



Republika ng Pilipinas
KAGAWARAN NG KATARUNGAN
Department of Justice
Manila

ELC-DC-23C16-_____

March 23, 2016

DEPARTMENT CIRCULAR NO.

014

Subject : Delineation of Responsibilities

In the interest of service and pursuant to existing laws, the following areas of responsibility are hereby delegated to the following Undersecretaries and senior officials of the department. Undersecretaries shall have direct supervision and control over the matters delegated to their Assistant Secretaries.

I. UNDERSECRETARY ZABEDIN M. AZIS

1. Financial Service
2. Administrative Service (except for the Communications Division)
3. Legislative Liaison Functions
4. Cabinet Cluster On Security, Justice, And Peace
5. Office of the Presidential Adviser on the Peace Process
6. National Coastwatch Council
7. Anti-Terrorism Council
8. High-Level Sub-committee of the National Crisis Management Committee
9. Lead Person in providing necessary assistance, reports and updates on Typhoon Yolanda rehabilitation and recovery efforts

ASSISTANT SECRETARY ADONIS P. SULIT

1. Criminal Code Committee
2. Maguindanao Victims Benefit Fund
3. Retirement Claims
4. Katarungan Village Committee On Housing (Katarungan)
5. National Coordinating and Monitoring Board for Senior Citizens
6. Governing Board of the National Council on Disability Affairs
7. Inter-agency Committee on Tobacco
8. Cabinet Cluster on Economic Development
9. Privatization Council
10. Public-Private Partnership Board

II. UNDERSECRETARY WENDELL L. GO

1. Bureau of Corrections
2. Board of Pardon and Parole
3. Parole and Probation Administration
4. Ad Hoc Committee on Bail, Recognizance, and Pardon

ASSISTANT SECRETARY MA. MONICA P. PAGUNSAN

1. Planning and Management Service
2. Juvenile Justice Welfare Council
3. Committee for the Special Protection Of Children
4. Council for the Welfare Of Children
5. Interagency Council against Child Pornography
6. Interagency Committee on Violence Against Women and Children
7. Committee on Women in Development
8. Philippine Board on Organ Donation and Transplantation
9. Cabinet Cluster on Good Governance and Anti-Corruption
10. Justice Sector Coordinating Council
11. Anti-Money Laundering Council
11. Interagency Anti-Graft Coordinating Council

ASSISTANT SECRETARY MA. CECILLE L. CORPUZ

1. Office for Alternative Dispute Resolution
2. Inter-Agency Committee on Administrative Order No. 35 on Extra-Judicial Killings, Enforced Disappearances, Torture and Other Grave Human Rights Violations
3. Inter-Agency Council Against Trafficking
4. Presidential Task Force Against Illegal Recruitment
5. Commission On Filipinos Overseas
6. Presidential Human Rights Committee (ICCPR, ICESCR, CAT, CEDAW, CRC, CRPD, ICERD, CMW)

III. UNDERSECRETARY MARGUERITE THERESE LUCILA-TESORO

1. Office of the Secretary Proper
2. Land Registration Authority
3. Mactan-Cebu International Airport Authority
4. Civil Aviation Authority of the Philippines
5. Manila International Airport Authority
6. Presidential Commission on Good Government

IV. UNDERSECRETARY MARICAR S. MONTANO

1. Department of Justice Action Center
2. Housing Land Use and Regulatory Board
3. Presidential Agrarian Reform Commission

4. Power Sector Assets and Liabilities Corporation

ASSISTANT SECRETARY EDWARD I. ALFONSO

1. National Water Resources Board
2. Inter-Agency Committee To Oversee Electrification Programs And Projects Of Distribution Utilities

V. UNDERSECRETARY MIGUEL ROMUALDO T. SANIDAD

1. Dangerous Drugs Board
2. National Privacy Commission
3. Public Sector Labor Management Council

PROSECUTOR GENERAL CLARO A. ARELLANO

1. National Prosecution Service
2. Board of Claims
3. National Law Enforcement Coordinating Council
4. JUSIP Procurement
5. National Prosecutors Promotions and Selection Board
6. Intellectual Property Task Force

CHIEF STATE COUNSEL RICARDO V. PARAS III

1. Legal Staff
2. Government Procurement Policy Board
3. Bids and Awards Committee
4. Free Trade Agreements and Bilateral Investment Treaties
5. International Legal Cooperation (Extradition, Mutual Legal Assistance, Transfer of Sentenced Persons)
6. Refugees and Stateless Persons
7. Inter-agency committee on Milk Ads
8. Intramuros Administration Board
9. Philippine National AIDS Council

The following offices and committees/programs shall remain under the direct supervision of the Secretary of Justice.

1. Bureau of Immigration
2. Internal Audit Service
4. Office of the Solicitor General
5. Office of the Government Corporate Counsel
6. Internal Affairs Unit
7. Office for Competition
8. Office on Cybercrime
9. Communications Division

10. National Justice Information System
11. National Competitiveness Council
12. National Price Coordinating Council

However, all documents, information, and other matters pertaining to the offices below shall be coursed through Undersecretary Wendell L. Go

13. National Bureau of Investigation
14. Public Attorney's Office
15. Witness Protection, Security and Benefit Program (WPSBP)
16. Technical Staff

In the implementation of the foregoing delineation of areas of responsibilities, the following shall be observed:

1. It is understood that the foregoing delineation of functional areas of 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, and that **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 more than just merely administrative in nature, including, but not limited to, the making of 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 from the Secretary of Justice.**

In such matters, the primary duty of the concerned officials 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 DOJ 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 or executive issuance, or otherwise directed by the Secretary, the Undersecretaries shall have the authority to sign all communications and action documents pertaining to their area of responsibility.
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 or separate funding, *etc.*) or memoranda on particular issues or matters;

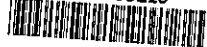
- b. **Coordinate and consult** with other officials/offices/agencies, and **be mindful of the primary functions and authority of other officials/offices/agencies in the Department**, keeping in mind that actions/decisions/policy directions pertaining to one area or office may have an effect on others.

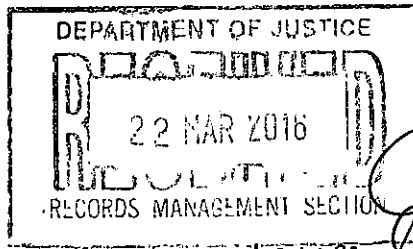
The Department must have a unified, coordinated and consistent view and position on legal issues and matters of policies.

DOJ Officials, who are in charge of offices/committees/ councils/*etc.* that are made up, in full or in part, by personnel assigned from other DOJ offices (*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 his or her mother unit/office, *e.g.*, load of assignments, local or foreign travels, *etc.* This is to ensure efficient management of the 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.


EMMANUEL L. CAPARAS
Secretary 

Department of Justice
CN : O201603210




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