

ADMINISTRATIVE RELATIONSHIPS OF PRESIDENTIAL ASSISTANTS WITH PRESIDENTIAL EXECUTIVE ASSISTANT AND THE DEPUTY PRESIDENTIAL EXECUTIVE ASSISTANT

LETTER OF INSTRUCTIONS NO. 1101, January 06, 1981

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TO:

The Presidential Executive Assistant
The Deputy Presidential Executive Assistant
The Chief, Finance Office
All Presidential Assistants

In accordance with Presidential Decree No. 955 as supplemented by Executive Order No. 637 instructions are hereby given to all Presidential Assistants (including the chief, Finance Office, as follows:

- To coordinate and work closely with the Presidential Executive Assistant and the Deputy Presidential Executive Assistant, particularly with respect to internal administrative requirements.
- In cases where work assignments involve matters pertaining to the internal management and operation of the Office of the President, to work under the immediate supervision and control of the Presidential Executive Assistant.
- To course through the Presidential Executive Assistant or, in his absence, the Deputy Presidential Executive Assistant all external directives or communications to other government officials or agencies or to private parties, unless specifically otherwise authorized by the President.
- To keep the Presidential Executive Assistant periodically informed of the status and progress of their staff activities and work assignments, especially where external coordinative relationships with other agencies of the government are involved.
- To cooperate in every way possible with the Presidential Executive Assistant in maintaining effective coordination and direction of the staff work for the President.

Done in the City of Manila, this 6th day of January, in the year of Our Lord, nineteen hundred and eighty-one.

(Sgd.) FERDINAND E. MARCOS
President of the Philippines

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