

In the Name of God  
The Beneficent, The Merciful

**Rules and Procedures in the Administration of the Joint Secretariat of the Joint  
GRP-MILF Coordinating Committees on Cessation of Hostilities**

In pursuance of the Agreement to Reaffirm the Pursuit of Peace dated and signed on 10 February 1999 at Da'wah Center, Crossing Simuay, Sultan Kudarat, Maguindanao that provided for the activation of the GRP-MILF Coordinating Committee on Cessation of Hostilities, and to ensure the smooth flow of activities in the implementation of the ACGH during the peace process, the following Offices of the Secretariat is hereby created, including the functions thereof, as follows:

**Article 1: Joint Office of the Chairpersons**

**Section 1**

There is hereby created a Joint Office of the Chairpersons composed of the Chairpersons of the Secretariat from each of the Committee.

**Section 2**

Each Committee shall designate one member of its Secretariat to be the Chairperson of its respective Secretariat.

**Section 3**

The Chairpersons shall have the following duties and responsibilities:

- a. Exercise supervision over all activities of the Secretariat.
- b. Ensure that instructions from the Committee are complied with expeditiously through the coordinative efforts of the members of the Secretariat.
- c. Formulate policies and procedures for the betterment of the Secretariat.
- d. Recommend to the CCCH the appointment of the following positions including clerks or drivers.
- e. Perform other tasks on orders from the Committee.

**Article 2: Joint Office of the Heads for Operations**

**Section 1**

There is hereby created a Joint Office of the Heads for Operations composed of one representative each from the respective Secretariat of both Committees.

## Section 2

The Heads for Operations shall have the following duties and responsibilities:

- a. Plan, coordinate for and orchestrate all external activities of the CCCH in the implementation of its plans and programs.
- b. Maintain a file of all reports of the CCCH in connection with the conduct of its activities, including but not limited to, verifications, visitation and/or investigations and any other similar reports as directed by the Committee.
- c. Prepare reports for the concurrence and signature of the Chairpersons regarding its activities and when directed by the Committee.
- d. Perform other tasks as may be directed by the Chairpersons.

## Article 3: Joint Offices of the Heads for Administration

### Section 1

There is hereby created a Joint Offices of the Heads for Administration composed of one representative each from the respective Secretariat of both Committees.

### Section 2

The Heads for Administration shall have the following duties and responsibilities:

- a. Plan, prepare and coordinate for all internal activities of the CCCH including but not limited to, the preparation of meeting venue, sending of letters of invitation to the CCCH members and Secretariat, and other persons at the instruction of the Chairpersons or the CCCH itself.
- b. Prepare and maintain a file of minutes of meetings of the CCCH, except otherwise instructed by the Chairperson or the CCCH itself.
- c. Provide administrative as well as financial support in coordination with the RSO, if available, to the CCCH when directed and/or to the Secretariat when requested.
- d. Maintain records of all forms of support received and extended to the CCCH and/or the Secretariat.
- e. Maintain the Principal Office and/or Field Offices when established.

f. Publish Office Orders of Designation and/or Relief and policies or instructions as directed by the Chairpersons.

g. Recommend to the Chairpersons the candidates for the positions of clerks or drivers.

h. Perform other tasks as may be directed by the Chairpersons.

#### Article 4: Joint Offices of the Press Relations Officers

##### Section 1

There is hereby created a Joint Offices of the Press Relations Officers composed of one representative each from the respective Secretariat of both Committees.

##### Section 2

The Press Relations Officers shall have the following duties and responsibilities:

a. Prepare press releases when directed by the CCCH or the Chairpersons.

b. When expressly approved by the CCCH, publish press releases and/or grant interviews for the media.

c. Plan, prepare and coordinate for the conduct of press conferences when directed by the CCCH.

d. Perform other tasks as may be directed by the CCCH and/or the Chairpersons.

#### Article 5: Office of the Responsible Supply Officer

##### Section 1

There is hereby created an Office of the Responsible Supply Officer whose Head shall be designated from among the members of the GRP Secretariat qualified under existing government regulations and policies for such position.

##### Section 2

The Responsible Supply Officer shall have the following duties and responsibilities:

a. Plan, prepare and coordinate for the availability of logistical and/or financial support for the CCCH and/or the Secretariat.

b. Receive and maintain all government properties that may be made available to the CCCH and/or the Secretariat in accordance with existing government policies and regulations therefor.

c. Ensure the proper maintenance and availability of equipment and/or vehicles for use of the CCCH and/or the Secretariat.

d. Perform other tasks as may be directed by the CCCH and/or the Chairpersons.

#### Article 6: General Provisions

##### Section 1: Provincial Office

The principal office of the CCCH and of the Secretariat shall be established in Cotabato City.

##### Section 2: Field Coordinating Offices

When agreed upon and deemed appropriate and necessary by the CCCH, Field Coordinating Offices may be established in any area outside Cotabato City for the purpose of assisting the Principle Office in the performance of its duties and functions.

##### Section 3: Designation and Relief

All designation to and/or relief from any of the aforementioned offices/positions of the members of the Secretariat shall be duly covered by published Office Orders to the appropriate effect. Designations shall be subject to the approval of the Committee *en banc* based on the recommendations of the Chairpersons.

##### Section 4: Staffing

Unless otherwise agreed by the CCCH and subject to the availability of funds therefor, two (2) civilian office clerks and two (2) drivers shall be appointed.

The Office of the Joint Chairpersons shall recommend to the CCCH candidates for the aforementioned positions. The CCCH shall decide *en banc* the approval or disapproval of this matter.

The CCCH, upon mutual agreement, may require and appoint similar and additional personnel necessary for the maintenance and/or security of the Principal and/or Field Coordinating Offices.

Adopted and signed this 18<sup>th</sup> day of May, 1999 at Estosan Hotel.

For the GRP:

B. Gen. José I T Torrelavega, AFP  
Chairman, GRP CCCH

S. Supt. Jainal I Jamasali, PNP  
Member

Ltc. Ricardo B. Torrevillas, PA  
Member

Maj. Policarpio Zacarias, PA  
Member

For the MILF:

Sultan Saifoden Tomawis  
Chairman, MILF CCCH

Badawi "Boy" Hashim  
Member

Gerry Abubakar  
Member

Atty. Guinaid S. Paduman  
Member