

THIRTEENTH CONGRESS OF THE REPUBLIC)  
OF THE PHILIPPINES )  
*First Regular Session* )

'04 JUN 30 P 6:02

SENATE

RECEIVED BY:       *Osmeña*      

S. No. 493

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Introduced by Senator S. R. Osmeña III

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**EXPLANATORY NOTE**

Section 5 of Republic Act No. 6713, otherwise known as the Code of Conduct and Ethical Standards for Public Officials and Employees, enjoins all public servants to respond to letters, telegrams or other means of communication sent by the public within fifteen (15) working days from receipt thereof.

In reality, however, some government officials will most often than not, ignore the said letters or telegrams and summarily dismiss them as a nuisance or a waste of time. In other instances, the response takes a long time but you will not read the apologies for the late reply included in the letter.

This arrogant stance of some government officials should be nipped. It is time that they put to good use the taxpayers money that is being spent for them. It is time they make good use of the time that is equivalent to the money and position they hold in government.

It is within this context that this measure is being proposed. This bill will provide stiffer penalties to these erring public officials to deter them from ignoring the needs of their constituents.

In view of the foregoing, approval of this measure is earnestly sought.

*S. Osmeña III*  
**SERGIO OSMEÑA III**  
Senator

THIRTEENTH CONGRESS OF THE PHILIPPINES )  
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RECEIVED BY:       Cebu      

S. No. 493

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Introduced by Senator S. R. Osmeña III

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**AN ACT**  
**PROVIDING FOR STIFFER PENALTIES AGAINST PUBLIC OFFICIALS AND**  
**EMPLOYEES WHO REFUSE OR NEGLECT TO ACT PROMPTLY ON THE**  
**PUBLIC'S PERSONAL TRANSACTIONS AND COMMUNICATIONS AS**  
**REQUIRED UNDER REPUBLIC ACT NO. 6713, OTHERWISE KNOWN AS**  
**THE "CODE OF CONDUCT AND ETHICAL STANDARDS FOR PUBLIC**  
**OFFICIALS AND EMPLOYEES"**

*Be it enacted by the Senate and House of Representatives of the Philippines in Congress assembled:*

1           SECTION 1. **Prompt Action on Letters and Requests.** - All public  
2 officials and employees shall, as a general rule, respond to letters, telegrams, or  
3 other means of communication sent by the public within (15) working days from  
4 receipt thereof, in accordance with the provisions of Section 5 of Republic Act  
5 No. 6713, otherwise known as the "Code of Conduct and Ethical Standards for  
6 Public Officials and Employees." The reply must contain the action taken on the  
7 request.

8           SEC. 2. **Exceptions.** - In cases where the subject matter of the written  
9 requests, petitions, or motions, sent by means of letters, telegrams, or the like, is  
10 non-routine or the issues involved are not simple or ordinary or where the  
11 action desired cannot be acted upon in the ordinary course of business of the  
12 department or agency concerned, action on such cases shall be made in  
13 accordance with the procedures prescribed under Rule VI, Section 3 of the  
14 Implementing Rules of R.A. No. 6713 promulgated by the Civil Service  
15 Commission.

1           SEC. 3. **Other Duties.** - All public officials and employees are likewise  
2 under obligation to see to it that all official papers and documents are processed  
3 and completed within a reasonable time from the preparation thereof and that  
4 public documents are made accessible to and readily available for inspection by  
5 the public within reasonable working hours.

6           In the discharge of the abovementioned duties and responsibilities, public  
7 officials and employees shall be guided by the procedures prescribed under Rule  
8 VI, Section 4 to 7 of the Implementing Rules of R.A. No. 6713 referred to in the  
9 preceding section.

10          SEC. 4. **Penalties.** - Any public official or employee, regardless of whether  
11 or not he holds office or employment in a casual, temporary, hold-over,  
12 permanent or regular capacity, who commits any violation of this Act shall, after  
13 due notice and hearing by the appropriate body or agency, be punished with a  
14 fine of not less than the equivalent of three (3) months salary but not exceeding  
15 the equivalent of six (6) months salary or suspension for a period of not less than  
16 six (6) months but not exceeding one (1) year, or removal from office, depending  
17 upon the gravity of the offense and taking into consideration other aggravating  
18 factors, such as recidivism on the part of the respondent official or employee.

19          SEC. 5. **Repealing Clause.**     - The provisions of Section 11 of  
20 Republic Act No. 6713, and other laws, decrees, orders, rules or regulations, or  
21 parts thereof inconsistent herewith, are repealed or modified accordingly.

22          SEC. 6.     **Effectivity.** - This Act shall take effect fifteen (15) days  
23 after its publication in the Official Gazette or in a newspaper of general  
24 circulation.

Approved,           .