

RESTRICTED

GENERAL HEADQUARTERS  
ARMED FORCES OF THE PHILIPPINES  
Camp General Emilio Aguinaldo, Quezon City

ESB/sgfjr/dcs/6141

OTAG/PCRD

16 May 2008

GENERAL ORDERS  
NUMBER 498

ACTIVATION OF OFFICE FOR DEFENSE REFORM

The Office for Defense Reform at the General Headquarters, Armed Forces of the Philippines is activated effective 21 February 2008 as an office under the CSAFP and attach to the Office of the Secretary, Department of National Defense.

BY COMMAND OF LIEUTENANT GENERAL YANO:

OFFICIAL:

*Antonio L. Bautista*  
ANTONIO L. BAUTISTA  
Colonel PAF (GSC) 16/05/08  
The Adjutant General

RODRIGO F. MACLANG  
Lieutenant General, AFP  
The Deputy Chief of Staff

DISTRIBUTION:

**TABLE OF DISTRIBUTION AND ALLOWANCES  
NUMBER J6-80-5**

GENERAL HEADQUARTERS  
**ARMED FORCES OF THE PHILIPPINES**  
Camp General Emilio Aguinaldo  
Quezon City, 21 February 2008

**OFFICE FOR DEFENSE REFORM (ODR)**

**Designation:** Staff for Defense Reform

**SECTION I. GENERAL**

Organization

**SECTION II. PERSONNEL ALLOWANCES**

A. Recapitulation of Total Personnel Allowances by Grade (Volume I)

B. Unit Manning Document (Volume II)

**SECTION III. EQUIPMENT ALLOWANCES**

A. Major Commodity Managership Allowances (Volume I)

B. Secondary Equipment Allowances (Volume II)

**SECTION I. GENERAL**

**ORGANIZATION**

1. **MISSION:** To assist and advise the Secretary of National Defense and to support the DND-AFP in the implementation of the Philippine Defense Reform Program in order to effect systemic, strategic and institutional reforms within the Department of National Defense.

2. **ASSIGNMENT:** GHQ, AFP

3. **CAPABILITIES:**

a. Assist the Secretary of National Defense in the governance, central management and the merging and integration of all programs, activities, and projects on defense reform in the defense establishment, in order to improve overall defense capabilities and professionalizing the whole organization;

b. Provide Secretariat functions to the PDR Board, provided that, the Chief of the ODR shall be the Secretary of the PDR Board;

c. Formulate and recommend reforms policies; oversee the effective implementation of Defense Reform Program; act as a central integrating, monitoring and evaluating body on reforms; and conduct special reform project and other related activities as deemed necessary by the Secretary of National Defense/Chairman, PDR Board.

d. Advise the Secretary of National Defense/Chairman, PDR Board on the status and progress of the defense reform program, and its sub-program and projects; and initiate development of other needed reforms;

e. Assist the Secretary of National Defense/Chairman, PDR Board in overseeing, evaluating, reviewing and monitoring the defense reform programs, activities and projects in the defense establishment, in close coordination with the other offices and components associated with the defense reform program;

f. Facilitate defense reform planning, programming and budgeting, and the implementation of approved support program to enable reform proponents;

g. Provide regular updates of PDR program status and coordinates with the Undersecretary for Armed Forces Modernization Affairs to enhance unity of effort and synchronization between PDR activities affecting related program under the Modernization and/or Capability Upgrade Program of the AFP.

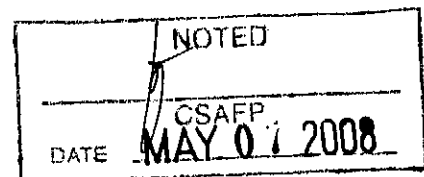
h. Provide staff support to Executive Steering Committee activities and act as Secretariat to the RP-US PDR ESC meetings;

i. Serve as the Department's liaison office to JUSMAG on PDR matters, and coordinate the employment of the US SME; and

j. Perform such other tasks as the Secretary of National Defense/Chairman, PDR Board and/or the PDR Board may direct.

