

# **[ MEMORANDUM CIRCULAR NO. 47, August 15, 2003 ]**

## **REDISTRIBUTION OF RESPONSIBILITIES OF THE OFFICE OF THE DEPUTY EXECUTIVE SECRETARY FOR LEGAL AFFAIRS, OFFICE OF THE PRESIDENT**

In order to achieve a more balanced workload and support the continuing effort to improve the quality and efficiency of public service in the Office of the President ("OP"), the responsibilities of the Office of the Deputy Executive Secretary for Legal Affairs, are hereby redistributed as follows:

### **1. Deputy Executive Secretary for Legal Affairs Manuel B. Gaite**

- a. Review, resolution and appropriate action on cases appealed to the Office of the President from decisions of various departments and agencies
- b. Review of contracts and other agreements
- c. Conduct legal research and render legal opinion

### **2. Deputy Executive Secretary Arthur P. Autea**

- a. Process pardons, parole and executive clemency

### **3. Deputy Executive Secretary Jose T. Tale**

- a. Process Presidential issuances (Executive Orders, Proclamations, Administrative Orders, Memorandum Orders, Memorandum Circulars)

The above named Deputy Executive Secretaries shall continue to exercise the other responsibilities they currently have, respectively, in so far as these are not inconsistent with the foregoing redistribution.

Existing Memorandum Orders with respect to the disposition and authorized signatories of cases appealed to the Office of the President shall continue to be in force and effect in accordance with the provisions thereof.

The Deputy Executive Secretary for Legal Affairs shall also continue to have responsibility over the Legislative Office and the Political Affairs Office.

The Deputy Executive Secretaries shall perform such other tasks and assignments as may be directed by the Executive Secretary from time to time.

This Memorandum Circular shall take effect immediately.

15 August 2003

By authority of the President: