

Republic of the Philippines
HOUSE OF REPRESENTATIVES
Quezon City, Metro Manila

TWENTIETH CONGRESS
First Regular Session

HOUSE BILL NO. **4215**



Introduced by Representative Gloria Macapagal Arroyo

AN ACT PROVIDING FOR THE CHARTER OF THE OFFICE OF THE VICE-PRESIDENT OF THE REPUBLIC OF THE PHILIPPINES, DEFINING ITS POWERS AND FUNCTIONS, APPROPRIATING FUNDS THEREFOR, AND FOR OTHER PURPOSES

Explanatory Note

In the ever-evolving landscape of governance, the Office of the Vice President (OVP) of the Philippines stands as a vital component of our democratic framework. This is a bill which intends to create a charter for the OVP, seeking to establish a robust foundation that elevates the role beyond ceremonial duties, ensuring that Vice Presidents can fulfill their mandate with clarity, purpose, and efficacy.

The mandate of the OVP must encompass substantive responsibilities that resonate with the aspirations of Filipinos. The charter will delineate specific roles, including formulating and recommending programs to ensure effective and efficient delivery of social services, as well as implementing socio-economic and advocacy programs towards nation-building, representing the government in international gatherings, and assuming leadership role in addressing key issues. By defining these responsibilities, we empower Vice Presidents to lead with purpose, fostering an environment where proactive solutions can flourish. A clear mandate for the OVP creates a solid foundation for effective governance that reflects its commitment to progress for the general welfare.

In the creation of the OVP's charter, it is essential to include several critical provisions. Firstly, there is a need for the establishment of a permanent office that will serve as a dedicated space for operations and strengthen the identity of the Office of the Vice President. Secondly, the OVP must have the necessary administrative structure, personnel, and budgetary support to guarantee the successful execution of the functions of the office, thereby enabling a Vice President to perform effectively and efficiently. Additionally, a security team should be formed to implement protocols aimed at safeguarding both current and former Vice Presidents, thereby ensuring continuity of leadership within the governance framework.

This proposal aligns with the constitutional provisions outlined in the 1987 Constitution of the Philippines, specifically Article VII, Section 3, which recognizes the Vice President as the second highest official of the land. This charter seeks to clarify and

expand upon these constitutional duties, ensuring that the Vice President is equipped to meet the challenges of governance with clarity and resolve, thus reinforcing the latter's role as a significant figure in the country's democratic process.

In view of the foregoing, the passage of this bill is earnestly sought.



GLORIA MACAPAGAL ARROYO
Representative 2nd District of Pampanga

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Be it enacted by the Senate and House of Representatives of the Philippines in Congress assembled.

SECTION 1. *Short Title.* - This Act shall be known as the "The OVP Charter."

SEC. 2. *Declaration of Policy.* – The State declares that the Office of the Vice President, the second highest public office in the land, is a vital agency of the government that delivers efficient, accessible, and responsive public service for the good of all Filipinos.

It is hereby declared the policy of the State to continuously provide the Filipino people with excellent public service through the concerted efforts of all its elected and appointed officials. The State shall endeavor to maximize all its human and financial resources for the benefit and welfare of its people.

Towards this end, the State shall define, through legislation, the mandate, powers and functions of the Vice-President, the second highest official in the land, in order to uphold the role beyond ceremonial duties, ensuring that Vice Presidents can fulfill their mandate with clarity, purpose, and efficacy. By doing so, this will provide the Office of the Vice-President with appropriate and adequate mechanisms through which it may serve and ensure effective governance that reflects its commitment to the general welfare of Filipinos.

SEC. 3. *Powers and Functions of the Office of the Vice-President.* - The Office of the Vice-President shall have the following powers and functions:

- a. Implement laws, policies, rules and regulations of the National Government;
- b. Formulate, develop, recommend and implement programs to ensure effective and efficient delivery of social services to the Filipino people;
- c. Coordinate and partner with appropriate government and non-government agencies, financial institutions, socio-economic groups and people's organizations in supporting local government units and their constituents, in identifying and implementing socio-economic development and advocacy programs towards nation-building;
- d. Perform ceremonial and diplomatic functions, and represent the Philippine government in official gatherings and occasions;
- e. Own, hold, acquire, or lease real and personal properties as may be required in the discharge of its functions;
- f. Maintain a Provident Fund which consists of contributions made by both the Office of the Vice-President and its officials and employees and their earnings, for the payment of benefits to such officials and employees or their heirs under such terms and conditions as it may prescribe;
- g. Confer awards upon individual Filipinos in recognition of their heroic deeds and service to the nation or for honoring the country through their scientific, cultural, or artistic accomplishment; and
- h. Exercise such other powers as may be vested in the Vice-President of the Republic of the Philippines by other laws.

