

The Secretary of Foreign Affairs acts as the primary and principal adviser of the President on matters relating to the formulation and execution of Philippine foreign policies and the conduct of Philippine foreign relations. The Secretary advises the President on the promulgation of executive orders, rules, and regulations, proclamations and other issuances relative to matters under the jurisdiction of the Department of Foreign Affairs.

The Secretary of Foreign Affairs exercises supervision and control over all functions and activities of the Department of Foreign Affairs and supervises the administration and operation of the foreign service establishments. The Secretary delegates authority for the performance of any function to offices and employees of the Department.

The following Offices, Divisions and Units are under the direct supervision of the Secretary: the Department Legislative Liaison Unit (DLLU), the Public Information Service Unit (PISU), the Communications and Management Informations Systems Division (CMISD), the Office for Intelligence and Security Services (OISS) and the Office of Strategic Planning and Policy Coordination (OSPPC).

## **Communications (CORATEL) and Management Information Systems Division**

### **Communications (CORATEL) Section**

The CORATEL section provides accurate, timely and secure transmission of messages from the Home Office to FSP's, RCO's and other offices. It also handles incoming fax and email messages for routing and delivery without delay to different offices of the Department. It also maintains communication equipment and secures them against unauthorized use. It also serves as the central repository of all official messages transmitted and received through fax and email facilities.

### **Management Information System Section**

The MIS section maintains the Department's IT resources and infrastructure and the email system. It also maintains the Department's website and provides technical support to computer users.

#### Telephone Operators / PABX Section

The Telephone Operator Section handles all incoming calls to the Department that are coursed through the PBX system. The section also handles requests for overseas and domestic calls from the different offices of the Department. The PABX side of the section is responsible for operating and maintaining the Department's PABX equipment and maintaining the telephone network in the Department.

#### **Department Legislative Liaison Unit**

Its main function is to provide political and technical support for all foreign policy related bills which are certified as urgent or for enactment by the President.

Other objectives of the office includes: ensuring that information or draft bills of national application are easily accessible to decision makers in the Office of the President and other various Departments and agencies; providing a forum for coordination and mutual support in the Executive branch on matters which relate to legislation, and promoting a harmonious and productive relationship with the Legislative Branch.

#### **Intelligence and Security Services**

The Office, in coordination with other concerned government agencies, grants permit (landing/over flight, exit/entry) to foreign government-owned aircraft; conducts security briefing and facilitates issuance of security clearance to Department personnel to be assigned overseas; facilitates the accreditation of foreign ambassadors, military and naval attaches prior to

assumption of duty, and exercises oversight jurisdiction over the Security Division.

### **Public Information Services Unit**

The Public Information Service Unit was created as a special body to directly and immediately provide the information needs of Philippine embassies, consulates general, missions and honorary consulates. The Office is also responsible for providing the local media with sufficient and necessary information regarding developments in Philippine foreign posts, as well as relevant international news. Moreover, the Office is in charge of news monitoring, information dissemination, media facilitation, coverage and interview, and public service.

### **Office of Strategic Planning and Policy Coordination**

The Office of Strategic Planning and Policy Coordination, an office under the Office of the Secretary is responsible for strategic planning and the formulation of long term policies on foreign relations.

The office shall initiate, coordinate and integrate the planning of foreign policy. It is tasked to formulate and recommend long-term strategic policies on areas and issues of direct importance to the country's foreign relations. Towards this objective, the Office assesses existing policies against foreign policy, and recommends necessary policy changes.

The office is also responsible for policy coordination, which involves the monitoring and evaluation of Philippine foreign policy to measure its effectiveness and consistency with its objectives.

The Office serves as the Secretariat of the Policy Advisory Board.

The following attached agencies are also under the direct supervision of the Secretary of Foreign Affairs: the Foreign Service Institute( FSI), the Technical Cooperation Council of the Philippines (TCCP) and the UNESCO National Commission of the Philippines (UNACOM).