



Office of the President of the Philippines
PRESIDENTIAL MANAGEMENT STAFF
Malacañang

PRESIDENTIAL MANAGEMENT STAFF
"Serving the People by Serving the Presidency"

**EXECUTIVE SUMMARY OF ACCOMPLISHMENTS
JULY TO DECEMBER 2010**

I. MANDATE

PMS is the primary government agency directly responsible to the Office of the President for providing staff assistance in the President's overall management of the development process. It performs tasks from research to management, and strategic implementation of programs, projects and priorities of the President.

II. CORE FUNCTIONS

PMS responds to the needs of the Presidency by providing the following staff support services:

1. **Policy Advisory**. Accurate and timely inputs in support of Presidential decisions, actions and engagements;
2. **Proactive Oversight and Management of Presidential Priorities** through monitoring and evaluation of Presidential priority programs, projects, and directives; and management of key knowledge centers in support of Presidential decision making; and
3. **Secretariat Support** to Cabinet and other high-level meetings, Presidential engagements, Presidential appointments, and Presidential bodies.

III. ACTIVITIES/ACCOMPLISHMENTS UNDER EACH CORE FUNCTION

1. Policy Advisory

PMS serves as backroom for studies, information and advisory requirements of the Presidency. From July to December 2010, it prepared **567** policy studies, complete staff work (CSW) on various concerns, issue alerts, as well as question and answer briefs for the President's engagement with the media. PMS also prepared highlights/briefers, briefing notes, talk points, and briefing kits for **36** Presidential engagements and foreign trips.

2. Proactive Oversight and Management of Presidential Priorities

President's Directives and Presidential Priorities. During the same period, PMS issued a total of **269** action memoranda to concerned agencies to ensure timely and substantive compliance with the President's directives. These include the **25** action memoranda on the commitments and policy guidelines of the President issued during his State of the Nation Address (SONA) in July 2010.

Management and Administration of the President's Social Fund (PSF) (MO 1, s. 2010). Following the transfer of PSF from the Office of the President to PMS on 14 July 2010, PMS provided management services for projects funded under the Fund, specifically ensuring the proper evaluation, implementation and documentation of the projects.

Establishment/Maintenance of the Office of the President Executive Information System (OPEIS). The OPEIS is a facility envisioned to consolidate strategic and reliable information from government agencies and make these readily available to the Presidency for faster decision-making.

Under the OPEIS, PMS pursued two projects, namely; the Knowledge Management Center (KMC) Project which now hosts five systems which provide on-line/electronic access to the Presidential appointments, directives, and other inter-office data; and the Cabinet Information Network (Cab-i-Net) Portal Project which provides fast, reliable and secure exchange or access to Cabinet-related information.

3. Secretariat Support

Provision of Support Services to the Cabinet/High-Level Meetings. PMS provided technical, conference management and logistics support services to **17** high-level meetings and **10** special meetings. It prepared **10** Summary of Agreements of meetings, **14** highlights of meetings, and issued **137** action memoranda for Cabinet members.

Provision of Support and Management of Presidential Engagements/Events. PMS provided management services to **137** Presidential engagements before, during and after every event, which includes the following: SONA, awarding ceremonies, and attendance to the launch of critical government programs and public events.

Documentation of the Proceedings of Presidential Committees. PMS provided technical and secretariat services to **12** OP-Search Committee and **5** Technical Working Group meetings.

Participation in Inter-Agency Committees/Bodies. PMS participated actively in inter-agency committees and bodies to help translate the President's agenda and priorities, as well as facilitate their implementation. Among others, it maintained active participation in the following bodies: Economic Managers Meeting; Committee on Honors; and IPP Core Group. PMS also participated in **17** inter-agency/TWG meetings.