



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF BUDGET AND MANAGEMENT
MALACANANG, MANILA

MAR 17 2016

Honorable EMMANUEL L. CAPARAS
Secretary
Department of Justice (DOJ)
Padre Faura St.
Ermita, Manila

Dear Secretary Caparas:

This pertains to the request of DOJ¹ for approval of the organizational structure and staffing pattern (OSSP) of the Office for Alternative Dispute Resolution (OADR) pursuant to Section 49, Chapter VIII of RA No. 9285².

Consistent with existing guidelines on organization and staffing, we are pleased to inform you of the approval of the OSSP, as follows:

A. Organizational Structure composed of the following units:

- Office of the Executive Director (OED);
- Finance and Administrative Division (FAD);
- Training, Accreditation and Promotion Service (TAPS); and
- Policy, Compliance and Monitoring Service (PCMS)

The creation of key positions under the OED, which includes the Deputy Executive Director IV (SG 28), and two (2) Director III (SG 27) positions for the service-level units shall, however, be subject to the approval of the President of the Philippines pursuant to Section 89³ of the General Provisions of RA No. 10717 (Fiscal Year 2016 General Appropriations Act).

The organizational chart and the functional statement are presented in Annexes A and B, respectively.

¹ As endorsed by former Secretary Leila de Lima in a letter dated October 17, 2014

² Alternative Dispute Resolution Act of 2004. An Act to Institutionalize the Use of an Alternative Dispute Resolution System in the Philippines and to Establish the Office for Alternative Dispute Resolution, and for Other Purposes (approved April 2, 2004)

³ SEC. 89. Organizational Structure and Staffing Pattern Changes. Notwithstanding any provision of law to the contrary and within the limits of the appropriations authorized in this Act, the President of the Philippines is authorized to create new offices and modify the existing organizational structure of the agencies in the Executive branch, as well as create new positions or modify existing ones whenever public interest so requires. The DBM may approve minor changes in the organizational structure and staffing pattern of agencies, under the Executive branch, and create positions up to a division chief and equivalent level under the Executive branch.

- B. Staffing Pattern consisting of sixty-three (63) positions are created to initially operationalize the agency and implement its core mandated functions. The recommended staffing pattern is presented in Annex C.


Relatedly, the adoption of generic titles for positions performing staff/non-technical functions per Budget Circular No. 2004-3⁴ under the Finance and Administrative Division is adhered to.

In the evaluation of the OADR's proposal, we have considered the organizational structure and staffing which are deemed vital and supportive of the mandated functions of the Office under RA No. 9285 and consistent with the existing organizational and staffing standards and guidelines of the DBM. Specifically, we considered the agency's requirements for its start-up operations in the effective and efficient undertaking of its functions, programs and activities.

The corresponding Notice of Organization, Staffing and Classification Action (NOSCA) reflecting the creation of positions in the OADR shall be issued by the Budget and Management Bureau for Security, Peace and Justice Sector, excluding, however, those positions that are still subject to approval of the President of the Philippines, for which the NOSCA shall be issued separately. As such, the immediate support staff of the positions subject to approval of the President shall be filled only upon receipt of such approval.

Notwithstanding this issuance, any transfer, movement, appointment, hiring or promotion of officers and employees, as well as filling of new positions, shall be made in accordance with the provisions embodied in the Omnibus Election Code and other pertinent laws, rules and regulations.