SEC. 4. *The Vice-President.* - The authority and responsibility for the exercise of mandate, powers and functions of the Office of the Vice-President shall be vested in the Vice-President, who shall exercise supervision and control over the said office.

For such purposes, the Vice-President shall have the following functions:

- a. Provide executive direction, supervision and control over the entire operations of the Office of the Vice-President;
- b. Establish policies and standards for the effective, efficient, and economical operations of Office of the Vice-President, consistent with the programs of the government;
- c. Issue order, directives, rules, regulations and other issuances, to carry out policies, plans, programs, or projects pursuant to the provisions of this Act, and such other powers as may be required to implement and realize the objectives of this Act;
- d. Provide advice to the President on the promulgation of executive and administrative orders and on the formulation of necessary regulatory and legislative proposals on matters pertaining to the programs implemented by Office of the Vice-President; and
- e. Perform such other functions as may be provided for by law.

SEC. 5. *Structural Organization.* – The Vice-President shall be assisted by one (1) Chief of Staff who shall directly assist the President in the management of the affairs pertaining to the Office of the Vice-President, and four (4) Assistant Chiefs of

Staff who shall provide comprehensive support pertaining to a functional area of the Office. The Vice-President shall have the authority to assess and evaluate, and on the basis of which, transfer, delineate, reassign, or reorganize the functional areas of responsibilities of each office as he or she may deem necessary for the effective discharge of its functions.

The Chief of Staff and Assistant Chiefs of Staff shall possess the rank, salary and benefits appurtenant to a cabinet secretary and undersecretary, respectively, all of whom shall be selected and appointed by the Vice-President. Their appointment shall be coterminous with the Vice-President.

There shall be six (6) directors who shall assist the Chief of Staff and Assistant Chiefs of Staff, and who shall perform management functions and supervise the divisions and units under their offices. Four (4) director positions shall be coterminous with the appointing authority while two (2) shall be permanent positions.

Whenever necessary, additional director positions may be requested by the Office of the Vice-President, subject to approval from the Office of the President.

SEC. 6. *Office of the Chief of Staff.* – The Office of the Chief of Staff shall have the following functions:

- a. Exercise general supervision and control on the daily operations of the Office of the Vice-President;
- b. Represent the Vice-President in official functions and meetings; and
- c. Perform such other functions as may be provided by law or assigned by the Vice-President.

SEC. 7. *Offices of the Assistant Chief of Staff.* –The following offices are hereby created, each to be headed by an Assistant Chief of Staff and assisted by other officers and staff:

- a. Administrative and Financial Services Office
- b. Operations Office
- c. Strategy Management Office
- d. Corporate Communications Office

Two (2) permanent positions for director mentioned in Section 9 of this Act shall each be designated as the Director for Administrative Services and Director for Financial Services, respectively. The other four (4) coterminous director positions shall be assigned to other various functional areas of the organization, as the Vice-President may deem necessary.

SEC. 8. *Administrative and Financial Services Office.* – The Office shall have the following functions:

- a. Provide the Office with advice and assistance on budgetary, financial and management matters;

- b. Ensure efficient, effective, and economical services relating to records management, supplies, equipment, collections, disbursements, building administration and maintenance, and security;
- c. Administer personnel programs including selection and placement development, performance evaluation, employee relations and welfare; and
- d. Perform such other functions as may be provided by law or assigned by the Vice-President.

SEC. 9. *Operations Office.* – The Office shall have the following functions:

- a. Conceptualize, develop and enhance the programs and services of the Office;
- b. Ensure the efficient and effective delivery of programs and services of the Office;
- c. Supervise and control all operations activity, including disaster relief operations; and
- d. Perform such other functions as may be provided by law or assigned by the Vice-President.

