ORGANIZATION PRIMER

As of 5 November 2019
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**BSP Vision**

The BSP aims to be recognized globally as the monetary authority and primary financial system supervisor that supports a strong economy and promotes a high quality of life for all Filipinos.

**Ang Bisyon ng BSP**

Naghahangad ang BSP na makilala sa buong mundo bilang pangunahing tagapamahala ng sistema at kaayusan ng pananalapi at ekonomiya upang maitaguyod ang mataas na antas ng kabuhayan para sa lahat ng Filipino.

**BSP Mission**

To promote and maintain price stability, a strong financial system, and a safe and efficient payments and settlements system conducive to a sustainable and inclusive growth of the economy.

**Ang Misyon ng BSP**

Itaguyod at panatilihin ang katatagan ng presyo ng mga bilihin at ng sistemang pinansyal, at ng mahusay, ligtas at maaasahang pamamaraan ng pagbabayad upang makatulong sa patuloy na paglago ng ekonomiya at pag-angat ng kabuhayan ng lahat ng mga Filipino.
BSP Core Values

**Excellence** – Consistently doing our best to master our craft, continually improving our competencies, and learning new things in pursuit of the organizational goals, comparable to the best practices of other central banks

**Patriotism** – Selfless commitment to the service of the Filipino people and the country

**Integrity** – Performing mandate with sincerity, honesty, and uprightness, worthy of respect and emulation from others

**Solidarity** – Performing with team spirit; acting and thinking as one in the pursuit of common goals and objectives

**Accountability** – Taking full responsibility for one’s or group’s actions
Responsibilities and Primary Objective of the BSP

It shall be the responsibility of the BSP:

1. to provide policy directions in the areas of money, banking, and credit;

2. to supervise the operations of the banks and to exercise such regulatory and examination powers as provided under Republic Act No. 11211 (The New Central Bank Act, as amended) and other pertinent laws over the quasi-banking operations of non-bank financial institutions; and

3. to exercise regulatory and examination powers over money service businesses, credit granting businesses, and payment system operators.

Its primary objective is to maintain price stability conducive to a balanced and sustainable growth of the economy and employment.

It shall:

1. promote and maintain monetary stability and the convertibility of the peso;

2. promote financial stability and closely work with the National Government, including, but not limited to, the Department of Finance, the Securities and Exchange Commission, the Insurance Commission, and the Philippine Deposit Insurance Corporation;

3. oversee the payment and settlement systems in the Philippines, including critical financial market infrastructures, in order to promote sound and prudent practices consistent with the maintenance of financial stability; and

4. promote broad and convenient access to high quality financial services and consider the interest of the general public.
The Monetary Board

In the exercise of its authority, the Monetary Board shall:

1. issue rules and regulations it considers necessary for the effective discharge of the responsibilities and exercise of the powers vested upon the Monetary Board and the Bangko Sentral;

2. direct the management, operations, and administration of the Bangko Sentral, reorganize its personnel, and issue such rules and regulations as it may deem necessary or convenient for this purpose. The legal units of the Bangko Sentral shall be under the exclusive supervision and control of the Monetary Board;

3. establish a human resource management system which shall govern the selection, hiring, appointment, transfer, promotion, or dismissal of all personnel. Such system shall aim to establish professionalism and excellence at all levels of the Bangko Sentral in accordance with sound principles of management.

A compensation structure, based on job evaluation studies and wage surveys subject to the Board's approval, shall be instituted as an integral component of the Bangko Sentral's human resource development program.

On the recommendation of the Governor, appoint, fix the remunerations and other emoluments, and remove personnel of the Bangko Sentral, subject to pertinent civil service laws: Provided, that the Monetary Board shall have exclusive and final authority to promote, transfer, assign, or reassign personnel of the Bangko Sentral and these personnel actions are deemed made in the interest of the service and not disciplinary: Provided, further, that the Monetary Board may delegate such authority to the Governor under such guidelines as it may determine;

