

PROVIDING FOR THE IMPLEMENTING DETAILS FOR REORGANIZATION PLAN NO. 19 A RELATIVE TO MANAGEMENT PRACTICES

EXECUTIVE ORDER NO. 339, June 01, 1959

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Pursuant to the powers vested in me by Republic Act Numbered Nine hundred and ninety-seven, as amended by Republic Act Numbered One thousand two hundred and forty-one, and upon the recommendation of the Government Survey and Reorganization Commission, the following Implementing Details of Reorganization Plan No. 19-A which relate to management practices are hereby promulgated to govern the organization, powers, duties, and functions of the Council of Administrative Management:

ORGANIZATION OF THE COUNCIL OF ADMINISTRATIVE MANAGEMENT

SECTION 1. The organization, functions, and operations of the Council of Administrative Management, hereinafter referred to as the “Council,” shall be in accordance with the provisions of Reorganization Plan No. 19-A and these Implementing Details.

Functions of the Council

SEC. 2. The Council shall have the following functions, among others:

- a. formulate and recommend to the President management improvement policies, programs, and studies to effect efficiency and economy in government;
- b. review management improvement programs undertaken by government entities for purposes of determining their effectiveness;
- c. recommend to the President specific needs for legislation and changes in administrative policies, objectives, and practices required to effect better organizational procedures;
- d. review and suggest to the President ways of coordinating the management improvement activities of the Budget Commission, the Bureau of Civil Service, the General Auditing Office, and the Department of General Services; and
- e. when such appointments are advisable in the opinion of the Council, request heads of major entities to appoint management assistants responsible for studying and improving management techniques within the entity.

Functions of the Chairman

SEC. 3. The Chairman of the Council shall have the following functions, among others:

- a. prepare agenda for and preside over meetings of the Council;
- b. appoint members of the Council to serve on panels or other working bodies, and supervise and coordinate the activities of these groups;
- c. transmit to the President all management improvement proposals created and approved by the Council; and

d. Supervise employees appointed to serve as permanent staff of the Council.

Functions of the Secretary of the Council

SEC. 4. The Secretary of the Council shall have the following functions, among others:

- a. keep minutes and records of all Council meetings;
- b. arrange for stenographic, typing, and clerical service required by the Council and its panels;
- c. store and file records and documents of the Council; and
- d. provide liaison between the Council and the following:
 - (1) Technical divisions of the Budget Commission, particularly the Organization and Methods Division.
 - (2) Institute of Public Administration
 - (3) Bureau of Civil Service
 - (4) Other professional technical management bodies

Functions of the Organization and Methods Division

SEC. 5. The functions of the Organization and Methods Division created by Section 2 of this Plan are contained in the Implementing Details on the Budget Commission.

PERSONNEL OF THE COUNCIL

SEC. 6. The Council shall utilize the technical and clerical staff of the Management Service of the Budget Commission in carrying out its programs and objectives.

SEC. 7. If a permanent clerical staff is needed by the Council at some future date, appointments to this staff shall be made by the Chairman of the Council, subject to Civil Service rules and regulations.

PARTIAL INVALIDITY

SEC. 8. If any provision of these Implementing Details should be held invalid, the other provisions shall not be affected thereby.

TIMING OF ADMINISTRATIVE ACTIONS

SEC. 9. Administrative actions required by the Plan and these Implementing Details shall be effected within sixty days.

Done in the City of Manila, this 1st day of June, in the year of Our Lord, nineteen hundred and fifty-nine, and of the Independence of the Philippines, the thirteenth.

(Sgd.) CARLOS P. GARCIA

President of the Philippines

By the President:

(Sgd.) JUAN C. PAJO

Executive Secretary

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