



FACT SHEET

EMBASSY OF THE UNITED STATES OF AMERICA, MANILA
MANAGEMENT SECTION

Services Provided

U.S. Embassy Manila's management section provides administrative services to 30 U.S. Government agencies with over 320 American employees, and more than 1200 locally engaged employees. Services include Human Resources, Financial Management, Procurement, Travel and Transportation, Warehousing, Facilities Information Management, and Medical Care.

U.S. Government (USG) Sites Serviced

In addition to the Embassy, consisting of the main Chancery and auxiliary Seafront Compounds, and where 95% of U.S. Embassy Manila's employees are assigned, there are several other USG sites located in the Philippines:

- International Broadcasting Bureau transmission station located on a 2400 acre tract near Tarlac, north of Manila
- Consular Agency in Cebu (with two local employees)
- A two person U.S. military air operations support office located at Clark Air Force Base with two employees
- The historic Baguio Ambassador's Residence (where Japanese General Yamashita surrendered at the end of WWII)



Right: Chancery Compound
Left: Baguio Ambassador's Residence;

Facilities Planning

In recent years, U.S. Embassy Manila has been undergoing significant upgrading of its facilities. A new office building was completed in February 2011 on the Chancery compound consisting of purpose-built space supporting our large Consular operation. In addition, it contains space for management services, a cafeteria, and a gym. Another office building was completed at the same time on the Seafront compound that is home to the U.S. Department of Veterans Affairs Manila Regional Office. A third office building is currently under construction on the Chancery compound that will permit the co-location of several agencies that are now located offsite. It is scheduled for completion in spring 2013. A Physical Security Upgrade of the two compounds is ongoing and will be completed later this calendar year. A Chancery building rehabilitation project is tentatively slated to begin in 2014.



View of the New Office Complex dedicated on
April 27, 2011

Cost Savings Initiatives

As we enter a challenging budget environment, the management section has taken a number of measures to reduce costs. Some of the more innovative measures reduce costs by approximately \$50,000 per year, and include office energy conservation, including better calibration of HVAC systems, timed and automated lighting systems, and judicious use of solar panels save more than \$100,000 annually; residential energy conservation measures, including the purchase of energy efficient air conditioners; refrigerators and ovens; and a quarterly U.S. Embassy Manila contest rewarding those employees with the most significant energy savings. A new initiative using smart gauges to monitor electrical usage in real time will begin this year.