



OPERATIONS **MANUAL**

PRESIDENTIAL LEGISLATIVE LIAISON OFFICE



INTRODUCTION

In the Philippines, the Presidential Legislative Liaison Office (PLLO) is the primary arm of the President and the entire Executive Branch in promoting presidential legislative initiatives, policy reforms, and development programs in the Legislative Branch of Government.

The PLLO therefore is regarded as the principal government entity implementing advocacy strategies that shape and shepherd the Administration's priority legislative measures in Congress.

Throughout the years, the PLLO has established its relevant and strategic role in the bureaucracy by continuously advocating for responsive legislation, that is, ensuring that laws that comes out of the legislative mill are consistent with the policy reform agenda of the Administration and effectively addressing the needs and aspirations of their intended beneficiaries.

In pursuit of these goals, the PLLO is guided by clearly defined processes and procedures which collectively articulate and communicate the organization's vision and mission as well as its mandate and functions across the organization and the whole of government.

As a government office, PLLO complies with good governance practices, including the promulgation of this Operations Manual.

This manual primarily covers the organizational profile, the functions and responsibilities of the various units, officers and staff of the PLLO as well as the operating procedures for its various processes and activities.





OBJECTIVES

In the development of this Manual, the Presidential Legislative Liaison Office (PLLO) aims to achieve the following:

- Outline the processes and procedures currently being undertaken by all the units of the PLLO;
- Streamline the processes and procedures undertaken by these units to come up with more efficient and effective manner of performing their mandated functions;
- Serve as a handbook or reference guide for the employees of PLLO to better equip them to effectively and efficiently perform; and
- Provide the various governance partners and stakeholders of the PLLO, practitioners and students of government and the general public with a reference on how the PLLO undertakes legislative advocacy work in Congress.

Hence, this Operations Manual serves as a testament to the PLLO's commitment to good governance leading towards Quality Management System.





DEFINITION OF TERMS

Legislative Advocacy Plan	indicates operational strategies and plans, including strategic interventions in the legislative mill to shepherd specific measures in the list of legislative priorities and “red flag” bills.
Priority Legislative Agenda	are proposed legislative measures in response to the priority thrusts, policies and other initiatives of the Administration which are subjected to prioritization process.
Legislative-Executive Development Advisory Council (LEDAC)	a consultative and advisory body to the President on national socio-economic issues and concerns consisting of representatives from the Legislative and Executive Branches of Government as well as the private sector.
Legislative Liaison System (LLS)	an aggrupation of legislative liaison officers from various executive offices, including constitutional commissions, and government-owned and controlled corporations (GOCCs).





Logical Framework a tool for improving the planning, implementation, management, monitoring and evaluation of projects. It is also known as “log frame” which is a way of structuring the main elements in a project and highlighting the logical linkages between them.

Organization Performance Indicator Framework an approach to expenditure management that directs resources towards results and accounts for performance. It enables agencies to focus efforts and resources on core functions and on delivering high impact activities at reasonable costs and qualities.

Presidential Legislative Liaison Office for brevity, PLLO, is the primary arm of the President and the whole Executive Branch in formulating and implementing advocacy strategies to shepherd its policy reform and priority legislative agenda in Congress.

Political Mapping the process used to record and analyze alliances and/or positions of political actors or stakeholders relative to a particular policy proposal.





Shepherding

refers to pushing or advancing priority bills in the various stages of the legislative mill (drafting, filing and committee referral, committee level, second reading, third reading, bicameral conference level until its enactment into law). It also involves undertaking necessary interventions after determining the acceptability of a non-priority measure. Thus, shepherding in the context of legislative advocacy may mean any one or any combinations of all, but not limited to, the following interventions in the legislative mill:

- Pushing or facilitating passage of a priority measure from one stage to the next in the entire labyrinthine process of legislation;
- Parrying or preventing the progress of any measures that may adversely impact on the Administration's core policy reform agenda or program of governance;
- Perfecting or building consensus among concerned agencies with the end view of introducing amendments that may enhance the acceptability of well-meaning measures initiated by Congress;



- Purveying or ushering the delivery of prompt executive responses to congressional request – in terms of technical assistance relative to the consideration of legislative measures or constituency support in line with the parochial concerns of individual legislators – with the end view of promoting cooperative executive-legislative relationship; and
- Political Reading or continuing monitoring and analysis of the political dynamics in Congress relative to a particular legislative measure to allow in-depth understanding and informed action-planning as well as timely advisories to the President.

All of these interventions, plus a lot more unconventional approaches and options, including the employment of necessary analytical and advocacy tools, and mobilization of traditional or official networks, may come into play as part of the art of lobbying or legislative advocacy.





Stakeholder individuals, groups, organizations or institutions that have a significant interest on the success of an advocacy project.

Stakeholder Analysis the process of identification, classification, and characterization of potential major stakeholders on a policy issue in terms of position, interest and power.



LIST OF ACRONYMS

ARE	Acknowledgement Receipts for Equipment
CabSec	Cabinet Secretary
CS	Civil Society
CLA	Common Legislative Agenda
DTR	Daily Time Record
DLLO	Department Legislative Liaison Office
EDAC	Executive Development Advisory Council
EO	Executive Order
GAA	General Appropriations Act
GOCCs	Government-Owned and Controlled Corporations
KYC	Know-Your-Clients
LAO	Legislative Affairs Office
LEDAC	Legislative Executive Development Advisory Council
LLS	Legislative Liaison System
LGU	Local Government Unit
MTPDP	Medium Term Philippine Development Plan





- NGA** National Government Agency
- NIRC** National Internal Revenue Code
- NGO** Non-Government Organization
- ODESLA**..... Office of the Deputy Executive Secretary for Legal Affairs
- OPA**..... Office of the Political Adviser
- OPIF**..... Organizational Performance Indicator Framework
- PDP**..... Philippine Development Plan
- PL**..... Party List
- PIs**..... Performance Indicators
- PS** Political Society
- PLA**..... President’s Legislative Agenda
- PLA**..... Presidential Legislative Adviser
- PLLO**..... Presidential Legislative Liaison Office
- RATA**..... Representation and Transportation Allowances
- SRC** Social Reform Council
- SDO** Special Disbursing Officer
- SONA**..... State of the Nation Address
- TWG**..... Technical Working Group
- WTO-AFTA-APEC** World Trade Organization - Asean Free Trade –
Association Asia Pacific Economic Council





LIST OF MAJOR PARTNER ORGANIZATIONS/STAKEHOLDERS





LIST OF MAJOR PARTNER ORGANIZATIONS/STAKEHOLDERS





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1



The **Organizational Profile**

This chapter presents the general profile of the Presidential Legislative Liaison Office (PLLO). It clarifies how the mandate of PLLO is clearly manifested in its vision and mission and also explains how its organizational functions are firmly entrenched in the various legislative initiatives, agenda, programs and processes it has committed to achieve for the Administration.



1. Vision & Mission

The PLLO envisions itself to be a trailblazer in the Philippine's legislative aspect of governance empowering all relevant stakeholders to enable them to effectively influence the formulation of public policies through strategic interventions in the legislative process.

It is the aspiration of the PLLO to attain the ideal relationship between the Executive and Legislative Branches of Government primarily characterized by collaboration that allows the facilitation of all legislative initiatives towards the realization of the Government's policy reform agenda. However, given the complexity and urgency of these matters, a legislative environment must be fully-functioning and well-orchestrated. It must always be an environment that is harmonious, collaborative and transparent for the favorable attainment of President's legislative goals and the propitious achievement of the Philippine Development Plans. Consequently, the PLLO has committed to perform its mandate, promote sound legislative practices and steer the dynamic legislative process towards responsive legislation.





2. Mandate

The PLLO is mandated to promote the legislative initiatives and generate maximum support for the President and his/her legislative agenda in Congress, among non-governmental organizations and cooperative interest groups. As an agency under the Office of the President, it is tasked to officially provide the President necessary and vital legislative and other congressional information that may be used as effective inputs to the formulation of policies and presidential and/or executive response to emerging issues.



3. General Functions

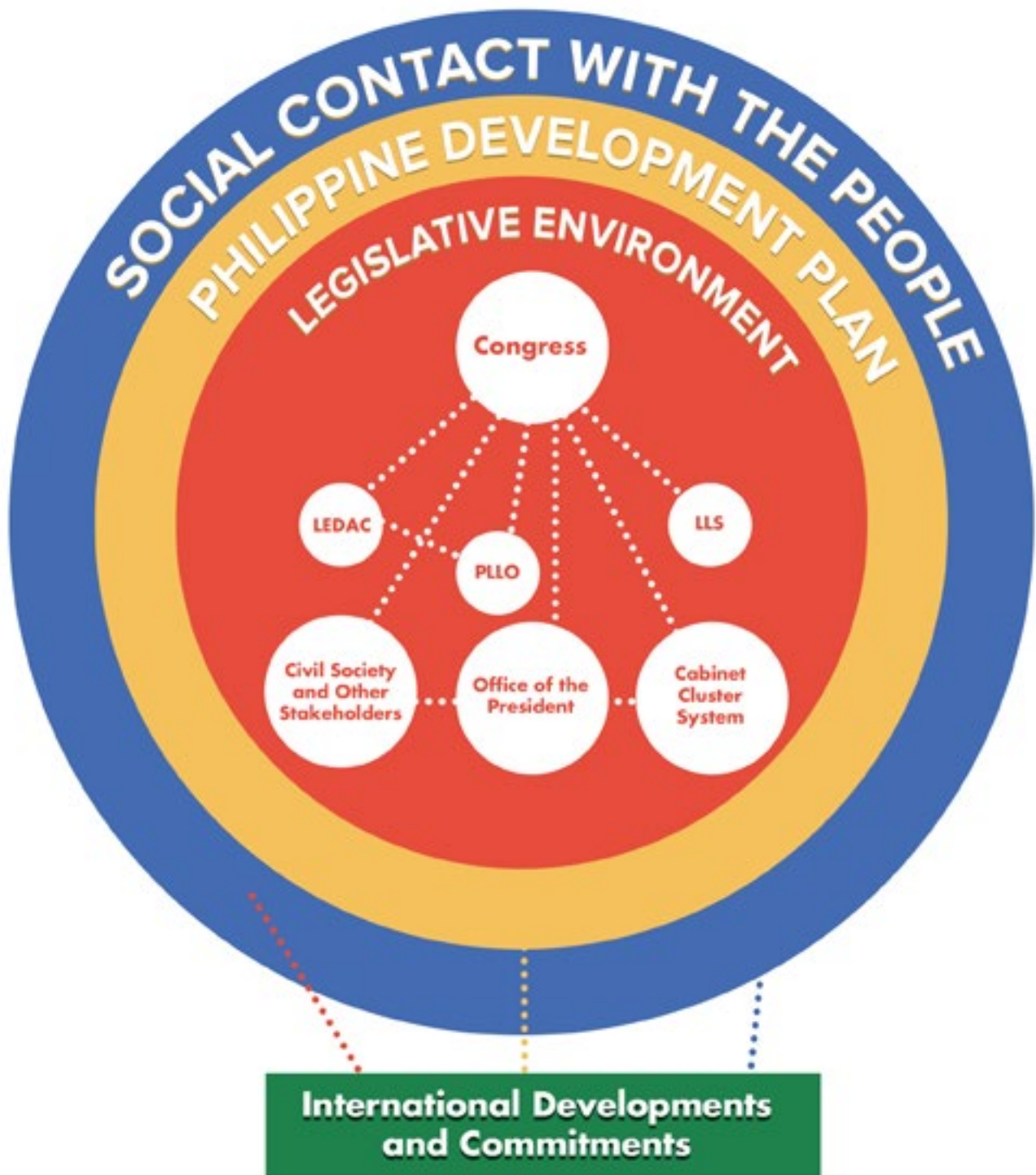
The PLLO advocates for all internal and external support in shepherding of the President's legislative agenda, Administration-sponsored policy interests, and all other legislative-related concerns of the Executive branch.

In line with its mandate, a number of periodic and strategic activities are designed, organized, spearheaded and/or sponsored by PLLO. These, among others, are essential in the promotion of legislative initiatives, consolidation and facilitation of political support among various interest groups, and management of the President's day-to-day relations with the Congress.





Figure 5. Public Policy Reform System





As PLLO strives to promote significant legislative initiatives, priority policy reforms and development programs, it commits to orchestrate activities relative to the formulation, promotion and completion of legislative agenda in partnership with the relevant and appropriate government and non-governmental entities.

3.1. *Provision of Policy Advisory to the President of Legislative Concerns*

The Head of the PLLO, as concurrent Presidential Legislative Adviser (PLA), is the alter-ego of the President relative to legislative and other congressional-related concerns. This mandates him to provide day-to-day information on situations in both Chambers of Congress as well as intelligence assistance affecting policies of government in order to ensure executive-legislative support on policies and programs of Governance of the President and the Administration and consolidation of executive and/or presidential response to emerging issues. These tasks also require the PLA to provide inputs to the formulation of the President's and Cabinet Clusters' Legislative Priorities and the Legislative-Executive Development Advisory Council





Common Legislative Agenda (LEDAC-CLA) in terms of congressional/political acceptability.

3.2. *Promotion of Presidential Legislative Initiatives*

The PLLO handles all tasks that are aligned with the promotion of the President's legislative agenda. These tasks span from providing guidance in the development of bills, facilitating consultations among concerned agencies to reach consensus or a common Administration position on proposed measures, supervising legal research and legislative/policy analyses, handling conflict resolutions, design and employment of appropriate interventions to ensure congressional passage of priority legislative measures until their enactment into law.

These require the PLLO to regularly monitor the progress of all bills in various stages of the legislative mill and other congressional initiatives that may impinge on the Presidency and the Administration. It also involves sensible review of existing government policies and programs, in a conscious effort to identify major developments in Congress affecting the same and undertake judicious assessment of their impact on the overall policy direction and governance approach of the Administration.





3.3. Consolidation and Facilitation of Political Support

The PLLO, as part of its mandate and as support to the effective implementation of advocacy strategies and interventions also undertakes activities geared toward building a strong and reliable network of support from actors within the legislative system, the bureaucracy and the whole political environment. Primarily, the PLLO endeavors to sustain enhanced collaboration and partnership of the President and the whole Executive Branch with the Legislative Branch of Government at the institutional level as well as with the individual members of Congress to ensure active support to the President's and the Administration's Program of Governance.

Likewise, the PLLO accordingly interfaces with all government entities through members of the Legislative Liaison System (LLS) to ensure consistency of the legislative agenda vis-a-vis existing programs and projects of the national government as well as in the provision of technical and logistical support in the PLLO's advocacy efforts.





Further, the PLLO pursues constructive engagement with other stakeholders to positively influence the reform constituencies (CSOs, NGOs, other organized groups and allies) to participate in the legislative process and to transform such influence to rally support behind President's legislative agenda and development programs/projects from the national level down to the grassroots level.

3.4 Management of the President's Day-to-Day Relations with Congress

In most cases, managing the President's day-to-day business with individual members of Congress can be a demanding and arduous task. For PLLO, this Executive-Legislative dynamics is given due importance. As an adviser to the President on all matters relating to legislation and Executive-Legislative relations, PLLO has been in the forefront of laboriously facilitating the conduct of activities of the President requiring congressional participation as well as ensuring that the legislators' constituency needs are addressed by the various agencies/department of the Executive.





4. Other Functions

4.1 Stewardship of the Legislative Liaison System (LLS)

The PLLO is formally regarded as the steward of the Legislative Liaison System (LLS). The LLS is a conglomeration of legislative liaison officers from various executive offices, including national line agencies, constitutional bodies, commissions, government-owned and -controlled corporations (GOCCs).

In charge of managing a network of legislative liaison officers from various departments and agencies that compose the Legislative Liaison System, the PLLO orchestrates collaborative activities with Congress aimed at forming a stronger Executive-Legislative tactical alliance. In pursuit of this, the PLLO provides the members of the LLS assistance on how to navigate through and intervene in the legislative process in order to promote and advance their respective policy requirements, legislative agenda and other related matters.

4.2 Provision of Technical Support to the LEDAC and other Policy Advisory Bodies

The PLLO is likewise equally committed in performing its tasks as the technical adviser to the Legislative-Executive Development Advisory Council (LEDAC) particularly in the formulation





and shepherding of the shared policy reform priorities of the two branches of government under a Common Legislative Agenda (CLA) pursuant to Republic Act No. 7640. The PLLO regularly coordinates with the LEDAC Secretariat and supervises its periodic meetings.

