

**[ OP MEMORANDUM ORDER NO. 146, July 13, 1993 ]**

**DELINEATING FUNCTIONS AND RESPONSIBILITIES OF THE  
DEPUTY EXECUTIVE SECRETARIES**

Pursuant to the authority vested in the Executive Secretary under Memorandum Order No. 143 dated 7 July 1993, the functions and responsibilities of the Deputy Executive Secretaries are herein delineated and defined as follows:

SECTION 1. General Functions of the Deputy Executive Secretaries - The Senior Deputy Executive Secretary and the Deputy Executive Secretary shall:

A. Directly assist the Executive Secretary in the performance of his functions as provided in Section 27, Sub-Chapter B, Chapter 9, Book III of the Administrative Code of 1987.

B. Perform the duties of the Executive Secretary upon express designation and delegation during his absence or when the Executive Secretary is unable to perform his duties owing to illness and/or other causes.

C. Perform such other functions as the Executive Secretary may assign from time to time or as may be provided by law or any appropriate issuance or directive.

SECTION 2. Specific Functions of Senior Deputy Executive Secretary -

A. The Senior Deputy Executive Secretary shall:

1. Provide advice and assistance to the Executive Secretary in the formulation and implementation of policies, plans, programs and projects, rules and regulations as they relate to the general government administration;
2. Assist the Executive Secretary in overseeing the operational activities of the offices attached to the Office of the President, and ensure that these offices effectively and efficiently perform their duties and functions in accordance with their respective mandates;
3. Provide legal advice, as may be required, to the Executive Secretary, on decisions requiring Presidential Action as well as on matters pertaining to legislation;
4. Provide advice and assistance to the Executive Secretary in the formulation and implementation of policies, plans, programs and projects, rules and regulations as they relate to the general management and administration of the Office of the President;