the immediate administrative supervision of the Assistant to the Secretary, this Division shall provide related services to headquarters entities and shall establish policy standards, rules and regulations for the guidance and compliance of Regional Offices to which shall be delegated similar activities.

Sec. 9. The General Services Division shall have a Records Section, a Property Maintenance Section, and a Security and Utility Section, with corresponding duties and responsibilities as follows:

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

- (1) receive, record and distribute to appropriate entities all incoming correspondence;
- (2) release all outgoing correspondence and keep as needed file copies thereof for ready reference and use;
- (3) issue certified true copies of records upon request of interested parties;
- (4) develop and maintain a filing and records system for all acts, memoranda, orders, circulars, correspondence and other documents affecting the Department;
- (5) coordinate and provide messengerial services; and
- (6) provide policy guidance and consultative services to field personnel concerned.

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

- (1) keep custody of all equipment and other property and supplies pertaining to headquarters entities, and manage the proper distribution and use of the same;