PLLO also maintains active participation in most Executive policy-making bodies such as the various Cabinet Clusters, and the Cabinet Assistance System (CAS).

4.3 Capacity-Building on Legislative Advocacy Work

The PLLO also conducts a bureaucracy-wide Capacity-Building Seminars for members of the Legislative Liaison System (LLS) on as well as other interest groups various aspects of legislative advocacy. This is intended to provide participants with the necessary knowledge and tools that are important in their work as legislative liaison of their respective departments/agencies to Congress. Likewise, the PLLO undertakes cluster-level and agency/department-level capability seminars. Capacity-building is also effected through one-on-one consultations of individual advocates from all sectors with officials of the PLLO.





5. The History

The PLLO, being directly responsible to the President for legislative affairs, has gone a long way in ensuring the overall integration of the Administration's efforts in the Congress, developing comprehensive legislative engagement strategies and disseminating critical information to all major stakeholders.

Undeniably, Philippines was made known as the “sick man of Asia” to being a “bright spot in Asia.” PLLO has its own share of transformation. From “a mere experiment” in 1987 and “temporary conduit” between Congress and the President, PLLO has metamorphosed to being “an indispensable cog” in the whole government machinery.

During the time of President Corazon C. Aquino, PLLO has emerged into the national psyche for the primary purpose of responding to the immediate need for a formal conduit of official communications between the newly restored Philippine Congress and the fledgling administration. The process of bargaining and compromise between the Executive and Legislative branches has greatly challenged PLLO but later on gained momentum.

In fact, under the administration of President Fidel V. Ramos, several pronouncements were issued that further





strengthened the existence of PLLO and propelled a departure from the traditional mould of a government entity. In particular, during the first plenary conference of President Ramos with the newly elected Senators and Congressmen held at Malacanang, President Ramos formally announced that:

“The PLLO is the agency under the Office of the President that will liaise with Congress on all matters impinging on executive-legislative relations.”

Subsequently, at the regular meeting of the Cabinet immediately thereafter, President Ramos issued one of the most significant statements that guided the modern-day PLLO, to wit:

“The PLLO is the agency under the Office of the President tasked to officially orchestrate the formulation and shepherding of the Executive-Legislative Agenda and all other concerns of the Executive Department having to do with the Legislature.”

The above statement was made official in an accompanying Memorandum Order signed by President Ramos that effectively affirmed the stewardship role of the PLLO over the Legislative Liaison System. Memorandum Order No. 24 specifically required all government departments





and agencies to designate their respective liaison officers, preferably with the rank of Assistant Secretary, to closely coordinate with the PLLO in the shepherding of administration measures and in the promotion of collaborative relations with Congress.

The merging of the Legislative Affairs Office (LAO) and the PLLO during the administration of President Joseph E. Estrada, with both offices under the administration and operational jurisdiction of the PLLO headed by the Presidential Adviser on Legislative Affairs, intensified the role of PLLO and strengthened the legislative procedures. In the following years, efforts of the PLLO were sustained under the Macapagal-Arroyo Administration. President Gloria Macapagal-Arroyo further affirmed the growing reliance on the PLLO and recognition of its strategic significance within the whole bureaucracy in various capacities. The PLLO's strategic post as an authority in the legislative environment was further intensified. It was concretely manifested in the designation of the PLLO as regular member of key national consultative bodies focused on the formulation and monitoring of developmental policies.





TABLE 1. THE LEGAL BASES AND INSTITUTIONAL MILESTONES

1987

July 1, 1987. The day PLLO was initially organized and started its operations under President Corazon C. Aquino. November 11, 1987. Presidential Memorandum Order (M.O.) No. 128, the first formal written document that officially created PLLO.

December 17, 1987. Amendment to M.O. No. 128 was made through Memorandum Order No.142 to record the official and effective creation date of PLLO onis July 1, 1987.

April 10, 1987. Cabinet and its Cluster E on National Security and Political Stability were established through Memorandum Order No. 82. PLLO is currently a member.

1988

April 27, 1988. Legislative Liaison System (LLS) was created pursuant to Cabinet Resolution No. 16. Since then, the PLLO assumed stewardship role over its legislative affairs.

1992

July 22, 1992. President Ramos formally announced that the PLLO is "the agency under the Office of the President that will liaise with Congress regarding all matters impinging on Executive Legislative relations."

July 28, 1992. The day PLLO mandate was clearly expounded through M.O. No. 24. The order indicated PLLO is "the agency under the Office of the President tasked to officially orchestrate the formulation and the shepherding of the President's Legislative Agenda and all other concerns of the Executive Department having to do with the Legislature."

November 18, 1992. National Security Council was created through Executive Order No. 33.

December 9, 1992. The Legislative- Executive Development Advisory Council (LEDAC) was created through Republic Act No. 7640.

1994

August 2, 1994. World Trade Organization - Asean Free Trade - Asia Pacific Economic Council (WTO-AFTA-APEC) Advisory Commission was established through Executive Order No. 193.

1995

July 17, 1997. Multisectoral Task Force on Maritime Development was enacted through Executive Order No. 428. PLLO is one of the members.

1997

March 1998. Economic Monitoring and Mobilization Task Force was made through Administrative Order No. 376. PLLO is presently performing a major role.

1998

July 3, 1998. Memorandum Order No. 3 was issued merging the Legislative Affairs Office (LAO) and the PLLO both under the administrative and operational jurisdiction of the Presidential Adviser on Legislative Affairs.

2001

March 13, 2001. President Gloria Macapagal-Arroyo designated the PLLO as the Cabinet liaison to represent individual executive offices in the Commission on Elections on matters relating to the May 14, 2001 elections.

July 2, 2001. President Arroyo also designated the PLLO as overall in-charge of the substantive and administrative preparations for the State of the Nation Address (SONA) of the President.

2004

August 9, 2004. The Legislative Office was abolished by virtue of Executive Order 344. Its functions, duties and responsibilities were transferred to the PLLO. As a result, PLLO has been placed under the coordinative and oversight responsibility of the Office of the Political Adviser (OPA) as well as the Office of the Political Coalition Affairs and Office of the Constituency Affairs. The Presidential Political Adviser, along with the Head of PLLO, attends to and participates in regular Cabinet meetings, and is actively involved in Task Forces and Cabinet Clusters such as the National Security Council (NSC), the National Economic Development Authority (NEDA), and the National Anti-Poverty Commission (NAPC), among others.

Following the implementation of the rationalization program of the Office of the President, the functions, duties and responsibilities absorbed by the PLLO from the Legislative Affairs Office were reverted to the Legislative Office under the Office of the Deputy Executive Secretary for Legal Affairs (ODESLA).

2010

March 9, 2010. Pursuant to Executive Order No. 806, the PLLO was placed under the supervision of the Office of the Presidential Adviser for Special Concerns.





During the administration of President Benigno S. Aquino III, a major reorganization of the cabinet cluster system was implemented through Executive Order No. 43. With this, the PLLO is designated as a member of the cluster on Good Governance and Anti-Corruption with the mandate of promoting transparency, accountability, participatory governance and strengthening of public institutions. This cluster, together with the other four cabinet clusters created under same Executive Order, namely: Human Development and Poverty Reduction; Economic Development; Security, Justice and Peace; and Climate Change Adaptation and Mitigation, serves as the primary mechanism of the Executive Branch for directing all efforts towards the realization of the Social Contract with the Filipino People.

Indeed, the PLLO, being a bureaucratic innovation that has survived the test of times since EDSA revolution, continues to become a hub of innovations. The then objective of ensuring smooth and sustainable relations with legislative bodies has remained and even further strengthened.



2



The **Organization & Responsibilities**

This chapter sets forth the responsibilities, policies and procedures of PLLO for legislative affairs and congressional activities. It describes the functional offices under the PLLO organizational structure and explains the functions of these offices. It presents the societal and sectoral goals drawn by PLLO as well as the major final outputs it has committed to pursue in realizing its organizational outcome.



1. The Functional Offices

The PLLO maintains “strategic coordinating posts” in the Senate, in the House of Representatives and in Malacañang Palace to ensure effective and efficient advocacy of official party lines, to monitor the progress of Administration measures, and to advise the President and concerned executive departments/offices of relevant developments in Congress. With its three office stations, the PLLO has a total of 42 approved plantilla positions that include the Head and two Undersecretaries, each heading the PLLO stations in the Senate and in the House of Representatives.

In the pursuit of its mandate, the PLLO maintains offices at the New Executive Building in the Malacañang Compound, Senate and House of Representatives to ensure effective and efficient advocacy of official party lines and to monitor the progress of administration measures.

The PLLO is composed of four (4) units/outposts namely:

- Office of the Presidential Legislative Adviser
- Liaison Office for the Senate
- Liaison Office for the House of Representatives
- Administrative, Finance and Management Division

1.1. Office of the Presidential Legislative Adviser

1.1.1. Responsible for promoting Presidential Legislative initiatives and other





- Administration-sponsored priority policy reforms and development programs;
- 1.1.2. Advises the President on all matters pertaining to legislation and Executive-Legislative relationship and manages the President's day-to day relations with individual members of Congress, including Executive-Legislative dialogues/conferences and other Presidential activities requiring the participation of Congressional members;
 - 1.1.3. Coordinates with the Legislative Executive Advisory Council (LEDAC) in the formulation and shepherding of the shared policy reform priorities of the Executive and Legislative Branche under a Common Legislative Agenda;
 - 1.1.4. Responsible for general planning, direction and control over the functions and activities of the organization and oversees the implementation of approved operating policies, plans and programs; and
 - 1.1.5. Responsible for the implementation of projects/ assignments directly emanating from the President or the Cabinet, e.g. the oversight function of monitoring the implementation of new laws.





1.2. Liaison Office for the Senate

- 1.2.1. Responsible for the liaising and monitoring of administration bills and other administration-sponsored priority policy reforms and Development programs as far as the Senate is concerned, forming vital linkages with the Legislative Liaison System (LLS);
- 1.2.2. Assists in promoting Presidential Legislative initiatives and other Executive issuances through a strategic information dissemination campaign and sustained day-to-day collaboration with the Senate;
- 1.2.3. Responsible for the review of Senate bills recommended for certification by the President as urgent and/or priority bill;
- 1.2.4. Conducts political analyses through voting patterns in the Senate and the like that serve as bases for facilitating relationships and the formulation of policies and implementation thereof;
- 1.2.5. Addresses concerns and requests of members of the Senate particularly those addressed to the President and various Executive departments and agencies; and
- 1.2.6. Prepares reports/advisories on crucial legislative operations and developments, sentiments and reactions of members of the Senate on specific bills and issues.

1.3. Liaison Office for the House of Representatives





- 1.3.1. Responsible for the liaising and monitoring of administration bills and other administration-sponsored priority policy reforms and development programs as far as the House of Representatives is concerned, forming vital linkages with the Legislative Liaison System (LLS);
- 1.3.2. Assists in promoting Presidential Legislative initiatives and other Executive issuances through a strategic information dissemination campaign and sustained day-to-day collaboration with the House of Representatives;
- 1.3.3. Responsible for the review of House bills recommended for certification by the President as urgent and/or priority bill;
- 1.3.4. Conducts political analyses through voting patterns in the House of Representatives and the like that serve as bases for facilitating relationships and the formulation of policies and implementation thereof;
- 1.3.5. Addresses concerns and requests of members of the House of Representatives particularly those addressed to the President and the various Executive departments and agencies; and
- 1.3.6. Prepares reports/advisories on crucial legislative operations and developments, sentiments and reactions of members of the House of Representatives on specific bills and issues.





1.4. Administrative, Financial and Management Division

- 1.4.1. Responsible for the planning, direction and control of activities related to human resources management and development, accounting and budget management, general services, purchasing and property administration;
- 1.4.2. Responsible for addressing timely and effectively the financial and administrative requirements of the various operational units of the agency;
- 1.4.3. Prepares and maintains accurate recording and reporting system; conducts examination and review of all financial transactions; and ensures adequate control measures in the administration of funds and property; and
- 1.4.4. Ensures that agency personnel, accounting, budgeting and financial practices, systems and procedures are in conformity with existing rules and regulations.





2. The Logical Framework

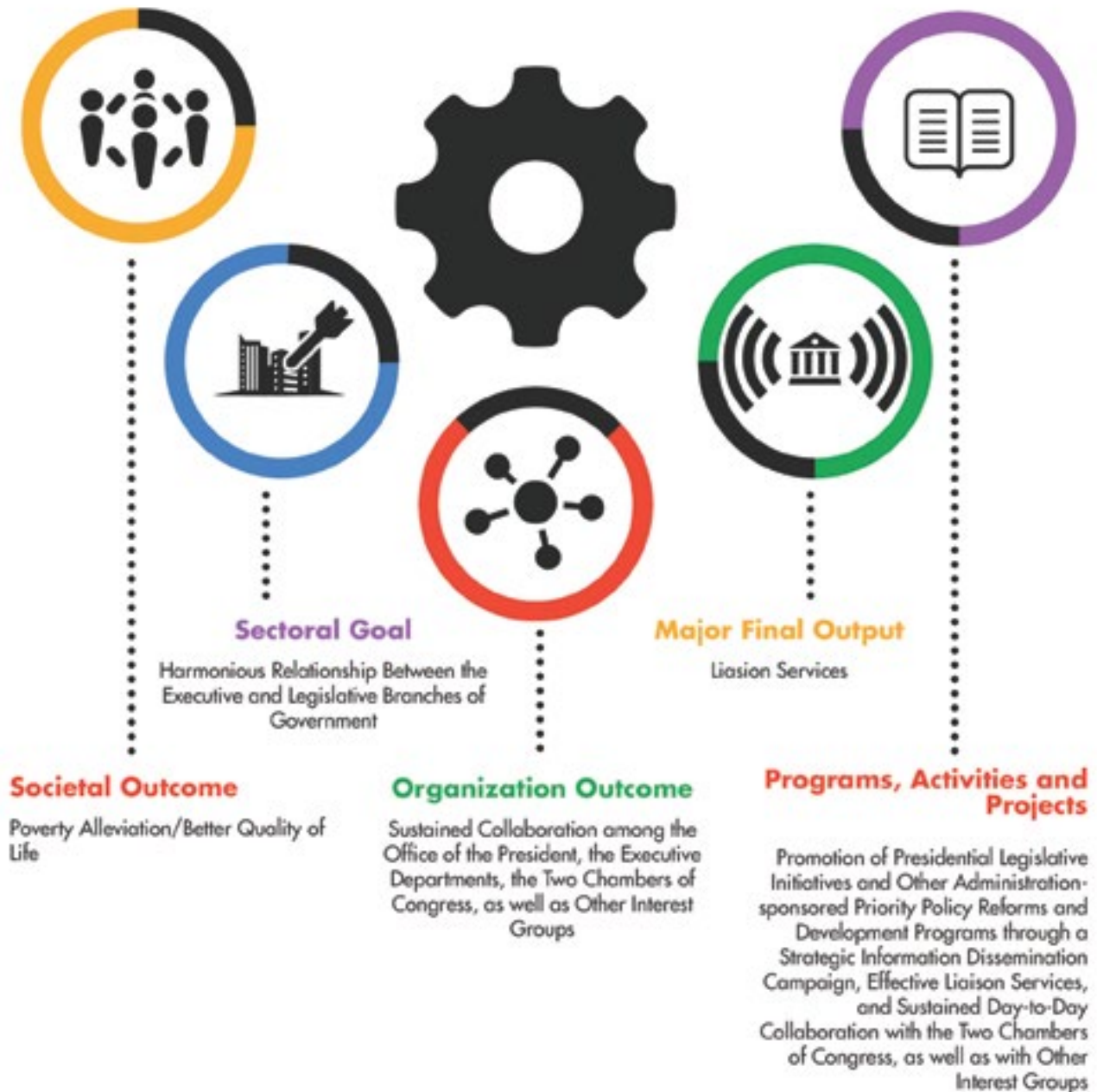
Every conscientious and concerted effort of PLLO's functional offices in stirring the legislative environment has gone a long way. And as any other government entities, PLLO strives to achieve desired outcome and long-term impact of its legislative and development programs/projects. With a view to responsive legislation, PLLO is guided by its own Results Monitoring and Evaluation approaches through the Logical Framework (LogFrame). The LogFrame enables PLLO to assess the effectiveness of all legislative affairs with respect to its development goals and objectives.