4. adopt an annual budget for and authorize such expenditures by the Bangko Sentral as are in the interest of the effective administration and operations of the Bangko Sentral in accordance with applicable laws and regulations; and
5. indemnify its members and other officials of the Bangko Sentral, including personnel of the departments performing supervision and examination functions against all costs and expenses reasonably incurred by such persons in connection with any civil or criminal action, suit or proceedings to which he may be, or is, made a party by reason of the performance of his functions or duties, unless he is finally adjudged in such action or proceeding to be liable for willful violation of Republic Act No. 11211, performed in evident bad faith or with gross negligence.
Powers and Duties of the Governor

Pursuant to Republic Act No. 7653 (The New Central Bank Act), the Governor shall be the Chief Executive Officer of the Bangko Sentral. His powers and duties shall be to:

a) prepare the agenda for the meetings of the Monetary Board and to submit for the consideration of the Board the policies and measures that he believes to be necessary to carry out the purposes and provisions of said Act;
b) execute and administer the policies and measures approved by the Monetary Board;
c) direct and supervise the operations and internal administration of the Bangko Sentral. The Governor may delegate certain of his administrative responsibilities to other officers or may assign specific tasks or responsibilities to any fulltime member of the Monetary Board without additional remuneration or allowance whenever he may deem fit or subject to such rules and regulations as the Monetary Board may prescribe;
d) appoint and fix the remunerations and other emoluments of personnel below the rank of a department head in accordance with the position and compensation plans approved by the Monetary Board, as well as to impose disciplinary measures upon personnel of the Bangko Sentral, subject to the provisions of Section 15(c) of said Act: Provided, That removal of personnel shall be with the approval of the Monetary Board;
e) render opinions, decisions, or rulings, which shall be final and executory until reversed or modified by the Monetary Board, on matters regarding application or enforcement of laws pertaining to institutions supervised by the Bangko Sentral and laws pertaining to quasi-banks, as well as regulations, policies or instructions issued by the Monetary Board, and the implementation thereof; and
f) exercise such other powers as may be vested in him by the Monetary Board.
The Governor of the Bangko Sentral shall be the principal representative of the Monetary Board and of the Bangko Sentral and, in such capacity and in accordance with the instructions of the Monetary Board, he shall be empowered to:

a) represent the Monetary Board and the Bangko Sentral in all dealings with other offices, agencies and instrumentalities of the Government, and all other persons or entities, public or private, whether domestic, foreign or international;

b) sign contracts entered into by the Bangko Sentral, notes and securities issued by the Bangko Sentral, all reports, balance sheets, profit and loss statements, correspondence, and other documents of the Bangko Sentral;

c) represent the Bangko Sentral, either personally or through counsel, including private counsel, as may be authorized by the Monetary Board, in any legal proceedings, action or specialized legal studies; and

d) delegate his power to represent the Bangko Sentral, to other officers upon his own responsibility: Provided, however, That in order to preserve the integrity and the prestige of his office, the Governor of the Bangko Sentral may choose not to participate in preliminary discussions with any multilateral banking or financial institution on any negotiations for the Government within or outside the Philippines. During the negotiations, he may instead be represented by a permanent negotiator.
BSP Hierarchical Structure

1 In the case of the Head of the Financial Market Operations Sub-Sector, Office of the General Counsel and Legal Services, and Security Plant Complex
BSP Organization Chart

- **Financial Supervision Sector (FSS)** – mainly responsible for the regulation of banks and other BSP-supervised financial institutions, as well as the oversight and supervision of financial technology and payment systems

- **Monetary and Economics Sector (MES)** – mainly responsible for the operations/activities related to monetary policy formulation, implementation, and assessment

- **Currency Management Sector (CMS)** – mainly responsible for the forecasting, production, distribution, and retirement of Philippine currency, and the production of security documents, commemorative medals, and medallions

- **Corporate Services Sector (CSS)** – mainly responsible for the effective management of corporate strategy and communications, as well as the BSP’s human, financial, technological, and physical resources to support the BSP’s core functions
Offices under the Monetary Board and the Governor
OFFICES DIRECTLY REPORTING TO THE MONETARY BOARD

❖ Office of the General Counsel and Legal Services
  • Renders legal advisory services to the Monetary Board, the Governor, the Deputy
    Governors and BSP units on matters relating to policies, functions, operations, and
    regulations of the BSP
  • Prepares and/or reviews: (i) international and local agreements where BSP is a party or
    has an interest; and (ii) draft legislation, circulars, rules and regulations relating to the
    money, banking and credit policies of the government, including internal policies and
    rules and regulations of BSP
  • Investigates and prosecutes criminal cases involving fraud, irregularities and anomalies
    committed by directors/trustees/officers of BSP-supervised financial institutions

