

Office of the President
of the Philippines
Malacañang

MEMORANDUM CIRCULAR NO. 16


TO: ALL AGENCIES UNDER THE OFFICE OF THE PRESIDENT

Pursuant to Section 27 (e), Book III of the Administrative Code of 1987, the Executive Secretary shall "exercise supervision, in behalf of the President, over the various agencies under the Office of the President", consisting of offices placed under the chairmanship of the President, those under the supervision and control of the President, those under the administrative supervision of the Office of the President, those attached to it for policy and program coordination, and those that are not placed by law or order creating them under any specific department.

All agencies under the Office of the President are hereby directed to submit their agencies' strategic plan (**Annex A**) and program / activity / project targets and accomplishments (**Annex B**), in the specified formats, for the purposes of improving alignment, coordination, monitoring, and evaluation of agencies' performance, within fifteen (15) days from the issuance of this Circular.

This issuance shall take effect immediately.

By authority of the President:



PAQUITO N. OCHOA, JR
Executive Secretary

Manila, July 29, 2011

**[AGENCY NAME]
STRATEGIC PLAN**

1. **VISION**

2. **MANDATE**

3. **OBJECTIVES**

Identify the organization's **strategic objectives** for the next *three to five years* (beginning from 2011).

4. **STRATEGIES**

For *each* objective, identify the specific strategies that the organization will pursue to accomplish its stated objectives.

5. **PROGRAMS, ACTIVITIES, AND PROJECTS**

For *each* strategy, identify the key programs, activities, and projects that the organization will undertake to operationalize the strategy. Specific programs, activities, and projects may support **one or more** strategies.

6. **MAJOR TARGETS**

Identify the organization's major targets for the *current* and *next year*. These targets represent the expected results from the successful execution of the organization's strategies and implementation of the various programs, activities, and projects.

7. **MAJOR ACCOMPLISHMENTS**

Identify the organization's major accomplishments for the last year (July 2010 to June 2011), corresponding to the first year of the current Administration.

8. **ORGANIZATIONAL STRUCTURE**

Provide the *organizational chart* and *staffing pattern* that will be responsible for executive the organization's strategy.

9. **FINANCIALS**

Provide the organization's *current year budget (2011) and actuals* and, if applicable, the *next year's budget (2012)*. Where available, include the income statement and balance sheet.