Aligned with its organizational mandate and functions, below is the LogFrame which guides the PLLO.





Figure 1. PLLO's LogFrame





3 . The Performance Measures and Targets

Based on the Organizational Performance Indicator Framework (OPIF), government agencies like PLLO must specify its appropriate performance indicators and accomplishment targets. For focus and manageability, the PLLO has identified three (3) Performance Indicators (PIs).

The following PIs were agreed upon, harmonized and confirmed among the PLLO Head, National Economic Development Authority (NEDA) and the Department of Budget and Management (DBM). The performance of PLLO will be assessed based on specific numerical (percentage) performance measurement of the agency targets and actual accomplishments.

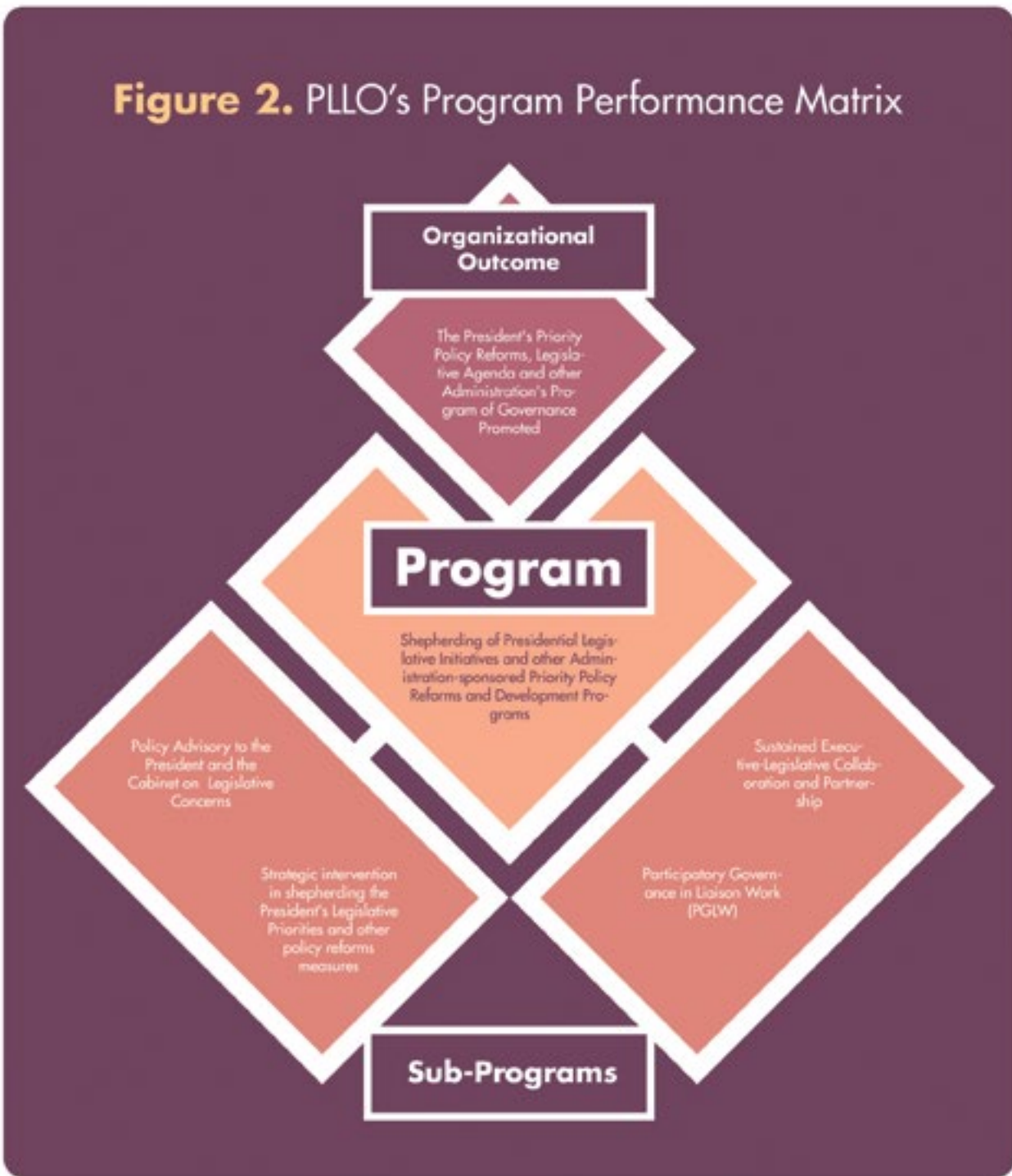
PRESIDENTIAL LEGISLATIVE LIASON OFFICE (PLLO) PROGRAM PERFORMANCE INDICATORS

A. Title of Program	Shepherding* of Presidential Legislative Initiatives and other Administration-sponsored Priority Policy Reforms and Development Programs
B. Organization Outcome: The President's Priority Policy Reforms, Legislative Agenda and other Administration's Program of Governance Promoted	
C. Program Objective Statement: To ensure that the President's Legislative Priorities** are enacted into law and other legislative initiatives of Congress are made consistent with the policies and program of governance of the President and the Administration	
D. Output Indicators: 1. Number of advisories/reports relative to legislative/congressional concerns prepared and submitted to the President/ Cabinet 2. Number of measures under the President's Legislative Agenda shepherded towards the advance stages of the legislative process 3. Number of interventions employed which led to the harmonization of pending measures in Congress with the policies of the Administration 4. Number of engagements with the LLS, CSOs, NGOs, and other organized groups 5. Number of engagements to effectively address executive-legislative concerns	
E. Outcome indicators: 1. Effective inputs to the President's formulation of policies and and/or presidential response on emerging issues 2. Enactment into law of the President's priority legislative agenda 3. Consistency of legislative measures approved by Congress with the President's/Administration's policies 4. Enhanced greater appreciation of the legislative process to allow meaningful and broader participation by all stakeholders 5. Enhanced Executive-Legislative collaboration and partnership to generate congressional support	





Figure 2. PLLO's Program Performance Matrix



3



The **Operational Control & Supervision**

This chapter describes the organizational structure of PLLO and spells out the lines of powers, authority and communications. It presents the authority, roles and responsibilities that are assigned, controlled, and shared among the executive and administrative positions. It also provides how operational controls are observed so that legislative activities are directed toward the achievement of PLLO's mandate.



1. Organizational Structure

- 1.1. Presidential Adviser on Legislative Affairs and Head
(Secretary Level)
- 1.2. Presidential Legislative Assistants
(Undersecretary Level)
- 1.3. Head of the Management Support Services
(Division Chief Level)
- 1.4. Presidential Legislative Liaison Officers
- 1.5. Executive and Administrative Assistants

The table below shows the authorized 42 plantilla positions of PLLO.





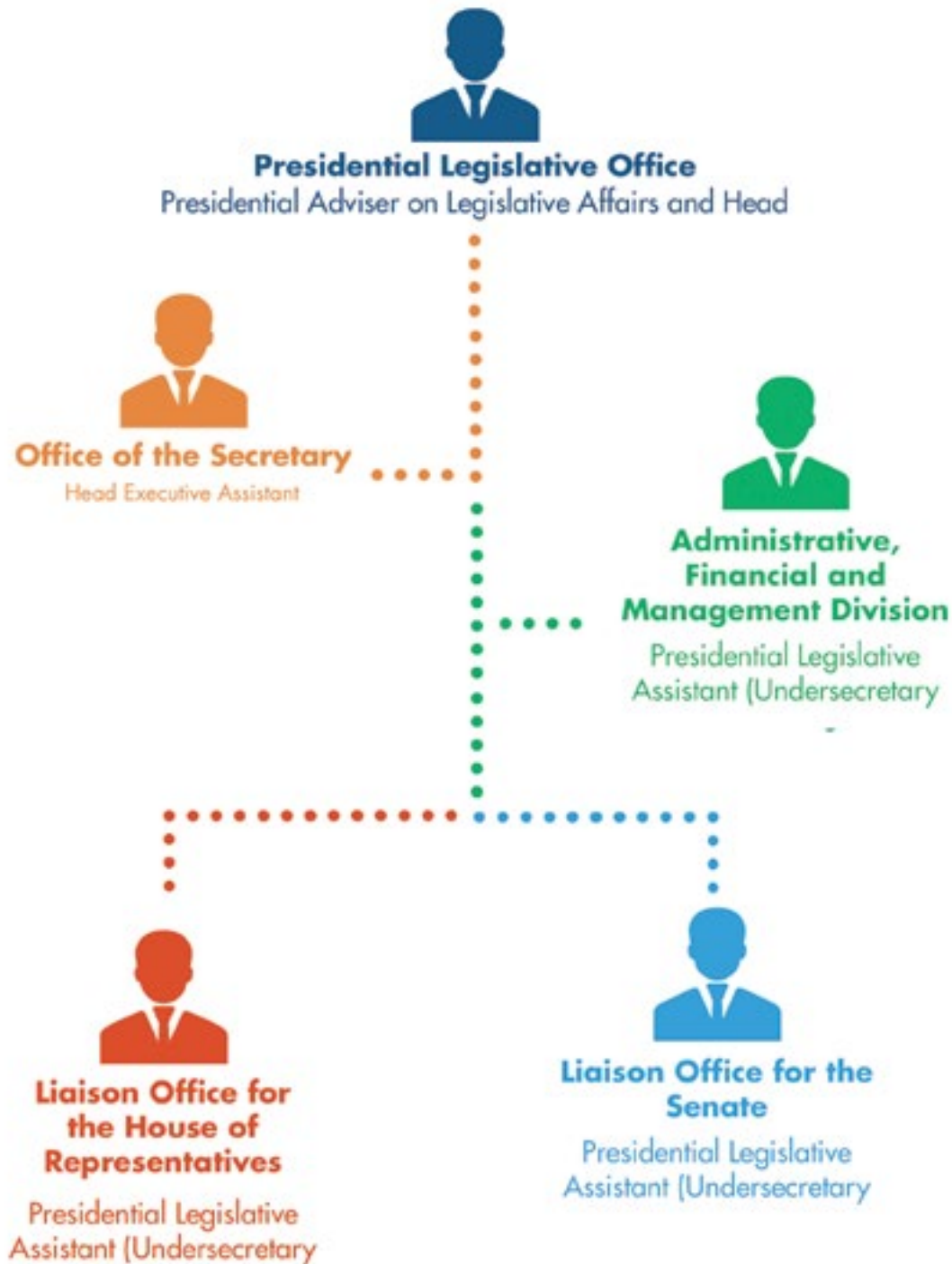
Table 2. Summary of Plantilla Positions

Salary Grade	Position Title	Count
31	Presidential Adviser on Legislative Affairs (Secretary level)	1
30	Presidential Legislative Assistant (Undersecretary Level)	2
29	Presidential Legislative Liaison Officer III	2
28	Presidential Legislative Liaison Officer II	1
27	Head Executive Assistant	1
24	Chief Administrative Officer	1
24	Presidential Legislative Liaison Officer I	8
22	Executive Assistant IV	1
22	Department Legislative Liaison Specialist	6
20	Executive Assistant I	2
18	Computer Programmer III	1
18	Accountant III	1
18	Administrative V	1
18	Executive Assistant I	1
12 & 8	Administrative Assistant VI	5
4 & 1	Administrative Aide I	8





Figure 3. PLLO Organizational Chart





2. The Management and Supervision

2.1. *Presidential Legislative Adviser and Head, PLLO (Secretary Level)*

Serves as adviser to the President on all matters relating to legislation and Executive-Legislative relations by managing the President's day-to-day relations with individual members of the Congress, including Executive-Legislative dialogues/conferences and other Presidential activities requiring the participation by the Congressional Leadership, e.g. LEDAC, Ad-Hoc Task Committee and providing all necessary administrative and operational support;

Organizes, directs and supervises the promotion of the President's Legislative Agenda-from bill drafting to inter-agency consultation, legal and legislative research, advocacy and conflict resolutions to avoid gridlock, preparation of Presidential certification to preparation for Presidential ceremony on bill signing;

Conducts complete staff work on enrolled bills to secure the position of departments concerned thereto and makes the recommendation for the appropriate Presidential action on the same;





Provides mechanism for effective exchange of information, consultation and coordination among the Executive departments, agencies and instrumentalities and with Congress and other interest groups;

Interfaces with all government bodies, whenever necessary, to ensure consistency of the Administration's legislative proposals with existing programs;

Consolidates political support from Congress and other interest groups;

Monitors the progress of all Administration bills and other measures affecting the Presidency, existing government programs and other overall government machinery, and informs the President of such developments on daily basis; and

Performs other functions directly emanating from the President of the Cabinet, e.g., the oversight function of monitoring the implementation of new laws.

2.2 Presidential Legislative Assistant (Undersecretary Level)

2.2.1 Promotes Presidential Legislative Initiatives.

Assists or represents the Presidential Legislative Adviser/Head of Office during





top level policy-making meetings such as the LEDAC, Cabinet Cluster on National Security and Political Stability, WTO-AFTA-APEC Advisory Commission, and NSC;

Participates in inter-agency and inter-branch technical working groups (TWG), pursuant to Presidential directives or in furtherance of Presidential legislative initiatives, to formulate the policy position of the Executive Branch in relation to pending legislative measures and current issues in Congress and/or drafts/reviews legislative proposals to be certified by the President to Congress as Administration measures;

Formulates the work plans and programs of the office as well as supervises the performance by all personnel of work assignments, the implementation of operation procedures and mechanisms to best monitor developments at all levels of the legislative process and the consolidation of the relevant information in both Senate and the House of Representatives that impinge on the President's legislative agenda and policy pronouncement, vis-a-vis data from concerned agencies or sectors in





line with the preparation for defense of a legislative measure; and ensures the preparation of accurate and relevant advise/communications addressed to the President, the Cabinet and individual Executive agencies; and

Manages the President's day-to-day business with members of the Congress by coordinating with the appropriate Malacañang offices the preparation of the President's indicative calendar for the month; assists in the arrangements for the participation by members of Congress in the President's official provincial and foreign visits; and supervises preparation and management of the President's one-on-one weekly or special meetings with the legislators.

2.2.2. Promotes efficient and effective Executive-Legislative relations.

Confers with concerned Legislative Liaison Officers and technical personnel of concerned departments or with Congress leadership and secretariat in the legislative process;

Develops, implements and sustains a feedback mechanism for effective and efficient exchange and coordination of information within the organization and with the executive agencies/ LLS





members; and

Provides appropriate technical and administrative support during meetings of the Cabinet and its Cluster E, the Legislative Liaison System and all its clusters, the LEDAC, the Executive-Legislative Resource Mobilization Working Committee, the Social Reform Council and its TWG, and the WTO-AFTA Advisory Commission, and prepares and/or presents reports as may be required.

2.2.3 Promotes Presidential linkage with sectoral organizations, local government units and other interest groups.

Oversees the preparation and reviews of all communications or information for dissemination to PLLO publics;

Drafts speeches/messages for the President and the Presidential Adviser and holds lectures or delivers speeches before interest groups, NGOs, etc. for and in behalf of the Presidential Adviser; and

Assists in the formulation and implementation of sector-focused projects intended to promote and reinforce collaborative and cooperative relations with various sectoral clients,





including media and informal sectors.