❖ Office of the Secretary, Monetary Board
  • Provides secretarial and administrative support to the Monetary Board

❖ Internal Audit Office
  • Assists the BSP in achieving its objectives and improving its operations, through the
    conduct of independent, objective assurance and consulting activities
  • Evaluates the effectiveness and adequacy of controls in responding to risks within the
    BSP’s governance, operations, and information systems, and provides appropriate
    recommendations with regard to the: (i) achievement of the BSP’s strategic objectives;
    (ii) reliability and integrity of financial and operational information; (iii) effectiveness
    and efficiency of operations and programs; (iv) safeguarding of assets; and (v) compliance with laws, regulations, policies,
    procedures, and contracts

OFFICES DIRECTLY REPORTING TO THE OFFICE OF THE GOVERNOR

❖ Executive Offices Operations Management Department
  • Implements internal rules, regulations, and policies of the BSP involving personnel
    administration, employee services, learning services, budget administration, and
    property and supplies management
  • Responsible for catering to the unique requirements of the Offices under the
    Monetary Board and the Governor in the exigencies of the service

❖ Risk and Compliance Office
  • Develops, recommends, maintains, and amends frameworks, policies, guidelines,
    standards, and procedures covering risk management (RM), business continuity
    management (BCM), and compliance matters
  • Monitors the implementation of RM, BCM, and compliance frameworks, policies,
    procedures, guidelines, and processes to ensure that BSP units perform the following:
(i) updating of risk templates, business continuity plans, and other risk and compliance-related reports; (ii) conduct of business continuity exercises and submission of action plans; and (iii) institutionalization of RM, BCM, and compliance processes/practices through their inclusion in management systems and performance reviews

- **Center for Learning & Inclusion Advocacy**
  - Develops enabling regulations and maximizes multi-stakeholder partnerships to support building an inclusive financial system responsive to the diverse and changing needs of the market
  - Designs and implements financial education and consumer protection policies and programs to help the public acquire knowledge, develop skills for well-informed financial decision-making, and promote a customer-centric and responsible financial services industry

**INFORMATION TECHNOLOGY OFFICE**

- **IT Systems Management Department**
  - Evaluates the requirements of various business units, defines application architecture, and develops programs and systems to meet business needs that are aligned with the overall Corporate Business Strategy of the Bank

- **IT Infrastructure and Operations Department**
  - Maintains the operational integrity of the technologies and services provided, and keeps hardware and software functioning

- **IT Strategy and Governance Department**
  - Oversees the operations, projects, plans and commitments of the Office, ensuring that they are implemented successfully, and provides Management with technical and relevant inputs on strategic direction for activities/programs/initiatives of the ITO, in IT Planning and Strategy, IT Project Management, IT Policy and Quality Management and IT Procurement Management and Contracts Monitoring

- **Office of Systemic Risk Management**
  - Develops and implements the financial stability frameworks for: (i) continuing surveillance and tracking of systemic risks and their channels of contagion; (ii) identifying, analyzing and addressing financial stability issues arising from domestic and international macro-financial developments; (iii) crafting communication responses to identified issues and assessing the effectiveness of such interventions; and (iv) designing, delivering and evaluating the impact of capacity programs, advocacy programs and learning roadmaps
• Identifies, measures and monitors potential systemic risk vulnerabilities through continuing research and analysis of the domestic and international financial environment, interconnectedness of macro-financial agents, and roles of leverage, liquidity and cyclicality

❖ Corporate Planning Office
• Manages the strategic planning process in the BSP to ensure a high level of integration and alignment across all of BSP’s operational areas, towards the achievement of BSP’s mandate

CENTER FOR COMMUNICATION AND INVESTOR RELATIONS

❖ Communication Office
• Serves as BSP’s core communication team, a clearinghouse for all messages and communication of the organization to ensure, among others, consistent and insightful messaging capability representative of a world-class institution.
• Handles BSP’s media/public relations, enterprise communication plan, issues crisis communication management, production of BSP publications including newsletter, writing the Governor’s speeches, and creation of content for distribution through various channels

