

NINETEENTH CONGRESS OF THE)
REPUBLIC OF THE PHILIPPINES)
First Regular Session)



'22 JUL 11 P6:19

SENATE

S. No. 273

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Introduced by Senator Manuel "Lito" M. Lapid

**AN ACT
REQUIRING THE USE OF PLAIN LANGUAGE IN ALL GOVERNMENT-ISSUED
PUBLIC ADVISORIES, NOTICES, ANNOUNCEMENTS AND SIMILAR
DOCUMENTS INTENDED FOR PUBLIC DISSEMINATION AND
DISTRIBUTION**

EXPLANATORY NOTE

Section 24, Article II and Section 7, Article III of the 1987 Constitution are the two provisions in the fundamental law of the land that highlight the important role of public information and communication in our democratic governance:

ARTICLE II, SECTION 24. The State recognizes the vital role of communication and information in nation-building.

ARTICLE III, SECTION 7. The right of the people to information on matters of public concern shall be recognized. Access to official records, and to documents, and papers pertaining to official acts, transactions, or decisions, as well as to government research data used as basis for policy development, shall be afforded the citizen, subject to such limitations as may be provided by law.

An informed citizenry consists of active participants and partners in the programs, activities and projects of the government towards national development. An informed citizenry knows and understands the laws, rules and regulations of the country and is therefore fully equipped to comply with them. An informed citizenry

can properly provide responses and feedback to the effectivity and efficiency of government actions. An informed citizenry is an empowered citizenry.

To ensure this, the government must use the right and appropriate communication tools, such as documents, advisories, notices and announcements that the people can easily understand and comprehend. Public communications must be characterized by the use of plain language in a clear, concise and well-organized manner, which must, as much as possible, be free from technical words and jargon.

Sadyang napakahalaga po sa ating bansa na lubos na naintindihan ng ating mga kababayan ang lahat ng mga dokumento at sulatin ng ating gobyerno. Kung madali pong maintindihan ang ating mga batas ay mas ma-engganyo po ang ating mga kababayan na hindi lamang sumunod sa batas, kundi makilahok po sa mga usapan patungkol sa mga pambansang at pampublikong mga isyu.

As a step towards this direction, this bill seeks to require all national government agencies, offices, instrumentalities, including government-owned and – controlled corporations (GOCCs), to adopt the use of plain language in English, Filipino and/or other regional languages or dialects in all government-issued public advisories, notices, announcements and similar documents intended for public dissemination and distribution. Among the kinds of documents envisioned to be covered by this proposed measure are: advisories; notices; announcements; bulletins; forms and other papers for the application, request or enjoyment of a public service, right, privilege, benefit, license, clearance, permit, etc.; the agency’s citizens’ charter; documents detailing and explaining a government program, activity or project; and replies and responses to an inquiry or request for assistance or information. The government bodies that will be tasked to ensure and monitor compliance of this plain language requirement are the Civil Service Commission (for national government agencies and offices) and the Governance Commission for GOCCs (for GOCCs). The CSC and GCG are likewise required to regularly conduct trainings, seminars and other similar capacity-building activities for the offices and agencies covered by the requirement. For plain language in Filipino and other regional languages or dialects, the Komisyon sa Wikang Filipino (KWF) shall be tapped to facilitate the necessary capacity-building activities.

In view of this, early passage of this bill is sought.



MANUEL "LITO" M. LAPID
Senator 

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1 **AN ACT**
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4 **DOCUMENTS INTENDED FOR PUBLIC DISSEMINATION AND**
5 **DISTRIBUTION**

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

6 SECTION 1. *Short Title.* – This Act shall be known as "Plain Language in
7 Government Documents Act."

8 Section 2. *Declaration of Policy.* – In recognition of the vital role of
9 communication and information in nation-building, all documents and communications
10 from the government intended for public dissemination and distribution shall be clear,
11 comprehensible, concise, and language-accessible. The citizenry must be able to easily
12 understand and use the information presented in such documents.

13 Section 3. *Plain Language in All Government Documents.* – To ensure the
14 widest accessibility, clarity and easy understanding of public information, all national
15 government agencies, offices, instrumentalities, including government-owned and –
16 controlled corporations (GOCCS), are hereby mandated to adopt the use of plain
17 language in English, Filipino and/or other regional languages or dialects, as may be
18 deemed necessary, for all covered documents under this Act.

19 For this purpose, the Civil Service Commission (CSC) is hereby tasked with the
20 duty of monitoring and ensuring the implementation of this plain language

1 requirement. For GOCCs, the Governance Commission for GOCCs (GCG) shall be the
2 agency tasked to perform this duty.

3 Section 4. *Scope of Application.* – The following are the documents issued by
4 the government intended for public dissemination and distribution covered by this Act:

5 a. Advisories;

6 b. Notices;

7 c. Announcements;

8 d. Bulletins;

9 e. Forms and other papers for the application, request or enjoyment of a
10 public service, right, privilege, benefit, license, clearance, permit, etc.;

11 f. The agency's citizens' charter;

12 g. Documents detailing and explaining a government program, activity or
13 project;

14 h. Replies and responses to an inquiry or request for assistance or
15 information; and

16 i. Any other document that the CSC or GCG as the case may be, in
17 consultation with the agency or office concerned, deems as important
18 to be included in this Act's coverage.

19 Section 5. *Training and Capacity-Building.* – The CSC and GCG shall regularly
20 conduct trainings, seminars and other similar capacity-building activities for the offices
21 and agencies covered by this Act. For plain language in Filipino and other regional
22 languages or dialects, the *Komisyon sa Wikang Filipino* (KWF) shall be tapped to
23 facilitate the necessary capacity-building activities.

1 Section 6. *Report to Congress.* – Within one (1) year after the effectivity of this
2 Act and every two (2) years thereafter, the CSC and GCG shall submit a report to
3 Congress on the status of implementation and compliance with this Act.

4 Section 7. *Implementing Rules and Regulations.* – Within sixty (60) days from
5 the effectivity of this Act, the CSC and GCG, in coordination with the KWF, the
6 Philippine Information Agency (PIA), and other relevant government agencies and
7 stakeholders, shall issue the necessary rules and regulations to implement the
8 provisions of this Act.

9 Section 8. *Repealing Clause.* – The provisions on game-fixing, point-shaving
10 and game machinations in sports contests under Sections 1 to 4 of Presidential Decree
11 No. 483, as amended, pertinent provisions of Section 1 of Presidential Decree No.
12 1602, and all other laws, executive orders, issuances, decrees, rules and regulations
13 inconsistent with or contrary to the provisions of this Act are deemed amended,
14 modified or repealed accordingly.

15 Section 9. *Effectivity.* – This Act shall take effect fifteen (15) day after its
16 publication in at least two (2) newspaper of general circulation.

17 *Approved,*