

Republic of the Philippines
DEPARTMENT OF ENERGY

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MAY 17 2010
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MEMORANDUM

FOR : **Undersecretary Ramon G. Santos**
Administrator Edita S. Bueno, NEA
President Froilan A. Tampinco, NPC
President Moslemen T. Macarambon, TRANSCO
President Antonio M. Cailao, PNOG
Acting President Maria Luz L. Caminero, PSALM

FROM : **OFFICE OF THE ACTING SECRETARY**

SUBJECT : **ADMINISTRATIVE ORDER NO. 285**

DATE : **14 MAY 2010**

Forwarded herewith from the Office of the President, Malacañang, the certified copy of Administrative Order (A.O.) No. 285 dated 09 May 2010 entitled: **"SETTING UP A TRANSITION COOPERATION TEAM AND INTRODUCING THE TRANSITION BLUEPRINT"**.

Likewise attached herewith copy of memorandum from Executive Secretary Leandro R. Mendoza dated 12 May 2010, directing all Departments and GOCCs to comply with the requirements of the transition blueprint. Please note deadline of submission of transition reports to the Presidential Transition Cooperation Team (PTCT) by **19 May 2010**. The Department will appreciate receiving a copy of your submissions.

For information and immediate compliance.

FOR THE OFFICE OF THE ACTING SECRETARY:

Paulo Rodelio M. Halili

PAULO RODELIO M. HALILI
Chief of Staff

Fay Li
RECEIVED BY
18 MAY 2010

cc: DOE Undersecretaries, Assistant Secretaries and Directors

Energy Center, Merritt Rd., Fort Bonifacio, Taguig City, Metro Manila 1201 Philippines

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Office of the President
of the Philippines
Malacañang

MALACAÑANG RECORDS OFFICE

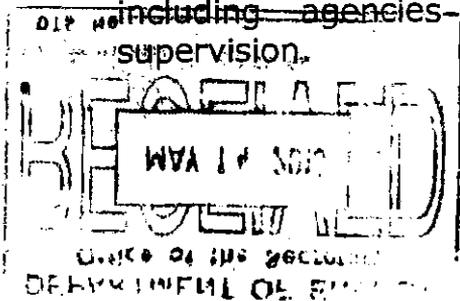
Manila, May 13, 2010

HON. JOSE C. IBAZETA
Acting Secretary
Department of Energy
Taguig City

Sir:

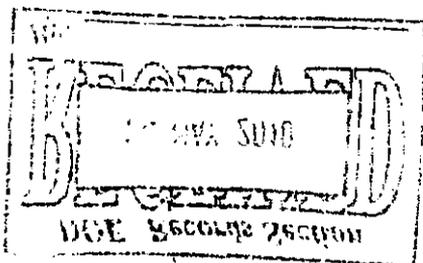
I have the honor to transmit for your information and guidance, a certified copy of Administrative Order No. 285 dated May 9, 2010 entitled **"SETTING UP A TRANSITION COOPERATION TEAM AND INTRODUCING THE TRANSITION BLUEPRINT"**.

For this purpose, all concerned departments shall undertake measures to disseminate said Administrative Order to your component units/ bureaus, government owned and controlled corporations including agencies attached to or under your administrative supervision.



Very truly yours,

MARIANITO M. DIMAANDAL
Director IV



MALACAÑANG
MANILA

BY THE PRESIDENT OF THE PHILIPPINES

ADMINISTRATIVE ORDER NO. 285

**SETTING UP A TRANSITION COOPERATION TEAM AND
INTRODUCING THE TRANSITION BLUEPRINT**

WHEREAS, the true hallmark of a strong, functioning democracy is a smooth transition to a new government;

WHEREAS, the outgoing Administration must do everything in its power to make sure the new government has the benefit, from day one, of a strong, stable, government ready to continue working on behalf of the people it was elected to serve;

WHEREAS, there is need for a transition cooperation team to work closely with the representatives of the next President to ensure a peaceful, orderly and effective transition on June 30;

NOW, THEREFORE I, GLORIA M. ARROYO, President of the Republic of the Philippines, by virtue of the powers vested in me by law, do hereby order:

SECTION 1. Presidential Transition Cooperation Team. There is hereby created a Presidential Transition Cooperation Team (PTCT), which shall be responsible for the overall implementation, coordination and supervision of the entire transition blueprint provided in Section 2 herein and its corollary activities.

