

MEMORANDUM ORDER NO. 151

**GUIDELINES IMPLEMENTING ADMINISTRATIVE ORDER NO. 34,
SERIES OF 2002, AS AMENDED**

Pursuant to Section 5 of Administrative Order No. 34, dated 02 May 2002, as amended, providing for the revival of Cabinet Officers for Regional Development (CORD), and authorizing the Executive Secretary to "issue implementing guidelines to ensure and facilitate the submission of reports of CORD activities, findings and recommendations" and to "establish the necessary mechanism for speedy resolution of CORD-identified issues and concerns by national agencies," the following Implementing Guidelines are hereby promulgated and adopted.

Section 1. Revival of the CORD System

The revival of the CORD System aims to:

- a. Provide for an effective linkage mechanism between regional and sub-regional levels of government and the national leadership;
- b. Assist the President in addressing problems in the regional and sub-regional levels of government;
- c. Provide for a mechanism for the speedy resolution of CORD-identified issues and concerns; and
- d. Ensure the proper implementation of the actions taken for the resolution of CORD-identified issues and concerns.

Sec. 2. Submission of Reports

In order that the foregoing objectives are met, it is important that a communications and reporting system be put in place. Accordingly:

- a. Reports of the CORDs shall be submitted at the end of each month to the Office of the President, attention the Executive Secretary.
- b. Special Reports may be submitted at any period as the CORD deems necessary to inform the President of issues and concerns that need immediate attention.

Sec. 3. Contents of Reports.

- a. Reports shall be brief and concise and include an Executive Summary, Narrative, and Matrix.
- b. Reports shall have the following major contents:

(1) Activities

- i. These shall include regular consultations, assessment meetings or any form of participation by the CORD in meetings with the following:
 - Regional institutions, such as, but not limited to, the Regional Development Councils, Regional Peace and Order Councils, National Economic Development Authority- regional offices, and other special local bodies; and
 - Other regional stakeholders, such as, but not limited to, local government executives and officials; and representatives of civil society groups, non-government and people's organizations, and sectors.
- ii. Activities shall also include Presidential regional/provincial meetings wherein the CORD acts as Lead Convenor.
- iii. A list that contains the participants in the various activities shall be submitted with the report to determine and establish the network of development constituents in the area.

The following data on the participants must be specified: Name; Agency, Institution or Sector represented; Designation or Position; Contact Particulars; and other information as necessary.

(2) Findings

- i. These are significant issues, concerns, problems, grievances, difficulties and perceptions of regional institutions and stakeholders expressed, discussed, or advocated at the abovementioned activities that are deemed to affect the region's socio-economic development, and peace and order situation.

(3) Recommendations

- i. These are specific solutions, strategies, policies, programs, projects and priorities aimed at addressing the various findings.
- ii. On the principle of completed- staff-work, recommendations must be specific on the following:
 - **Resolution process or flow**, i.e., all steps required, modes of coordination needed, and all local line agencies and national government agencies involved in addressing the issues and concerns, are identified.
 - **Actions required** from the national agencies concerned in the form of direct administrative or technical interventions, such as department issuances to enhance policies and existing NGA and LGU projects and programs in the area; conduct of information dissemination campaign; and interagency coordination.

- **Prioritization and completion of actions** along time-frames of 30-60 days (immediate term), 61 days to six months (medium-term), and one year and more (long-term), emphasizing regional development showcases resulting from the successful completion of such actions, particularly those that will positively impact the Macapagal-Arroyo administration's 10-point agenda.
- **Fund requirements**, actual availability of funds and sources of funds.

Sec. 4. Updates.

All reports shall include a section on Updates on actions taken on findings and recommendations presented in previous reports.

Sec. 5. Clarification and Validation of Reports.

Prior to consolidation and submission to the President, certain aspects of the reports may be clarified and validated by the Office of the Executive Secretary with the CORD concerned or with his officially designated CORD Assistant.

Sec. 6. Mechanism for the Speedy Resolution of CORD-Identified Issues and Concerns.