2.3. *Presidential Legislative Assistant (Undersecretary Level)*

2.3.1 Assists the Presidential Legislative Adviser and Head, PLLO in the development of an effective implementation plan which contains the operating policies and systems of the office pertaining to legislative affairs;

2.3.2 Assists the Presidential Legislative Adviser and Head, PLLO on all the latter's actions and initiatives relating to legislations, congressional audience with the President, congressional requests/recommendations, Executive-Legislative conferences (e.g. LEDAC Task Force, FVA Commission/Oversight Committee), and inter-agency meetings relating to legislations;

2.3.3. Keeps Congress informed about the thinking of the Executive regarding policy issues being considered by Congress and also interpret the congressional mood to the officials of the Executive;

2.3.4. Attends personally to request and concerns of the individual members of Congress;

2.3.5. Assists in the preparation of regular schedules of prioritized activities for legislative operations;

2.3.6. Prepares periodic reports on the





performance of legislative operations for submission to the President, the Presidential Legislative Adviser and as required by other offices or individuals;

2.3.7. Coordinates the activities of various sectoral organizations and interest groups; and

2.3.8. Reviews and approves reports/ correspondences prepared by subordinates.

2.4. Presidential Legislative Liaison Officer III (Assistant Secretary Level)

2.4.1. Serves as Legal Assistant to the Presidential Legislative Adviser and Head, PLLO on bills which necessitate legal interpretation;

2.4.2. Represents the Presidential Legislative Adviser and Head, PLLO in top level inter-department meetings and discussions;

2.4.3. Assists the Presidential Legislative Adviser and Head, PLLO on the latter's actions and initiatives relating to legislation, congressional audience with the President, congressional requests/recommendation, Executive-Legislative conferences (e.g. LEDAC Task force, VFA Commission/Oversight Committee), and inter-agency meetings relating to legislation;

2.4.4. Monitors the confirmation process conducted by the Commission on





Appointments on all the nominations/ appointments submitted by the President for confirmation;

2.4.5. Liaises with the Executive Departments on legislative matters; and

2.4.6. Oversees the administrative operation of PLLO's three (3) outposts: PLLO-Malacañang, PLLO-Senate and PLLO-House of Representatives.

2.5. *Presidential Legislative Liaison Officer II (Director IV Level)*

2.5.1. Assists the Presidential Legislative Adviser (PLA)/Head, PLLO in the latter's actions and initiatives relative to the promotion of the Presidential Legislative agenda, and with congressional requests/recommendations and represents PLA in top-level policy-making meetings such as the Legislative-Executive Development Advisory Council (LEDAC), the National Security Council and all others as assigned;

2.5.2. Provides appropriate technical and administrative support during meetings of the Cabinet and the Legislative Liaison System (LLS) and its clusters, the LEDAC, the Social reform Council, and prepares reports as may be needed;

2.5.3. Participates and presents reports as maybe required, in inter-agency technical working groups (TWGs)/





meetings in furtherance of Presidential legislative initiatives, and in sectoral organizations and other interest groups to promote Presidential linkages;

2.5.4. Assists in developing/implementing/maintaining a feedback mechanism for the effective/efficient exchange and coordination of information within the organization and with the executive agencies/LLS members;

2.5.5. Coordinates with concerned Presidential Legislative Liaison Officers and LLS officers/members and technical personnel of concerned Departments in following through the legislative process;

2.5.6. Reviews legislative proposals to be certified by the President to Congress as Administration or other priority measures, and helps prepares presidential certifications thereto;

2.5.7. Assists in formulating work plans/programs of the office, helps implement and supervises the performance of work assignments, and attends office budget technical meetings; and

2.5.8. Reviews communications received, drafts responses thereto and oversees attendant process therein including their dissemination.





2.6. *Head Executive Assistant*

- 2.6.1. Serves as the clearing officer for documents, reports, and communications for signature and/or action of or by the Presidential Legislative Adviser and PLLO Head;
- 2.6.2. Assists the Presidential Legislative Adviser and PLLO Head in supervising/directing operational and administrative transactions of the office;
- 2.6.3. Drafts reports/communications for the Presidential Legislative Adviser and Head, PLLO intended to either base of Congress and/or other departments/agencies concerning legislation and related importance matters;
- 2.6.4. Coordinates the activities of the staff to ensure effective and efficient support to the Presidential Legislative Adviser and Head, PLLO;
- 2.6.5. Screens and keeps confidential matters which may be referred to the Presidential Legislative Adviser and Head, PLLO; and
- 2.6.6. Performs other functions that may be assigned from time to time.

2.7. *Presidential Legislative Liaison Officer I*

2.7.1 Strategic Priorities/Core Functions

Promotion and shepherding of Presidential Legislative initiatives and other Administration-sponsored priority policy reforms and development programs.





Liaising Services: Legislative – Legislator to Congressional Secretariat and Executive – Undersecretary (DLLO) to Director IV

2.7.2. Duties and Responsibilities

Provides technical support in the formulation and implementation of strategic plan/design for the legislative measures;

Undertakes necessary researches relative to priority legislative measures;

Provides inputs to analyses undertaken on the substantive aspect as well as the political environment that affects the probability of passage of priority legislative measures;

Monitors and prepares written reports of the following:

- Congressional Committee Hearings (both at the TWG and mother committee level) on priority legislative measures and other significant measures as well as congressional investigation affecting the President and the Administrators
- Plenary sessions of Congress
- Bicameral Conference Committee Meeting priority measures and other significant measures;





Undertakes voting pattern analyses on selected priority legislative measures;

Manages databases on important legislative and other relevant information, such as:

- History/Status of Priority Legislative Measures included in the LEDAC, CLA, SONA Commitments and other significant measures
- List of vetoed Measures, Enacted Laws/Republic Acts
- Statistical of Laws Enacted
- Status of enrollment of legislative measures approved in Congress
- Salient features of and other relevant studies on priority legislative measures and other significant measures
- Party affiliation and other significant information on members of the House of Representatives (profile);

Coordinates with and provides inputs to the members of the LLS and other Executive departments on progress/developments of their specific legislative priority measures;

Assists in the preparation and actual conduct of the:





- Meetings of the LEDAC
- Plenary and cluster meetings of the LLS
- Conduct of presidential ceremonial signing of various legislative measures.

Assists in the preparation and actual conduct of presidential ceremonial signing of various legislative measures;

Provides regular inputs to the monitoring of Presidential Directives relative to legislation;

Provides assistance to members of Congress and their staff on their specific concerns/ requests from various departments of the executive branch;

Assists in the processing of various requests and communications of members of the House of Representatives and the various departments of the executive branch;

Assists in the preparations for the SONA of the President and the President's Legislative Agenda;

Provides inputs to the quarterly/annual physical performance reports required by the DBM; and

Performs other functions that may be assigned from time to time.





2.8. Chief Administrative Officer -Administrative Division

2.8.1 Strategic Priorities/Core Functions

Provision for effective and efficient services relating to human resource management, general services, supply and property management, accounting, budget and finance.

- Human resource management and development
- Procurement and management of supply and property-based
- Budget preparation and management of fund utilization
- Recording and reporting of financial transactions
- Internal Auditing

2.8.2. Duties and Responsibilities

Organizes, plans, directs and supervises the overall functions and activities related to personnel administration, salary and wage administration, accounting, budget and finance management, general services, purchasing and property administration;

Formulates/recommends/implements policies, systems and procedures on personnel administration, budget and finance management, general services, purchasing and property administration;





Ensures the validity and necessity of financial claims; acts as counter-signatory to checks;

Reviews and approves/signs contracts, agreements, job orders, requisition issue vouchers and other related documents;

Prepares office orders, memos, letters;

Reviews appointment papers, screen/interviews applicants for employment; acts as liaison between management and rank and file employees; gives occasional counseling to staffers; and

Performs other functions that may be assigned from time to time.

2.9 *Department Legislative Liaison Specialist*

2.9.1. Strategic Priorities/Core Functions
Promotion and shepherding of Presidential Legislative initiatives and other Administration-sponsored priority policy reforms and development programs.

2.9.2. Duties and Responsibilities

Conducts preliminary researches, inquiries and studies on the President's Legislative initiatives and other national/significant bills of Congress;





Farms out Committee Reports to concerned agencies for review and comments;

Collates comments/position papers on national/significant bills for study and recommendation;

Prepares, maintains and updates the status of the legislative and certified measures such as the President's Legislative Agenda, and national/significant local measures as determined by the Head of Office;

Assists in establishing network with the Chiefs of Staff of Congressmen, Committee Secretaries, House Officials and LLS members.

Assists/coordinates with LLS members in the conduct of LLS Meetings, inter-departmental coordinative meetings, small groups/one-on-one consultation relative to pending national/significant measures in Congress;

Assists/coordinates with the House members and concerned agencies in the conduct of ceremonial signing of bills into law;

Assists in the preparation of materials





for regular meetings of LEDAC/Cabinet/
Cabinet Cluster/LLS/other meetings;

Process periodic accomplishment/
performance reports of the Office for
submissions to DBM, COA and
Congress;

Assists during the yearly State of
the Nation Address (SONA) physical/
logistics preparation;

Handles administrative and financial
needs of PLLO-HOR; and

Performs other functions that may be
assigned from time to time.

2.10. *Chief Accountant*

2.10.1 Strategic Priorities/Core Functions

Provision for effective and efficient
services relating to human
resource management, general
services, supply and property
management, accounting, budget
and finance.

Accounting and reporting system
maintenance to provide the
necessary internal controls.

2.10.2. *Duties and Responsibilities*

Reviews all disbursement vouchers for





payment on the accuracy of computation; certifies that the supporting documents are complete and proper, and the availability of funds; Monthly Trial Balance; Journals; Journal Entry Vouchers; Liquidation Reports; Recording and posting of transactions in the book of accounts;

Issues withholding tax certificates to the payees upon payment; and

Prepares monthly, quarterly and annual reports.

2.11. *Supervising Administrative Officer*

2.10.1 Strategic Priorities/Core Functions

Provision for effective and efficient services relating to human resource management, general services, supply and property management, accounting, budget and finance.

2.10.2. Duties and Responsibilities

Assists in the selection process and ensures that the recruitment process is in accordance with CSC rules and regulations;

Processes personnel appointments;





Ensures accurate computation of personnel benefits;

Assists in the implementation of CSC, GSIS, DBM, Pag-IBIG and PhilHealth personnel programs and policies;

Conducts inquiries/studies and keeps informed of new laws and circulars;

Provides assistance on the requests of employees related to human resource;

Prepares Service record, Certificate of Employment and Compensation, and other data/information as requested by the personnel;

Monitors performances and attendance;

Prepares monthly remittances of GSIS premium contributions and amortizations;

Maintains an accurate and complete personnel records/files e.g. 201 files, application for leave and leave cards,





Office Orders, Memorandum Circulars, DTRs, and other Executive & Administrative Orders regarding personnel policies and programs;

Prepares reports required by CSC, DBM, and GSIS;

Prepares the yearly budget proposals of personnel services; and

Performs other function that may be assigned from time to time.

2.12. *Executive Assistant III/Property-Supply Officer*

1.12.1 Strategic Priorities/Core Functions

Provision for effective and efficient services relating human resource management, general services, supply and property management, accounting, budget and finance.

Implementation of government-wide supply and property management programs in the agency.

2.12.2. Duties and Responsibilities





Responsible for the overall custody of supplies, materials and equipment;

Determines the agency's requirements for office supplies and materials;

Posts all issuances of office supplies, materials and equipment, issues Receipts for Equipment (ARE) to establish accountability;

Assists in the implementation of government rules and regulations on public bidding and negotiated contracts, prepares Invitation to Bid, request for Quotations, Abstract of Bids, Notice of Awards, etc.;

Coordinates directly with suppliers regarding price and delivery and sees to it that supplies, materials and equipment delivered are complete and in accordance with acceptable specifications/standards;

Prepares Purchase Orders, Job Orders, RIS, Purchase

3





Request, Agency Procurement Requests/Agency Service Agreements and Contracts for approval by the Chief Administrative Officer/Head Executive Assistant/Head of Agency;

Prepares and verifies propriety and accuracy of supporting documents of claims for payment from suppliers;

Ensures that all purchases, repairs, services are properly documented/inspected/recorded prior to processing of payment;

Conducts periodic inventory of supplies and equipment;

Updates Supplies Ledger Card, Inventory of Supplies, Inventory of Equipment and vehicles;

Prepares reports of Supplies and Materials Issued, Inventory of Motor Vehicles, Equipment and Supplies;

Prepares and file insurance coverage of insurable equipment;





Prepares disposal of unserviceable vehicles and equipment;

Prepares and file bonding application of Special Disbursing Officer/s (SDOs); and

Performs other functions that may be assigned from time to time.

4



The **Operational Procedures**

This chapter explains the step-by-step process of formulating the priority legislative agenda of the Administration, and formulating and implementing strategic legislative advocacy activities and interventions. It clarifies the overlapping procedures and processes in shepherding policy and legislative initiatives. It also presents the prescribed methods that must be followed customarily and consistently for the performance of the designated operations. It expounds the requisites of a sound legislative advocacy program.



1. Formulation of Policy Direction and Legislative Agenda

Integrity. Accountability. Transparency. These are just few of the major elements of public administration and management that shape policy direction and legislative agenda of a given administration.

The process of the formulation of the Administration's Legislative Agenda, the formulation process begins with the President's clear definition of program of governance which is translated into concrete policy statements and specific legislative proposals.

At the start of every session in Congress, policy directions and legislative priorities are presented to members of the House of Representatives and the Philippine Senate in a joint session to signal the President's and the Administration's priority thrusts. Itemized SONA priority measures and all other initiatives form part in the President's Legislative Agenda formulated through a legislative agenda prioritization process.



2. Prioritization of Legislative Agenda

2.1. *The President's Legislative Agenda*

This process is initiated at the agency-department level where all executive units undertake an agency-level legislative agenda prioritization process based on specific agency/department thrusts. However, It also worthy to note





that this process is different from policy agenda and legislative agenda formulation which is a process undergone through the crafting of the Philippine Development Plan or the PDP-process. The PLLO has limited role in this process and only intervenes when requested by individual department/agency for assistance. The PLLO vets initial program of priorities in terms of level of acceptability in Congress and in terms of consistency with the overall policy thrusts of Government.

Once Agency-level Legislative Agenda are formulated, the same are then submitted to appropriate Cabinet Clusters for review for purposes of prioritization wherein individual department/agency legislative proposals are pitted against each other based on specific criteria. Once passed, it shall be packaged as Cluster Legislative Agenda. Again, the PLLO assumes major role in this process. PLLO's unique perspective given its understanding of the dynamics in Congress and the nuances of the legislative process has been recognized. Each Cluster requests PLLO to provide inputs on the political acceptability of a given proposed measures.

These Cluster Legislative Agenda are then





consolidated by a composite group also known as the Technical Working Group (TWG) of Executive Committee of the LEDAC consisting of the Office of the Deputy Executive Secretary on Legal Affairs (ODESLA), as lead, with the LEDAC Secretariat, the Office of the Cabinet Secretary (CabSec), the Presidential Management Staff (PMS) and the PLLO.

The consolidated list is then pre-assessed based on the following criteria prescribed in a memorandum issued by the Executive Secretary:

- measure under the PDP/SONA/Social Contract;
- international commitment;
- Cabinet/NEDA Board/NSC concern;
- included in the fiscal/financial or investment program;
- political acceptability; and
- impact /effects.

The result of the completed staff work is then presented to a Cabinet-wide Workshop to consolidate all legislative initiatives and measures. All proposals undergo prioritization process to come-up with the official draft of the President's Legislative Agenda (PLA).

In the same workshop, the TWG-EDAC acts as Secretariat. The presence of the PLLO Undersecretaries for the Senate and the House of Representatives are strongly desired in the workshop given their experience and expertise on the matter. Eventually,





Presidential Legislative Adviser participates in the workshop to provide inputs on political suitability and likelihood of passage in Congress of all measures presented.

After careful and thorough deliberations, the Chairmen of the five (5) Cabinet Clusters, with the Presidential Legislative Adviser and the Executive Secretary proceeds with the short-listing process by determining which among the measures should be submitted to the President for consideration based on urgency, necessity and probability of passage. Once approved, the set of measures will comprise the PLA.

2.2. *The LEDAC Common Legislative Agenda*

The PLA is then directly transmitted to the both Chambers of Congress, through the PLLO for inclusion in the priorities of the House of Representatives and the Senate. Otherwise, the PLA is presented to the LEDAC for consideration and inclusion in the LEDAC Common Legislative Agenda (LEDAC-CLA), the shared priorities of the Executive and Legislative Branches of Government. The PLLO, during the LEDAC meeting, extends assistance to the LEDAC Secretariat in administratively running the meeting as well as provision of technical inputs on political issues.

2.3. *Certification for Immediate Enactment*

The President may also, at any point in the





time, certify measures filed in Congress outside of the PLA and the LEDAC-CLA for immediate enactment based on Article VI, Section 26 (2) of the Philippine Constitution. The President, on the basis of the urgent need to address specific calamity and/or emergency, certifies immediate enactment of these measures. Any member of Congress, executive department/agency or any private organizations or individuals may request the President for said certification and will be signed and endorsed by the President to Congress as long as it meets the constitutional requirement.