SEC. 2. Transition Blueprint. Transition planning shall be conducted to establish and define the processes and parameters that shall guide the government's operations during the transition period. Results of the planning shall be the formulation of a Transition Blueprint (TB), which will provide for efficient and effective turn-over and the continued functions of the bureaucracy in the early days of the next Administration.

The Blueprint, which shall cover all government departments, agencies, bureaus, government-owned and -controlled corporations (GOCCs), and other instrumentalities including attached agencies under the Office of the President, may include the following:



POMA Histogram # 57049



- a) Provide orderly and smooth transfer of power to the next Administration through:
 - i) Readiness to orient the incoming President and his Cabinet Members and key officials on the government's structure, procedures and decisions flows;
 - ii) Readiness to provide information to the incoming Administration of the policies of various departments/agencies, their specific mandates, vision/mission, objectives, functional structures, key officers and their credentials, and other administrative information; and
 - iii) Proposals for continuity, particularly the clustered forward-looking national education program of the Department of Education, the Commission on Higher Education, and the Technical Education and Skills Development Authority as recommended by the Presidential Task Force on the Education System;
- b) Ensure seamless service delivery during the transition phase;
- c) Document the key accomplishments of the Arroyo Administration;
- d) Give due recognition to the persons, institutions and other organizations who have helped the Arroyo Administration achieve its goals.

SEC. 3. Composition of the PTCT. The PTCT shall be composed of the following:

The Executive Secretary as Chairperson
The Secretary of Foreign Affairs
The Secretary of Budget and Management
The Secretary of Education to represent the Presidential Task Force on the Education System
The Press Secretary
The Director-General of the National Economic and Development Authority
The Director-General of the Presidential Management Staff (PMS)
The Director-General of the Philippine Information Agency, with regard to the documentation of the key accomplishments of the Arroyo Administration.

The Office of the Executive Secretary and the PMS shall jointly provide technical and secretariat support to the PTCT.



PGMA Hologram # 57050



SEC. 4. Functions of the PTCT. The PTCT shall perform the following specific functions:

- a) Serve as overall and central coordination committee of all government departments, agencies, bureaus, GOCCs and other instrumentalities on the preparation and implementation of the TB;
- b) Prepare guidelines on the specific preparations to be used by all government departments, agencies, bureaus, GOCCs, and other instrumentalities, for the turn-over;
- c) Direct and oversee the preparation of the agencies' respective TBs and the necessary transition reports;
- d) Consolidate agencies' reports into one (1) transition report which will be formally submitted to the incumbent President who may turn-over said documents to the President-elect;
- e) Identify and prepare an inventory of key positions and the roles and functions of departing Presidential appointees at each major department, bureau or agency to guide the President-elect with necessary information in hiring the new officials; and
- f) Serve as a clearing house for the recommendations of the Agency Transition Cooperation Teams provided in Section 5 herein, regarding the persons and/or organizations meriting the recognition of the Arroyo Administration in achieving its goals, and submit to the President the final list of said personnel and/or organization.

SEC. 5. Creation of Agency Transition Cooperation Teams (ATCT) and Coordinators. All government departments, agencies, bureaus, GOCCs and other instrumentalities including attached agencies under the Office of the President shall establish their respective ATCTs, as chaired by the Secretary or Head of the Agency and vice-chaired by the Senior Undersecretary or the Deputy Head of the Agency, with senior career officials as members. The ATCT shall:

- a) Prepare the Organizational Transition Reports (OTRs) and Functional Transition Reports (FTRs) of their respective departments, which are provided in Section 6 herein;
- b) Identify and summarize each agency's important policies, and internal management for the guidance and information of the next Administration's appointees;
- c) Conduct briefings for incoming officials;
- d) Conduct training exercises for the incoming officials and their staff to provide a working familiarity with each other and the processes that need to be followed;
- e) Establish systems and procedures for transition to ensure continued operations; and



A Hologram # 57051



- f) Extend technical and administrative assistance to the incoming Head of Office and his/her staff.

A Transition Coordinator shall be appointed to regularly coordinate with the PTCT on the status of the preparation and implementation of the department's/agency's transition plan.

