

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 Policy aids the Secretary of Foreign Affairs and provides him advice on matters relating to the formulation and execution of Philippine foreign policy, particularly on bilateral, regional and international political and security issues. Its functions specifically include:

- Promoting multilateral and bilateral relations of the Philippines with other states
- Coordinating with other concerned government agencies on the formulation of Philippine positions on various regional and international political and security issues
- Attending, in support of the Secretary, multilateral and bilateral fora pertaining to political and security matters, as well as Cabinet Cluster E meetings when regional and international political and security issues are tabled in the agenda for discussion
- Supervises geographic offices on policy matters
- Chairs the Policy Advisory Board Meetings
- Acts as Philippine SOM Leader in various regional and international forum

Office of ASEAN Affairs

The Office of ASEAN Affairs serves as the ASEAN National Secretariat of the Philippines. It organizes and implements ASEAN related activities at the country level. At the head of each National Secretariat is a Director-General.

The Office of ASEAN Affairs is responsible for Philippine participation in ASEAN affairs, provides policy guidance and staff support in negotiations, coordination, supervision, monitoring, integration, reporting and operations of the national government in ASEAN. It is divided into five divisions (Policy Development, Political Cooperation, Culture and Information, Functional Cooperation, and Economic Cooperation) each headed by a Director or Acting Director

Office of Asia and Pacific Affairs

The Office of Asian and Pacific Affairs (ASPAC) is responsible for advising and assisting the Secretary of Foreign Affairs in planning, organizing, directing, coordinating, integrating and evaluating the total bilateral relations of the Philippines with the countries in the Asia Pacific region. ASPAC coordinates actively with relevant government agencies and bodies on matters concerning Philippine foreign relations. The responsibilities of this Office include, among others:

- The formulation, negotiation, promotion and implementation of bilateral agreements on development cooperation, economic, trade, investment, foreign affairs, cultural, labor protection, science and technology, taxation and other matters pertaining to relations with countries in the Asia Pacific region

- The provision of substantive support for the operation of Philippine foreign establishments

within their respective geographic jurisdictions

Office of American Affairs

The Office of American Affairs (OAA) is responsible for advising and assisting the Secretary of Foreign Affairs in planning, organizing, directing, coordinating, integrating and evaluating the total bilateral relations of the Philippines with the countries in North, Central and South America. OAA coordinates actively with relevant government agencies and bodies on matters concerning Philippine foreign relations. The responsibilities of this Office include, among others:

- The formulation, negotiation, promotion and implementation of bilateral agreements arrangements on political defense and security on development cooperation, economic, trade, investment, foreign affairs, cultural, labor protection, science and technology, taxation and other matters pertaining to relations with countries in the American region;

- The provision of substantive support for the operation of Philippine foreign establishments within their respective geographic jurisdictions

Office of European Affairs

The Office of European Affairs (OEA) is responsible for advising and assisting the Secretary of Foreign Affairs in planning, organizing, directing, coordinating, integrating and evaluating the total bilateral relations of the Philippines with the countries in Europe. OEA coordinates actively with relevant government agencies and bodies on matters concerning Philippine foreign relations. The responsibilities of this Office include, among others:

- The formulation, negotiation, promotion and implementation of bilateral agreements on development cooperation, economic, trade, investment, foreign affairs, cultural, labor protection, science and technology, taxation and other matters pertaining to relations with countries in the European region;

- The provision of substantive support for the operation of Philippine foreign establishments within their respective geographic jurisdictions

Office of Middle East and African Affairs

The Office of Middle East and African Affairs (OMEAA) is responsible for advising and assisting the Secretary of Foreign Affairs in planning, organizing, directing, coordinating, integrating and evaluating the total bilateral relations of the Philippines with the countries in the Middle East and in Africa. OMEAA coordinates actively with relevant government agencies and bodies on matters concerning Philippine foreign relations. The responsibilities of this Office include, among others:

- The formulation, negotiation, promotion and implementation of bilateral agreements on development cooperation, economic, trade, investment, foreign affairs, cultural, labor protection, science and technology, taxation and other matters pertaining to relations with countries in the Middle East and African region;

- The provision of substantive support for the operation of Philippine foreign establishments within their respective geographic jurisdictions.

Office of the UN and other International Organizations

The Office of United Nations and International Organizations is responsible for Philippine participation and negotiations in the United Nations and other International Organizations, as well as in providing staff support and policy guidance in the coordination, supervision, monitoring, integration, reporting and operations of the Philippine Government in the United Nations System and other international organizations. It shall also serve as the Secretariat of all Philippine National Commissions and Councils created pursuant to commitments in the United Nations and its specialized agencies.

