



Republic of the Philippines
 PRESIDENTIAL COMMUNICATIONS OPERATIONS OFFICE
 BUREAU OF COMMUNICATIONS SERVICES
 Alabang, Muntinlupa



CITIZEN'S CHARTER

BRIEF HISTORY

The Bureau of Communications Services traces its roots from the defunct Bureau of National and Foreign Information (BNFI) created in 1973 under the Department of National Information. The BNFI then was charged with the overall coordination and integration of government-wide information programs locally and internationally.

In 1980, the Department of Public Information was reorganized and became the Office of Media Affairs. It continued to be in existence until 1987. After the EDSA Revolution of February 1986, the Office of Media Affairs was abolished. Created on its stead was the Office of the Press Secretary by virtue of Memorandum Order No. 32 on September 1, 1986 and Executive Order No. 92, placing under its direct management all information agencies including the BNFI.

On July 25, 1987, President Corazon C. Aquino signed Executive Order No. 297 reorganizing the Office of the Press Secretary and its attached bureaus and agencies. Consequently, the BNFI was abolished and the Bureau of Communications Services was created.

In 2010, President Benigno S. Aquino III issued Executive Order No. 4 reorganizing and renaming the OPS as the Presidential Communications Operations Office (PCOO) and creating the Presidential Communications Development Strategic Planning Office. BCS is attached to the PCOO.



VISION

A vital government information arm dedicated to accurate, relevant and responsible communications services in support of the Presidency.

MISSION

To continuously provide Government organizations and select groups information on the President's thrusts, priorities and accomplishments through publications, networking, special events, and other communications support services.

CORE VALUES

- Efficiency and economy at work;
- Truth in communicating information;
- Honesty in the performance of duties;
- Pride in our accomplishments;
- Loyalty to the organization and the country;
- Respect to the public we serve; and
- Gratitude to the Almighty God;

FUNCTIONS

- Develop and conduct public information campaigns that will enhance awareness to and secure positive acceptance and support of the programs and activities to the Government and the Presidency;
- Coordinate information dissemination programs and projects including campaigns directed at the Bureau's specific target publics;
- Supervise the overall conceptualization and production of special publications and audio-visual information / communication materials for the Government and the Presidency; and
- Supervise the conceptualization, production, printing and dissemination of all information / communication materials and publications in support of the Government and the Presidency.

(In compliance with Republic Act 9485 or the Anti-Red Tape Act of 2007.)

ORGANIZATIONAL SET-UP

The Bureau is headed by a Director and assisted by four (4) division chiefs. The four divisions are: **Planning Division (PD)**, **Special Production Division (SPD)**, **Special Operations Division (SOD)** and the **Finance and Administrative Division (FAD)**.

Planning Division. The PD is tasked with communication planning and research and project development, coordination, monitoring and evaluation. It is also responsible for the implementation of the Gender and Development Program.

Special Production Division. The SPD is tasked with the production and dissemination of the Bureau's publications to target audiences. It provides production support services to OP, PCOO and other government agencies.

Special Operations Division. The SOD is responsible for the production of audio-visual projects such as photo exhibits, special events such as fora, and electronic publications including CDs and social media pages.

Finance and Administrative Division. The FAD performs tasks in support of the operations of the agency.

BCS PUBLICATIONS

REGULAR:

- Policy Statements of the President
- State of the Nation Address (SONA) – Speech
- SONA Technical Report
- Vital Legislative Achievements
- Ugnay: Connecting with the People
- Press/Briefing kits for the President's travels

SPECIAL:

- Handbook on Integrated Safety Tips and Women's Self-Defense and Prosecution
- Disaster Preparedness and First Aid Handbook
- Magna Karta ng Kababaihan
- Pinay Komiks
- Priority Legislative Measures of the President

The Bureau of Communications Services does not provide frontline services.

John S. Manalili
 Dr. John S. Manalili, CESO III
 Director IV