Very truly yours,


FLORENCIO B. ABAD
Secretary



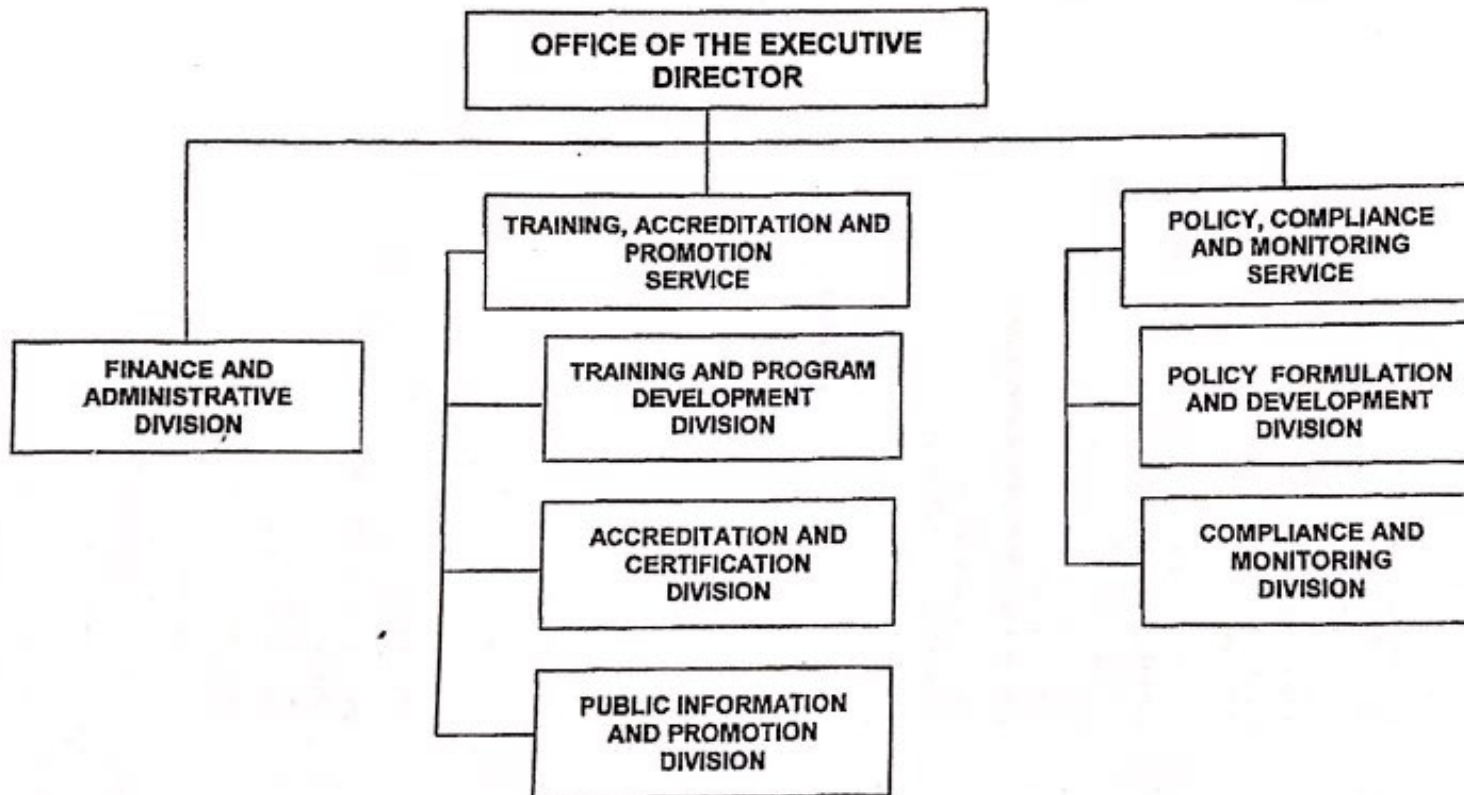
cc: Director Ma. Soledad G. Doloiras, BMB for Security, Peace and Justice Sector

Encls:

Annex A: Approved Organizational Chart
Annex B: Approved Functional Statement
Annex C: Approved Staffing Pattern

⁴ Conversion of Positions Performing Staff/Non - Technical Functions (March 6, 2004)

**DEPARTMENT OF JUSTICE
OFFICE FOR ALTERNATIVE DISPUTE RESOLUTION
DBM Approved Organizational Structure**



Approved by:

