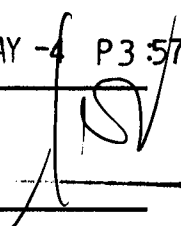


**SENATE**  
S. No. 1492

20 MAY -4 P3:57

Introduced by Senator Grace Poe

RECEIVED BY 

**AN ACT**  
**REQUIRING THE USE OF PLAIN WRITING IN ALL GOVERNMENT**  
**DOCUMENTS TO ENHANCE CITIZENS' ACCESS TO GOVERNMENT**  
**INFORMATION AND SERVICES AND FOR OTHER PURPOSES**

*Explanatory Note*

This bill is patterned after Public Law 111-274 (October 13, 2010) of the United States. As used in the law, "plain writing" is the use of simple, concise, easily understandable words and phrases in all government documents. This reduces obscurity and helps citizens in availing of government services.

The following benefits have been observed after the implementation of the Plain Writing Act in the United States:

1. There is a marked improvement in the public understanding of government communications and requirements;
2. It saves money and increases efficiency;
3. It reduces the need for public clarification and reduces resources spent for enforcement;
4. It simplifies government forms and applications; and
5. It reduces the number of errors and the time and effort required to fix them.

Plain Writing can also be an efficient tool in the Philippines to shorten transactions, lessen red tape, and streamline administrative procedures.

For this reason, the passage of this bill is earnestly sought.

  
GRACE POE



**SENATE**  
**S. No. 1492**

20 MAY -4 P 3:57

Introduced by Senator Grace Poe

RECEIVED BY

**AN ACT**  
**REQUIRING THE USE OF PLAIN WRITING IN ALL GOVERNMENT**  
**DOCUMENTS TO ENHANCE CITIZENS' ACCESS TO GOVERNMENT**  
**INFORMATION AND SERVICES AND FOR OTHER PURPOSES**

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

- 1 Section 1. Short Title. - This Act shall be known as the "*Plain Writing Act*".
- 2 Sec. 2. Objective. - The purpose of this Act is to improve the access to and  
3 effectiveness of government documents as presented to the public by promoting  
4 clear government communication that citizens can understand and use.
- 5 Sec. 3. Plain Writing in Public Service. - All government agencies are hereby  
6 mandated to adopt Plain Writing in all their communications and in the  
7 implementation of their basic functions, mandates and services.
- 8 "Plain Writing" shall refer to writing and preparations thereof that are clear,  
9 concise, well-organized, and follows other best practices appropriate to the subject  
10 or field and intended audience or constituents. Plain writing shall be used in the  
11 following documents but not limited to:
- 12 3.1. Information about any government benefit or services;
- 13 3.2. Documents necessary for obtaining any government benefit or service  
14 or filing taxes;
- 15 3.3. Documents that explain to the public how to comply with a  
16 requirement the government agencies administer, enforce and provide;
- 17 Plain writing shall also cover letters, forms, instructions, notices and  
18 publications.

1 The term "government agencies" as used in this Act shall mean all  
2 government departments, bureaus, divisions, attached agencies and government  
3 owned- and controlled corporations

4 Sec. 4. The Civil Service Commission. - The Civil Service Commission (CSC)  
5 shall oversee the implementation of this Act. It shall issue guidelines sixty (60) days  
6 after the approval of this Act:

7 A. Preparation for Implementation of Plain Writing Requirements

8 1. All government agencies must designate one (1) or more senior officials  
9 within the agency to be the point-person for the implementation of this Act;

10 2. Communicate the requirements of this Act to the employees of the agency;

11 3. Train employees of government agencies in Plain Writing;

12 4. Establish a process for overseeing the compliance of the agencies with the  
13 requirements of this Act.

14 B. Websites. All government agencies are mandated to adopt a system of  
15 Plain Writing in their websites or relevant portals.

16 The CSC shall be allowed to consult and partner with relevant academic  
17 institutions and/or organizations in the development and issuance of relevant  
18 guidelines.

19 Sec. 5. Report on compliance. - All government agencies are mandated to  
20 report and publish in their respective websites or publications a report on their  
21 agency's compliance with the requirements of this Act.

22 Sec. 6. Appropriations. - The amount of 10 million pesos (Php 10,000,000.00)  
23 is hereby appropriated for the implementation of this Act. Every year, the CSC shall  
24 be allotted the needed appropriation to implement the provisions of this Act.

25 Sec. 7. This Act shall take effect fifteen (15) days after its complete  
26 publication in the Official Gazette or in at least two (2) newspapers of general  
27 circulation, whichever comes earlier.

Approved,