

R. A. 7157 define the role of an Undersecretary of the Department of Foreign Affairs as follows - to advise and assist the Secretary of Foreign Affairs in the formulation and implementation of the Department's objectives and policies, as well as to coordinate and oversee the operational activities of the Departments.

The Office of the Undersecretary for Administration aids the Secretary of Foreign Affairs and provides him advice on matters relating to the general operations of the Department of Foreign Affairs, its regional offices and Philippine Foreign Service Posts and all other administrative matters and concerns.

The Office of the Undersecretary for Administration oversees the operations of all administrative related offices of the Department including the Office of Legal Affairs (OLA), the Office of Personnel and Administration Services (OPAS), the Office of Fiscal Management (OFM), the Office of Protocol and State Visits (OPSV) and the Office of Consular Affairs (OCA).

The Undersecretary for Administration also chairs and oversees the Board of Foreign Service Administration (BFSA), the Board of Foreign Service Examinations (BFSE), the Bids and Awards Committee (BAC), and other related committees of the Department.

## **Office of Legal Affairs**

The Foreign Service Act of 1991 has designated the Office of Legal Affairs as one of the eleven principal offices comprising the DFA, with the following main responsibilities:

- Providing legal assistance to the Secretary on matters concerning the interpretations and application of Philippine laws and regulations, treaties, conventions, and other international agreements;

- Assisting in the negotiations of treaties and international agreements; and
  
- Assisting the Board of Foreign Service Administration in the investigation and prosecution of administrative cases involving personnel of the Department.

### **Office of Personnel and Administrative Services**

The Office of Personnel and Administrative Services (OPAS) is responsible for the efficient management of human resources and administrative support services in the Home Office and the foreign service.

The Office makes appropriate recommendations concerning personnel and administrative matters, including those concerning job classification, salary administration, benefits, retirement and awards to deserving members of the Department.

The Office is responsible for obtaining managing and developing the Department's human and material resources in support of Philippine foreign policy goals. Among its mission objectives are:

- To formulate and implement an Integrated Human Resource Development Plan
- To recruit, maintain and train professional service corps dedicated to public service
- To maintain a fair, equitable and efficient approach to all personnel action based on merit
- To provide the best working condition and physical activities
- To promptly provide adequate administrative services
- To contribute to the creation of a favorable image befitting the premiere agency of the Philippine Government

Balance with due regard for the welfare of the Department's human resources and harmony in the workplace, OPAS hopes to instill among the Department's personnel the core values of Competence, Character and Commitments (3Cs)

Our Motto is Outstanding Performance and Service to promote 3-Ds: Development, Dedications and Discipline.

OPAS is headed by Assistant Secretary along with Executive Director. They are backstopped by Principal Assistant. The Office's assigned tasks are distributed among five (5) divisions and respective sub-units

#### Personnel Management

- Recruitment
- Appointment and Promotion
- Rotation (Foreign Assignment)
- Manpower Planning (Home Office Assignment / Duty Scheduling)
- Career Development
- Employee Relations
- Personnel Records and Information

#### Administrative Services

- Leaves of Absences
- Benefits (GSIS, Pag-ibig, Terminal Leave)
- Health Insurance
- Shipment
- Travel Arrangement

## Honorary Consuls and Attached Services

### Central Records

- Correspondence Services
- Diplomatic Pouch Services
- General Records

### Property, Maintenance and Transportation

- Property (Procurement and Delivery)
- Maintenance (Planning and Instrumentation / Civil Works / Plumbing / Electrical / Mechanical and Air Conditioning / Building Sanitation)
- Transportation

## **Office of Fiscal Management**

The Office of Fiscal Management (OFM) is primarily responsible for budgetary, financial and accounting services in the Department and the foreign monitoring all fiscal transactions of the various offices in the Home Office, the Regional Consular Offices and the Foreign Service Posts.

## **Office of Protocol and State Visits**

The Office of Protocol and State Visits is responsible for all activities involving protocol, ceremonials, socials and diplomatic immunities and privileges. It is also responsible for the proper observance and enforcement of all formalities, courtesies and facilities provided for by the Vienna Conventions on Diplomatic and Consular Relations as well as such other conventions and agreements. It also coordinates preparations for state visits, the reception of foreign dignitaries visiting the Philippines as well as the official visits of Philippine officials to

other countries.

The Office of Protocol and State Visits has the following divisions:

- Immunities and Privileges

Oversees the immunities and privileges accorded to the diplomatic corps

- Socials

Arranges and coordinates official social activities of the Secretary in relation to the Diplomatic Corps .

- Ceremonials

Processes all requests for accreditation, protocolar assistance and state visits between the GRP and other states

- Diplomatic Security Unit

Handles embassy security

- DFALF

Accommodates all activities of the ASEAN ladies circle

## **Office of Consular Affairs**

The Office of Consular Affairs (OCA) is responsible for the efficient and effective delivery of

front-line services relating to passport, visas, legalization of documents, and in coordination with the Consular Assistance Division, assistance to and protection of Filipino nationals abroad, particularly Overseas Filipino Workers (OFWs).

## VISA DIVISION

- Provides information, coordination and general technical support to all Foreign Service Posts on the issuance of visas.
- Implements existing laws, regulations, orders, circulars, etc.
- Serve as coordination center for the Posts in the issuance of visas under different categories
- Process and authorize Posts to issue visas for certain categories
- Serve as conduit for the Posts and the Bureau of Immigration and other concerned agencies, private institutions in the Philippines in securing appropriate clearances or foreign nationals applying for visa and provide information to the public and other entities on matters involving visas and visa issuance

- Assist in the study, formulation, review of Philippine visa policies
- Serve as supply center for Machine Readable-Ready visa stickers/laminates.

#### AUTHENTICATION DIVISION

- Authenticates documents from various government / private entities and overseas

#### PASSPORT DIVISION

- Issues Passports
- Conducts continuing study on passport rules, regulations, and guidelines and recommends revisions as appropriate
- Coordinate and supervises the passport activities of all passport issuing offices in the

## Home Office, Foreign Service Post and Regional Offices

- Acts on various passport concerns of passport issuing offices, other public agencies and the private sector
- Supervises the activities of the research and investigation group of citizenship and evaluation in relation to passport issuance

## CONSULAR RECORDS DIVISION

- It serves as the repository division in charge of filing and safe keeping of all passport records
- Maintains updated files for easy retrieval when needed