

**[ EXECUTIVE ORDER NO. 253, June 22, 1995 ]**

**PROVIDING FOR THE RATIONALIZATION AND UPGRADING OF  
THE EXISTING PASSPORT EXTENSION OFFICES OF THE  
DEPARTMENT OF FOREIGN AFFAIRS INTO REGIONAL CONSULAR  
OFFICES**

WHEREAS, it is the policy of the government to bring public service closer to the people;

WHEREAS, the Department of Foreign Affairs (DFA), desirous of providing services to cover the widest possible area, has created ten (10) Passport Extension Offices, whose primary function is the delivery of passport services, in the following regions:

1. San Fernando, La Union (Region I)
2. Cauayan, Isabela (Region II)
3. San Fernando, Pampanga (Region III)
4. Lucena City, Quezon (Region IV)
5. Legaspi, Albay (Region V)
6. Iloilo City, Iloilo (Region VI)
7. Cebu City, Cebu (Region VII)
8. Zamboanga City, Zamboanga (Region IX)
9. Cagayan de Oro City (Region X)
10. Davao City, Davao (Region XI)

WHEREAS, pursuant to recent human resource development diplomacy thrust of the DFA, the Passport Extension Offices also engage in public information and education of government policies and attend to requests for assistance from relatives of overseas contract workers (OCWs) residing within their respective regional jurisdiction;

WHEREAS, in order to sustain efforts in providing assistance to OCWs and their relatives in the Philippines, there is a need to upgrade the functions, scope and responsibilities of the Passport Extension Offices.

NOW, THEREFORE, I, FIDEL V. RAMOS, President of the Republic of the Philippines, by virtue of the powers vested in me by law, do hereby order the upgrading of the DFA Passport Extension Offices into Regional Consular Offices.

*SECTION 1. Organization* - The DFA Regional Consular Offices shall be composed of Home Office - based personnel and locally hired employees from the Region. It shall be headed by an Officer-In-Charge, who shall have the minimum rank of Foreign Service Staff Officer (FSSO).

*SECTION 2. Staff House* - The DFA Regional Consular Office is duly authorized to rent a staff house for its Home Office - based personnel, preferably in the same building or premises where the Office is situated.