4. **BASIS OF ALLOCATION:** One (1) for GHQ, AFP

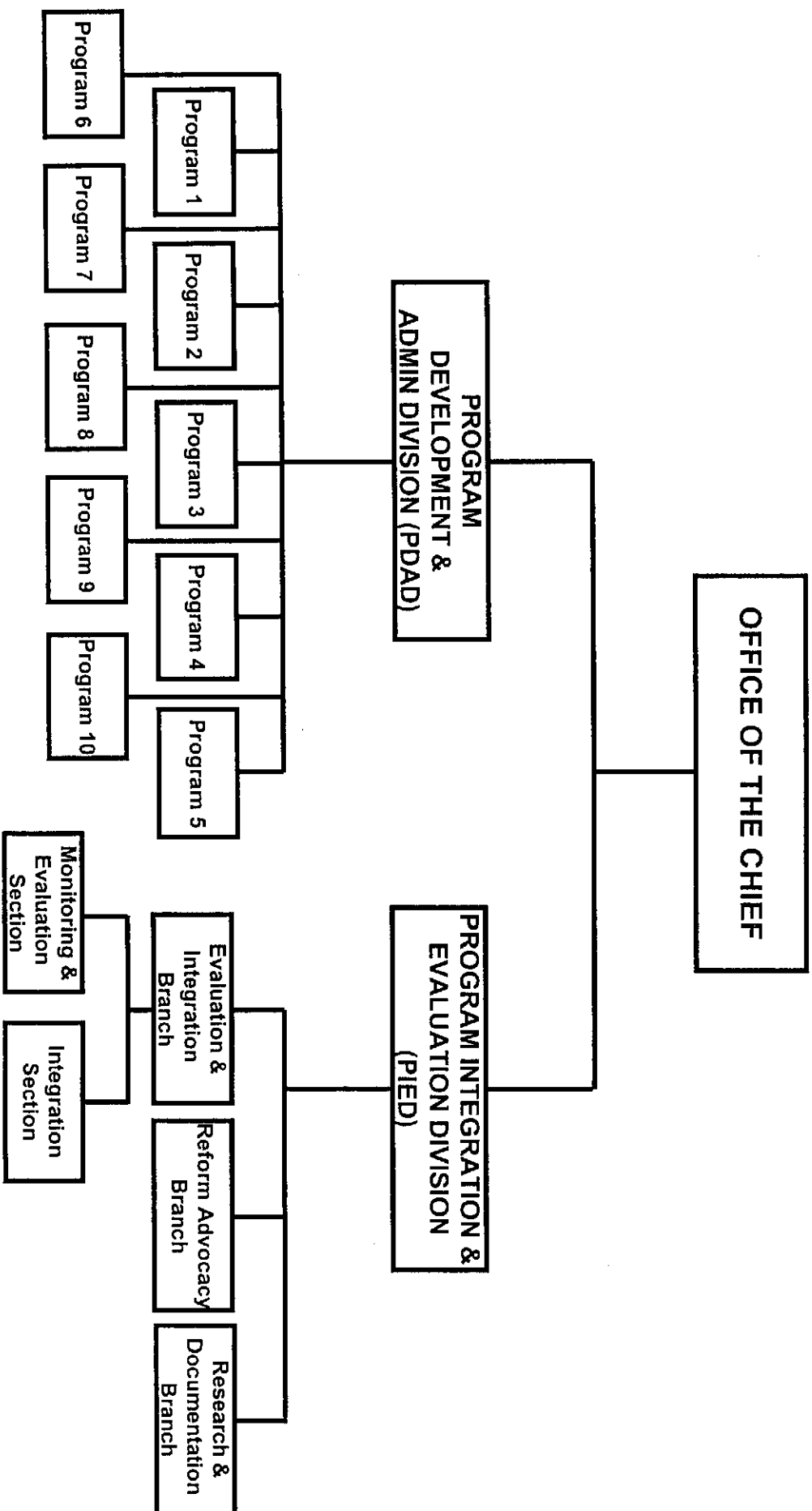
5. **MOBILITY:** To be provided by DND



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Annex 'A' - TDA Nr J6-80-5, GHQ, AFP dtd 21 February 2008, Title: Office for Defense Reform

## OFFICE FOR DEFENSE REFORM



RESTRICTED

**VOLUME I**  
**SECTION II. PERSONNEL ALLOWANCES**  
**A. RECAPITULATION OF TOTAL PERSONNEL ALLOWANCES BY GRADE**  
**OFFICE FOR DEFENSE REFORMS**