❖ Corporate Affairs Office
• Serves the needs of BSP departments/offices for creative design and production, management of corporate events, administration of the BSP Museum, and guest/frontline services

❖ Investor Relations Office
• Assists in developing relations with the international financial community and promotes the Philippines as an investment site

FINANCIAL MARKET OPERATIONS SUB-SECTOR

❖ Reserves Management Department I
• Manages the internal reserve portfolios, including gold, aligned with the overall risk and return objectives of the BSP
• Participates in the formulation of policies and recommendations relating to reserves management and provides information relating to financial markets

❖ Reserves Management Department II
• Oversees the externally-managed portfolios of the international reserves, primarily by implementing the External Funds Management Program of the BSP
• Ensures that external fund managers abide by contractual provisions stated in the Investment Management Agreement, and amendments and addendums thereto

**Domestic Market Operations Department**

• Implements the Bank’s monetary and foreign exchange policies, which are critical in performing the BSP’s primary mandate of maintaining price stability, through market operations and surveillance

**Investment Risk and Analytics Office**

• Formulates investment and risk policies covering the management of the international reserves (both gold and non-gold international reserves)
• Acts as the Middle Office of the Sub-Sector which is responsible for the identification, analysis, assessment, and control of various financial risks inherent in the management of international reserves; enforcement of performance measurement and appraisal; and implementation of compliance checks across the BSP’s reserve portfolios

**Market Support Services Office**

• Provides banking services to the National Government (NG), its political subdivisions and instrumentalities, as well as government-owned and controlled corporations in line with the BSP’s role as fiscal agent of the NG
• Performs accounting functions and manages the information technology requirements of the FMOO

ANTTI-MONEY LAUNDERING COUNCIL (AMLC)

The BSP Governor acts as the **Chairman of the AMLC**, which was created pursuant to Republic Act (R.A.) No. 9160, otherwise known as the “Anti-Money Laundering Act of 2001” (AMLA), to protect the integrity and confidentiality of bank accounts and to ensure that the Philippines shall not be used as a money laundering site for the proceeds of any unlawful activity.

The Council performs its functions through the **AMLC Secretariat**, which is primarily tasked to receive transaction reports from covered institutions, investigate suspicious transactions, and cause the filing of complaints or petitions for the prosecution of money laundering offenses and other AMLA violations. Section 8 of R.A. No. 9160 provides that all members of the AMLC Secretariat shall hold full-time permanent positions within the BSP.
Financial Supervision Sector (FSS)
❖ Sectoral Operations Management Department
   • Implements internal rules, regulations, and policies of the BSP involving personnel administration, employee services, learning services, budget administration, and property and supplies management
   • Responsible for catering to the unique requirements of the Sector in the exigencies of the service

POLICY AND SPECIALIZED SUPERVISION SUB-SECTOR

❖ Supervisory Policy and Research Department
   • Develops policies through the use of quantitative models, research, and analytical tools for financial system surveillance and banking supervision, and ensures alignment of proposed policy studies with the FSS policy agenda
   • Oversees and manages the preparation of timely, comprehensive, and coherent reports, messages, briefers, and technical papers related to financial supervision

❖ Department of Supervisory Analytics
   • Designs and implements strategies, processes, policies, and procedures that enable the Financial Supervision Sector and the BSP to govern, acquire, manage, store, provide, and analyze the BSP’s supervisory data and information assets
   • Collaborates with various units to maximize the power of data and analytics to unlock insights, inform policy making, enhance supervision and surveillance, and make regulatory compliance more cost-effective

❖ Financial System Integrity Department
   • Ensures that BSFIs comply with anti-money laundering (AML) and combating the financing of terrorism (CFT) laws and regulations, and effectively implement a robust money laundering and terrorist financing risk management system appropriate to their risk profile
   • Develops AML/CFT supervisory strategies, rules, regulations, guidelines, and examination procedures for BSFIs, aligned with international AML/CFT standards and best practices adjusted according to Philippines’ AML risk and context

❖ Treasury and Asset Management Supervision Department
   • Conducts effective onsite and offsite supervision of BSFIs, particularly their capital market activities; treasury, fund management, and investment management activities; sales and marketing practices, and other related areas
   • Conducts regular system-wide surveillance activities and thematic reviews to determine emerging trends and risks affecting treasury and trust businesses
FINANCIAL SUPERVISION SUB-SECTOR I