The Executive Secretary, through the ODESLA, then reviews the said proposal and recommends to the President to issue the certification if it finds merit to the request. The certification is then transmitted by the OES to Congress through the PLLO. All throughout this process, the President and/or the Executive Secretary consults the Presidential Legislative Adviser on the political impact as well as technical implications of the said certification in the legislative process. For this purpose, the PLLO outposts in both Chambers assess the political receptiveness of individual members to said proposal to ensure that it will be acted upon favorably by Congress and will not put the exercise in vain and politically embarrass the President.





2.4. Other measures to address emerging issues, including compliance with International Conventions and other international commitments

All things considered, the SONA measures, the PLA, the LEDAC-CLA, and measures certified by the President comprise the universe of legislative measures that the PLLO is mandated to shepherd in the legislative mill. However, other measures may be taken cognizance of by the PLLO when the situation warrants such as measures that require immediate action in compliance with an international agreement or a commitment drawn from an international convention or resolution. Likewise, measures that need to respond to emerging situations or issues but does not qualify as measures for presidential certification may also form part of these lists of priority legislative measures.

2.5 Legislative Measures of Concern

Aside from priority measures, the PLLO need to identify as well pending legislative measures in Congress and/or specific provisions thereon which are not consistent with the policies of Administration. These shall be tagged as “red flag bills” that need to be closely monitored and managed to ensure that no measures come out of the legislative mill outside of the program of governance of the Administration.





3. Formulation of Legislative Advocacy Plan

Several planning sessions and workshops are held to flesh-out legislative communication strategies and advocacy plans. Once the list of legislative priorities and “red flag” bills have been identified and consolidated, the Presidential Legislative Adviser shall call for Legislative Priorities Advocacy Planning Session to formulate advocacy plans for the specific measures in the priority list.

Initially this is done within the PLLO where a planning workshop is conducted before the start of every regular session of Congress or immediately after opening of every regular session. The PLLO, as a technical body, undertakes an assessment of every measure in the list. This process starts with the clustering of the measures parallel to the Cabinet Cluster System and assigning a PLLO cluster coordinator per cluster of measures in both outposts of the PLLO in the Senate and the House of Representatives.

Clusters of Priority Measures

- *Climate Change Adaptation and Mitigation Cluster (CCAM)*
- *Human Development and Poverty Reduction Cluster (HDPR)*
- *Good Governance and Anti-Corruption Cluster (GGAC)*
- *Economic Development Cluster (EDC)*
- *Security, Justice and Peace Cluster (SJPC)*





Once measures are grouped into clusters, each outpost will conduct their respective workshops to plan out advocacy strategies for each and every measure in the list and submit the same to the Presidential Legislative Adviser for approval. Once approved, the Office of the Presidential Legislative Adviser, through the technical legislative team headed by the Head Executive Assistant, will consolidate the same to provide budgetary and logistical support for its implementation.

As Presiding Chairman, the Presidential Legislative Adviser will then convene the LLS. The list of priority legislative agenda and the so-called “red flag” bills are presented to the plenary for information before the start of a planning workshop to formulate advocacy strategies. The LLS members will then be asked to break out into clusters corresponding to the clusters of measures and formulate their respective advocacy strategies to steer the measures under their respective clusters. Each cluster advocacy strategy will then be presented to plenary for comments and further suggestions. Once agreed upon, the same will be finalized and translated into a commitment contract agreed upon by all members to implement with specific target outputs and timelines.



4. Implementation of Legislative Advocacy Plan

Monitoring of progress of measures, as well as decisions of Congress and its individual members,





are pre-requisite to an effective implementation of any advocacy strategy.

True enough, at any stage of the legislative process, information sharing is vital to be able to effectively assess the nature and timeliness of an intervention. Ideally, a consultation meeting, either one-on-one with concerned agency, by selected concerned agencies, and/or by cluster, is undertaken as initiated by the PLLO or upon request of agency or department concerned to conduct pre-implementation analysis of any intervention. This will ensure the implementation of a calibrated strategy that would minimize setbacks and ensure relative success.

Interventions are prompted in various stage of the legislative process in both Chambers of Congress with varying targets based on the required or anticipated outcome. Implementation is supervised and spearheaded by the Undersecretaries of the PLLO in the Senate and House of Representatives in close coordination with each other, concerned executive departments and the Presidential Legislative Adviser. The two PLLO functional offices report on the status of the implementation of the interventions on a regular basis to the Presidential Legislative Adviser. A PLLO management meeting is held weekly to assess the impact and viability of interventions implemented so as to determine the next necessary steps, that is, either to proceed to planned activities or revisit strategies, in which case, decide on whether to go back to the drawing board by undertaking a Legislative Advocacy Planning at the level of the PLLO, the LLS Clusters or the LLS Plenary, accordingly.





5. Legislative Intervention Programs

The PLLO, as part of its mandate and as support to the effective implementation of advocacy strategies and interventions, also undertakes activities geared toward building a strong and reliable network of support both inside the legislative system, the bureaucracy and the whole political environment.

5.1. *Congressional Request Facilitation*

First, the PLLO facilitates requests on various concerns of members of Congress. A request in written form or verbally relayed by any member of Congress is accommodated and accepted by the PLLO, and transmitted to concerned officials and/or executive departments or the President for appropriate response. Members of Congress often utilize the PLLO tract since historically it has been proven effective since executive departments tend to be more receptive given that the PLLO is able to present political implications and scenarios of any requests done not in the usual bureaucratic process.

On the other hand, congressional request facilitation starts with receipt of written or acknowledgment of verbal requests by members of the Senate and the House of Representatives. The communications are then sent to the Office





of the Presidential Legislative Adviser for review in terms of importance and transmit and/or endorse the same to appropriate department/agencies. The Office of the Presidential Legislative Adviser then monitors and follows-up the status of these requests through the electronic legislative monitoring system. Members of Congress are then updated on action/s taken through the PLLO outposts in both Chambers.

5.2. *Congressional Support Activities*

5.2.1. Assistance to the Commission on Appointments

The PLLO also assists in the confirmation of members of the Cabinet by anticipating issues/concerns of members of the Commission as well as private oppositors and by providing a venue to address the same outside the formal sessions of the Commission. This is done upon request of the agency whose Secretary is up for confirmation or the Commission itself or any of its members to be able to facilitate the confirmation process.

The confirmation process is considered a networking building intervention since it allows the PLLO to link members of Congress and the agencies concerned and establishes





a rapport and familiarity among.

5.2.2 Audience with the President of congressional members

The PLLO also manages audience of members of Congress with the President. Upon request of any member of Congress for an audience with the President, the PLLO sends the formal request with the Office of the President. The same is processed by the Appointments Office of the President with regards to availability of the President and the Presidential Management Staff (PMS) and/or the Office of the Executive Secretary (OES) relative to the substantive requirements of the meeting. In this regard, The PMS/OES requires the PLLO to ascertain the agenda for the said meeting and together with the PLLO and concerned agencies undertakes a complete staff work (CWS) relative to the proposed agenda. Once the CSW is completed and the available schedule is determined, the PMS/OES requires the PLLO to submit its recommendations in terms of the political implication of said meeting, which together with its assessment, it sent to the President for consideration.





5.2.3. Ceremonial Enactment into Law of Significant Measures

Any member of Congress and/or proponent executive agencies may request for the signing of a legislative measure into law through a ceremony. Upon request for a ceremonial signing which may be sent directly to the Office of the President or through the PLLO, the Appointments Office of the President determines the available and appropriate schedule in coordination with the PMS and the OES. Once determined, a coordination meeting is conducted with all concerned units of the OP presided by the PLLO to discuss the details of the proposed event. Once details are set, the PLLO prepares the scenario and the program as well as proceed to invite concerned personalities (congressional members and other stakeholders) in coordination with the proponent agency/ies of the legislative measure to be signed into law. Preparations also includes, the PLLO ensuring that the document (enrolled copy which is usually a set of seven copies) to be signed has already been transmitted by Congress to OP and that OP, particularly the ODESLA has





reviewed the same and favorably recommends the enactment into law of the said measure. During the actual signing ceremony, the PLLO supervises all aspects of the event including protocular requirements as well as the PLLO Head or his designated official acting as the master of ceremonies.

5.2.4. Assistance in Provincial Visits

In instances when the President has to attend an event in Malacanang or in any parts of the country involving members of Congress, the Socials Office and the Protocol Office or the Office for Regional Concerns of the PMS as in the case of provincial visits consult the PLLO relative to the management of congressional members invited and/or present in the said locality/event. The PLLO provide its recommendations in terms of political hierarchy as well as other vital information, including pending requests of concerned members of Congress needed to ensure the success of said event. Most of the time, PLLO officials are even asked to be present in said events to personally handle members of Congress present.





5.3. *Capacity-Building for Stakeholders*

Strengthening of human and institutional capabilities has been continually acknowledged and considered. As a support platform to advocacy intervention and implementation, the conduct of capacity-building for members of the LLS, concerned units of various executive departments/agencies and other stakeholders from outside the bureaucracy is regularly undertaken by the PLLO. The PLLO, on a yearly basis, conducts a bureaucracy-wide Capacity-Building Seminars for members of the Legislative Liaison System (LLS) on various aspects of legislative advocacy. This is intended to provide participants with the necessary knowledge and tools that are important in their work as legislative liaison of their respective departments/agencies to Congress.

Likewise, the PLLO spearheads cluster-level and agency-level capability seminars as well as capacity initiatives for selected civil society organizations, non-governmental organizations and local government units. Focus-group discussions, key-informant sessions and one-on-one consultations are participated by a number of legislation advocates from all sectors and officials of the PLLO





6. Review and Feedback Mechanisms

6.1. *Legislative Advocacy Review*

In most cases, implementation of strategies and advocacy plans are not always favorable, if not, produced unintended consequences. The need for constant review is inevitable. The PLLO relentlessly perform diligent reviews of the Legislative Advocacy Plan after its implementation. The PLLO cascade the results of the review to concern groups and stakeholders. The review shall ascertain the degree of success from implementation, in particular, the extent to which the plan met its purpose and requirements as originally defined. It shall examine all the elements of the advocacy plan to see whether or not improvements have to be made to optimize benefits.

6.2. *PLLO-LLS Monitoring and Feedback Mechanism*

The PLLO and the LLS have established a monitoring and feedback mechanism to be able to effectively track the progress of measures and timely disseminate the same to members of the system in order for appropriate agencies/departments to provide immediate feedback to address emerging issues/concerns.





While individual agencies' legislative liaison offices are expected to monitor their respective concerns in Congress, the PLLO has taken upon itself to provide all members with information on status and issues on legislative measures pertaining to their respective department/agencies at every stage of the legislative process. Every PLLO Cluster coordinator electronically provides daily updates to their respective members on progress of measures from filing of the measure, to first reading in plenary, committee referral and eventually approval in Committee-level, and in plenary on Second and Third Reading. Agency-level legislative liaison offices are expected to farm-out these information to their respective appropriate units for immediate processing of needed position of their respective agencies. Once positions have been formulated and approved, the agency may proceed to implement necessary strategies to ensure that their position is heard or considered in Congress. Otherwise, they may request the PLLO to undertake necessary intervention, particularly in cases where there is a need to build consensus among concerned agencies and/or address concerns of members of Congress. In any case, the Department Legislative Liaison Office provides the PLLO with these positions papers which shall form part of the





monitoring report of the PLLO on priority and “red flag” bills which shall be made as inputs to the formulation of advocacy strategies during the LLS cluster and/or plenary workshops conducted ideally, monthly and quarterly, respectively.

The PLLO coordinators in two outposts are able to get these information on progress and issues relative to these measures by regular monitoring of the daily plenary session, committee hearings, technical working group meetings and/or consulting the online legislative update database of each Chamber. The PLLO coordinators likewise consistently consult committee secretaries of important Congressional Committees, key officials of the Congressional Secretariat, legislators and their respective legislative staff as well as other stakeholders outside of Congress, if necessary, to able to get a holistic picture of the issues surrounding each and every measure being monitored. A report is then prepared by the PLLO coordinator and submitted to the Undersecretary of each PLLO outpost in the House of Representatives and the Senate for review and then forwarded to the Presidential Legislative Adviser that shall formally transmit the same to the Executive Secretary and/or the President directly.



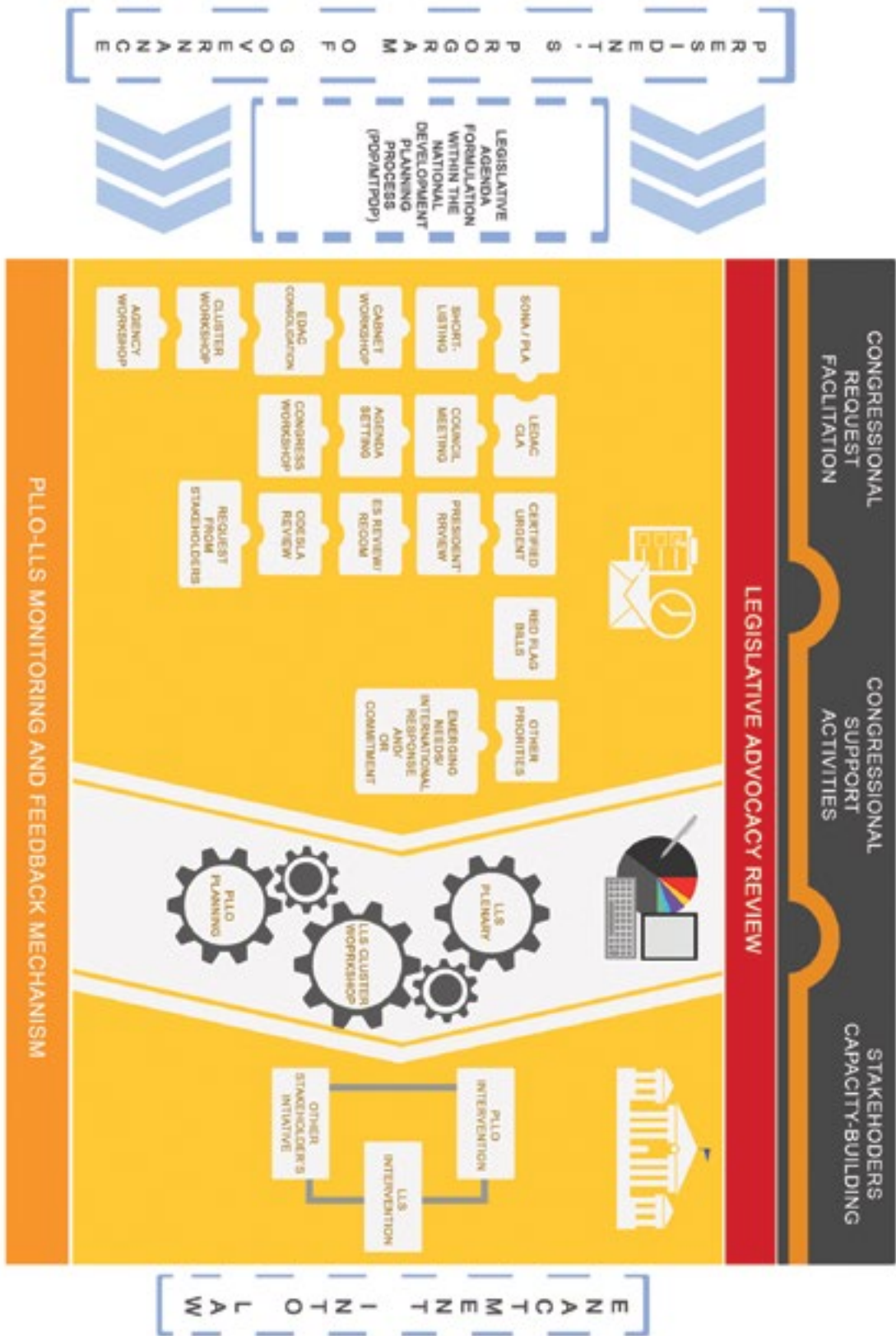


The PLLO Coordinators are also expected to undertake parallel information dissemination to their respective members under the LLS as mentioned above for immediate feedback and response, if necessary.