SEC. 10. *Strategy Management Office.* – The Office shall have the following functions:

- a. Ensure the alignment of performance target and measures, with the resources and strategic objectives of the Office;
- b. Develop, review and implement strategic plan;
- c. Coordinate and monitor the implementation of various directives, programs and services of the Office, among others;
- d. Formulate policies that ensure the accomplishment of organizational goals;
- e. Undertake research to contribute to policy advocacy of the Office; and
- f. Perform such other functions as may be provided by law or assigned by the Vice-President.

SEC. 11. *Corporate Communications Office.* – The Office shall have the following functions:

- a. Formulate communications plan that will disseminate the programs and services of the Office;
- b. Engage and communicate with the media and public the OVP's targets, activities and accomplishments;
- c. Develop, promote and maintain the OVP brand of public service; and
- d. Perform such other functions as may be provided by law or assigned by the Vice-President.

SEC. 12. *Technical and Staff Offices.* – Division chiefs shall be appointed in accordance with the qualifications set by the Civil Service Commission and shall head the divisions within the Office of the Vice-President including, but not limited to:

- a. Accounting
- b. Budget
- c. Cash
- d. Ceremonial and Diplomatic Affairs
- e. General Services
- f. Human Resource Development
- g. Internal Audit
- h. Knowledge Management
- i. Legal Affairs
- j. Local Affairs and Special Projects
- k. Planning
- l. Public Assistance
- m. Management Information Service
- n. Media and Public Relations
- o. Research and Policy
- p. Security Bureau

The position structure and staffing pattern of the Office of the Vice-President, including the Museum of the Vice-Presidents of the Philippines as provided in Section 22 herein, shall be approved and prescribed by the Vice-President.

The Vice-President shall establish professionalism and exemplary public service at all levels of the organization.

The Office of the Vice-President may be reorganized by the Vice-President to suit the operations of the Office. There shall be no mandatory separation of any employee as a result of the reorganization. Whenever practicable, the affected employees shall be reassigned to similar positions, taking into consideration their skills and experience without loss of seniority or other rights and privileges attached. In any case, all relevant laws, decrees, executive orders, rules and regulations concerning the rights of government employees in the reorganization of an office shall be respected.

SEC. 13. *Qualifications.* – No person shall be appointed Chief of Staff or Assistant Chief of Staff of the Office of the Vice-President unless he or she is a citizen and resident of the Philippines, of good moral character, and proven integrity.

The power to select and appoint the Chief of Staff and all Assistant Chiefs of Staff shall be vested solely in the Vice-President. The Vice-President shall appoint all officers and employees of the Office of the Vice-President, in accordance with the Civil Service Law, rules and regulations.

SEC. 14. *Satellite Offices.* - The Vice-President is hereby authorized to establish, operate and maintain Satellite Offices in various parts of the country to enhance the delivery of its services to the people, as the need arises. Each Satellite Office shall be headed by a Satellite Chief, who may be assisted by an Assistant Satellite Chief. The Satellite Chief and Assistant Satellite Chief shall be appointed by

the Vice-President. The Satellite Offices shall be under the general supervision and control of the Assistant Chief of Staff for Operations.

SEC. 15. Assistance to Filipinos - The Office of the Vice-President is hereby authorized to provide the following assistance to Filipino households and individuals in need:

- a. Financial assistance in the form of outright cash, check, vouchers, tickets, guarantee letters and other similar devices to be issued in favor of qualified beneficiaries for medical, funeral, transportation, educational, food and other essential needs. The amount of financial assistance shall be determined by the OVP, taking into account the current needs and cost of medical, funeral and transport services, education, food and other essential needs: *Provided*, That the amount of financial assistance may be adjusted by the OVP based on their assessment criteria: *Provided, further*, That the OVP may adopt mechanisms to ensure swift and efficient grant of financial assistance by requesting the services of national government agencies or local government units (LGUs), or by engaging the services of authorized government depository banks, rural banks, thrift banks, cooperative banks, and institutions engaged in money remittances duly registered with and licensed by the *Bangko Sentral ng Pilipinas*;
- b. Material assistance in the form of food packs, ready-to-eat meals, food stubs or vouchers, hygiene kits, sleeping kits, assistive devices and technologies, and other similar implements: *Provided*, That the procurement of goods and commodities shall be in accordance with Republic Act No. 9184, otherwise known as the "Government Procurement Reform Act";
- c. Psychosocial support in the form of psychological first aid, social work counseling, and other necessary psychological and emotional interventions: *Provided*, That the provision of psychosocial support shall be in accordance with Republic Act No. 11036, otherwise known as the "Mental Health Act";
- d. Referral services in the form of coordination or endorsement of clients to other government agencies that provide other services including, but not limited to: legal, psychiatric, protective, treatment, and rehabilitative services;
- e. Peace-building assistance in the form of sustainable livelihood, micro-enterprise capital, employment facilitation and skills development for Filipinos in poverty-stricken or conflict areas to prevent local residents from being targeted or recruited by terrorist or communist insurgents; and
- f. Other forms of assistance as may be deemed necessary by the Office of the Vice-President.