FLORENCIO B. ABAD
Secretary



DEPARTMENT OF JUSTICE
OFFICE FOR ALTERNATIVE DISPUTE RESOLUTION
APPROVED STAFFING PATTERN

No. of Positions	Position Title	Salary Grade
OFFICE OF THE EXECUTIVE DIRECTOR		
1	Executive Director V	30
1	Deputy Executive Director IV	28
1	Attorney V	25
1	Attorney III	21
1	Executive Assistant III ^u	20
1	Planning Officer III	18
1	Legal Assistant III	14
1	Administrative Assistant V (Private Secretary I) ^u	11
1	Administrative Assistant II (Administrative Assistant)	8
1	Administrative Assistant III (Secretary II)	9
1	Administrative Aide V (Chauffeur I) ^u	5
1	Administrative Aide IV (Driver II) ^u	4
12	Total, Office of the Executive Director	
FINANCE AND ADMINISTRATIVE DIVISION		
1	Chief Administrative Officer	24
1	Accountant IV	22
1	Administrative Officer V (Budget Officer III)	18
1	Administrative Officer V (Human Resource Management Officer III)	18
1	Administrative Officer III (Cashier II)	14
1	Administrative Officer III (Supply Officer II)	14
1	Administrative Officer II (Administrative Officer I)	11
7	Total, Finance & Administrative Division	
TRAINING, ACCREDITATION AND PROMOTION SERVICE		
<i>Office of the Director</i>		
1	Director III	27
1	Administrative Assistant I (Secretary I)	7
1	Administrative Aide IV (Driver II) ^u	4
3	Sub-total, Office of the Director	
<i>Training and Program Development Division</i>		
1	Training Specialist V	24
4	Training Specialist IV	22
4	Training Specialist III	18
4	Training Specialist II	15
4	Training Specialist I	11
17	Sub-total, Training and Program Development Division	
<i>Accreditation and Certification Division</i>		
1	Chief Administrative Officer	24
1	Supervising Administrative Officer IV	22
1	Administrative Officer V (Administrative Officer III)	18
1	Administrative Officer IV (Administrative Officer II)	15
1	Administrative Officer II (Administrative Officer I)	11
5	Sub-total, Accreditation and Certification Division	

No. of Positions	Position Title	Salary Grade
Public Information and Promotion Division		
1	Information Officer V	24
1	Information Officer IV	22
1	Information Officer III	18
1	Administrative Officer V (Records Officer III)	18
1	Information Officer II	15
1	Information Officer I	11
6	Sub-total, Public Information and Promotion Division	
31	Total, Training, Accreditation and Promotion Service	

POLICY, COMPLIANCE AND MONITORING SERVICE

Office of the Director		
1	Director III	27
1	Administrative Assistant I (Secretary I)	7
1	Administrative Aide IV (Driver II) ^{av}	4
3	Sub-total, Office of the Director	

Policy Formulation and Development Division		
1	Planning Officer V	24
1	Planning Officer IV	22
1	Planning Officer III	18
1	Planning Officer II	15
1	Planning Officer I	11
5	Sub-total, Policy Formulation and Development Division	

Compliance and Monitoring Division		
1	Chief Administrative Officer	24
1	Supervising Administrative Officer IV	22
1	Administrative Officer V (Administrative Officer III)	18
1	Administrative Officer IV (Administrative Officer II)	15
1	Administrative Officer II (Administrative Officer I)	11
5	Sub-total, Compliance and Monitoring Division	
13	Total, Policy, Compliance and Monitoring Service	
63	Grand Total	

N. B.

^{av} Cotermminus with the official being served

**DEPARTMENT OF JUSTICE
OFFICE FOR ALTERNATIVE DISPUTE RESOLUTION
FUNCTIONAL STATEMENTS**

Office of the Executive Director

- Approves plans, policies and programs that will guide the operations of the OADR consistent with policies and programs of the DOJ;
- Recommends to the Secretary of Justice the members of the Advisory Council;
- Convenes the Advisory Council regularly or as needed;
- Submits the proposed annual budget of the OADR through the Secretary of Justice; responsible and accountable for the administration of the authorized budget of the OADR;
- Appoints individuals to authorized positions within the staffing pattern of the OADR and enforce national government laws on its personnel;
- Initiates programs and other acceptable practices that will promote productivity, efficiency, and effectiveness in the Office;
- Provides leadership and overall direction of the operations of the OADR and exercise day to day supervision of operations of the service and divisions within the OADR;
- Provides secretariat services to the Advisory Council; and
- Drafts opinions; replies to private queries and decisions; establishes a grievance machinery procedure by formulating the appropriate ADR mechanism; and handles administrative investigations and decides on administrative cases as performed by the legal staff within the Office.