Monitoring is being undertaken as well as at the level of the Bicameral Conference Committee. Although Bicam Conferences are officially conducted in executive sessions, the PLLO and the members of the LLS with concerns on the bills being discussed in Bicam are enjoined to monitor in whatever means the conduct of deliberations in the Bicam. This is necessary to be able to anticipate concerns of the Bicam panels to be able to immediately provide necessary information or technical assistance and therefore ensure approval of acceptable provisions of the measure being deliberated on.

To be able to optimize what modern technology offers, the PLLO is currently in the process of designing its Information System Strategic Plan (ISSP) for implementation in the next three years consisting of upgrading of the PLLO ICT systems and resources and thereby ensuring a more efficient and effective exercise of its functions.







It is a recognized fact that an efficient ICT capability would improve data gathering, processing (analysis and consolidation) and dissemination in terms of information accuracy and quality, and speed in collection and timeliness in dissemination of outputs. The PLLO, being in the middle of information traffic between the Legislative and Executive Branches of Government as well as with other stakeholders in the legislative process, would be able to effectively undertake its mandated function of providing legislative liaison services by developing a digital information sharing system focused on priority Presidential legislative and policy initiatives and reforms that as of today has not been established and is not being offered by existing e-portals.

To be called the Electronic-Legislative Liaison Service System or e-LLS System, the e-LLS is an integrated and interactive information portal that will allow access to generated legislative/congressional information impinging on Presidential priority congressional initiatives, reforms and programs collected and processed by the Presidential Legislative Liaison Office (PLLO). This system will provide easy digital inputting of data which shall be automatically consolidated and formatted





to desired reporting outputs and disseminated, transmitted or submitted to appropriate stakeholders. Under this system, access to specific information will be based on security and confidentiality levels of information available. Therefore certain information may only be accessed by the President, the Executive Secretary and the Presidential Legislative Adviser and other information for exclusive access by the Cabinet and the Legislative Liaison System (LLS) members while other stakeholders may be allowed access on information for public consumption.

Inherent in the said portal is the automatic review (validation and verification) and approval of the heads of the specific systems' owner (PLLO outpost heads) before access or dissemination is allowed. This will ensure accuracy and reliability of data made available in the portal. Another unique feature being proposed is the real-time feedback mechanism wherein stakeholders, particularly the members of the LLS would be required to immediately respond to information and/or issues raised by providing necessary positions and/or recommendations of their respective departments/agencies. This will enable the PLLO, along with the LLS to be able to formulate and immediately implement





a unified strategic intervention, if necessary.

The system requires the management of several databases which shall be integrated and interoperable across outposts of the PLLO. For initial implementation of the system, five (5) databases have been identified and prioritized. But it is projected that as soon as the system has been operating, important databases shall be added to the system.





APPENDICES





LEGISLATIVE ENVIRONMENT AND PROCESSES

1. The Legislative Environment: Process Locus

1.1. *Political Configuration*

The bicameral legislature is composed of the House of Representatives and the Senate.

The HOR, also called the Lower Chamber, a.k.a. the “Bigger House” or the “House of the People”

The Senate, also referred to as the Upper Chamber, only has 24 members. The Senators are elected at large just like the President and the Vice President; this should explain why the senators maintain a macro perspective and often cross party lines over issues of national impact. In the view of some political analysts, senators are like independent republics.

In both Chambers, the majority-minority demarcation is drawn based on the results of voting over the Speakership and the Senate Presidency.

1.2. *Leadership Structure*

The HOR has the following leadership structure: Speaker, 6 Deputy Speakers, Majority Leader, Minority Leader, members of the Committee on Rules (ex-officio members of all committees) and chairmen/vice-chairmen of committees/sub-committees. The House Secretariat consists of the following: Secretary General, 8 Deputy SecGens, Sergeant-at-Arms, and the 6 Committee Clusters.

The Senate President, with a Senate President Pro Tempore, heads the Senate





and the rest are similar with those of the House of Representatives. The secretariat consists of the Secretary, 3 Deputy Secretaries, Sergeant-at-Arms, and 3 Committee Divisions.

1.3. *Ancillary Bodies*

The Commission on Appointments is a separate bicameral entity mandated by the Constitution to review the qualifications and fitness of the President's appointees to the Cabinet, the foreign service corps and the AFP from the rank of colonel or naval captain; chaired by the Senate President, with 12 members from the House and 12 members from the Senate elected on the basis of proportional representation from political parties including party list organizations.

Each, the House and the Senate, has an Electoral Tribunal as mandated by the Constitution to serve as sole judge of all contests relating to the election, the returns, and the qualifications of their respective members. There are nine members in each tribunal: 3 come from among the Justices of the Supreme Court and 6 from the Chamber; chaired by the senior Justice in the tribunal.

2. The Legislative Process: Parallel Process

In a Bicameral System of Legislature, the legislative process may be described as a bit complicated. Contrary to common perception, particularly of those who have not been involved in the mainstream of policy-making process, the nitty-gritty of legislation is far from being simple. In fact, for those in the know, this process is like a maze that if one is not politically sophisticated enough, he/she might get lost or get eternally trapped in the process without having realized his/her initial objective.





Hence, knowledge of each of these stages are very important to PLLO who is the legislative lobbyist of the Administration. It is a must therefore that PPLO knows these stages by heart, so that PLLO will be able to strategically intervene when the situation necessitates. PLLO is not a mere audience at the gallery of the session hall of Congress, but an active participant in the policy-making process.

2.1. *The Bill Drafting*

The germ of idea about a bill may come from any conceivable origin. It may be conceived in coffee shops, in the academe, in the bureaucracy, etc. But it has to be authored by a member of Congress. It may be filed in either or both Chambers, ideally done simultaneously in identical copies.

There are DIFFERENT FORMS by which to pursue a legislative proposal or objective.

2.1.1. Bill

It has an explanatory note, and various sections such as Short Title, Declaration of Policy, Guiding Principles, and other provisions to include funding, separability and repealing clauses, as well as effectivity.

- The title must contain only one subject (e.g., prostitution and vagrancy)
- It may amend, or repeal existing laws; or may pursue legislation on any subject, as inherent in the plenipotentiary power of Congress.
- It must undergo 3 readings on separate days in both Chambers of Congress unless certified urgent by the President [N.B.: Article VI, Section 26(2) of the Constitution].
- The President has 3 options when he/she receives the final copy of the





bill --- to sign into law, to allow it to lapse into law, or to veto.

- When signed into law, it is assigned a Republic Act Number based on chronology of enactment.

2.1.2. Joint Resolution

It contains “whereas” clauses to set the premises upon which to build what the measure resolves to accomplish.

- The title must contain only one subject too.
- Generally, it contains the bicameral sentiment of Congress in pursuit of a specific objective which hopefully the President will support in no uncertain terms, such as grant to the President authority to allocate funds not included in the current year’s General Appropriations Act (e.g., Jt. Res. 1 in 2004, Revised Compensation and Classification System) or to create a special body (e.g., Jt. Res. 1 in 1995, creating the Joint Congressional Commission to review and assess the state of the Philippine Agriculture) or to mandate a specific urgent function in pursuit of national interest (Jt. Res. 1 in 2009, extending the coverage of the Agrarian Reform Program).
- It must also undergo 3 readings.
- Has the force and effect of a law when signed by the President; otherwise, if not signed by the President, it remains a mere expression of the sentiment of Congress. There is no veto to speak of.
- When signed into law, it is assigned a Joint Resolution Number based on chronology of enactment within a given year.





2.1.3. Resolution – merely expresses the sentiment of a single Chamber (i.e., simple resolution) or both Chambers (i.e., concurrent resolution).

- Inquiries in aid of legislation
- In the performance of legislative oversight
- Concurrent Resolution required in the case of the President's grant of amnesty (Article VII Section 19 of the Constitution)
- Goes up to Second Reading only

2.1.4. Privilege Speeches – Any matter that affects the duties, conduct, rights, privileges, dignity, integrity or reputation of the Chamber or its members, individually or collectively, may warrant the delivery of a speech on the floor as a matter of privilege.

- A legislator may register to speak during the Privilege Hour (Mondays unless suspended) without time limit.
- A legislator may invoke the question of privilege any time, subject to the permission of the presiding officer and limited to 10 minutes (with extension if requested).

2.1.5. Petition – This is actually a bill pursued through the process of people's initiative based on Section 3(b) and Section 11 of R.A. 6735 also known as "Initiative and Referendum Act"

Filed exclusively by legislators are PETs in pursuit of a legislative objective except a PET that is physically presented to the Secretary General for proper authentication and authored by a private group or individual.





2.2. *Consensus Bill Process*

During the past Administration, there has evolved an innovative paradigm that linked at the conceptualization phase of a bill the stakeholders and the implementing agencies of the executive branch. This is called the “Consensus Bill Process.”

The move was initiated by the PLLO within the Social Reform Council (now integrated with other Poverty-Alleviation Agencies under the National Anti-Poverty Commission or NAPC) in response to the strong rejection by the basic sectors of certain well-intended pieces of social legislation churned out by Congress which fail to respond to actual situation on the ground.

The process requires the holding of sectoral assemblies or consultations to determine the collective sentiment across the whole spectrum of interest groups and stakeholders including the government. Subsequently, when the draft bill is filed in Congress, a Presidential certification on the necessity of its enactment is issued.

2.4. *First Reading*

Under the Constitution, certain bills have to originate exclusively in the HOR. To wit:

- a. Appropriations (GAA or any fund allocation or reduction)
- b. Revenue (Share in the Proceeds of Government Sale of Properties, Amendments to NIRC, Idle Land Tax, Registration Fee, Tax Holidays)
- c. Public Debt (debt cap)
- d. Tariffication (Import Quota Allocations, MAV, Import Restrictions, Tariff rates)
- e. Local Application (Infrastructure, creation of new cities, etc.; renaming)
- f. Private (franchise)

Under the Constitution too, treaties, international conventions and agreements





have to be considered exclusively by the Senate for possible ratification (e.g., WTO related agreements, ILO convention agreements, Bilateral Agreements). Just as it suggests, the bill is simply read for the first time into the official records of Congress at session time. The bill which consists of the body and the explanatory note is submitted to the Bills and Index for numbering.

2.5. *Committee Consideration*

When the bill is “read,” it is also referred to the appropriate committee for consideration.

- In the HOR, there are 48 regular committees, 11 special committees, and 3 task forces;
- In the Senate, there are 36 regular committees and 7 special committees.

This explains why Congress runs out of conference rooms and their meetings spill over hotels and restaurants.

It is at the committee level where intervention is paramount. The lobby effort or representation by concerned agencies or stakeholders can spell the difference between the bill as originally filed and the bill as reported out for plenary consideration.

- A committee only has 30 days to act on a measure referred to it. But of course, some bills are shelved or archived.
- Sometimes, the referral of the bill can be influenced to ensure its referral to a more cooperative or sympathetic chairman.
- From the committee, the committee report goes to Committee on Rules for clearance and calendaring on Second Reading. Lobbying can result to an early schedule for floor deliberation.

2.6. *Second Reading*

At this juncture, the rest of the members of the Chamber get a crack at the bill during the plenary consideration. The committee bill goes thru a series of stages in the floor:

- Sponsorship/interpellation
- Turno-en-Contra





- Amendments (Committee and Individual)
- Approval - acclamation (no objection to a motion to approve), viva voce (division of the house) or nominal voting (explanation of votes)

2.7. *Third Reading*

Three days after the copy of the bill as approved on Second Reading has been distributed to the members, the Third Reading is set. If the bill is not controversial, it simply goes thru the perfunctory motion of calling the roll. Otherwise, it is accompanied by explanation of votes.

2.8. *Conference Committee*

In the Philippine context, this is the final arbiter of the shape of a piece of legislation. This is sometimes referred to as the Third Chamber.

- Consists of elected members of the two Chambers, sometimes with the Senate President and the Speaker chairing their respective panels.
- The conflicting provisions of the House and Senate versions are reconciled.
- Last ditch lobbying must be exerted.
- Deliberations are normally clothed with confidentiality so creativity is necessary to access information and influence the decision-making from within the conference room.

The end product of the bicameral conference is contained in a report which is submitted to the floor of the two Chambers for ratification. Thereafter, the harmonized version is printed in final form often referred to as “enrolled copy” and submitted to the President for his consideration.

2.9. *Presidential Action*

Utmost precaution is taken to protect the integrity of the enrolled copy. It is reviewed against the Bicameral Report line-by-line and countersigned by the secretariat and leadership of both Chambers.

Once received by Malacanang, the 30-day countdown starts for its final enactment. The President has 3 options:





- To affix his signature,
- To allow it to lapse into law, or
- To exercise his veto power

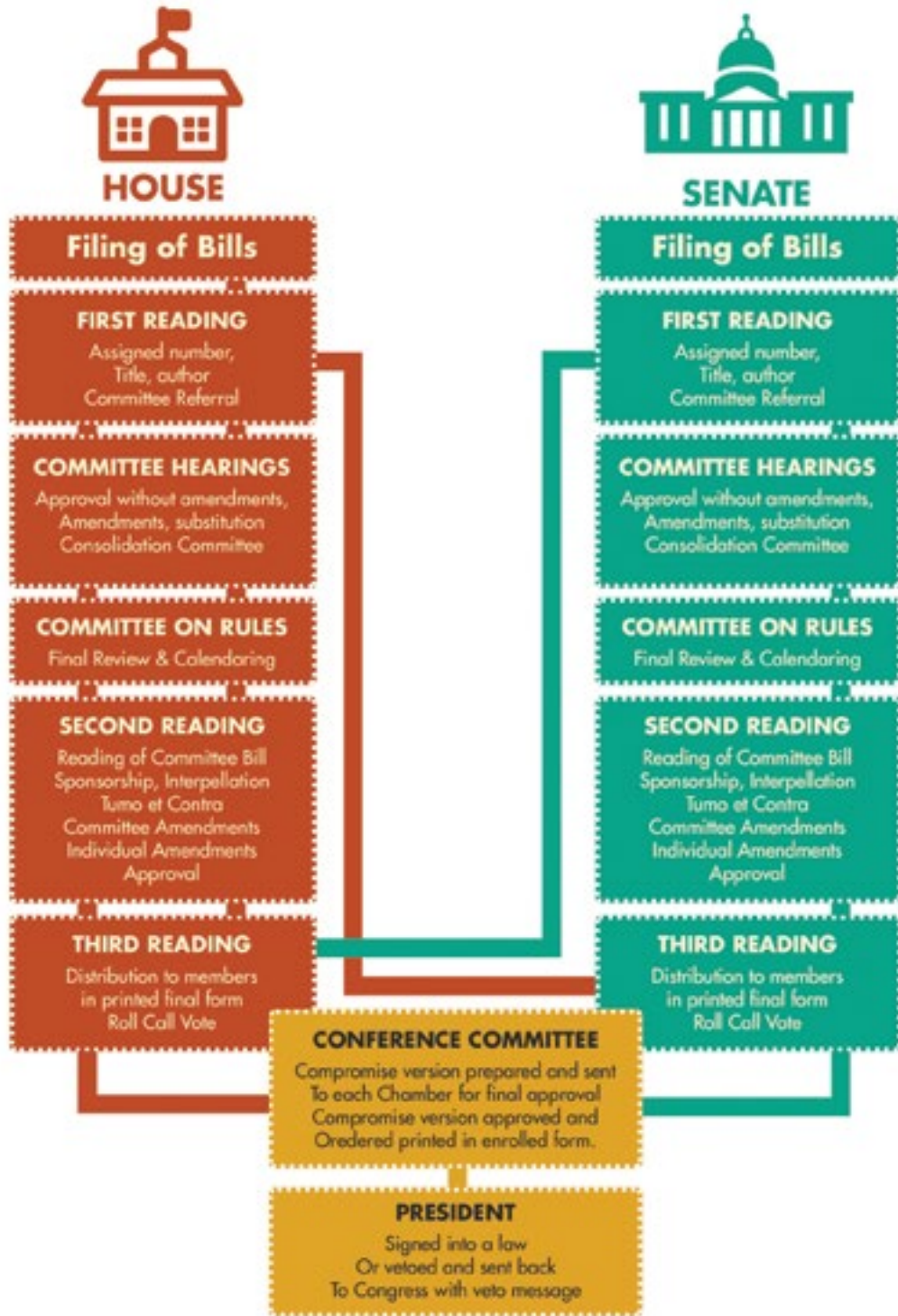
The last option is resorted to only when the President has very serious objections to the proposed law. His/her veto message must be submitted to the originating Chamber within the 30-day prescriptive period. There is the danger of a congressional override by a vote of 2/3 of the members.