- Financial Supervision Departments I – III
  - In-charge of the onsite examination of:
    - universal banks and their subsidiaries/affiliates;
    - commercial banks and their subsidiaries/affiliates;
    - foreign banks and their subsidiaries/affiliates; and
    - thrift, cooperative, and rural banks
  - Maintains the Institutional Overview (a document that represents a continuously updated report of examination), handles critical requests of banks and non-banks that require BSP approval, and supports implementation of new supervisory processes and concerns

FINANCIAL SUPERVISION SUB-SECTOR II

- Financial Supervision Departments IV – VI
  - In-charge of the onsite examination of:
    - universal banks and their subsidiaries/affiliates;
    - commercial banks and their subsidiaries/affiliates;
    - foreign banks and their subsidiaries/affiliates; and
    - thrift, cooperative, and rural banks
  - Maintains the Institutional Overview (a document that represents a continuously updated report of examination), handles critical requests of banks and non-banks that require BSP approval, and supports implementation of new supervisory processes and concerns

FINANCIAL SUPERVISION SUB-SECTOR III

- Financial Supervision Departments VII – VIII
  - In-charge of the onsite examination of:
    - universal banks and their subsidiaries/affiliates;
    - commercial banks and their subsidiaries/affiliates;
    - foreign banks and their subsidiaries/affiliates;
    - thrift, cooperative, and rural banks; and
    - government-owned banks
  - Maintains the Institutional Overview (a document that represents a continuously updated report of examination), handles critical requests of banks and non-banks that require BSP approval, and supports implementation of new supervisory processes and concerns

- Financial Supervision Department IX
  - Monitors and supervises non-bank financial institutions, including investment houses with quasi-banking and/or trust license, and non-stock savings and loans associations
• Conducts spot checking of pawnshops and money changers to determine compliance with applicable laws and regulations

FINANCIAL TECHNOLOGY SUB-SECTOR

❖ Payment System Oversight Department
  • Serves as the Bank’s dedicated unit for the formal oversight of the national payment system (NPS)
  • Issues policies and regulations relevant to the NPS and ensures that BSFIs and other participants in the payment system adhere to payments-related policies and applicable international standards

❖ Technology Risk and Innovation Supervision Department
  • Conducts Information Technology (IT) supervision of BSFIs and ensures a safe and sound cybersecurity environment for the Philippine financial services industry through cybersecurity surveillance and oversight
  • Promotes digital innovation in the financial services industry through active engagement with fintech players, development and implementation of regulatory sandbox, and conduct of fintech policy research initiatives and accelerator projects
Monetary and Economics Sector

OFFICE OF THE DEPUTY GOVERNOR

SECTORAL OPERATIONS MANAGEMENT DEPARTMENT

DEPARTMENT OF LOANS AND CREDIT

MONETARY POLICY SUB-SECTOR

INTERNATIONAL MONETARY AFFAIRS & SURVEILLANCE SUB-SECTOR

DEPARTMENT OF ECONOMIC RESEARCH

INTERNATIONAL OPERATIONS DEPARTMENT

DEPARTMENT OF ECONOMIC STATISTICS

INTERNATIONAL RELATIONS DEPARTMENT

CENTER FOR MONETARY & FINANCIAL POLICY

ECONOMIC & FINANCIAL LEARNING CENTER
Sectoral Operations Management Department
- Implements internal rules, regulations, and policies of the BSP involving personnel administration, employee services, learning services, budget administration, and property and supplies management
- Responsible for catering to the unique requirements of the Sector in the exigencies of the service

Department of Loans and Credit
- Implements the credit policies of the BSP and undertakes studies on credit policies
- Conducts credit examination of banks and extends loans and advances to banks

MONETARY POLICY SUB-SECTOR

Department of Economic Research
- Principal policy research and technical arm of the Bank
- Produces monetary and economic data needed in the formulation and implementation of monetary policy

Department of Economic Statistics
- Generates monetary and economic statistics needed in the formulation and implementation of monetary policy

Center for Monetary and Financial Policy
- Develops a comprehensive and integrated research program that will provide the research resources required for the formulation of monetary policies

