

[EXECUTIVE ORDER NO. 18, September 16, 1946]

**ESTABLISHING THE ORGANIZATION AND OPERATION OF THE
DEPARTMENT OF FOREIGN AFFAIRS AND OF THE FOREIGN
SERVICE OF THE REPUBLIC OF THE PHILIPPINES AND FIXING
THE EMOLUMENTS, PRIVILEGES AND ALLOWANCES OF THE
OFFICERS AND EMPLOYEES THEREOF.**

By virtue of the authority vested in me by Commonwealth Act No. 732, approved July 3, 1946, I, Manuel Roxas, President of the Philippines, do hereby establish the organization and operation of the Department of Foreign Affairs and of the foreign service of the Republic of the Philippines and fix the emoluments, privileges and allowances of the officers and employees thereof.

1. The Department of Foreign Affairs shall have responsibility for the coordination and execution of the foreign policies of the Republic of the Philippines and the conduct of its foreign relations and shall perform such other functions as may be assigned to it by law or by the President relating to the conduct of the foreign relations of the Republic of the Philippines.
2. The Secretary of Foreign Affairs shall be responsible to the President for formulating and carrying into effect the foreign policy of the Republic of the Philippines; for the conduct of its foreign relations; for the negotiation of treaties, conventions, and other agreements of similar force; for the administration abroad of the citizenship, immigration, and navigation laws of the Philippines; for the protection of the rights and interests of Filipino citizens and juridical persons abroad; for the sending abroad of ambassadors, ministers and other diplomatic officers and consuls, and the reception in the Philippines of like officers or friendly States; and in general, the performance of all functions concerning the relations of the Republic of the Philippines with other States and with other international organizations of which the Republic of the Philippines is a member, or in which it is interested. To assure that foreign policy shall best serve the national interests, the Secretary shall establish effective liaison with other departments of the Government, which shall render technical assistance and otherwise cooperate fully. The Secretary shall prescribe a uniform schedule of fees for services rendered the public by the Department and the Foreign Service and all such fees be deposited and credited to the National Treasury.
3. The Secretary shall exercise over-all direction, supervision and administration of the activities of the Department and the Foreign Service. He shall be assisted by a Staff Committee composed of the Undersecretary and the counselors of three offices.
4. The Undersecretary shall be responsible to the Secretary for the general coordination of the functions and activities of the Department and the operation of the Foreign Service. His Office shall contain a Division of

Coordination and Review, a Division of Protocol and a Board of Foreign Affairs Service Personnel, Examinations and Review.

5. The Counselors shall be the heads of the three Offices and shall be responsible to the Secretary through the Undersecretary.
6. The Counselor of the Office of Political and Economic Affairs shall be responsible for the coordination and conduct of foreign relations with other States and the coordination and conduct of the political and economic interests of the Philippines in its relations with other States. The Office shall be composed of a Division of American Affairs, a Division of European and African Affairs, a Division of Asian and Pacific Affairs, and a Division of Commercial and Monetary Policy and Trade Promotion.
7. The Counselor of the Office of legal Affairs, International Organizations and Conferences shall be responsible for research and the rendering of legal opinions, for cultural and intelligence activities, and for the coordination and conduct of the foreign relations of the Philippines with international bodies and conferences. The Office shall be composed of a Division of United Nations Affairs and International Conferences, a Division of Legal Affairs, Treaties, Research and Publication, and a Division of Cultural Activities and Exchange.
8. The Counselor of the Office of Administration, Budget and Controls shall be responsible for the administration of the Department of Foreign Affairs and of the foreign service and for the preparation of the budget and the allocation of and accounting for appropriations of the Department, and for the administration of the laws of the Philippines as they affect Philippine citizens and juridical persons abroad and for the protection of their rights and interests. The Office shall be composed of two branches. The Branch of Administration and Budget shall be composed of a Division of Management, Personnel, Welfare, Supplies and Maintenance, a Division of Accounts, a Division of Foreign Service Administration, and a Division of Communications, Files and Records. The Branch of Controls and Citizenship Services shall be composed of a Division of Passports and Citizenship, a Division of Visas and Immigration, and a Division of Invoice, Notarial, Shipping and Miscellaneous Services.
9. The Secretary may establish, with the approval of the President, such other Offices or Divisions as experience proves desirable for efficiency.
10. Annual salaries are fixed as follows: The Secretary, P12,000; the Undersecretary, P9,000; the Counselors of Offices, P8,400; one Aide and Press Officer to the Secretary, P7,200; Chief of Division, P6,000; Assistant Chiefs of Division, P5,000; Drafting and Research Officers, P4,500; Cryptographic Expert, P4,500.
11. Ambassadors, ministers, other chiefs of missions and Philippine Members of or delegates to international bodies shall be appointed by the President with the consent of the Commission on Appointments and shall serve at his pleasure. They shall receive salaries according to the classification of posts as determined by the Secretary and approved by the President, as follows:

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| Class I | P24,000 |
| Class II | 20,000 |
| Class III | 17,500 |

12. There shall be a single foreign service. The personnel of the Foreign Service shall consist of foreign affairs officers appointed by the President upon the recommendation of the Secretary of Foreign Affairs and with the consent of the Commission on Appointments in the cases required by the Constitution. Consular agents, clerical and miscellaneous employees shall be appointed pursuant to existing regulations. Foreign affairs officers shall be native-born Philippine citizens or foreign-born Philippine citizens whose parents were Philippine citizens at the time of their birth.
13. Appointments to Philippine Diplomatic or consular offices shall be made from among foreign affairs officers and no others, except that this restriction shall not apply to chiefs of mission, nor to consular agents.
14. Except as hereafter stated, foreign affairs officers shall be appointed after impartial competitive examinations and shall be promoted by the Secretary of Foreign Affairs under such uniform rules and regulations as he shall prescribe with the approval of the President. Foreign affairs officers whether serving abroad as diplomatic or consular officers or in the Philippines within the Department of Foreign Affairs, shall be classified and shall receive basic salaries as follows:

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| Class I | P9,000 | to P10,000 |
| Class II | 6,500 | 8,500 |
| Class III | 5,000 | 6,000 |
| Class IV | 3,000 | 4,500 |

except that when assigned and residing outside the Philippines, they shall receive supplemental salaries of 50 per cent of their basic salaries. When serving as chiefs or ad interim chiefs of mission, foreign affairs officers shall receive the full allowances of the chief of mission but shall not be given any increase in basic salary.

15. Original appointment of foreign affairs officers to one of the four classes and appointment from one class to another shall be made by the President on recommendation of the Secretary. At the end of each fiscal year in the class, officers shall receive an increase in basic salary of P500 provided that the Board of Foreign Affairs Service personnel, Examinations and Review, on the basis of efficiency reports submitted to it, shall have determined the officers to be worthy of a grade of "good" or higher. No officers shall be promoted from one class to another until he shall have served at least one year at each salary grade within the class, and have a certified rating of "very good" or higher for the year preceding promotion. Positions in the Foreign Service with offices abroad are hereby declared primarily confidential and highly technical in nature.
16. Foreign affairs officers of Class I shall serve as Counselors or First Secretaries, or Consuls General or both; of Class II as First or Second Secretaries, or Consuls or both; of Class III as Second Secretaries, or Consuls or Vice Consuls, or both; of Class IV as Third Secretaries or Vice Consuls or both, or in positions of corresponding importance in the Department of Foreign Affairs.