

Program 8: HUMAN CAPITAL

The Human Resource Management Service is mandated to create and sustain a work environment that nurtures employees committed to the nation's peace efforts. It is tasked to promote a culture of performance, accountability, individual and organizational learning and development and serves as a strategic partner of the organization in the formulation and implementation of strategies through HR programs and initiatives.

Its major programs and core processes is anchored on the Civil Service Commission's (CSC) Program on Meritocracy and Excellence – Human Resource Management (PRIME-HRM) wherein it is a mechanism that empowers government agencies by developing their human resource management competencies, systems, and practices toward HR excellence. The PRIME-HRM entails greater engagement not just of the human resource management officer (HRMO) but also of the officials and the rank-and-file. Further the HRMS also aimed to align all its processes to Quality Management System – International Organization Standards (QMS-ISO) requirements as the organization also primarily to improve its internal systems and processes. The core team was established to enhance and standardize OPAPP's quality of public service delivery, to become consistent with the requirements of the International Organization for Standardization (ISO), and to effectively manage the implementation of the QMS Certifiable to ISO 9001:2015 Project with their given roles and responsibilities.

The HRMS is responsible mainly on the implementation of the agency's internal and adopted policies and guidelines prescribed by oversight agencies such as Civil Service Commission (CSC), Department of Budget Management (DBM) and Commission on Audit (COA), this includes the approved policies on (1) Recruitment and Selection (2) Training and Development (3) Performance Management and (4) Rewards and Recognition. The agency's HR strategies are reflected in the PGS Human Capital Roadmap consisting of its multiyear plan aligned to the Agency's Strategic Thrust FY2022-2025. To further support the organization and employees, the HRMS has continuously implemented Employee Welfare and Relations

Program 8: STRATEGIC COMMUNICATIONS

Operating under the oversight of the Office of the Secretary (OSEC), and Office of the Chief of Staff, the Communications and Public Affairs Services (CPAS) is tasked to handle the overall communication efforts and public information activities of the agency. By and large, CPAS is responsible for strategically communicating the Philippines' Peace and Development Agenda, particularly the initiatives being carried out by the national government in pushing forward the nation's peace process. Essentially, the unit acts as OPAPRU's "communications nerve center" and serves as the vital link between the organization and the various peace stakeholders, particularly with civil society and members of the press.

In particular, the key responsibilities of CPAS are the following:

- A. Formulate OPAPRU's internal and external messaging;
- B. Develop and implement communication strategies that are attuned to realities on the ground;
- C. Provide support to the PAPRU, particularly in the crafting of public/policy statements; and
- D. Carry out information/advocacy campaigns in partnership with various OPAPRU units.

CPAS central office is based in Manila. It has teams in the cities of Davao, Cotabato and Zamboanga. The Communications Director supervises the main and satellite offices and provides overall direction to members of the team. She/He is supported by a senior technical staff for operations who handles the deployment of staff, and delegation of tasks as well as the administrative and financial requirements of the unit. Under them are staff writers, documentation officers, videographers, graphic artists who will produce content and admin personnel who will take care of the team's logistical needs.

Aside from being the Agency's communications nerve center, the CPAS also supported the PAPRU for his role as the National Task Force (NTF) Against COVID-19 Chief Implementer as well as his role as the country's Vaccine Czar.

Likewise, CPAS also provided support and coverage for major events and regular activities of the NTF Against COVID-19 which include the arrivals of various vaccines donated to the Philippines, and purchased by the Philippine Government; vaccination roll-out for all sectors in different vaccination sites and hospitals; and launch of several testing, isolation, and quarantine facilities; Coordinated Operations to Defeat Epidemic (CODE) visits all over the country; and other related activities.

Program 8: FINANCE/RESOURCE – FINANCIAL MANAGEMENT SERVICE

The Financial Management Service (FMS) ensures the agency's compliance in the implementation of financial guidelines set by existing government rules and regulations for effective and efficient management and disbursement of government funds. In addition, the Department also maintains the financial records of the Agency, ensuring that all financial statements and reports (*e.g., Budget and Financial Accountability Report*) of the agency are posted on the OPAPRU Transparency Seal.