Generally, a law becomes effective 15 days after publication in the Official Gazette or a newspaper of national circulation; or otherwise indicated in the law.





Figure 6. The Lawmaking Process





3. Political Mapping and Stakeholder Analysis

Between the executive and legislative branches, the PLLO has learned about the political terrain within Congress but have yet to immerse in the actual dynamics of legislation until PLLO has conducted in-depth analysis of the actors in the legislative process.

“KYC” is a procedural standard a.k.a. “know-your-clients” commonly applied to financial transactions. PLLO can also adapt it in the context of legislative advocacy. “KYC” would then mean knowing the composition of the entire political spectrum of actors or players relative to a legislative proposal for better targeting and shepherding.

For this purpose, two advocacy tools are found applicable: stakeholder analysis and political mapping.

3.1. *Stakeholder Analysis*

- 3.1.1. Stakeholder analysis requires the identification, classification, and characterization of potential major stakeholders on a policy issue in terms of
 - Position (i.e., profession/socioeconomic status);
 - Interest (i.e., motivation); and
 - Power (i.e., capacity to influence behavior, opinion or action).
- 3.1.2. Stakeholders are individuals, groups, organizations or institutions that have a significant interest on the success of an advocacy project. They are the policymakers, duty bearers/ implementers, facilitators coming from various sectors – such as civil society, business, academe, media, and faith-based organizations.





- Policy audience – individuals or groups engaged in policymaking who may be influenced to support a policy change.
- Policy champions – leaders with huge capacity to articulate the issue, to command respect from colleagues, and/or to exert persuasive effect over a policy audience.
- Policy advocacy partners – individuals pushing for the approval of a certain policy stand (not necessarily new policy but may include repeal or refinement of an existing policy)
- Final beneficiaries – sector of society who will benefit from a policy change.

3.1.3. How to conduct a policy-oriented stakeholder analysis:

- Define the policy change proposal;
- Identify all individuals and groups who are interested or affected by the policy change proposal;
- Gather information in terms of position, interest, power and capacity to participate in the advocacy for or against the proposal;
- Identify and analyze the extent of cooperation, collaboration or conflict in the relationships between and among the stakeholders;
- Draw conclusions that will serve as guide in the formulation of advocacy strategy that will include the following design elements:
 - o Activities to enhance cooperation and collaboration arrangement among supporters and potential supporters,
 - o Management and coordination arrangements to





sustain participation of stakeholders,

- o Distribution and equity issues to understand stakeholders motivation.

3.1.4. To further assist in stratifying the spectrum of stakeholders, juxtapose two important factors –

The degree of power or capacity to influence (on the x axis) and measure of interest or commitment to support (on the y axis); then divide a square with quadrants and place “passive beneficiary” on the lower left, “vested beneficiary” on the lower right; “show patron” on the upper left and “key player” on the upper right.

“Passive beneficiary” refers to stakeholders with low level of influence on or interest in the project; no need to be monitored. “Vested beneficiary” refers to stakeholders who give high importance to the success of the project but with low influence e.g., elderly, children, IPs or unorganized sectors who are direct beneficiaries but of little voice in the advocacy.

“Show patron” refers to stakeholders with high influence whose interests may not necessarily be aligned with the overall goals of the project. These are the ones to be monitored and managed properly as source of potential risk e.g., politicians, businessmen. “Key player” refers to stakeholders with high degree of influence on the project and of high importance for its success.





3.2. *Political Mapping*

3.1.1. Political mapping is used to record and analyze alliances and/or positions of political actors or stakeholders relative to a particular policy proposal.

3.1.2. Show the three overlapping circles representing the civil society (CS), the political society (PS), and the state. The intersections represent the alliances which must be identified relative to a policy proposal.

- CS includes NGOs, business, church, academe, media and private institutions or personalities.
- PS includes political parties, consultancies and related institutions and personalities;
- The state refers to the government machinery including NGAs and LGUs.

3.1.3. When one starts to ask questions about the alliances, that is when political maps generate important information that impacts on the advocacy for a policy proposal, some of which will lead to certain by-products –

- Rapid identification of problems – pin-points impediments to policy proposals including personalities; clarifies motivation of players
- Improved communication among organizations
- Promotes new advocacy ideas and strategies
- Data banking related to political problems (testimonial and documentary evidence)
- Improved political feasibility of policy

3.1.4. Questions to ask (See Political Mapping Matrix; Appendices)





- 3.1.5. Identify all the actors relative to a particular proposed policy change and rate them as to whether they are supportive, opposed, or neutral in the high, medium or low levels.
- 3.1.6. “Resources” refer to financial, leadership and organizational resources.

Table 3. StakeHolders Analysis Matrix Form

Stakeholder/s	Basic Characteristics	Interest and how affected by the issue	Position on Policy	Capacity and Motivation to bring about change	Possible actions to address Stakeholder Interests





Table 4. Political Mapping Matrix

SECTORAL/ CATEGORIES	SUPPORT			NEUTRAL	OPPOSITION (RESISTANT)			EVIDENCE	SOURCE
	High	Med	Low		Low	Med	High		
External Actors									
Government/State									
Legislators/Policy Makers									
Influential Individuals									
Civil Society									
Religious Groups									
Media									
People's Organizations									
Business Sector									





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Department of Justice DOJ Bldg., Padre Faura St., Ermita, Manila	DOJ	523.8481, 524.6304, 523.0263 F 524.6304 TF, 526.7644 DL 526.7644, 524.6304 TF 526.7644, 524.6304 TF 523.8481 Loc. 279, 209, 360 DL 523.8481 Loc. 285 536.0458 TF 526-2747	dojlegislative@gmail.com eloisingson@yahoo.com corazon_navarrete@yahoo.com jacjanten@yahoo.com ATTY_WET@yahoo.com apsulit@doj.gov.ph joseuy_doj_fta@yahoo.com spmangoba@doj.gov.ph





PRESIDENTIAL LEGISLATIVE LIASON SYSTEM Directory Of Officials and Members

DEPARTMENT/AGENCY		CONTACT NOS./ FAX NOS.	EMAIL ADDRESS
Department of Labor and Employment Rm. 107, Exec. Bldg., San Jose St., Intramuros, Manila	DOLE	527.3566 T/F and 527.3000 loc. 713 527.3566/ 527.3000 loc. 713 527.3566/ 527.3000 loc. 713	asecoji@gmail.com pcabugao@gmail.com
Department of National Defense DND Bldg., Camp. Gen. Emilio Aguinaldo, Quezon City	DND	911.6246 TF 912.9281, 911.6246	piobatino@yahoo.com emilantonioconronel@gmail.com
Department of Public Works and Highways Bonifacio Drive, Port Area, Manila	DPWH	304.3229, 304.3295 TF	joyenvi@yahoo.com dizon.gregorio@dpwh.gov.ph hortaleza.eliza@dpwh.gov.ph
Department of Science and Technology DOST Bldg., Gen. Santos Ave., Bicutan, Taguig	DOST	837.7497 TF, 837.3190 TF 837.2071 Loc. 2046	liboro69@gmail.com lita_suertefelipe@yahoo.com marc_jacinto@yahoo.com gl_aligmayo70@rocketmail.com gearnhale@yahoo.com
Department of Social Welfare and Development DSWD Bldg., Constitution Hills, Quezon City	DSWD	951.2239 DL, 931.9131 F 951.7123 TF, 931.8101 loc. 211	frvillar@dswd.gov.ph rgaldat@dswd.gov.ph dllo@dswd.gov.ph pcodejesus@dswd.gov.ph
Department of Tourism DOT Bldg., T.M. Kalaw St., Manila	DOT	459. 5200 Loc. 316 DL, 823.3819 F 459.2000 459. 5200 Loc. 316 DL, 823.3819 F	jarlogtez@yahoo.com jmisolas1019@yahoo.com msmabel915@yahoo.com
Department of Trade and Industry 6F Trade and Industry Bldg., 361 Sen. Gil Puyat Ave. Makati City	DTI	895.3993 TF, 465.3392 DL 751.5986 to 84 751.5986, 751.3437 751.5986 to 84 751.5986 TF 895-3977	ascristobal@dti.gov.ph abigailzurita@yahoo.com iaforcadilla@yahoo.com chism828@yahoo.com.ph francis.sune@dti.gov.ph nparcansalin@boi.gov.ph
Department of Transportation and Communications Columbia Tower, Ortigas Ave. Pasig City	DOTC	723.1507 TF 725.9304 TF 725.9304 TF 727.7910 Loc 265	c.alcaraz@gmail.com jfacaringal.dotc@gmail.com charisse.opulencia.dotc@gmail.com aurisa_16@yahoo.com
Housing and Urban Development Coordinating Council 9/F BDO Plaza, Paseo de Roxas, Makati City	HUDCC	812-0735 811-4172 telefax	ave_tolentino@yahoo.com.sg
National Economics and Development Authority Bldg., Amber Ave. Pasig Manila	NEDA LEDAC	631-3701, 631-0945 loc 301, 635.4794 F 631.3718 631-3705 631-3705 631-3705 635-9337 635-9337 635-9337	KVTanate@neda.gov.ph JPReyes@neda.gov.ph ACRCastro@neda.gov.ph CBMortega@neda.gov.ph DACayongcong@neda.gov.p jivalencia@neda.gov.ph cvgomez@neda.gov.ph rlrobes@neda.gov.ph
National Anti-Poverty Commission MWSS LWUA Compound, G/F, Water Training Center Bldg., Quezon City 1101	NAPC	426-5028 local 115, 423- 4135 F 426.5028 local 105	jptorrevillas@gmail.com nlberonilla@gamil.com
Civil Service Commission CSC Bldg., Consitutional Hills, Quezon City	CSC	931-8016/931-7935/931-7939 931-7947/951-4627 931-7947/9514627 9514627/931-7939 loc 265	ola@webmail.csc.gov.ph cslo_od@yahoo.com faiye2004@yahoo.com muthergooze20@gmail.com





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DEPARTMENT/AGENCY		CONTACT NOS / FAX NOS.	EMAIL ADDRESS
Commission on Audit Commonwealth Avenue, Quezon City	COA	931.9220, 931.9232 931.9278, 931.7586 931.9220, 931.9232 932.9232	cmgptan@coa.gov.ph eszosa@coa.gov.ph sheilavilla@yahoo.com
Commission on Election Palacio del Gobernador Bldg., Intramuros, Manila	COMELEC	525.9294, 525.9301 F 525-9345	comelectv@gmail.com leolim@comelec.gov.ph
Commission on Human Rights SAAC Bldg., UP Complex, Commonwealth Ave., Diliman, QC	CHR	927.4033 DL., 927.6254 F 927-6254 926.2905 927.2199	kgdumpit@yahoo.com emstamaria@yahoo.com
Office of the Ombudsman Agham Road, North Triangle, Diliman, Quezon City	OMBUDSMAN	926.8738, 926.8734 DL., 926. 8734 F 927.0669 DL., 926.8715 F 928-7548 479-7300 loc 112	loyvergy@yahoo.com.ph ednaurrisa@yahoo.com agpaulino@yahoo.com ferddiemendoza@gmail.com ralabitag@yahoo.com
Agricultural Credit Policy Council 3/F Agustin I Bldg., Emerald Ave., Ortigas Center, Pasig City	ACPC	584.3861, 634.3320 to 21	
Armed Forces of the Philippines Camp Aguinaldo, QC OLA, AFP	AFP	911.8121 TF 911.6001, 911.8121 TF	vanguard84@ymail.com eugeniolaureano@yahoo.com glennfortes2006@gmail.com baggy_pmacdt@yahoo.com
Anti-Money Laundering Council Rm. 507 EDCP Bldg. Banko Sentral ng Pilipinas Complex, Malate, Manila	AMLC	708-7066 DL, 708.7909 TF 302.3979 708.7069 DL, 708.7909 F 523.4421, 302.3979 524.6085 F 708.7069 DL, 708.7909 F	jbacay-abad@bsp.gov.ph rbumatay@bsp.gov.ph adfran@bsp.gov.ph jimenezJS@bsp.gov.ph cabariosFL@bsp.gov.ph aj@azcueta.com
Bureau of Internal Revenue BIR National Office Bldg., BIR Road (formerly Agham Rd.), Diliman, Quezon City	BIR	926.5536	eurimil.nina.asuncion@bir.gov.ph
Bureau of Corrections NBP Reservations Muntinlupa City	BUCOR	807.2368 Loc. 110, 809.8299 F 809-8588 loc 807. Superintendent's Office – local 2368	lorenzotayhon@yahoo.com
Bureau of Customs Bureau of Customs Bldg., Port Area, Manila	BOC	527.4537, 523.4573 (F)	
Bureau of Jail Management and Penology 144 BKMP BLDG., Mindanao Avenue, QC	BJMP	454.7211 927-5147, 927.6383 loc. 113	egal_bjmpuhg@yahoo.com
Bureau of Fire Protection Agham Rd., Sitio San Roque, Brgy, Bagong Pag-Asa, QC	BFP	426.9047	redel_boncolmo@hotmail.com legal_bjmphg@yahoo.com
Climate Change Commission Rm. 238, Mabini Hall, Malacanang Compound, San Miguel Manila	CCC	736.1171, 735.3069, 735.3144 F	tinhernandez08@gmail.com
Commission on Filipino Overseas City Gold Center, 1345 Pres. Quirino Ave., cor. South Super- Highway, Paco, Manila	CFO	552.4740, 552.4706, 561.8332 F 552.4740 DL, 561.8317 TF	marygrace.tirona@cfo.gov.ph mira216@yahoo.com rgalims@cfo.gov.ph





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DEPARTMENT/AGENCY		CONTACT NOS./ FAX NOS.	EMAIL ADDRESS
Commission on Higher Education DAP Bldg., San Miguel Ave., Pasig City	CHED	441.1258 Loc. 314, 313 988.0002 TF	carmelita_yadao@yahoo.com jgbb2001@yahoo.com mcampil@ched.gov.ph
Cooperative Development Authority Aurora Blvd., Service Road, Brgy. Immaculate Conception Cubao, 1111 Quezon City	CDA	725.8536, 721.5324 TF	iron_terrace@yahoo.com
Council For The Welfare of Children No. 10 Apo St., Sta. Mesa Heights, Quezon City	CWC	781.1035 Loc. 1003 781.1035 or 39 Loc 2003, 2004	nemojica@cw.gov.ph jtoflores@cw.gov.ph
Dangerous Drugs Board 3rd Floor DDB-PDEA Bldg., National Government Center, NIA Road, Brgy. Pinyahan, Quezon City	DDB	929.1753, 929.4544 929.6639 F	philipjosef@yahoo.com
Energy Regulatory Commission Pacific Center Building, San Miguel Avenue, Ortigas Center 1600, Pasig City	ERC	631.5806 TF, 689.5307 DL	dtlayugan@erc.gov.ph
Environmental Management Bureau DENR Compound, Visayas Ave., Diliman, Quezon City	EMB	920.2241, 928-3725, 290.2246 F 928.3782	armand1128@yahoo.com mariamamber@yahoo.com
Games and Amusement Board 2/F Legaspi Tower 200, Paseo de Roxas St., Legaspi Village, Makati City 1226	GAB	813.4667 TF	
Housing & Land Use Regulatory Board HLURB Bldg., Kalayaan Ave., cor. Mayaman St., Diliman, Quezon City	HLURB	924.3370, 927.2710 F 927.3061	luisparedes58@gmail.com leg_hlurb.gov.ph
Insurance Commission 1071 United Nations Ave., Manila	IC	523.8461, 524.4784 525.2015, 522.1434 F 522.1434 F	ocom@insurance.gov.ph jub_aquino@yahoo.com
Komisyon sa Wikang Filipino 2/F, Watson Bldg., 1610 J.P. Laurel St., San Miguel, Manila 1005	KWF	515.0326, 736.2524 Loc. 111	
Land Registration Authority LRA Bldg., East Ave., cor. NIA Road, Diliman, Quezon City	LRA	921.1368, 925.6970 Legal 925-4498	myra.puruganan@gmail.com
Metro Manila Development Authority MMDA Bldg., EDSA cor. Orense St., Guadalupe, Makati City	MMDA	882.4151, 881.7467F 882.0910, 882.4151	mdps_mmda@yahoo.com adorotan.mmda@gmail.com
Mindanao Development Authority 4/F SSS Bldg., JP Laurel Ave., Davao City	MINDA	(082) 221.1345, 221.7060 (082) 221.8108 F, 221.8109 F	adzlan.imran@minda.gov.ph
Movie & Television Review and Classification Board MTRCB Building, No. 18 Timog Avenue, Q.C.	MTRCB	376.7380 Loc. 115, 376.7358	
National Mapping and Resource Information Authority Lawton Ave., Fort Andres Bonifacio, Taguig City 1638	NAMRIA	810.5461, 509.5166, 810- 4831 to 42 Loc. 230	planning_namria@yahoo.com
National Archives of the Philippines NLP Building, T.M. Kalaw Street, Ermita, 1000 Manila	NAP	526.1073, 522.8418 DL 562.1073 F	phinatarch@yahoo.com mitespina@gmail.com
National Commission for Culture and Arts 633 NCCA Bldg., General Luna St., Intramuros, Manila	NCCA	523.0199 527.2192 to 98	oed@ncca.gov.ph
National Commission on Muslim Filipinos 79 Jocfer Annex Bldg., Commonwealth Ave., Diliman, Quezon City	NCMF	952.6490 to 91, 952.4875 TF 952.4540, 952.4873	rollyabo2003@yahoo.com disomangcop_@yahoo.com
National Council on Disability Affairs NCDA Bldg., Isadora St., Holy Spirit, Quezon City	NCDA	932.3663 952.2809	sampaguitomat@yahoo.com randy.calceña@gmail.com