It shall also work with other government agencies, entities or government-owned or controlled corporation, or non-government organizations to address the needs of individuals in crisis.

SEC. 16. Authority to accept donations. Notwithstanding any law to the contrary, the Vice-President shall be authorized to accept local and foreign donations in cash or in kind for purposes relevant to the performance of the functions of the Vice-President. *Provided, That* receipts from donations, whether in cash or in kind, shall be properly accounted in its books in accordance with existing accounting and auditing rules and regulations.

The Office of the Vice-President is likewise authorized to facilitate the distribution of donations it has received for relief aid in times of disaster, calamities, public health emergencies, and other humanitarian reasons.

SEC. 17. The Coat-of-Arms, Seal, and Flag of the Vice-President of the Philippines.

- a. The Coat-of-Arms of the Vice-President of the Philippines shall be of the following design:

A circular white shield with an eight-rayed golden-yellow Philippine sun at the center. Overlapping the Philippine sun is a red equilateral triangle. Inside and at the center of the equilateral triangle is the traditional golden-yellow sea lion (Ultramar) of the Coat-of-Arms granted to the City of Manila in 1596, on guard with a sword on its right paw, at hilt. Inside and at the corner of each of the three (3) angles of the equilateral triangle, a five-pointed golden-yellow star to represent Luzon, Visayas, and Mindanao, respectively.

- b. The Seal of the Vice-President of the Philippines shall consist of the Coat-of-Arms of the Vice-President of the Philippines, and a blue circle around the Coat-of-Arms. The blue circle shall contain the words "Sagisag ng Pangalawang Pangulo ng Pilipinas" in white letters on the upper arc, the lower arc divided by one (1) five-pointed white star.
- c. The Flag of the Vice-President of the Philippines shall consist of the Coat-of-Arms of the Vice-President in proper colors, with a rectangular white background (instead of the circular white shield). The fringe shall be of knotted yellow silk. The ratio of the Flag shall be 1:2: *Provided, That* when the Flag of the Vice-President is used with the PH flag, it shall be hoisted, flown and displayed in accordance with the pertinent provisions of Republic Act No. 8491, as amended.

SEC. 18. The Seal, Flag, and Hymn of the Office of the Vice-President of the Philippines.

- a. The Seal of the Office of the Vice-President of the Philippines shall consist of the Coat-of-Arms of the Philippines, and a blue circle around the Coat-of-Arms. The blue circle shall contain the words "Tanggapan ng Pangalawang Pangulo" in white letters on the upper arc, the lower arc divided by one (1) five-pointed white star.
- b. The Flag of the Office of the Vice-President of the Philippines shall consist of the Coat-of-Arms of the Office of the Vice-President in proper colors, with a rectangular white background. The fringe shall be of knotted yellow silk. The ratio of the Flag shall be 1:2: *Provided*, That when the Flag of the Office Vice-President is used with the PH flag, it shall be hoisted, flown and displayed in accordance with the pertinent provisions of Republic Act No. 8491, as amended.
- c. The Official Hymn for the Office of the Vice-President is adopted and institutionalized, as follows:

SULONG, TANGGAPAN NG PANGALAWANG PANGULO

*Sing tamis ng sinag ng umaga
Puso mo'y daluyan ng Pag-asa
Sagisag mo'y araw ng pagkakaisa*