Accounting Division – ensures compliance to National Government Accounting System (NGAS) vis-à-vis auditing rules and regulations; maintains books of accounts and registries of the agency; prepares financial budgetary reports used by the Management for decision making:

- a. Disbursement and Remittance Section – Processes all financial disbursement of the agency; files income taxes withheld on all financial transactions of the OPAPRU; prepares the GSIS and PhilHealth remittances; and monitors the agency utilization of funds.
- b. Liquidation Section – Validates and reviews liquidation reports and their supporting documents submitted by the accountable and/or disbursing officers and implementing partners; monitors and records status of cash advances; and other related financial reports.
- c. Bookkeeping and Records Section – Records all financial accounts (accounting transactions and budget allocations) in the books of the agency; generates and submits financial reports and statements to the concerned oversight government agencies; handles the preparation of bank reconciliation statements; and maintains the financial books and records of the agency.

Budget Division – monitors and ensures allocation of budget to the implementation of agency programs, projects, and activities (PPAs); in-charge of liaising with the DBM and other government fund sources of the agency; and prepares financial budgetary reports used by the Management for decision making:

- a. Pre-Audit Section – Screens, assesses, and ensures all PPAs or funding requests are supported with complete documentary requirements as prescribed by the government rules and regulations.
- b. Budget Execution Section – Ensures all obligation requests have allocation authority and within the approved budget of the agency; closely coordinating with the Resource Management Department; prepares budgetary reports and requirements of the agency and acts as liaison of OPAPRU to the DBM and other relevant agencies.

Cash Division – serves as the custodian of all OPAPRU funds; manages cash transactions; liaises with the agency's depository banks; and handles check releases, payroll disbursements, receipts, cash collections/receipts, and disbursement of funds.

Payments and Collection – collects and disburses promptly and accurately valid claims for and from personnel, creditors, and providers.

Program 8: FINANCE/ RESOURCE – ADMINISTRATIVE SERVICE

The Administrative Service

Manages and facilitates records management, procurement, maintenance, resource conservation of all property, plant, and equipment in support to the different programs of the OPAPRU in a safe, reliable, and efficient manner.

- a. General Services Division
Provides and coordinates with other Programs in terms of providing logistical support and other essential support services which include but not limited to timely payment of bills and ensuring that working stations are structurally sound and conducive for work.
- b. Procurement Management Division
Manages and facilitates timely procurement of goods, consulting services, infrastructure projects and submission of compliances to other government agencies.
- c. Information & Communication Technology Division (ICTD)
To make OPAPRU result-oriented, efficient, and citizen-centered through providing high-quality customer focused Information Technology services and solutions to OPAPRU in the actualization of its mandate.

ICTD shall provide and maintain the IT infrastructure required by the different Divisions in the performance of their daily operations. It shall also perform quality assurance processes to information systems developed and monitors compliance with IT policies and standards.

Program 8: ORGANIZATIONAL CAPITAL – RESOURCE MANAGEMENT SERVICE (RMS)

The Resource Management Service (RMS) is mandated to provide efficient and effective technical support to the PAPRU and OPAPRU offices and units to ensure that operational planning, programming, budgeting, and performance monitoring and management are properly executed and that budgetary requirements are complied with by OPAPRU units in a timely manner in accordance with established government systems, rules and regulations, and good governance conditions.

Operational Planning and Programming. The RMS shall provide technical assistance in the planning and programming activities of the agency

Budget Preparation and Budget Authorization. The RMS shall provide technical assistance in processing and costing of programs, activities, projects (PAPs) and translation of programs into monetary terms. The RMS shall also provide assistance, monitoring and liaison support during the Budget Authorization process.

Performance Monitoring and Management. As the primary unit in charge of consolidating and facilitating the Agency's annual budget proposal, the RMS shall ensure the passage of the OPAPRU Annual Budget Proposal and that OPAPRU offices and units are operating in accordance with the OPAPRU Strategic Plan and their respective Work and Financial Plans.