DISCRIPTION/POSITION	GRADE	REQUIRED
<b>OFFICERS</b>	O10	-
	O9	-
	O8	-
	O7	1
	O6	8
	O5	8
	O4	2
	O3	-
	O2	-
	O1	-
<b>SUB-TOTAL</b>		<b>19</b>
<b>ENLESTED PERSONNEL</b>	E10	-
	E9	-
	E8	-
	E7	5
	E6	5
	E5	3
	E4	1
	E3	-
	E2	-
E1	-	
<b>SUB-TOTAL</b>		<b>14</b>
<b>CIVILIAN EMPLOYEES</b>	SG24	-
	SG22	-
	SG18	-
	SG16	-
	SG15	-
	SG14	-
	SG13	-
	SG12	-
	SG11	23
	SG10	-
	SG09	-
	SG08	-
	SG07	-
	SG06	-
	SG05	-
	SG04	-
SG03	-	
SG02	-	
SG01	-	
<b>SUB-TOTAL</b>		<b>23</b>
<b>AGGREGATE TOTAL</b>		<b>56</b>

**VOLUME II**  
**SECTION II. PERSONNEL ALLOWANCES**  
**B. UNIT MANNING DOCUMENT**  
**OFFICE FOR DEFENSE REFORM**

DESCRIPTION/POSITION	GRADE	AFPOS	REQUIRED
<b>OFFICE OF THE CHIEF</b>			
Chief, Office for Defense Reform	O7		1
Asst Chief, Office for Defense Reform	O6		(1)
Program and Budget Officer	O6		1
Administrative Officer	O4		1
Responsible Supply Officer	O4		(1)
Program and Budget NCO	E7		1
Administrative NCO	E7		1
Asst Program and Budget NCO	E6		1
Asst Administrative NCO	E5		1
Driver	E5		1
Secretary	E4		1
Administrative Officer II (Researcher)	SG11		3
<b>TOTAL</b>			<b>12</b>
<b>PROGRAM DEVELOPMENT &amp; ADMINISTRATIVE DIVISION (PDAD)</b>			
Chief, PDAD	O6		1
Asst Chief, PDAD	O6		(1)
PDAD NCO	E7		1
Administrative Officer II (Researcher)	SG11		3
Program 1 Officer	O6		1
Administrative Officer II (Researcher)	SG11		2
Program 2 Officer	O6		1
Administrative Officer II (Researcher)	SG11		1
Program 3 Officer	O6		1
Administrative Officer II (Researcher)	SG11		1
Program 4 Officer	O6		1
Administrative Officer II (Researcher)	SG11		1
Program 5 Officer	O5		1
Administrative Officer II (Researcher)	SG11		1
Program 6 Officer	O5		1
Administrative Officer II (Researcher)	SG11		1
Program 7 Officer	O5		1
Administrative Officer II (Researcher)	SG11		1
Program 8 Officer	O5		1
Administrative Officer II (Researcher)	SG11		1
Program 9 Officer	O5		1
Administrative Officer II (Researcher)	SG11		1
Program 10 Officer	O6		1
Administrative Officer II (Researcher)	SG11		1
<b>TOTAL</b>			<b>26</b>

DESCRIPTION/POSITION	GRADE	AFPOS	REQUIRED
<b>PROGRAM INTEGRATION &amp; EVALUATION DIVISION (PIED)</b>			
Chief, PIED	O6		1
Asst Chief, PIED	O6		(1)
PIED NCO	E7		1
Administrative Officer II (Researcher)	SG11		3
<b>Reform Evaluation &amp; Integration Branch</b>			
Chief, Reform Evaluation & Integration Branch	O5		1
Asst Chief, Reform Evaluation & Integration Branch	O4		1
Monitoring, Evaluation and Integration NCO	E7		1
Asst Monitoring, Evaluation and Integration NCO	E6		1
ICT NCO	E6		1
Clerk	E5		1
Administrative Officer II (Researcher)	SG11		1
<b>Reform Advocacy Branch</b>			
Chief, Reform Advocacy Branch	O5		1
Reform Advocacy NCO	E6		1
Administrative Officer II (Researcher)	SG11		1
<b>Research and Documentation Branch</b>			
Chief, Research and Documentation Branch	O5		1
Research and Documentation NCO	E6		1
Administrative Officer II (Researcher)	SG11		1
<b>TOTAL</b>			<b>18</b>
<b>AGGREGATE TOTAL</b>			<b>56</b>