*Dala ang katapatan sa serbisyo
Pag-ibig sa mamamayang Pilipino
Sa paglinang ng kultura ika'y kasama ko*

*Sulong, Tanggapan ng Pangalawang Pangulo
Ikaw ay sandigan ng bawat Pilipino
Sulong, hawak kamay ika'y aming gabay
Tungo sa ninanais naming tagumpay*

*Sulong, Tanggapan ng Pangalawang Pangulo
Ikaw ay sandigan ng bawat Pilipino
Sulong, hawak kamay ika'y aming gabay
Tungo sa ninanais nating tagumpay*

Tungo sa ninanais nating tagumpay

SEC. 19. Permitted and Prohibited Uses of the Heraldic Items and Devices of the Vice-President of the Philippines and the Office of the Vice-President. –The Coat-of-Arms, Seal, and Flag of the Vice-President of the Philippines and the Office of the Vice-President shall be exclusively used to represent the Vice-

President of the Philippines and the Office of the Vice-President, unless otherwise provided by law.

Except as used by the Vice-President of the Philippines and the Office of the Vice-President or as may otherwise be provided by law, the manufacture, reproduction, sale, purchase for sale, use, display, or possession in commercial quantity of the Coat-of-Arms, Seal, and/or Flag of the Vice-President of the Philippines and the Office of the Vice-President, respectively, or any likeness or substantial part thereof, shall be permitted only for the following uses:

- a. Use in encyclopedias, dictionaries, books, journals, pamphlets, periodicals, or magazines incident to a description or history of coats-of-arms, seals, flags, heraldry, or the Philippine Vice-Presidency;
- b. Use in libraries, museums, or educational facilities incident to descriptions or exhibits relating to coats-of-arms, seals, flags, heraldry, or the Philippine Vice-Presidency;
- c. Use as an architectural embellishment in libraries, museums, monuments or archives established to house the papers or effects of former or incumbent Vice-Presidents of the Philippines;
- d. Use by way of photographic or electronic visual reproduction in pictures, moving pictures, telecasts, or otherwise of bona fide news content;
- e. Such other uses for exceptional historical, educational, or newsworthy purposes as may be authorized in writing by the Office of the Vice-President.

Furthermore, the use of stationery, business cards, identification cards, or any other items containing the Coat-of-Arms, Seal and/or Flag of the Vice-President of the Philippines, or any likeness or substantial part thereof, by person other the Vice-President of the Philippines is strictly prohibited.

SEC. 20. *Permanent Office and Official Residence.* - The Office of the Vice-President shall establish a permanent office, including an official residence for the Vice-President. It shall be adequately staffed and provided with appropriate security, equipment, furnishings, dining facilities, services, and other provisions to enable him/her to appropriately perform and discharge the Vice-President's executive, ceremonial, and other functions.

SEC. 21. *Museum of the Vice-Presidents of the Philippines.* - There shall be an official Museum of the Vice-Presidents of the Philippines that shall acquire, preserve, exhibit, and foster appreciation of the history of the Office of the Vice-President. The Museum shall house memorabilia of all Vice-Presidents of the Republic of the Philippines.

SEC. 22. *Appropriations.* - The amount needed to carry out the implementation of this Act shall be sourced from the current appropriations of the

Office of the Vice-President. Succeeding funding requirements shall be included in the annual General Appropriations Act. Such appropriations must enable the Office of the Vice-President to achieve its mandate and exercise its powers and functions under this Act. Appropriations for the Office of the Vice-President shall not be reduced below the amount appropriated for the previous fiscal year, and after approval, shall be automatically and regularly released.

SEC. 23. *Implementing Rules and Regulations.* - The Office of the Vice-President, the Department of Budget and Management and the Civil Service Commission shall promulgate the Implementing Rules and Regulations within seventy-five (75) days upon the effectivity of this Act.

SEC. 24. *Separability Clause.* - Should any provision herein be declared unconstitutional, the same shall not affect the validity of the other provisions of this Act.

SEC. 25. *Repealing Clause.* - All laws, decrees, orders, rules and regulations or other issuances or parts inconsistent with the provisions of this Act are hereby repealed or modified accordingly.

SEC. 26. *Effectivity.* This Act shall take effect fifteen (15) days after its publication in the Official Gazette or in a newspaper of general circulation.