Economic and Financial Learning Center
- Central arm of the Bank in providing monetary, financial, and economic information to the public

INTERNATIONAL MONETARY AFFAIRS AND SURVEILLANCE SUB-SECTOR

International Operations Department
- Supports the promotion and maintenance of monetary stability and external sustainability through the management of external debt, foreign investments, and other foreign exchange transactions

International Relations Department
- Monitors and analyzes regional and global economic, financial, and trade development issues, and assesses their impact on the Philippine economy
- Strengthens and initiates relations with foreign entities by complying with the commitments arising from membership and participating in international and regional associations and groupings
Currency Management Sector (CMS)

OFFICE OF THE GOVERNOR
(DEPUTY GOVERNOR)*

OFFICE OF THE SENIOR ASSISTANT GOVERNOR - SECURITY PLANT COMPLEX (SPC)

CURRENCY ISSUE AND INTEGRITY OFFICE

DEPARTMENT OF GENERAL SERVICES

FINANCIAL SERVICES GROUP

BIDS AND AWARDS COMMITTEE SECRETARIAT-SPC

CURRENCY PRODUCTION SUB-SECTOR

REGIONAL OPERATIONS SUB-SECTOR

METRO MANILA CURRENCY OPERATIONS SUB-SECTOR

BANKNOTES & SECURITIES PRODUCTION MANAGEMENT DEPARTMENT

BANKNOTES & SECURITIES PRINTING DEPARTMENT

MINT & REFINERY OPERATIONS DEPARTMENT

LA UNION REGIONAL OFFICE AND LUZON BRANCHES

CEBU REGIONAL OFFICE AND VISAYAS BRANCHES

DAVAO REGIONAL OFFICE AND MINDANAO BRANCHES

CASH DEPARTMENT

*Subject to TPA
Currency Issue and Integrity Office
- Issues currency to Cash Department and Regional Operations Sub-Sector based on their requisitions
- Preserves and maintains the integrity of currency

Department of General Services
- Implements internal rules, regulations, and policies of the BSP involving personnel administration, employee services, learning services, budget administration, and property and supplies management
- Provides procurement support to the Bids and Awards Committee in the Security Plant Complex
- Responsible for catering to the unique requirements of the Sector in the exigencies of the service

Financial Services Group
- Prepares financial statements, records financial receipts/disbursements, and processes bills for payment

Bids and Awards Committee Secretariat - SPC
- Provides administrative, secretariat, and technical support to the Bids and Awards Committees in the Security Plant Complex

CURRENCY PRODUCTION SUB-SECTOR

Banknotes and Securities Production Management Department
- Handles various control and support functions in relation to the printing of banknotes and other security documents

Banknotes and Securities Printing Department
- Performs the printing of banknotes, judicial forms, and other security documents

Mint and Refinery Operations Department
- Manages and performs the minting of coins and commemorative medals, and the refinery of gold purchased from local panners and miners
REGIONAL OPERATIONS SUB-SECTOR

- Supervises the BSP Regional Offices/Branches in performing the following functions: cash operations, cash administration, gold buying operations, and economic and financial literacy programs.

  - **La Union Regional Office**
    - Cabanatuan Branch
    - Tuguegarao Branch
    - Batac Branch
    - San Fernando (Pampanga) Branch
    - Dagupan Branch

  - **Cebu Regional Office**
    - Bacolod Branch
    - Dumaguete Branch
    - Iloilo Branch
    - Roxas Branch
    - Tacloban Branch

  - **Davao Regional Office**
    - Cotabato Branch
    - Zamboanga Branch
    - Ozamiz Branch
    - Cagayan de Oro Branch
    - General Santos Branch
    - Butuan Branch

  - **Reporting directly to ROSS**
    - Legazpi Branch
    - Lucena Branch
    - Naga Branch

METRO MANILA CURRENCY OPERATIONS SUB-SECTOR

- **Cash Department**
  - Responsible for the supply, issuance, and exchange of currency
  - Serves as depository and custodian of cash, securities, gold, and other forms of valuable assets
Payments and Settlements Office
• Ensures the smooth flow of the country’s payments and settlements system through the management of the Philippine Payments and Settlements System or PhilPaSS
• Responsible for the implementation and operation of the Personal Equity and Retirement Account Registry System