**VOLUME I**  
**SECTION III. EQUIPMENT ALLOWANCES**  
**A. MAJOR COMODITY MANAGERSHIP ALLOWANCES**  
**OFFICE FOR DEFENSE REFORM**

STOCK/SPECIFICATION NUMBER	DESCRIPTION	REQUIRED
1	2	3
	<b>MOBILITY</b>	
	Staff Car	4
	Van, Utility	2
	<b>COMMUNICATION</b>	
	Fax Machine	3
	Telephone, Local Line	5
	Telephone, Commercial Line	4
	<b>INFORMATION TECHNOLOGY EQUIPMENT</b>	
	Computer, Desktop	28
	Computer, Laptop	22
	Printer	8
	Scanner	4
	Video Projector with Remote Control	4
	USB/Removable Disk, 2MB	50
	UPS	28

**VOLUME II**  
**SECTION III. EQUIPMENT ALLOWANCES**  
**B. SECONDARY EQUIPMENT ALLOWANCES**  
**OFFICE FOR DEFENSE REFORM**

STOCK/SPECIFICATION NUMBER	DESCRIPTION	REQUIRED
1	2	3
	<b>QUARTERMASTER EQUIPMENT</b>	
	Camera, Video	2
	Camera, Digital	2
	Audio Recorder/Player	3
	TV/CD/DVD Player	1
	Radio/Cassette Player/Karaoke Component	1
	TV Stand	1
	LAN/Internet System	5
	Bookshelves Set	1
	Refrigerator	1
	Office Table and Chair, Executive	5
	Office Table and Chair, Junior Executive	17
	Office Table and Chair, Clerical	22
	Computer Table	28
	File Cabinet	28
	Conference Table and Chairs Set (16 Capacity)	2
	Modular Tables and Chairs Set (4 pax capacity)	10
	Arm Chairs	22
	Air conditioner, Split-TYPE, 1hp	1
	Air conditioner, Split-TYPE, 2hp	4
	Lockers	50
	Dispenser, Hot and Cold	4
	White Board, 4x12 ft.	12
	White Board, 2x4 ft.	16
	Fire Extinguisher	5
	Shredder	4
	Binder	2
	Stapler	12
	Heavy-Duty Stapler	2
	Photo Copier Machine, Automatic Sorting	3
	Laminating Machine	1
	Document Tray Box, 3 Layers	16
	Puncher	12
	Three hole Puncher, Heavy Duty	2
	Standard Microphone, Wireless	2
	Body/Lapel Microphone	4
	Laser Pointer	22
	Paper Cutter, 45 x 40 cm	3
	Cutting Base 60 x 45 cm	3



**Republika ng Pilipinas**  
Republic of the Philippines  
**Kagawaran ng Tanggulang Pambansa**  
DEPARTMENT OF NATIONAL DEFENSE  
OFFICE FOR DEFENSE REFORM

**(Roster of Troops as of 10 March)**

**ODR OFFICE**

1. COL ERNESTO R ARADANAS 0-7914 MNSA PA
2. COL GREGORIO PIO P CATAPANG JR 0-8389 (GSC) PA
3. COL MICHAEL BEVERLYN J MANQUIQUIS 0-8737 (GSC) PA
4. LTC REYNALDO O ORDONEZ 0-7670 (GSC) PA
5. LTC ELVIN B VELASCO 0-9235 (GSC) PN (M)
6. LTC JOSE ELY P ALBERTO 0-9496 (GSC) PA
7. CDR OPINIANO M JAYME JR 0-9930 PN (GSC)
8. MAJ ALEXANDER L FERIA 0-10807 (FS) PA
9. SMS Leovigildo B Pavo Jr 597372 (Inf) PA
10. TSg Jia Marie R Zamora 752778 (WAC) PA
11. TSg Gabriel B Barola 747586 (Inf) PA
12. TSg Cresente C Jalbuena 769444 PAF
13. SSg Gerry V Abdon 781106 (Inf) PA
14. Sgt Rizaldy G Leynes 724735 (Inf) PA
15. Cpl Jovimar M Villanueva 832388 (QMS) PA