

DEFINING THE DUTIES, FUNCTIONS, AND ORGANIZATIONAL STRUCTURE AND STAFFING PATTERN OF THE AIDES' OFFICE, OFFICE OF THE PRESIDENT

MEMORANDUM ORDER NO. 33, December 30, 2024

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WHEREAS, Section 18, Article VII of the Constitution provides that the President shall be the Commander-in-Chief of all armed forces of the Philippines;

WHEREAS, Section 2 of Executive Order (EO) No. 98 (s.2019) provides that the President is entitled to Aides-de-Camp, in such manner and of such grades as he may determine;

WHEREAS, Section 31, Chapter 10, Title III of EO No. 292 or the "Administrative Code of 1987," provides that the President, in order to achieve simplicity, economy and efficiency, shall have the continuing authority to reorganize the administrative structure of the Office of the President (OP);

WHEREAS, Section 35, Chapter 6, Subtitle II, Title VIII, Book IV of EO No. 292 provides that the Secretary of National Defense may, in accordance with the policies or directives of the President, create additional units, services and commands, or reorganize the Armed Forces of the Philippines (AFP) in response to any situation or in pursuance of operational or contingency plans;

WHEREAS, on 02 April 2024, pursuant to the President's directive, the Department of National Defense (DND) issued DND Circular No. 9 (s. 2024), abolishing the position of Senior Military Assistant to the President and creating the Office of the Senior Aide-de-Camp to the President; and

WHEREAS, Section 17, Article VII of the Constitution vests in the President the power of control over all executive departments, bureaus, and offices:

NOW, THEREFORE, the following are hereby ordered:

SECTION 1. Creation of the Aides' Office in the OP. To enhance coordination on all communications, activities, and meetings concerning defense, military matters and corresponding ceremonial activities of the President across offices within the OP, the Aides' Office within the OP is hereby created.

SECTION 2. Composition. (a) The Aides-de-Camp shall be designated by the President in such number and ranks as may be deemed necessary and shall serve in a coterminous capacity or until their designation is sooner revoked by the President, whichever comes first. Among those designated, the President shall select one who shall serve as the Senior Aide-de-Camp to the President.

(b) The Aides' Office shall be composed of the Senior Aide-de-Camp to the President as its head, and such Aides-de-Camp, who shall be commissioned officers from the three (3) major services in the AFP, namely: (i) Philippine Navy; (ii) Philippine Army; and (iii) Philippine Air Force. The Aides-de-Camp shall provide assistance and support to the Senior Aide-de-Camp and shall be selected on the basis of their qualification and integrity, consistent with EO No. 98.

SECTION 3. Functions. The Aides' Office shall have the following functions:

a.

Perform military-related functions and responsibilities as may be directed by the President; and

b.

Upon directive of the President, act on confidential military matters, including coordination with offices within the OP engaged in military matters, the DND, the AFP, and/or any of its major services.

SECTION 4. Organizational Structure and Staffing Pattern. The Senior Aide-de-Camp to the President, in coordination with the Office of the Deputy Executive Secretary for Finance and Administration (ODESFA), shall determine the appropriate staffing pattern and corresponding qualification standards for all positions necessary to meet the technical and administrative requirements of the Office, and shall submit the same for review and approval of the President, through the Office of the Executive Secretary, subject to relevant laws, rules and regulations.

For this purpose, the ODESFA and the Office of the Deputy Executive Secretary for Support Services and Auxiliaries are hereby directed to provide a dedicated physical office, within the OP premises, to the Aides' Office, including the necessary facilities and equipment for the efficient and effective operation of said Office.

SECTION 5. Funding. The funding necessary for the implementation of this Memorandum Order shall be charged against appropriate funding sources under the OP. Thereafter, the subsequent funding requirements for the purpose shall be included in the budget proposal of the OP, subject to the usual budget preparation process.

SECTION 6. Separability. If any section or part of this Order is declared invalid or unconstitutional, the other sections or provisions not otherwise affected shall remain in full force and effect.

SECTION 7. Repeal. All orders, rules and regulations, issuances or any part thereof that are inconsistent with the provisions of this Order, are hereby repealed or modified accordingly.

SECTION 8. Effectivity. The Order shall take effect immediately.

DONE, in the City of Manila, this 30th day of December, in the year of our Lord, Two Thousand and Twenty-Four.

By authority of the President:

(SGD.) LUCAS P. BERSAMIN
Executive Secretary

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