

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 Special and Ocean Concerns aids the Secretary of Foreign Affairs and provides him advice on matters relating to identified special issues and concerns of the Department including the following:

- Maritime and Ocean Concerns
- Territorial Concerns
- Overseas Absentee Voting
- Dual Citizenship
- Children in Armed Conflict
- Human Rights Issues
- Counter Terrorism

- Peace Processes

- Bid for Observer Status in the OIC

- Coordination with the Philippine Drug Enforcement Agency

- Task Force on the Sabah Issue

Under this office are the Office of Ocean Concerns, Maritime and Ocean Affairs Secretariat, and the Overseas Absentee Voting Secretariat.