Program 8: ORGANIZATIONAL CAPITAL – POLICY DEVELOPMENT AND STRATEGY MANAGEMENT SERVICE (PDSMS)

The PDSMS (formerly Policy, Governance, and Strategic Planning Service) is under the supervision of the Office of the Executive Director for Plans and Programs and the Office of the Executive Director for Financial and Administrative Services-Plans and Programs. It has two (2) complementary and independent functional areas of work: *1) Policy and Program Development* and *2) Strategic Planning*. It is tasked to lead the development of the peace, reconciliation and unity agenda and ensure adoption of the same among OPAPRU programs and units, and ensures and advocates for the consistency and support of peace and development partners to the peace agenda and framework. Moreover, it leads the agency's strategic planning activities and provides technical assistance to OPAPRU programs and services in the development, review, and updating of their strategic plans.

The Policy Development and Strategy Management Service is mandated to provide support in policy and program development and management of agency strategy and score card. It is composed of two Divisions:

The Policy and Program Development Division which is tasked to lead the development of the peace agenda and ensure the adoption of the same among OPAPRU programs and units. It also ensures and advocates for the consistency and support of peace and development partners to the peace agenda and framework.

On the other hand, the Strategic Planning Division is mandated to lead the agency's strategic planning activities, provide technical assistance to OPAPRU programs and units in the development, review, and updating of their strategic plans, and to effectively implement the Quality Management System (QMS)-International Organization for Standardization (ISO) in the agency.

Program 8: ORGANIZATIONAL CAPITAL – MONITORING, EVALUATION, ACCOUNTABILITY, AND LEARNING SERVICE (MEALS)

As part of program management, the OPAPRU endeavored the establishment, operationalization, and continuous enhancement of its Monitoring, Evaluation, Accountability, and Learning (MEAL) system. Its MEAL system consists of its results framework; Performance Governance System (PGS) Basic Governance Documents and MEAL plans; data collection tools, databases, and systems; monitoring and data management processes; evaluation studies/ reviews; and usage of MEAL information.

The agency sought to anchor these MEAL system components to the DBM National Budget Circular No. 565 on the Adoption of a Results-Based Monitoring, Evaluation and Reporting Policy as well as the NEDA-DBM Joint Memorandum Circular No. 2015-01 on the National Evaluation Policy Framework.

The OPAPRU MEAL system sought to standardize and organize the collection and timely measurement and assessment of program performance to capture results; advance evidence-based policy and program development and improvement; and promote a culture of accountability for resource use in program operations and generation of lessons in program implementation.

The Monitoring, Evaluation, Accountability, and Learning (MEAL) Service is mandated to facilitate the systematic collection and timely measurement and assessment of program performance to capture results and impacts; advancement of evidence-based policy and program development and improvements; and promotion of culture of accountability for resource use in program operations and documentation of learning in program implementation through internal program assessments.

Program 8: ORGANIZATIONAL CAPITAL – KNOWLEDGE MANAGEMENT AND PEACE INSTITUTE SERVICE (KMPIS)

The Knowledge Management and Peace Institute Service (KMPIS), functions as the '*think-tank*' of the Office. As such, the KMPIS shall have two (2) complementary and interdependent Divisions, i.e., the Knowledge Management Division (KMD) and the Peace Institute Division (PID).

The Knowledge Management Division collects, process, stores and makes available the organizational knowledge that will enable OPAPRU to be more proficient in the delivery of its services.

The Peace Institute Division endeavors to utilize the knowledge-based assets of the Office and its partners to enhance the capacities for peacebuilding of OPAPRU personnel and different stakeholders of the peace process. It shall build partnerships with established local and international peace and research institutes in order to facilitate knowledge-exchange and co-learning. Moreover, the Division also provides a venue for repository of peace research information, peacebuilding-relevant literature, peace process memorabilia, among others.

The Service has two components, namely: (1) education and training on peacebuilding and constituency building; and (2) peace resource administration and management.

Program 8: ORGANIZATIONAL CAPITAL – LEGISLATIVE AND LEGAL SERVICE (LLS)

The Legislative and Legal Services (LLS) aims to provide legal assistance to the Office of the Presidential Adviser on Peace, Reconciliation, and Unity (OPAPRU) in the attainment of a just, comprehensive and sustainable peace, under the rule of law and in accordance with constitutional processes. The LLS is tasked to provide the OPAPRU with effective legislative support, legal advice, and opinion in its internal and external dealings. The LLS is committed in ensuring the compliance and conformity of OPAPRU's policies and activities with the applicable legal framework/s.