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DEPARTMENT/AGENCY		CONTACT NOS / FAX NOS.	EMAIL ADDRESS
National Disaster Risk Reduction and Management Council Camp General Emilio Aguinaldo, Q.C.	NDRRMC	912.9281, 911.6246, 912.5256 912.9281, 911.6246	
National Commission On Indigenous Peoples	NCIP	575-1200 loc. 1023	reyboydingal@gmail.com
National Historical Commission of the Philippines NHCP Bldg., T.M. Kalaw St., Manila, 1000	NHCP	254.7482 loc. 128	alvin_alcid@yahoo.com
National Library of the Philippines T.M. Kalaw St., Ermita, Manila, Philippines 1000	NLP	843.1337	apmanglicmot@gmail.com
National Nutrition Council Nutrition Building, 2332 Chino Roces Ave. Extension, Taguig City	ERC	631.5806 TF, 689.5307 DL	dtlayugan@erc.gov.ph
National Police Commission 1st E-Bank Bldg., Sen. Gil Puyat Ave., Makati City	NAPOLCOM	927.4245 Loc.1304, 433.5333 F 929.0414 TF	
National Security Council NICA Compound, V. Luna Road Cor. East Ave., Diliman, Quezon City	NSC	813.4667 TF	
National Tax Research Center Harbor Center II, 23rd St., cor. Delgado St., Port Area Manila	NTRC	527.2064 TF 527.2050 F	
National Telecommunications Commission NTC Bldg., BIR Road, East Triangle, Diliman, Quezon City	NTC	924.4042, 924.4048 921.7128 F	
Office of the Cabinet Secretary J.P. Laurel St., San Miguel, Malacañang Palace, Manila	CABSEC	733.4797 TF 784.4286 733.4797 TF 733.4797 TF 733.4797 TF 733.3718 DL, 734.2215	lesley.cordero@gmail.com caclimanian@gmail.com marvsegura@gmail.com christinelovelyred@gmail.com barbierosales@gmail.com
Office of the Executive Secretary for Legal Affairs Mabini Hall, Malacañang, Manila	OP/ODESLA	736.1429, 736.1014 784.4286 loc. 4368 736-1429, 736-1014 784-4286 loc 4368	myra.puruganan@gmail.com
Office of the Presidential Legal Counsel Mabini Hall, Malacañang, Manila	OCPLC	784.4286 Loc. 4926 784.4286 Loc. 4533, 735.0821 F	mtltesoro.ocplc@gmail.com lmcflores.ocplc@gmail.com
Office of the Presidential Adviser on the Peace Process 6th Floor, Agustin 1 Building F. Ortigas Jr. Avenue (formerly Emerald Avenue), Ortigas Center, Pasig City	OPAPP	636.0701b Loc. 864, 638.2216 F 636.0701 loc.824, 638.2216 F 636-0701 loc 824	appleoreta@gmail.com msriotoc77@yahoo.com pvaldenor@gmail.com espinas.mj@gmail.com
Office of the Vice-President Cocunut Palace, PICC Complex, Pasay City	OVP	376.7380 Loc. 115, 376.7358	Attyfilbertflores@ovp.gov.ph butchenalpejr@yahoo.com
Optical Media Board 35 Scout Limbaga St., Brgy. Laging Handa, Quezon City	OMB	374.0217, 374.0460	
Philippine Commission on Women 1145 J.P. Laurel St., San Miguel, Manila	PCW	735.4955 735.8918, 735.1654 Loc. 109 DL 735.1654 Loc. 128 DL 736.4449 F	elverzosa@pcw.gov.ph pdad@pcw.gov.ph pdad.cheif@pcw.gov.ph





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DEPARTMENT/AGENCY		CONTACT NOS./ FAX NOS.	EMAIL ADDRESS
Philippine National Police Camp Crame, EDSA, Quezon City	PNP	932.0734 723.0401 loc. 3354 723.0401 Loc. 3354 932.0734, 931-5001 loc. 7642 932-0734	dionardcarlos@yahoo.com reyboydingal@gmail.com nadresdbeng@yahoo.com flynngdongbo@yahoo.com ronie_pup@yahoo.com.ph
Philippine Ports Authority Bonifacio Drive, South Harbor, Port Area, Manila	PPA	527.4424	fomancile@ppa.com.ph
Philippine Overseas Employment Administration 3/F POEA Bldg., Oritgas Ave. cor. EDSA, Mandaluyong	POEA	722.1142 722.1179, 722.1192	lrd_poea@yahoo.com
Philippine Racing Commission 4th Floor, Electra House Bldg., Esteban cor. Rufino St., Legaspi Vill., Makati City 1229	PHILRACOM	815.6453 DL, 813.7198 F	totoysantillan@yahoo.com
Presidential Commission for the Urban Poor 5/F New Exec. Bldg., Malacañang, Manila	PCUP	410.4691, 410.4656 410.4656, 410.4691 F 410.4656, 410.4691 F	pingfampulne@yahoo.com lulu_sean52@yahoo.com ellen292003@yahoo.com
Presidential Communication Operations Office 3F, New Executive Bldg., Malacañang, Manila	PCOO	733.8663 734.7420 733.8663 733.8663	atty.jyu@gmail.com rembertlacsina@yahoo.com pingcortes@gmail.com ronabel.novero@gmail.com raiden_517@yahoo.com judie.pcoo@gmail.com
Presidential Communications Development And Strategic Planning Office 3/F New Executive Building, Jose P. Laurel St., Malacañang, Manila	PCDSPO	733.3611, 734.0173, 733.3605, 735.6167 F	sarahsison@pcdsp.gov.ph
Presidential Legislative Liaison Office (PLLO) • Malacañang: 2/F New Exec. Bldg., Malacañang, Manila • Senate: Rm. 417, Senate of the Philippines, GSIS Building, Financial Center, PICC Complex, Pasay City • House of Representatives: G/F, House of Representatives, Batasan Complex, Constitu- tional Hills, Quezon City	PLLO	931.5718, 931.6047 552.7015 552.7227	tiffanyjones.pllo@gmail.com tpsumangil@yahoo.com rbzarate@yahoo.com ireneafortunado@yahoo.com magleyperez@gmail.com nongmacarilay@yahoo.com semper_premium@yahoo.com erwinlara2011@yahoo.com
Presidential Management Staff PMS Bldg., Arlegui St., San Miguel, Manila	PMS	734.2203, 734.2206 733.4810 733.4810	ana.cadena@pms.gov.ph jake.santiago@pms.gov.ph
Philippine Sports Commission Rizal Memorial Sports Complex, Pablo Ocampo Sr. St., Malate Manila	PCS	525.0808 loc. 194	ycasaspaul@gmail.com
Securities and Exchange Commission SEC Building, EDSA, Greenhills Mandaluyong City	SEC	584.5418, 584.5848, 584.8459 F 584.5418, 584.5348	cscorra@sec.gov.ph vesgarcia@yahoo.com
Southern Philippine Development Authority 4F Karpentrade Bldg., Km. 2 Mac Arthur Highways, Matina. Davao City	SPDA	Manila Liaison Office: 332.5181 Davao Office: (082) 297.6664, 298.5745	
Technical Education and Skills Development Authority NMYC, South Superhighway, Taguig	TESDA	893.1966 893.1966 TF 888.5652	ireneisaacth@yahoo.com/ireneisaac@tesda. gov.ph mglegaspi@tesda.gov.ph ccmillar@tesda.gov.ph





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DEPARTMENT/AGENCY		CONTACT NOS / FAX NOS.	EMAIL ADDRESS
Authority of the Freeport Area of Bataan 2/F Administrative Bldg., Mariveles, Bataan	AFAB	(047) 935.7551	
Bangko Sentral ng Pilipinas Vito Cruz cor. Mabini St., Malate Manila 1004	BSP	708.7150, 708.7416 F 708.7154, 708.7151 F 708.7701 Loc 2407 708.7421, 708.7422 306.2407 708.7701 Loc. 2478 708.7460 708-7161	vaquino@bsp.gov.ph MEsquivas-Conlu@bsp.gov.ph apanda@bsp.gov.ph RDFuentes@bsp.gov.ph Cdecastro-lejano@bsp.gov.ph MAMDelacruz@bsp.gov.ph alvarezmg@bsp.gov.ph TRagado@bsp.gov.ph
Bases Conversion Development Authority (BCDA) BCDA Corporate Center, 2/F Bonifacio Technology Center, 31st St., Crescent Park West., Bonifacio Global City, Taguig City	BCDA	575.1700 loc. 1730, 816-0987 TF 575.1700, 816-1093 551.1730, 816.0987	blaisealaras@yahoo.com crquillamor@bcda.gov.ph
Development Academy of the Philippines DAP Building, San Miguel Avenue, Ortigas Center, Pasig City	DAP	631.0921 to 30, 632.2123 F	
Development Bank of the Philippines	DBP		mpagaragan@gmail.com
Government Service Insurance System Financial Services, Pasay City	GSIS	976.4960, 479.3600 Loc. 2497 832.1207 F	shy.juanmonera@gmail.com stjmonera@gsis.gov.ph
Export Development Council	EDC	890.4645	exportdevelopmentcouncil@edc.net.ph
Cebu Ports Authority CIP Complex, Serging Osmena Blvd., North Reclamation Area, Cebu City		(032) 232.1461 to 63, 232.6848	
Home Development Mutual Fund 40/F Petron Megaplaza Building, Sen. Gil Puyat Ave., Makati City	HDMF	811.4382, 892.9251 822.1597 822.0415, 822.1434 822-1147/892.9251 F	oppolinar@pagibigfund.gov.ph ejtoledo@yahoo.com jspo@pagibigfund.gov.ph elysantos1215@yahoo.com
Home Guaranty Corporation Jade Building, 335 Sen. Gil J. Puyat Ave. Makati City	HGC	897.3531 DL, 897.3286 F 897.3166	levimespinosa@yahoo.com atty_rhyssalisse@yahoo.com
Laguna Lake Development Authority Philippine Sugar Center Building, North Ave., Diliman, Quezon City	LLDA	709.7656	
Light Rail Transit Authority LRTA Compound, Aurora Boulevard, Pasay City	LRTA	854.0461, 833.2466	
Local Water Utilities Adm. Katipunan Road, Balara, Quezon City	LWUA	929.8362, 922.3434 F	
National Food Authority PHILSUGIN Bldg., North Ave., Quezon City	NFA	455.7819, 929.2931 F 920.1123, 928.0721 F	mercy_yacapin@yahoo.com rce916@yahoo.com
National Home Mortgage Finance Corporation Filomena Bldg. III, Amorsolo St., Legaspi Village, Makati City	NHMFC	892.5516, 893.1501 Loc. 232, 892.4950 F 892.5522	seglapasaran@nhmfc.gov.ph ekbf@hotmail.com
National Housing Authority Mayaman, Diliman, Quezon City 1100	NHA	921.7828, 922.2460 928.4961, 920.0882	nha_cpo@yahoo.com
National Irrigation Administration NIA Bldg., Edsa, Diliman, QC	NIA	922.2474	
National Kidney and Transplant Institute East Ave., Quezon City	NKTI	981.0300, 981.0400 981.0300, 981.0400	
National Power Corporation Quezon Ave., cor. BIR Road, Diliman, Quezon City	NPC	921.3448, 920.0161, 924.5461 F	





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DEPARTMENT/AGENCY		CONTACT NOS./ FAX NOS.	EMAIL ADDRESS
National Water Resources Board 8F Bldg., EDSA Diliman, Quezon City	NWRB	920.2603, 920.2654 920.2724 F 920.2724 TF 920.2641 TF, 920.2603 DL	elruales@yahoo.com mdbayhon@gmail.com
Palawan Council For Sustainable Development Rm. 403, The One Executive Office, West Avenue cor. Martines, QC	PCSD	(048) 434.4235, 376.2775, 376.2060 DL (048) 434.4234, 376.2775, 376.2060 F, 376.2775	attyadlle@yahoo.com cpmerin@yahoo.com.ph
People's Credit and Finance Corporation 2/F Accelerando Bldg., 395 Sen. Gil Puyat Ave., Makati City	PCFC	897.8521, 752.3745 to 46 Loc. 190 DL 897.8523 F	jbarrun@pcfc.ph
People's Television Network, Inc. Broadcast Center, Vizayas Ave., Quezon City	PTV 4	455.4386 (TF)	rembert_lacsina@yahoo.com
Philippine Amusement and Gaming Corporation 6F Hyatt Hotel & Casino Manila 1588 M.H. Del Pilar St., Manila	PAGCOR	521.1542 loc. 304	
Philippine Charity Sweepstakes Office PICC Complex, Roxas Blvd., Pasay City	PCSO	706-3067	reenayumina@yahoo.com mvmamba@yahoo.com gumamela88@yahoo.com
Philippine Crop Insurance Corporation 7/F, Bldg. A, NIA Complex, , Q. C.	PCIC	332.8087, 441.0667 F, 441.1325	
Philippine Deposit Insurance Corporation 4F and 10F SSS Bldg., 6782 Ayala Ave., cor. V.A. Rufino St., Makati City	PDIC	841.4100 loc. 4101 841.4000 loc. 4141	rmmendozajr@pdic.gov.ph
Philippine Export-Import Credit Agency 17/F Citibank Tower, Citibank Plaza, Makati City 1226	PHILEXIM	885-4700 Loc. 304, 893.4480 F	
Philippine Health Insurance Corporation City State Center, 709 Shaw Blvd., Pasig City	PHIC	637-3237 401-8598/441-7540 , 637- 3541, 638-3579 TF.	butchjamon@gmail.com nhanndo888@yahoo.com
Philippine National Oil Company PNOC Building 6, Energy Center Merrit Road, Fort Bonifacio, Taguig City	PNOC	892.0425, 892.0782 F	
Public-Private Partnership Center of the Philippines	PPP	929-5187 929-8594	cvcnilao@ppp.gov.ph krablan@ppp.gov.ph
Social Housing Finance Corp. BDO Plaza, 8737 Paseo de Roxas, Makati City	SHFC	894.1096 TF 894.1096 TF	tristatresvalles@gmail.com attyjoey@yahoo.com
Social Security System (SSS) East Ave. Quezon City	SSS	352.4964, 922.3680, 924.7856 F 920.6401 922.3683 DL, 435.9817 F 922.3683 DL, 435.9817 F	agasvp@sss.gov.ph desunijac.gov.ph dasmarinasdm@sss.gov.ph marquezlm@sss.gov.ph
Subic Bay Metropolitan Authority Bldg 229 SBMA Center, Waterfront Road, Subic Bay Freeport Zone	SBMA	(047) 252.4885 (047) 2524357 (047) 252.4097	mavillamor@sbma.com
Sugar Regulatory Administration Sugar Center Bldg., North Ave., Diliman., Quezon City 1101	SRA	929.6137, 236.0009 F	







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