



Office of the President of the Philippines
PRESIDENTIAL MANAGEMENT STAFF
Malacañang

EXECUTIVE SUMMARY

**NARRATIVE ACCOMPLISHMENT REPORT
FY 2012**

I. MANDATE

The Presidential Management Staff 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

Over the years, PMS' mandates evolved according to the day-to-day and long-term needs of the Presidency. However, its operations remain clustered within three (3) core services which translate into providing responsive staff assistance and decision inputs for the Presidency, namely:

1. **Policy Advisory** through provision of accurate and timely inputs in support of Presidential decisions, actions and engagements. 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 program and policy issues and operational bottlenecks, and provides timely reports and recommendations to support Presidential actions;
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 to support Presidential decision making; and,
3. **Secretariat Support** to Cabinet and other high-level meetings of the President and the Executive Secretary. PMS manages the President's engagements and events, and provides technical and secretariat services to Presidential committees/bodies.

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III. ACTIVITIES/ACCOMPLISHMENTS UNDER MAJOR FINAL OUTPUTS (MFOs)

MFO 1: Relevant and Timely Decision Inputs for the Presidency

For 2012, the PMS prepared 576* Full Briefing Kits (FBKs) for the President's foreign and local events and engagements. These comprise combinations of all or some of the following outputs: executive briefs, briefing notes, provincial briefing notes, talk points, travel briefs, political briefs, profiles, scenarios, inputs to Q&As or fast facts, and inputs to presidential speeches. PMS also prepared regular, periodic and monthly reports for the President including 134 For Your Information (FYI) reports and 586 action documents such as referral letters released to concerned agencies.

The major outputs produced by the PMS are the inputs to the State of the Nation Address (SONA) and the accompanying Technical Report, and the Year-end Report. The SONA Technical Report provides the technical details of the Administration's accomplishments for the year, which covers all the major accomplishments of all the Cabinet Clusters; while, the Year-end Report serves as inputs to the Presidential Spokesperson's statement on the Administration's accomplishments for the year.

Furthermore, the PMS holds membership and participates in inter-agency committees and bodies to help translate the President's agenda and priorities, and facilitate their implementation. Among others, the PMS maintained active participation in Cabinet Cluster meetings as well as ad hoc Technical Working Groups (TWGs) of the Cluster.

MFO 2: Efficient and Effective Management of and Secretariat Support to Presidential Bodies and Engagements

2.1 Management and Administration of the President's Social Fund (PSF) (MO 1, s. 2010)

- PMS provided management services for projects funded under the President's Social Fund (PSF) and other special funds, specifically ensuring the proper implementation and documentation of the projects.

2.2 Provision of Technical and Secretariat Services for Presidential Appointments (MO 6, s. 1998, as amended, and MO 204, s. 2006)

- Processed/screened applications/recommendations for appointments to third level positions, of which 836 qualified appointees were submitted for the President's consideration while 268 Memoranda for the President (MFP) on the appointment/placement to government positions were prepared; and,
- Provided technical and secretariat services to 39 meetings.

* Management reworded the indicator Presidential Briefers to FBKs. Presidential Briefers come in various forms, e.g. executive brief, business brief, annotated talk points, profiles and collectively comprise the FBKs. On the other hand, FBKs, which consist of several briefers, are the consolidated documents that reach the President and as such, are deemed as more accurate and consistent unit of measurement than briefers.

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2.3 Coordination for and Management of Presidential Engagements and Provision of Technical and Secretariat Services to Cabinet Meetings and Other High-Level Meetings with the President

- **Preparation for, Coordination and Management of Presidential Engagements**
 - Coordinated and/or managed **238** Presidential engagements;
 - Prepared **177** Memoranda for the Record (MFR) which contain highlights of the engagement, synopsis of the President's speech with corresponding directive, if any, issued in the course of Presidential engagement; and,
 - Issued **103** directives to concerned government agencies informing them of the instructions of the President.

- **Provision of Technical and Secretariat Services for Cabinet and other High-Level Meetings Presided over by the President. (EO 237 s. 1987, as amended)**
 - Provided technical and secretariat services to **13** Cabinet and high-level meetings presided by the President;
 - Prepared **215** MFR and Highlights/Summary of Agreements; and,
 - Issued **438** directives to concerned agencies.

2.4 Evaluation of Requests for Clearances for the Release of Foreign Donations for Government Relief and Rehabilitation Programs

PMS managed the processing of and issued **14** clearances for the release of importations/donations for relief/rehabilitation programs recommended to the President for approval.

MFO 3: Monitoring and Evaluation of and Facilitation Work on Presidential Directives and Priorities

PMS monitored and assessed the implementation of **3,131** Presidential directives, and priority programs and projects. One hundred seventy four (**174**) monitoring reports were prepared and **315** status and/or evaluation reports were submitted. A database on mining directives issued by the President and the Executive Secretary was also created and maintained.

Internal Support Services

In the performance of PMS' mandate, the support group/units significantly provided internal/administrative services to efficiently and effectively deliver the PMS' core functions. These include the provision of legal opinions and/or recommendations on various issues and concerns; 24/7 available IT services; financial and logistical support; trainings; and other interventions that are responsive to the needs of the PMS personnel, in particular, and the agency, in general.

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