

[**ADMINISTRATIVE ORDER NO. 94, November 05, 1999**]

CREATING THE SPECIAL OPERATIONS GROUP IN THE OFFICE OF THE PRESIDENT ON LOCAL PRESIDENTIAL VISITS

To ensure a smooth planning and execution of all plans and arrangements, including Presidential instructions, relating to Presidential local travels, there is hereby created a Special Operations Group in the Office of the President for Local Presidential Visits (OP-SOG) composed of the following:

1. The Chairman of the Presidential Commission on Urban Poor and Vice-Chairman of the National Anti-Poverty Commission (lead);
2. The Presidential Security Group;
3. The Radio-TV Malacañang (RTVM) or Philippine Broadcast Staff of the Office of the Press Secretary;
4. The Media Accreditation and Relations Office (MARO) of the Office of the Press Secretary;
5. The Malacañang Appointments Office;
6. The Malacañang Protocol Office; and
7. The Presidential Assistants for Regional Concerns (PARECOs) through the Office of the Executive Secretary.

The Group shall take charge of implementing the following:

- (a) objectives of the Presidential local trips;
- (b) policy guidance on the various preparatory work; and
- (c) required arrangements relating to such visit.

The **OP-SOG** shall conduct ocular inspection and assessment of the proposed trips to validate and finalize the President's program of activities and whenever necessary, a post-visit assessment of the trip.

The **OP-SOG** shall be responsible for coordinating the planning and implementation of all strategies, preparations and arrangements for the local Presidential visits.

The **lead agency of the OP-SOG** shall be responsible for preparing the detailed program of the President's activities and the corresponding flight manifest (if any). As such, at the national level, it shall coordinate with national line agencies and the members of the Special Operations Group on all the administrative and other arrangements and preparations required in the areas to be visited by the President. The lead agency of the OP-SOG shall also be the lead agency in coordinating the participation of all government agencies and instrumentalities, including Congress and the Judiciary as well as concerned Private Sector representatives in such visits.

The **lead agency of the OP-SOG** shall likewise be responsible for gathering the required data and other inputs needed for the President's speeches and statements for the different activities during the visits.