

Office of the President
of the Philippines
Malacañang

MEMORANDUM CIRCULAR NO. 17

In line with the current initiatives to streamline the Office of the President (OP) through abolition, merger, or transfer of agencies to appropriate departments so that necessary policies and programs can be drawn up including OP's Action Plans for 1993, the OP will hold a three-day Corporate Planning Workshop on November 6-8, 1992 at the Development Academy of the Philippines (DAP) Conference Center, Tagaytay City.

Senior Deputy Executive Secretary Dionisio de la Serna shall be the overall coordinator of the Corporate Planning Workshop pursuant to the provisions of Memorandum Order No. 41 which delegates to the Senior Deputy Executive Secretary the functions of exercising administrative supervision over various units in OP and overseeing the operational activities of OP-attached agencies.

WORKSHOP FORMAT

The workshop shall be divided into six (6) clusters. The members of each Cluster shall present their agency report following the format shown in Annex A during the cluster presentation.

A workshop shall follow after each cluster presentation whereby the rest of the clusters shall critique the action plans and streamlining proposals of the concerned cluster.

WORKSHOP PARTICIPANTS

The following are hereby directed to personally attend the conference/workshop which will start promptly at 8:00 a.m.

Office of the President Proper

1. Senior Deputy Executive Secretary Dionisio de la Serna
2. Deputy Executive Secretary Luis Liwanag II
3. Undersecretary Leonora Vasquez-de Jesus
4. Presidential Assistant Romulo Lumauig (PLLO)
5. Assistant Executive Secretary Renato Corona (Legal)
6. Assistant Executive Secretary Rafael Lagos (Legislative)
7. Asst. Secretary Mary Ann Fernandez
8. Asst. Secretary Manuel Gaitę
9. Asst. Secretary Demetrio Ignácio
10. Director Miguel Sison (PACE)

11. Director Ambrosio Ramos (Admin)
12. Director Carlito Gaddi (PAO)
13. Director Susana Vargas (Finance)
14. Director Teresita Valdellon (Accounting)
15. Director Florino Ibañez (Personnel)
16. Director Aurora Aquino (Records)
17. Director Reynaldo San Gabriel (Engineering)
18. Director Hermogenes Lorenzo (Malacañang Clinic)

OP Attached Agencies

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| 19. Ms. Crisanta Legaspi | Committee on Privatization |
| 20. Atty. Ramon Garcia | Asset Privatization Trust
(APT)/Sequestered Asset
Disposition Authority
(SADA) |
| 21. Atty. Rolando Ambrosio | Board of Liquidators (BOL) |
| 22. Mr. Rogelio Singson | Coordinating Council for the
Philippine Assistance Program
(CCPAP)/
Philippine Baselands
Conversion and Development
Authority (PBCDA) |
| 23. Ms. Zorayda Alonzo | Housing and Urban Development
Coordinating Council (HUDCC)/
Home Development Mutual
Fund (HDMF) |
| 24. Mr. Robert Balao | National Housing Authority
(NHA) |
| 25. Mr. Obed Cutaran | National Home Mortgage Finance
Corporation (NHMFC) |
| 26. Mr. Fernando Miranda | Home Insurance Guarantee
Corporation (HIGC) |
| 27. Mr. Ernesto Mendiola | Housing and Land Use
Regulatory Board (HLURB) |
| 28. Mr. Diogenes Osabel | Presidential Commission for
the Urban Poor (PCUP) |
| 29. Mr. Jose Kalaw, Jr. | Technology Resource Center
(TRC) |
| 30. Mr. Jose Ma. Rufino | KKK - Processing Center
Authority (KKK-PCA) |
| 31. Mr. Hilarion Dimagiba | Human Settlements Development
Corporation (HSDC) |
| 32. Mr. Diego Gochuico | National Livelihood Support
Fund (NLSF) |