SEC. 6. Preparation and Submission of Reports. The departments/agencies' transition cooperation teams shall prepare and submit the following on or before May 31, 2010 to the PTCT:

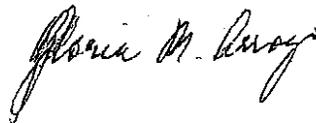
- a) OTRs which shall provide the following information:
- i) Information on the Organization (mandate and functions, organizational chart, profiles of officials and personnel at central and field levels);
 - ii) Strategic linkages including their public clientele;
 - iii) Resources (financial, physical), including accomplishments in the Rationalization/Streamlining Plan; and
 - iv) Other challenges and proposed areas for action of the new head of office.
- b) FTRs which include the status of policies, reforms, ongoing as well as pipelined major programs/projects and legislative agenda and accomplishments.

SEC. 7. Funding. Funding for the transition plans and other related activities shall be sourced from the respective budgets of the departments/agencies/GOCCs.

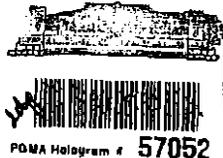
SEC. 8. Effectivity. This Order shall take effect immediately.

DONE in the City of Manila, this 9th day of May, in the year of Our Lord, Two Thousand and Ten.

By the President:



LEANDRO MENDOZA
Executive Secretary



CERTIFIED COPY:

MARIANITO M. DIMAANDAL
DIRECTOR IV
MALACANANG RECORDS OFFICE

**Office of the President
of the Philippines
Malacañang**

MALACAÑANG RECORDS OFFICE

Manila, May 12, 2010

HON. JOSE C. IBAZETA
Secretary
Department of Energy
Makati City

Sir:

I have the honor to transmit, for your information and guidance, a certified copy of Memorandum from Executive Secretary Leandro R. Mendoza dated 12 May 2010 re: **"AGENCY COMPLIANCE TO THE TRANSITION BLUEPRINT"**.

May we request that copy of the above memorandum be disseminated to the bureaus, offices, agencies and corporations under/attached to that Department.

Thank you very much.

Very truly yours,


MARIANITO M. DIMAANDAL
Director-IV

Office of the President
of the Philippines
Malacañang

MEMORANDUM FROM THE EXECUTIVE SECRETARY

TO : HEADS OF DEPARTMENTS/AGENCIES/BUREAUS/GOCCs/
OTHER INSTRUMENTALITIES

SUBJECT : AGENCY COMPLIANCE TO THE TRANSITION BLUEPRINT

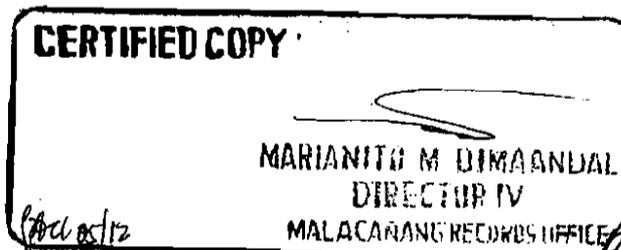
DATE : 12 May 2010

Pursuant to Administrative Order No. 285 entitled "*Setting up a Transition Cooperation Team and Introducing the Transition Blueprint*" (**Annex A**) all heads of departments/agencies/bureaus/GOCCs/other instrumentalities are hereby directed to comply with the following requirements and schedules:

1. Creation of the Agency Transition Cooperation Teams (ATCT) in your respective offices;
2. Designation of Transition Coordinators to the Presidential Transition Cooperation Team (PTCT);
3. Preparation/Submission of Organizational Transition Report (OTR) (**Annex B**) and Functional Transition Report (FTR) (**Annex C**) to the PTCT, in accordance with the attached Report Templates; and
4. Observance of the attached Timetable of Activities. (**Annex D**)

FOR IMMEDIATE COMPLIANCE.

LEANDRO R. MENDOZA



MALACAÑANG
MANILA

BY THE PRESIDENT OF THE PHILIPPINES

ADMINISTRATIVE ORDER NO. 285

SETTING UP A TRANSITION COOPERATION TEAM AND
INTRODUCING THE TRANSITION BLUEPRINT

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WHEREAS, the outgoing Administration must do everything in its power to make sure the new government has the benefit, from day one, of a strong, stable, government ready to continue working on behalf of the people it was elected to serve;

WHEREAS, there is need for a transition cooperation team to work closely with the representatives of the next President to ensure a peaceful, orderly and effective transition on June 30;

