



Office of the President of the Philippines
PRESIDENTIAL MANAGEMENT STAFF
Malacañang

EXECUTIVE SUMMARY

NARRATIVE ACCOMPLISHMENT REPORT January to December 2013

I. MANDATE

The Presidential Management Staff (PMS) is mandated under EO No. 130, s. 1987 (Reorganization Act of the PMS) to provide the Presidency direct technical staff support in the overall management of the development process.

II. CORE FUNCTIONS

Over the years, the PMS' mandate evolved according to the day-to-day and long-term needs of the Presidency. However, its operations focus on the following two core functions:

1. **Provision of Decision Inputs to the Presidency.** The PMS provides accurate, relevant, responsive and timely inputs to support Presidential decisions, actions and engagements. It serves as the backroom for studies, information and advisory requirements of the Presidency. It also conducts studies and environmental scanning of current and emerging issues; and participates in dialogues and consultations to resolve program and policy issues and operational bottlenecks.
2. **Management of Presidential Engagements and Provision of Secretariat Support to the Presidency.** The PMS manages the President's engagements and events, and the President's Social Fund (PSF) and provides technical and secretariat services to small-group Cabinet-level meetings of the President.

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

MFO 1: Provision of Decision Inputs to the Presidency

For the period January to December 2013, the PMS prepared **444** Full Briefing Kits (FBKs) for the President's foreign and local engagements and events; periodic reports for the President including **89** For Your Information (FYI) reports; acted upon **144** requests from the general public addressed to the President; and the annual **State of the Nation**

Address (SONA) Technical Report, which provides the technical details of the Administration's accomplishments for the year.

MFO 2: Management of Presidential Engagements and Provision of Secretariat Support to the Presidency

2.1 Coordination for and Management of Presidential Engagements and Provision of Technical and Secretariat Services to Small-Group Cabinet-Level Meetings with the President

The PMS coordinated and/or managed **283** Presidential engagements and provided technical and secretariat services to **199** small Cabinet-level meetings of the President.

2.2 Management and Administration of the PSF (MO No. 1, s. 2010)

The PMS evaluated and acted upon **1,901** requests/proposals and provided financial assistance to **2,695** qualified beneficiaries.

2.3 Provision of Technical and Secretariat Services for the Processing of Presidential Appointments (MO No. 6, s. 1998, as amended, and MO No. 204, s. 2006)

The PMS processed and recommended to the President **537** qualified appointees to third level positions in government.

IV. INTERNAL SUPPORT SERVICES

In the performance of the PMS' mandate, the support groups/units significantly provided administrative and logistical 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 Information Technology services; financial and logistical support; learning and development programs; and other interventions that are responsive to the needs and requirements of the agency and its personnel.