The following procedures shall be adopted as mechanism for the effective and speedy resolution of CORD-identified issues and concerns:

- a. Identification of regional issues and concerns and recommendations for their resolution by CORD, in coordination with the Regional Development Councils (RDCs), Regional Peace and Order Councils (RPOCs) and other local special bodies.
- b. Determination by the CORD of lead national government agency (Lead NGA) to act on said issues and concerns.
- c. Referral of said issues and concerns to the identified lead NGA by CORD, copy furnished the OES.

- d. Evaluation of recommendation by Lead NGA and determination of appropriate actions to address issues and concerns such as:
1. Policy and program clarification/ enhancement at agency level
 - Issuance of department circulars, orders
 2. Policy and program clarification/ enhancement requiring inter-agency action
 - Inter-agency meetings
 - Issuance of inter-agency circulars, orders, MOAs, MOUs, etc.
 3. Policy enhancement requiring Presidential action, submitted to OP thru OES
 - Submission of appropriate draft issuances
- e. Reporting on actions taken to CORD by Lead NGA, copy furnished OES.
- f. Monitoring of actions being taken on the issues and concerns by Lead NGAs, copy furnished OES
- g. Local level monitoring and feedback reporting to lead NGA of effect of actions taken by CORD, copy furnished OES.
- h. Consolidation of actions taken on all CORD ICs by OES.

Sec. 7. Effectivity.

This Implementing Guidelines shall take effect immediately.

By authority of the President:



EDUARDO R. ERMITA
Executive Secretary

Manila, 25 October 2004

Office of the President
of the Philippines
Malacañang

MEMORANDUM FROM THE ACTING EXECUTIVE SECRETARY

TO : ALL CONCERNED

In line with Administrative Order No. 34 dated May 2, 2002, as amended by Administrative Order No. 95 dated 27 February 2004 reviving the Cabinet Officers for Regional Development (CORD) system, the following are hereby designated as CORD for the region or area hereunder indicated, to act as such until replaced by actual designation of his or her replacement:

REGION	CORD OFFICERS
I	Sec. Arthur C. Yap
II	Sec. Florencio B. Abad
III	Executive Director Edgardo D. Pamintuan
IV*	Sec. Leandro R. Mendoza
V	Sec-Gen. Imelda M. Nicolas
VI*	Sec. Rene C. Villa
VII	Sec. Joseph Ace H. Durano
VIII	Presidential Adviser Gabriel S. Claudio
IX	Sec. Juanita D. Amatong
X	Presidential Adviser Luis P. Lorenzo, Jr.
XI	Presidential Adviser Rodolfo P. del Rosario
XII	Sec. Cesar V. Purisima
ARMM	Vice President Noli L. de Castro
CARAGA	Presidential Adviser Luis P. Lorenzo, Jr.
CAR	Presidential Adviser Silvestre C. Afable, Jr.
NCR	Chairman Bayani F. Fernando

* For purposes of the CORD system, Palawan and Romblon shall form part of Region VI. The two Mindoro provinces and Marinduque shall continue to be part of Region IV.

This Memorandum shall take effect immediately.

By order of the President:


EDUARDO R. ERMITA

CORD ASSISTANTS

REGION	CORD ASSISTANT	AGENCY
I	Dir. Reinerio B. Belarmino	DA
II	Asec. Camilo Miguel M. Montesa	Dep. Ed.
III	Asec. Luzvimindo David	Constituency Affairs
IV	Dir. Luis Manuel L. Virtucio	DOTC
V	Asec. Dolores Castillo Mr. Aristotle Cala	NAPC
VI	Atty. Ernesto G. Ladrido III	DAR
VII	Dir. Phineas A. Albuero	DOT
VIII	Dir. Johnny Volfango Dir. Irineo Gersaniba	OPA
IX	Exec. Dir. Presentacion Montesa	DOF
X and CARAGA	Atty. Ferdinand L. Hernandez Mr. Rey F. Millan	Jobs Generation
XI	Mr. Rufo L. Peligro	New Govt. Centers
XII	Usec. Nelly F. Villafuerte Dir. Arnaldo del Rosario	DTI
ARMM	Dir. Howard Cafugauan	OPAPP
CAR	Dir. Helen Tibaldo	Communications
NCR	AGM Corazon B. Cruz Atty. Conrado Panlaque, Jr.	MMDA