



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
JANUARY TO DECEMBER 2011**

I. MANDATE

PMS is the primary government agency directly responsible to the Office of the President for providing staff assistance in the Presidential exercise of 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. It conducts studies and environmental scanning of current and emerging issues, monitors and assesses the implementation of Presidential directives and priorities, conducts or participates in dialogues and consultations to resolve policy issues and operational bottlenecks, and provides timely reports

and recommendations to support Presidential actions, policy articulations and issuances.

For the period January to December 2011, PMS prepared a total of 1,064 studies, issue briefs, and aide memoires for the President; provided inputs to 761 speeches and messages of the President through the Communications Group; prepared 465 action documents on issues and proposals; referred 690 requests to other agencies; and submitted 145 monitoring and environmental scanning reports.

A major output is the State of the Nation Address (SONA) Technical Report, which provides a more detailed accounting of the accomplishments of the government's critical programs and project.

2. Proactive Oversight and Management of Presidential Priorities

President's Directives. PMS monitored and assessed the implementation of the President's directives and priority agenda. It prepared action memoranda to the concerned agencies for the 1,177 directives issued by the President during meetings and other engagements. It closely monitored the agencies' compliance with the directives, and regularly updated the database of these.

PMS also prepared 19 evaluation, status reports and issue briefs which were submitted to the Office of the President; evaluated and referred 23 requests from the general public to the concerned agencies; and resolved 3 issues and bottlenecks affecting program/project implementation. Likewise, PMS issued 8 Clearances for Importations and Donations for Relief and Rehabilitation Programs.

Management and Administration of the President's Social Fund (PSF) (MO No.1 s. 2010). PMS continued to provide management services for projects funded under the PSF, specifically ensuring the proper evaluation, implementation and documentation of the projects.

PMS also took the lead in the establishment and maintenance of the OP Executive Information System, a facility envisioned to consolidate strategic information from government agencies and make these readily available to the Presidency to facilitate decision-making.

3. Secretariat Support

PMS provided support services to Cabinet and other high-level meetings of the President and the Executive Secretary; managed the President's engagements and events; and provided technical and secretariat services to Presidential committees.

Management of Cabinet and Other High-Level Meetings. PMS provided technical and logistical support to 14 Cabinet and other high-level meetings, and prepared 23 Highlights of Discussions, 28 Summary of Agreements (SOAs), 198 action documents and memoranda covering Presidential directives/policy guidelines/agreements issued/reached during said meetings. PMS also prepared 2,016 executive briefs and briefing kits for said meetings. .

Management of Presidential Engagements/Events. PMS provided management and staff support services to 378 Presidential engagements before, during and after every event. It sent advance ocular/assessment teams to the engagement areas; coordinated with agencies, local government and stakeholders on the requirements for the visit; and held post-visit monitoring and other activities to wrap up and assess accomplishments of the visit.

Documentation of the Proceedings of Presidential Committees. PMS provided technical and secretariat support services to the OP Search Committee. It processed/screened 1,446 applications/recommendations to third level positions, processed and undertook complete staff work (CSW) for 1,250 appointments and prepared 378 Memoranda for the President (MFP) recommending the appointment/approval of personnel to government positions.

PMS also provided technical and secretariat services to 39 meetings and 18 Technical Working Group

Meetings on the processing of applicants/endorsees for Officers-In-Charge in the ARMM. PMS processed/screened at least 564 applications/endorsements and undertook CSW of 62 shortlisted applicants.

Database of All Presidential Appointments/Nominations. PMS prepared the "Universe" database of Presidential appointments/nominations and vacancies to Career Executive Service (CES) and Non-CES positions in GOCCs, Departments and OP-Attached Agencies.

PNP Third Level Promotion. Processed and evaluated a total of 103 PNP Third Level Promotions from January to June 2011.