THE COMMISSION ON APPOINTMENTS (CA) SECRETARIAT

The CA Secretariat, which provides administrative and operational support to the Commission proper during the confirmation process, is headed by the CA Secretary and has a senior staff complement consisting of four deputy secretaries, a Head Executive Assistant, an Assistant Sergeant-at-Arms and nine service chiefs.

A. OFFICE OF THE SECRETARY

- Office of the Head Executive Assistant

The HEA studies and analyzes with expediency all matters pertaining to the business of the Commission as referred by the Secretary and reviews documents requiring the Secretary's signature. He also assists in following up orders to the CA Chairman from the concerned component units and calls the attention of the Secretary.

- Office of the Special Assistant of the Secretary for Confirmation Hearings Support Services

  I. Technical Support Service (TSS)

TSS prepares schedules and notices of meetings, working folders, journals, minutes, committee resolutions, agenda for committee meetings and caucuses and orders of business of plenary sessions, transcripts of stenographic notes, certificates of confirmation, reports to the President and invitations to resource persons and witnesses.
It provides technical assistance during committee meetings, caucuses and plenary sessions.

**B. OFFICE OF THE SERGEANT-AT-ARMS**

It is tasked to maintain peace and order in the Commission. It provides security to the CA members and personnel as well as to the property of the Commission. It makes plans for security operations and supervises the security personnel in the implementation of these security measures during committee hearings, caucuses and plenary sessions.

It also gives orders to the legislative pages to serve subpoenas and notices of meetings and to deliver vital documents to the different government agencies or offices, oppositors and witnesses. Under this office is the Assistant Sergeant-At-Arms.

**C. OPERATIONS DEPARTMENT**

- **OFFICE OF THE DEPUTY SECRETARY FOR INVESTIGATION & APPOINTMENTS REVIEW (ODSIAR)**

  **I. Appointments Review & Investigation Service (ARIS)**

  Responsible for the conduct of background check on nominees/appointees. Its primary documentary outputs are: (a) Certificate of Completion of Documentary Requirements, which attests to the appointee’s or nominee’s full compliance of the documents required under Section 24 of the Rules of the Commission; and (b) Profile and Investigation Report, a product of the review, evaluation and analysis of the documents submitted by the appointee or nominee, as well as the field investigation and research conducted by the investigators which is given to Commission members during committee hearings.

  **II. Information and Planning Service (IPS)**

  The Information and Planning Service (IPS), which is also under the Office of the Secretary, is the principal information and planning arm of the Secretariat. It is responsible for the preparation of technical reports, systems and procedures. It conducts, studies and provides information and research service. It also monitors various activities of the Commission. It provides photo files for all CA events and coordinates media coverage of CA meetings.
• **OFFICE OF THE DEPUTY SECRETARY FOR LEGAL AFFAIRS (ODSLA)**

Office of the Deputy Secretary for Legal Affairs mainly functions as the legal counsel of the Commission, overseeing the legal unit of the CA, as well as its Databank and Library Service. Under the ODSLA are two service units:

I. **Legal Service (LS)**

- LS is responsible for rendering advisory and consultative legal services.
- It prepares studies and renders opinions on constitutional and legal issues. It also prepares the proposed amendments to the Rules of the Commission on Appointments and of the Standing Committees.
- It summarizes the oppositions filed against presidential appointees and nominees and the answers/comments thereto.
- It prepares subpoenae, warrants and other legal processes issued by the Committees.

II. **Databank and Library Service (DBLS)**

DBLS is responsible for the management of the Commission's technical and certain administrative records, including the proper receipt, recording, dissemination and transmittal of the same. It is the repository of all pertinent records of the Commission's Operations Department.

It maintains and develops computer database systems for fast, easy and more efficient storage, retrieval and verification of information.

D. **ADMINISTRATION DEPARTMENT**

• **OFFICE OF THE DEPUTY SECRETARY FOR ADMINISTRATION (ODSA)**

The Office of the Deputy Secretary for Administration is responsible for the efficient performance of the Secretariats administrative functions, from staffing and personnel selection, to budget preparation, evaluation and control, to procurement and property management, to basic CA housekeeping.
I. **Accounting Service (AS)**

The Accounting Service develops and maintains comprehensive financial plans and programs for the effective implementation of the generally accepted accounting and auditing principles and standards.

It is composed of the following sections:

- **Financial Report Section**: responsible for the timely completion and submission of financial reports and other statutory requirements of concerned government agencies, such as: COA, DBM and BIR; and

- **Fiscal Control and Funds and Resources Section**: responsible for the proper management, disbursement and utilization of funds and resources of the Commission conformably with existing accounting and auditing rules and regulations. This section performs the pre-audit of disbursement vouchers and its supporting documents.

II. **Budget Service (BS)**

The Budget Service is responsible for all activities pertaining to budget preparation, evaluation, execution and control. It has two sections namely:

- **Budget Evaluation and Statistics Section**: responsible for the preparation of the annual agency budget, operating budget, financial workplan and statistical reports of expenses and;

- **Budget Execution and Control Section**: responsible for the recording and controlling of claims in accordance with the approved budgetary levels, guidelines, programs and projects, and preparation of Status of Funds and other reports as required by the DBM and management.

III. **General Service (GS)**

The General Service attends to procurement, property management, housekeeping and cashiering. It has three sections namely:
✓ **Property and Procurement Section:** responsible for property management and procurement of office equipment and supplies;

✓ **Maintenance Section:** responsible for general housekeeping and maintenance of office equipment and official vehicles of the CA; and

✓ **Cash Section:** the Commissions custodian of cash funds. It is responsible for payment of salaries and wages of employees. Likewise, checks are prepared and released in this office.

### IV. Human Resource Management Service (HRMS)

The Human Resource Management Service (HRMS) formulates and implements a comprehensive human resource management and development program. The HRMS enforces appropriate rules, policies and procedures to ensure an efficient and professional workforce in the Commission.

It is composed of two sections:

✓ **Management and Utilization Section:** provides services for personnel staffing, recruitment and promotion, salary administration, records management, timekeeping and leave administration and

✓ **Welfare and Development Section:** responsible for policy, health and benefits administration, training and development programs and employee performance evaluation.

### E. OFFICE OF THE DEPUTY SECRETARY FOR EXTERNAL AFFAIRS AND RELATIONS (ODSEAR)

Institutionalizes an efficient and effective system of linkages of the Commission with the Executive Branch, other government institutions and the general public.

In charge of the overall direction, supervision and management of the projects aimed at promoting goodwill and harmonious relationship between the CA and its external environment and facilitates interaction and communication among employees of the Commission.