II. OFFICE OF THE PRESIDENT

A. THE PRESIDENT’S OFFICES

STRATEGIC OBJECTIVES

MANDATE

To provide administrative, advisory, consultative and other support services to the President in the latter's exercise of his/her powers and functions as Head of State and the Executive Branch.

VISION

As the premier office of the land, the Office of the President shall be an exemplary, leading and dynamic organization in the civil service, composed of dedicated, concerned and caring professional public servants consistently committed to provide high quality staff support services to the President, and to render prompt, efficient and effective service towards achieving national goals.

MISSION

The Office of the President shall provide the President with administrative, advisory, consultative, research and fact-finding support services with utmost dedication, professionalism, efficiency, effectiveness, honesty, integrity, dynamism, accountability and transparency in the exercise of the President’s functions as Head of State and Head of Government by possessing sufficient knowledge of existing rules and regulations and the skills to apply the same, including the adoption of international operations standard without compromising national interest and general welfare of the public.

KEY RESULT AREAS

Anti-Corruption/transparent, accountable and participatory governance

SECTOR OUTCOME

Good governance

ORGANIZATIONAL OUTCOME

Responsive support services to the Presidency

PERFORMANCE INFORMATION

KEY STRATEGIES

1. Strengthening of the management, executive and technical services to support the policy development and monitoring activities necessary to achieve the President’s outcome-based key priorities under the Social Contract with the Filipino people;
2. Strengthening and ensuring the provision of timely policy advice and recommendation relative to the needed intervention of the President on priority areas of governance;
3. Enhancing the performance of complete staff work on legal decisions and related actions pertaining to cases brought to the attention of the President;
4. Efficient and effective management of official, ceremonial and diplomatic affairs of the President, including the conduct of state visits locally and abroad; and
5. Prudent utilization and optimization of resources, and mobilization of competent and professional staff to support the President’s overall governance agenda within the principles of accountability, transparency, and responsiveness to the concerns of citizens and other stakeholders.
<table>
<thead>
<tr>
<th>MAJOR FINAL OUTPUTS (MFOs) / PERFORMANCE INDICATORS (PIs)</th>
<th>2015 Targets</th>
</tr>
</thead>
</table>

**MFO 1: EXECUTIVE, TECHNICAL AND MANAGEMENT SERVICES**

**Action documents submitted to the Executive Secretary**
- Number of action documents/instruments processed
- Compliance to Memorandum Circular No. 68, s. 2004 on Complete Staff Work
- Action documents processed within fifteen (15) working days (as required by RA 6713)

**Policy papers/instruments and issuances submitted to the President**
- Number of policy papers/instruments and issuances submitted to the President thru the Executive Secretary
- Compliance to Memorandum Circular No. 68, s. 2004 on Complete Staff Work
- Policy papers/instruments and issuances submitted within the set deadline

**Government offices engaged/consulted on various policy directives/good governance initiatives/initial control systems**
- Number of government offices engaged/consulted as targeted
- Percentage of target Government Offices engaged/consulted on various policy directives/good governance initiatives/initial control systems
- Submission of feedback reports within set deadline

**MFO 2: ADVISORY SERVICES**

**Policy recommendations translated to Presidential directive**
- Policy recommendations translated into Presidential directives
- Policy recommendations translated into Presidential directives within set deadline

**Publication of Presidential issuances**
- Number of Presidential issuances published
- Accuracy of published Presidential issuances
- Publication of Presidential Issuances in less than ten (10) days from date of signing by the President

**MFO 3: LEGAL SERVICES**

**Orders/Decisions/Resolutions (ODRs) submitted to the Deputy Executive Secretary for Legal Affairs (DESLA)/Executive Secretary (ES)**
- No. of appealed cases resolved
- Rate of approval of ODRs submitted to DESLA/ES
- Disposal rate of appealed cases targeted for the year

**Legal opinions and legal actions**
- Number of legal opinions and legal actions released
- Percentage of internal client satisfaction
- Disposal of action documents within fifteen (15) working days (as required by RA 6713)

**Resolutions on Disciplinary actions involving Presidential appointees**
- No. of Resolutions submitted to the DESLA/ES
- Rate of approval on recommended resolutions
- Resolution of cases within the set deadline

**MFO 4: PRESIDENTIAL EXECUTIVE STAFF SERVICES**

**Presidential Events managed**
- Number of Presidential events managed
- Percentage of internal customer satisfaction
- Event requirements in place thirty (30) minutes before scheduled start
- Presidential action documents transmitted to various government offices/agencies before set deadline
**Documents managed for the President**

<table>
<thead>
<tr>
<th>Description</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>No. of documents managed for the President</td>
<td>3,800</td>
</tr>
<tr>
<td>Percentage of documents acted upon</td>
<td>100%</td>
</tr>
<tr>
<td>Action on documents within fifteen (15) working days (as per RA 6713)</td>
<td>3,800</td>
</tr>
</tbody>
</table>

**Coverage of Presidential Events**

<table>
<thead>
<tr>
<th>Description</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>No. of Presidential events covered</td>
<td>1,159</td>
</tr>
<tr>
<td>Archiving and Documentation of Presidential events</td>
<td>100%</td>
</tr>
<tr>
<td>Dissemination of Presidential photos within the set deadline</td>
<td>1,159</td>
</tr>
</tbody>
</table>