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The Blueprint, which shall cover all government departments, agencies, bureaus, government-owned and -controlled corporations (GOCCs), and other instrumentalities including attached agencies under the Office of the President, may include the following:



- a) Provide orderly and smooth transfer of power to the next Administration through:
 - i) Readiness to orient the incoming President and his Cabinet Members and key officials on the government's structure, procedures and decisions flows;
 - ii) Readiness to provide information to the incoming Administration of the policies of various departments/agencies, their specific mandates, vision/mission, objectives, functional structures, key officers and their credentials, and other administrative information; and
 - iii) Proposals for continuity, particularly the clustered forward-looking national education program of the Department of Education, the Commission on Higher Education, and the Technical Education and Skills Development Authority as recommended by the Presidential Task Force on the Education System;
- b) Ensure seamless service delivery during the transition phase;
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SEC. 3. Composition of the PTCT. The PTCT shall be composed of the following:

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 The Secretary of Education to represent the Presidential Task Force on the Education System
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 The Director-General of the Presidential Management Staff (PMS)
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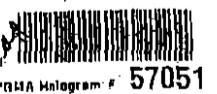
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- f) Extend technical and administrative assistance to the incoming Head of Office and his/her staff.

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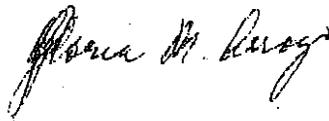
b) FTRs which include the status of policies, reforms, ongoing as well as pipelined major programs/projects and legislative agenda and accomplishments.

SEC. 7. Funding. Funding for the transition plans and other related activities shall be sourced from the respective budgets of the departments/agencies/GOCCs.

SEC. 8. Effectivity. This Order shall take effect immediately.

DONE in the City of Manila, this 9th day of May, in the year of Our Lord, Two Thousand and Ten.

By the President:



LEANDRO MENDOZA
Executive Secretary



**TEMPLATE/OUTLINE
FOR THE
ORGANIZATIONAL TRANSITION REPORT (OTR)**

- I. Name of Agency
- II. Short History (Background/Enabling laws or issuances creating the Agency and other issuances affecting the organization)
- III. Mandate
- IV. Functions
- V. Budget (GAA Allotment)
- VI. Partnerships and Linkages
- VII. Proposed Areas of Action of the Incoming Officials
- VIII. Manpower
 1. Total number of personnel
 2. Number of Officials (Secretary, Undersecretary, Assistant Secretary, Directors)
 3. Number of regular and non-regular employees
 4. Number of CESOs
 5. Number of filled-up and vacant positions
- IX. List of selected individuals, institutions and other civil society organizations who have helped the Arroyo Administration achieve its goals
- X. Other Major Administrative Concerns
- XI. Name of Agency Transition Cooperation Team's (ATCT) Coordinator
- XII. Attachments (*Legal and major reference documents*)

**TEMPLATE/OUTLINE
FOR THE
FUNCTIONAL TRANSITION REPORT (FTR)**

- I. Name of Agency
- II. Major Programs/Projects/Activities, and Accomplishments (previous administration vs 2001 to 2009)*
 - A. Completed (*During the Arroyo Administration*)
 - B. On-going
 - C. Pipeline
- III. Recommended actions on, on-going, pending and pipeline programs/projects**
- IV. Attachments (*Legal/major reference documents*)

* NEDA is expected to submit a proposed revised MTPDP.

** DBM and DOF will include target revenue and expenditures.

PROPOSED TIMETABLE



ACTIVITIES	DATE
Issuance of Administrative Order creating the PTCT	11 May 2010
Preparation of guidelines by the PTCT for the preparation of TB	12 May 2010
Creation of ATCT by government agencies	12 May 2010

PROPOSED TIMETABLE (cont'd.)



ACTIVITIES	DATE
Formulation/Preparation of ATCTs' Transition Reports	12-17 May 2010
PTCT organizational meeting	13 May 2010
Submission of ATCTs' Transition Reports to the PTCT	18-19 May 2010
Conduct of Transition Planning Session	20-21 May 2010

PROPOSED TIMETABLE (cont'd.)



ACTIVITIES	DATE
Briefings for Incoming Cabinet Members by Outgoing Cabinet Members	01-25 June 2010
Conferment of Presidential Awards	15 June 2010
Presidential Inaugural Ceremonies	30 June 2010
Turnover Ceremonies/Induction of incoming Cabinet Members	30 June-05 July 2010