

## **[ EXECUTIVE ORDER NO. 335, July 19, 2004 ]**

### **CREATING THE OFFICE OF THE CABINET OFFICER FOR PROVINCIAL EVENTS**

Section 1. Creation of the Office. To ensure a smooth execution of all plans and arrangement, including Presidential instructions, relating to Presidential provincial visits and town halls, there is hereby created, within the Presidential Management Staff, an Office of the CABINET OFFICER FOR PROVINCIAL EVENTS (COPE) composed of following:

1. Cabinet Officer for Provincial Events, who shall head the office;
2. Assistant Secretary for Provincial Events, who shall serve as deputy;
3. Two (2) Assistant Secretaries seconded from the Office of the Press Secretary (OPS);
4. Staff seconded from the Radio-TV Malacañang (RTVM);
5. Staff seconded from the Media Accreditation and Relations Office (MARO) of the Office of the Press Secretary and Philippine Information Agency (PIA);
6. Officer(s) seconded from the Malacañang Protocol Office;
7. Officer to liaise with the Presidential Security Group (PSG);
8. Officer to liaise with the Malacañang Appointments Office;
9. Officer to liaise with the Presidential Assistants for Regional Concerns (PARECOs);
10. Officer to liaise with the Presidential Adviser for Communications (PAC);
11. The Presidential Management Staff Office of Regional Concerns/Office of the President Special Operations Group, hereby integrated into the Office of the COPE.

Section 2. Functions. The COPE shall head and build up the capability of the "advance" team for provincial trips and town halls of the President including media relations for said provincial trips and town halls. The COPE shall conduct ocular inspection and assessment of the proposed provincial trips and town halls to validate and finalize the President's programs and activities and whenever necessary, a post-visit assessment of the trip. The COPE shall be responsible for preparing the detailed program of the President's activities and the corresponding flight manifest (if any). The COPE shall likewise be responsible for gathering the required data and other inputs needed for the President's speeches and statements for the town hall or the different activities during the provincial visit.

Section 3. Coordination with Other Offices.

- a. At the national level, the COPE shall coordinate with national line agencies and the following entities on all the administrative and other arrangement and preparations required in the areas to be visited by the President : PSG; MARO; PIA; Malacañang Appointments Office; Malacañang Protocol Office; and the PARECOs. He shall coordinate the participation of all government agencies and instrumentalities, including