33. Ms. Edna Aberilla	Cooperative Development Authority (CDA)
34. Ms. Carmen Padilla	National Commission on Culture and Arts (NCCA)
35. Ms. Ma. Teresa Roxas	Cultural Center of the Philippines (CCP)
36. Mr. Ponciano Pineda	Commission on Filipino Language (CFL)
37. Ms. Remedios Rikken	National Commission on the Role of the Filipino Women (NCRFW)
38. Ms. Remedios Suplido	Presidential Council for Youth Affairs (PCYA)
39. Mr. Ronald Cosalan	Office of Northern Cultural Communities (ONCC)
40. Mr. Marciano Serna, Jr.	Office of Southern Cultural Communities (OSCC)
41. Mr. Dimasangcay Pundato	Office of Muslim Affairs (OMA)
42. Mr. Tomas Africa	National Statistics Office (NSO)
Mr. Romulo Virola	National Statistical Coordination Board (NSCB)
44 Ms. Carmelita Ericta	National Statistical Research and Training Center (NSRTC)
45. Mr. William Torres	National Computer Center (NCC)
46. Mr. Juvenal Catahoy, Jr.	Philippine Human Resource and Training Center (PHRTC)
47. Ms. Carmencita Abella	Development Academy of the Philippines (DAP)
48. Mr. Francisco Sumulong	Games and Amusements Board (GAB)
49. Dr. Aparicio Mequi	Philippine Sports Commission (PSC)
50. Mr. Nicanor Jacinto III	Philippine Racing Commission (PRC)
Mr. Reynesto Panlilio	Philippine Gamefowl Commission (PGC)
Ms. Alice Reyes	Philippine Amusement and Gaming Corporation (PAGCOR)
53. Atty. Aura Maria Sazon	Philippine Charity Sweepstakes Office (PCSO)
54. Atty. Henrietta Mendez	Movie and Television Review and Classification Board (MTRCB)
55. Gen. Javier Carbonnel	Videogram Regulatory Board (VRB)

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| 56. Ms. Rosario Lopez | Securities and Exchange Commission (SEC) |
| 57. Gen. Jose Almonte | National Security Council (NSC) |
| 58. Gen. Roman Gavino | National Intelligence and Coordinating Agency (NICA) |
| 59. Mr. Ignacio Bunye | Metropolitan Manila Authority (MMA) |
| 60. Mr. Samuel Bayangan | Kalinga Special Development Authority (KSDA) |
| 61. Mr. Jaime Senga | Laguna Lake Development Authority (LLDA) |
| 62. Mr. Daniel Donesa | Sacobia Development Authority (SDA) |
| 63. Mr. Solomon Badoy | Southern Philippines Development Authority (SPDA) |
| 64. Col. Artemio Rodriguez | Development Coordinating Council for Leyte and Samar (DCCLS) |
| 65. Mr. Amado Lagdameo | Public Estates Authority (PEA) |
| 66. Atty. Davidica Salaya | Philippine Retirement Authority (PRA) |
| 67. Mr. Rufino Bomasang | Office of Energy Affairs (OEA) |
| 68. Mr. Rex Tansionco | Energy Regulatory Board (ERB) |
| 69. Mr. Pablo Malixi | National Power Corporation (NAPOCOR) |
| 70. Mr. Monico Jacob | Philippine National Oil Company (PNOC) |
| 71. Mr. Apolonio Bautista | National Irrigation Administration (NIA) |
| 72. Mr. Rodrigo Cabrera | National Electrification Administration (NEA) |

The aforesaid participants shall submit ten (10) copies of their detailed reports and eighty (80) copies of the reports' Executive Summary (following the attached format shown in Annex A) to the Presidential Management Staff (PMS) on or before November 3, 1992.

ADMINISTRATIVE AND SECRETARIAT SUPPORT

The Presidential Management Staff (PMS) shall provide administrative and secretariat support to the workshop.

ARRANGEMENTS AND BOOKING

Necessary arrangements for food and lodging have been made only for the above-named officials.

Each workshop participant shall pay the amount of P2000.00 to cover the cost of accommodation, food and other expenses. Payments shall be arranged with Director Susana Vargas of OP Finance Department at tel. nos. 49-56-03 or 521-23-01 loc. 6021, not later than November 6, 1992.

All participants are enjoined to take the bus that will be provided by the PMS to and from Tagaytay.

Confirmation of attendance and bus reservation shall be made with the PMS at telephone numbers 40-35-59 or 48-77-39 on or before 3 November 1992.

For strict compliance.

By authority of the President:


EDELMIRO A. AMANTE
Executive Secretary

PMS LIBRARY

Received
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Date

Manila, October 22, 1992



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PRESENTATION FORMAT
Office of the President
Corporate Planning Exercise
November 6-8, 1992

1. Each attached agency will identify its agency mandate/mission, objectives and Key Result Areas.
2. After this, the agency shall present an assessment of its performance from January to September of 1992. The performance report shall include:
 - A. Significant highlights of its accomplishments
 - B. Factors in the environment that have positively or negatively affected its performance
 - C. Agency strengths and weaknesses
 - D. Administrative, operational and policy problems which have affected its performance
3. The agency shall then present its Action Plan for 1993. The action plan shall consist of the following:
 - A. Agency functions/projects/activities to be stopped, started and strengthened or continued
 - B. Program strategies
 - C. Program/project performance indicators and quantifiable targets
 - D. Program/project schedule/timetable
 - E. Program/project resources (manpower/financial)
4. Streamlining/merger/transfer proposals
 - A. Budget and Function/Activity/Project Modification
 - B. Staffing Modifications
 - C. Formal Structure Modifications