Information Security Office
• Responsible for the development, adoption, implementation, and enforcement of information security policies, standards, and procedures, and data privacy and protection policies covering digital and non-digital information assets of the BSP

Bids and Awards Committee Secretariat
• Provides administrative, secretariat, and technical support to the Bids and Awards Committees in the BSP-Head Office

Provident Fund Office
• Administers the Provident and Housing Funds, and implements policies and directives of the Provident Fund’s Board of Trustees
• Manages the Funds’ investment portfolio and its earnings

Systems and Methods Office
• Ensures a well-organized and integrated Bank-wide effort to develop and maintain efficient systems and procedures
• Provides recommendations along the areas of manualization, business process reengineering, and systems support

Sectoral Operations Management Department
• Implements internal rules, regulations, and policies of the BSP involving personnel administration, employee services, learning services, budget administration, and property and supplies management
• Responsible for catering to the unique requirements of the Sector in the exigencies of the service

Facilities Management and Engineering Department
• Responsible for the general upkeep of the BSP main building complex and premises
• Responsible for the operations and maintenance of all mechanical, electrical, electronic, and auxiliary/accessory equipment systems of the Bank
**Project Development and Management Office**
- Supervises the construction and renovation of offices and buildings in the BSP Main Office, Security Plant Complex, and BSP Regional Offices/Branches, and the maintenance of the Philippine International Convention Center

**Procurement Office**
- Processes purchase requisitions from departments/offices
- Assists the Bids and Awards Committees in the BSP Head Office in the conduct of procurement activities
- Conducts procurement-related studies, market research, and price verification, and drafts internal procurement standards and procedures for the BSP

**Administrative Services Department**
- Responsible for property control, insurance of real and movable properties, warehousing, records management, printing of bank circulars/internal issuance/forms, mail distribution, and telephone switch board operations

**Asset Management Department**
- Administers, preserves, and disposes properties acquired or foreclosed by the BSP in payment for loans secured from the Bank, including real estate holdings which are not utilized or earmarked for use pursuant to its objectives/regular business

**Security Services Department**
- Protects and safeguards installations, properties, currency documents/information, and personnel of the BSP Head Office, Security Plant Complex, and Regional Offices and Branches, and BSP acquired assets against loss thru robbery, theft, and other crimes, fire, natural and man-made hazards; manages, maintains and operates the integrated electronic security systems; and develops and implements BSP security training programs

**HUMAN RESOURCE SUB-SECTOR**

**Human Resource Management Department**
- Formulates policies and sets standards on recruitment, selection and placement, administration of employee benefits and other employee services of the BSP
- Takes the lead in promoting the BSP’s corporate social responsibility and its participation in various government advocacies and programs

**Human Resource Development Department**
- Manages the development of the Bank as an organization through organizational change and development, organizational planning and staffing, and succession management
BSP Institute
• Provides learning and leadership strategies through various trainings and educational programs, facilitates workplace development interventions, manages the performance management system, and ensures that the holistic talent development programs meet the needs of every employee in the BSP

Health and Wellness Department
• Manages programs and services on physical wellness such as clinical services, health programs, and gym facilities
• Coordinates programs and services aimed at social, emotional and mental wellness, and the other domains of employee well-being

Knowledge Management Group
• Develops, implements, and assesses the BSP’s knowledge management (KM) Strategic Plan, including related programs, policies and guidelines
• Sustains existing KM initiatives and develops programs aimed at further strengthening a culture that enables the capture, sharing, and learning of tacit knowledge

Data Management and Analytics Group
• Handles the application of HR data management and analysis techniques on HR issues and concerns, and provides HRSS with evidence-based business intelligence and insights to steer specific HR strategies, answer critical concerns, measure the impact of HR initiatives, and support policy decisions

COMPTROLLERSHIP SUB-SECTOR

Financial Accounting Department
• Responsible for the accounting, bookkeeping, budget administration, and disbursement activities of the Bank

Budget Planning and Special Studies Group
• Serves as technical staff of the BSP Budget Committee in the formulation of budget guidelines, preparation of budget forms, and dissemination of information
• Reviews and analyzes budgetary estimates of income and expenses submitted by the sector heads