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Sender: ELAINE T. MASUKAT
Address: PRESIDENTIAL MANAGEMENT STAFF - MALACANANG
Subject: MEMO DTD 03/16/2023 PREPARATIONS FOR THE PRESIDENT'S 2023 STATE OF THE NATION ADDRESS

Print Date: Friday, March 17, 2023

Addressee(s): Office of the Secretary (DENRCO - OSEC)

CC Addressee(s):

Date/Time Received: 03/17/2023 12:20:00 PM

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BY: Adrian ORTIZ - 3:37 PM

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JOE MAR B. PEREZ Director for Document Management and Operations Support
OFFICE OF THE SECRETARY
Date: <u>3/20</u>

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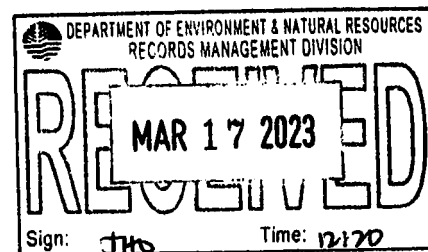
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Office of the President of the Philippines
PRESIDENTIAL MANAGEMENT STAFF
Malacañang



MEMORANDUM

FOR : All Department Secretaries and Agency Heads

FROM : The Senior Undersecretary and Head, Presidential Management Staff

SUBJECT : **PREPARATIONS FOR THE PRESIDENT'S 2023 STATE OF THE NATION ADDRESS**

DATE : **MAR 16 2023**

In preparation for the President's State of the Nation Address (SONA), all Departments are respectfully requested to submit a concise and factual report on their accomplishments for the first year of this Administration. To ensure that the inputs are focused primarily on major accomplishments, the Departments should consolidate reports from their respective attached agencies.

To ensure that the SONA is easily understood and appreciated by all audiences, we would like to reiterate the general guidelines on the preparation of SONA inputs, as follows:

A. On Substance:

1. **Brief situationer.** You may provide a brief report on the current state of vital sectors or industries that are covered by the mandate of your Departments and attached agencies.
2. **Plans and reforms implemented.** You may submit plans and targets that have been laid down and set by your Department in accordance with the President's 8-point agenda, the Philippine Development Plan 2023-2028, and relevant instructions of the President. You may likewise include new initiatives and reforms implemented since July 2022 that will have a positive impact on the lives of the Filipino people.

Actual accomplishments and their results. Provide a report on the actual accomplishments of your agency, which include outputs, outcomes, and impact, if any. Outcomes and impacts are results that the common people have experienced and benefitted from, e.g., reduction in travel time, reduction in crime rate, less flooding in flood-prone areas. Accomplishments should be organized by thematic results (e.g., ensure food security, reduce transport and logistics cost), and not by sectors.

You may also include the status of the administration's priority legislative measures and efforts to shepherd their passage into law. The Departments may further wish to provide measures and actions taken in resolving issues of national

or public concern, e.g., those raised in the media or by civil society and/or international community.

3. Cite national totals and provide breakdown per region and province. Provide both the aggregated figures at the national level and the breakdown per region or province or municipality, if available, to allow our stakeholders to identify with the accomplishments, and provide them with knowledge that the projects are real and have been implemented in their communities or localities.

B. On Form:

4. Keep the report simple, concise, and direct to the point. Avoid lengthy paragraphs and use short, brief bullet points for easy consolidation. Use charts, tables, infographics, and visualizations to clearly illustrate trends and patterns, if applicable. The agencies may submit relevant pictures and videos of the program/project accomplishments and beneficiaries, which conform to the privacy regulations of the government and proper attributions, if applicable (see attached). The agencies are also encouraged to include firsthand stories and testimonials from beneficiaries on how their lives were affected by the program/project.
5. Ensure data accuracy. Ensure that the data contained in your reports are accurate and verifiable by our civil society and private sector partners.
6. Use the point A-B-C approach. When presenting data, provide a clear picture of accomplishments by way of quantitative and qualitative comparisons, as shown below:

	Point A		Point B		Point C
Overall Outcomes	Baseline as of 01 July 2022	vs.	Actual accomplishments as of 31 March 2023	vs.	Targeted outcomes by June 2028

We would also like to request that the names of your respective Department's designated SONA focal persons be submitted to the OP-PMS through email (sona2023@pms.gov.ph) not later than **22 March 2023**. Kindly note that the SONA Focal Person shall serve as OP's main point of contact regarding the crafting of the SONA 2023 and its accompanying technical report; and is expected to be easily accessible for clarifications until the day of the President's SONA.

Please submit your Department's initial inputs by **14 April 2023** (accomplishments as of 31 March 2023), for continual updating and submission to the PMS monthly until **07 July 2023**.

SL 3/16/23
ELAINE T. MASUKAT

CONSENT, WAIVER AND QUITCLAIM

I, FULL NAME , of legal age, Filipino, and with residence at Address , hereby state that:

1. I give my full consent and permission for the **Office of the President (OP)**, and its agents and assigns, to use my name, picture, likeness, image, illustration and/or story (the "Content") for the **State of the Nation Address and its accompanying technical report**, and its other related projects, and I acknowledge that I will not receive any compensation for the use of the Content.
2. I acknowledge and agree that all the materials in which the Content will be featured may be reproduced and published in all formats and media, and otherwise used in connection with the State of the Nation Address and its accompanying technical report.
3. I agree that my name and any other personal information (*i.e.*, address, date of birth, and contract details) provided by me to the OP shall be displayed, accessed, stored, processed, or disclosed in connection with the State of the Nation Address and its accompanying technical report.
4. I acknowledge that the Content, as featured in the State of the Nation Address and its accompanying technical report, may be edited, and/or combined with other material/s, and I waive any claim based on legal, privacy, ethical and/or moral rights in connection with the use of the Content.
5. I warrant that I have full ownership of and possession of the copyright and other related rights over the Content and that there are no actions, suits or proceedings, claims or disputes pending or threatened or contemplated in writing, before any court or administrative agency of any jurisdiction, in the Philippines or abroad, with respect to the Content, and I release OP, and its agents and assigns, from any and all actions, suits or proceedings, claims or disputes which may arise out of or are in any way connected with its use of the Content.
6. I warrant that I am of legal age and competent to execute this Consent, Waiver and Quitclaim in my own name.
7. I acknowledge that I have read and fully understood the terms and conditions of this Consent, Waiver and Quitclaim prior to executing it.

Printed name and signature

Date

Contact details