Finance and Administrative Division

- Assists the OED in the formulation and implementation of policies, standards, rules and procedures that will promote the sound planning and management of the OADR's resources, i.e., its financial, human, physical and technological facets;
- Safeguards the revenues of the OADR and its services;
- Formulates, recommends and implements approved annual OADR budget including the preparation and execution of the approved allotment and cash programs, disbursements, accounting and reporting thereof;
- Formulates, recommends and implements the approved physical assets plan and procurement program with proper distribution, maintenance, accounting and disposal thereof;

- Formulates, recommends and implements the approved personnel management policies, programs, rules and procedures including the personnel administration of the OADR's personnel;
- Prepares financial reports and other administrative reports which the Executive Director and oversight agencies of the national government may require; and
- Provision of general services to the OADR officers and personnel.

Training, Accreditation and Promotion Service

Training and Program Development Division

- Formulates standards for training of Alternative Dispute Resolution practitioners and providers;
- Establishes training programs for ADR providers and practitioners both in the public and private sectors; and undertakes periodic and continuous training programs for arbitration and mediation;
- Establishes partnerships and cooperative mechanisms for the delivery of training programs with established ADR, civil society and/ or training institutions both local and international; and
- Conducts continuous research and development on training to promote improvement of training standards programs.

Accreditation and Certification Division

- Formulates and implements an accreditation and certification scheme for qualified individual and institutional ADR providers;
- Issues accreditation certifications to accredited ADR institutions and individuals;
- Establishes and regularly publishes a list of accredited and certified ADR institutions and individuals; and
- Establishes and maintains a list or roster of foreign or international ADR providers and practitioners.

Public Information and Promotion Division

- Promotes, develops and expands the use of ADR in the private and public sectors through information, education and communication;
- Formulates and implements an information, education and communication strategy to promote the use of ADR and to improve citizen access to quality ADR services;
- Conducts seminars, symposia, conferences and other public fora; and publish proceedings and other relevant materials thereof that will promote, develop and expand the use of ADR;
- Develops partnerships with civil society, academe and ADR institutions to improve information dissemination on ADR and its services; and

- Establishes an ADR library or resource center where ADR laws, rules and regulations, jurisprudence, books, articles and other information about ADR in the Philippines and elsewhere may be stored and accessed.

Policy, Compliance and Monitoring Service

Policy Formulation and Development Division

- Monitors, studies and evaluates ADR use in the private and public sectors and recommends policies, legislative measures, programs and projects to improve ADR and its use;
- Undertakes research on ADR towards continual improvement of rules, procedures, institutional frameworks, technologies and service delivery management;
- Continuous review and formulation of recommendations on new or improved policies, rules, organization and delivery systems on OADR functions;
- Acts as the technical secretariat in the OADR strategic and operational planning formulation and monitoring such as performance evaluation and recommendation;
- Undertakes studies and develops standards, guidelines and procedures that will guide the operations of the OADR's core functions including training partnership development approaches, access and service delivery, pricing and fee collection, and related areas;
- Develops an indicator and evaluation system including operations and performance evaluation approaches and methodologies of the country's ADR system in general and the performance of the OADR in particular; and
- Prepares the OADR's annual monitoring and performance report.

Compliance and Monitoring Division

- Formulates and implements an effective monitoring scheme to maintain the quality of ADR providers and practitioners in the accredited and certified roster;
- Updates the Accreditation and Certification Division regarding the continuing quality and standards of those ADR providers and practitioners in the roster of accredited and certified ADR practitioners and providers;
- Alerts the Accreditation and Certification Division of those ADR providers and practitioners who fell short of the standards with the appropriate recommendation to strike out or delist the said ADR provider or practitioner; and
- Collaborates with the Accreditation and Certification Division to harmonize their standard operating procedures and rules regarding the roster.