



Republika ng Pilipinas  
**KAGAWARAN NG KATARUNGAN**  
*Department of Justice*  
*Manila*

**DEPARTMENT CIRCULAR NO. 029**

**Subject : Delineation of Duties and Responsibilities**

**Date : JUL 27 2018**

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- I. **Delegation of Duties and Responsibility.** In the interest of service and pursuant to existing laws, the following areas of duties and responsibility are hereby delegated to the following Undersecretaries, Chief State Counsel, Prosecutor General and Assistant Secretaries.

Undersecretaries shall have direct supervision and control over matters delegated to the Assistant Secretaries which fall under the sub-cluster/s assigned to them.

**A. Law Enforcement Cluster**  
**Undersecretary Adrian S. Sugay**

**Core**

1. Prosecution Staff
2. National Bureau of Investigation

**Specialized Units and Programs**

1. Office for Competition
2. Justice System Infrastructure Program
3. Bids and Awards Committee
4. Government Quality Management System
5. Anti-Money Laundering Council
6. Intellectual Property Task Force
7. DOJ-DOE Task Force Monitoring the Implementation of the Oil Deregulation Law
8. Dangerous Drugs Board
9. Inter-Agency Committee on Illegal Drugs (ICAD)
10. Anti-Illegal Drugs Task Force
11. Public-Private Partnership Board
12. Government Procurement Policy Board
13. GRP Monitoring Committee
14. Cabinet Cluster on Security, Justice and Peace

**Sub Cluster: Crisis Management, Recovery and Rehabilitation**  
**Assistant Secretary Adonis P. Sulit**

1. High-Level Sub-Committee of the National Crisis Management Committee
2. Typhoon Yolanda Rehabilitation and Recovery Efforts
3. Task Force Bangon Marawi

**B. Legal Services and Liaison Cluster**  
**Undersecretary Emmeline Aglipay-Villar**

**Core**

1. Legal Staff
2. Office of the Solicitor General
3. Office of the Government Corporate Counsel
4. Presidential Commission on Good Government
5. Public Attorneys' Office
6. Land Registration Authority
7. DOJ Legislative Liaison Office

**Specialized Units, Programs and Task Forces**

1. Inter-Agency Committee on Trafficking
2. Presidential Task Force Against Illegal Recruitment
3. Philippine Board on Organ Donation and Transplantation
4. Commission on Filipino Overseas
5. Management of Rape Crisis Centers
6. Criminal Code Committee
7. Public Sector Labor Management Council
8. Privatization Council
9. National Price Coordinating Council
10. National Competitiveness Council
11. Philippine Statistics Authority
12. Philippine Development Forum
13. Mining Industry Coordinating Council
14. US-Philippines Partnership for Growth
15. Cabinet Cluster on Economic Development

**Sub Cluster: Gender and Special Protections**  
**Assistant Secretary Cheryl Daytec-Yañgot**

1. Juvenile Justice Welfare Council
2. Committee for the Special Protection of Children
3. Council for the Welfare of Children

4. National Child Labor Committee
5. Committee on Gender and Development
6. Inter-Agency Committee on Violence against Women and Children
7. National Coordinating and Monitoring Board for Senior Citizens
8. Governing Board of the National Council on Disability Affairs
9. Indigenous Peoples Concerns

**C. Priority Initiatives and Special Concerns Cluster**

**Undersecretary Markk L. Perete**

***Core***

1. Bureau of Immigration
2. Communications Division
3. Office of Alternative Dispute Resolution

***Specialized Units and Programs***

1. Office of Cybercrime
2. AO 35 Task Force
3. AO 1 Task Force
4. Presidential Human Rights Committee
5. Computer Emergency Response Team
6. Freedom of Information Implementation
7. National Privacy Commission
8. Justice Sector Coordinating Council
9. EU-Philippine Justice Support Program and Governance in Justice Sector Program
10. National Justice Information System
11. Inter-Agency Committee on Good Governance
12. Inter-Agency Anti-Graft Coordinating Council
13. Inter-Agency Committee to Oversee the Review, Implementation and Monitoring of the United Nations Convention Against Corruption
14. Cabinet Cluster on Good Governance and Anti-Corruption

***Sub Cluster: Aviation and Ports***

**Assistant Secretary George Ortha**

1. Civil Aviation Authority of the Philippines
2. Manila International Airport Authority (MIAA)
3. Mactan-Cebu International Airport Authority (MCIAA)

**D. Corrections and Internal Affairs Cluster**  
**Undersecretary Deo S. Marco**

**Core**

1. Bureau of Corrections
2. Board of Pardons and Parole
3. Parole and Probation Administration
4. Internal Affairs Unit
5. Committee on Decorum and Investigation of Sexual Harassment Cases

***Specialized Units and Programs***

1. Board of Claims
2. DOJ Assets Committee
3. Committee on the Disposal of Unserviceable Equipment/Furniture and Fixture
4. Committee on Bail, Recognizance and Pardon
5. Inter-Agency Executive Committee on Persons Deprived of Liberty
6. Regional Prisons Project
7. Presidential Agrarian Reform Council
8. International Committee of the Red Cross
9. Intramuros Administration Board
10. National Water Resources Board

***Sub Cluster: Business and Utilities***  
**Assistant Secretary Neal M. Bainto**

1. Inter-Agency Committee to Oversee Electrification Programs and Projects of Distribution Utilities
2. Inter-Agency Task Force on Ease of Doing Business
3. Power Sector Assets and Liabilities Corporation

***Sub Cluster: Health and Environment***  
**Assistant Secretary Margaret C. Padilla**

1. Philippine National AIDS Council
2. Inter-Agency Committee on Tobacco
3. Smoke-free Environment in Public and Enclosed Places Implementation
4. Task Force Boracay

**E. Administration, Finance and Personnel Services Cluster**  
**Undersecretary Naealla Bainto Aguinaldo**

**Core**

1. Chief of Staff of the Secretary of Justice

**General Administration and Support (GAS), and Support to Operations (STO)**

1. Planning and Management Service
2. Financial Service
3. Administrative Service

In the performance of duties and responsibility pertaining to the services under the GAS and STO delegated hereunder, Undersecretary Naealla Bainto Aguinaldo shall be assisted by Assistant Secretary Adonis P. Sulit.

**Specialized Units and Programs**

1. Integrity Management System
2. Performance Management Team
3. Public Financial Management Core Team
4. Management Review and Improvement Committee
5. National Justice Information System
6. National Scholarship for Development Program
7. Personnel Selection and Promotions
8. DOJ Program on Awards and Incentives for Service Excellence (PRAISE) Committee
9. DOJ Provident Fund
10. Retirement Claims

**Sub Cluster: Housing and Urban Development**  
**Assistant Secretary Sergio Yap II**

1. Katarungan Village Committee on Housing
2. Housing and Land Use and Regulatory Board
3. National Drive Against Professional Squatters and Squatting Syndicates
4. Inter-Agency Committee on Institutional Arrangements for Land Management and Rural Development

**F. National Prosecution Service**  
**The Prosecutor General**

1. National Prosecution Service
2. National Law Enforcement Coordinating Council
3. National Prosecutors Promotions and Selection Board

**G. Office of the Chief State Counsel**  
**The Chief State Counsel**

1. Legal Staff
2. Free Trade Agreements and Bilateral Investment Treaties
3. International Legal Cooperation (Extradition, Mutual Legal Assistance, Transfer of Sentenced Persons)
4. Refugees and Stateless Persons
5. Inter-Agency Committee on Milk Ads

All other duties and responsibility not otherwise delegated remain with the Office of the Secretary Proper, including:

1. Technical Staff
2. Internal Audit Service
3. DOJ Action Center
4. Witness Protection, Security and Benefit Program
5. National Security Council
6. Anti-Terrorism Council
7. Judicial and Bar Council
8. Commission on Maritime and Ocean Affairs
9. National Coastwatch Council
10. Cabinet Assistance System

**II. General Provisions.** In the implementation of the foregoing delineation of areas of duties and responsibilities, the following shall be observed:

1. The foregoing delineation of functional areas of duties and responsibility is for the purpose of assisting the Secretary of Justice in overseeing the operational activities of the Department in relation to the areas listed above. Nothing precludes the Secretary of Justice from exercising his discretion to directly act on matters falling under the areas that have thus been delineated.
2. All matters that require policy-making decisions, and other decisions that are not merely administrative in nature, including but not limited to, commitments and undertakings for and in behalf of the Department, non-routine and/or non-recurring financial matters, and the hiring of consultants and the number thereof, shall be made in consultation with, and with the prior clearance of, the Secretary of Justice.

In such matters, the primary duty of the concerned official/s is to advise and assist the Secretary of Justice.

Nonetheless, in case the exigencies of the service in light of attendant circumstances necessitate prompt action on the part of the Department, the concerned officials, after attempting and failing to timely obtain prior clearance from the Secretary of Justice, may provisionally act on matters within their respective areas of responsibility, subject to the obligation of forthwith informing the Secretary of Justice of such action, in case the latter may deem it best to give further or contrary instructions.

3. Unless otherwise provided by law, executive issuance, or otherwise directed herein or by the Secretary:
  - a. the Undersecretaries, Chief State Counsel and Prosecutor General shall have authority to sign all communications and action documents pertaining to their area of responsibility under this Department Order.
  - b. Assistant Secretaries shall have the authority to sign all communications and action documents pertaining to the units and programs falling under their respective subclusters, subject further to the supervision of the Undersecretary in-charge. The assistance of the Assistant Secretaries may be required by the Secretary or any of the Undersecretaries as the exigencies of the service may require.

Unless otherwise directed, and subject to the supervision of Undersecretary Naealla Bainto Aguinaldo, Assistant Secretary Adonis P. Sulit is hereby authorized to sign communications and action documents pertaining to the services under the GAS and STO.

4. All officials are enjoined to:
  - a. Keep the Secretary of Justice advised of developments falling under the areas assigned to them, such as through the submission of reports (e.g., Monthly Accomplishment Reports, Post-Event Reports, periodic budgetary/financial reports of offices/committees/councils that have their own separate funding, etc.) or memoranda on particular issues or matters;
  - b. Coordinate and consult with other officials/offices/agencies, and be mindful of the primary functions and authority of other officials/offices/agencies in the Department, keeping in mind that actions/decisions/policy directions pertaining to one area or office may have an effect on others.

The Department must have a unified, coordinated and consistent view and position on legal issues and matters of policies.

Department officials who are in charge of offices/committees/councils, etc. that are made up, in full or in part, by personnel assigned from other offices within the Department (e.g. Legal Staff, National Prosecution Service, etc.)

shall coordinate with the heads of the concerned mother unit/office with regard to decisions that would affect the assigned personnel's ability to discharge their duties or obligations to the mother unit/office (e.g., load assignments, local or foreign travels, etc.). This is to ensure efficient management of resources, including available manpower, of such mother unit or office.

All Department orders, circulars, and issuances inconsistent herewith are hereby revoked. This Order takes effect immediately and shall remain in force until further orders.



**MENARDO I. GUEVARRA**  
Secretary

Department of Justice  
CN: O201807374

