



Republic of the Philippines
House of Representatives
Quezon City, Metro Manila

Reginald S. Velasco
Secretary General

ADVISORY

This is to respectfully inform the **Honorable Members of the 20th Congress** of the following schedule of activities in connection with the filing and registration of House bills and resolutions:

SCHEDULE	PROCEDURE
Monday, June 30, 2025 12:00 noon - 5:00 p.m.	Physical filing ONLY at the South Wing Lobby (please refer to Annex "A" - Procedure for Physical Filing of Bills and Resolutions)
Effective Tuesday, July 1, 2025 onwards: Mondays through Thursdays 8:00 a.m. - 7:00 p.m.	Physical filing at the Bills and Index Service (BIS) office, South Wing Basement (same Procedure outlined in Annex "A" will be observed) OR electronic filing through bills@house.gov.ph (please refer to Annex "B" - Procedure for Electronic Filing of Bills and Resolutions)

For inquiries, kindly contact Ms. Oveta I. Corvera, BIS OIC-Director II, at cellphone/Viber no. 09178476300 or Ms. Reli D. Aguilar, Registration Officer, at cellphone/Viber no. 09273281218. Thank you.

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Republic of the Philippines
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PROCEDURE FOR PHYSICAL FILING OF HOUSE BILLS AND RESOLUTIONS

(30 June 2025, Monday, 12:00 noon – 5:00 p.m., South Wing Lobby)

On June 30, 2025, at 12:00 noon, the Bills and Index Service (BIS) shall be accepting a maximum of ten (10) legislative proposals (bills or resolutions) per House Member or their authorized representative on a first-come, first-served basis within each queue.

Notice:

BIS Registration Forms and Control Numbers will be issued on-site starting at 11:00 a.m. Forms may also be downloaded from the **Downloads Center** of the House of Representatives official website: <https://www.congress.gov.ph>.

Kindly follow these steps to expedite the physical filing of House bills and resolutions:

Step 1. SUBMISSION AND VERIFICATION OF HOUSE BILL OR RESOLUTION FILED

At Table 1, submit:

1. Two (2) copies of the duly accomplished BIS Registration Form.
2. Two (2) original copies of the House Bill (HB) or House Resolution (HR), duly signed by the House Member.
3. Three (3) photocopies of the duly signed HB or HR.

4. A flash drive containing the electronic copy of the MS Word version of the HB or HR, using the following filename format:

House Member's last name_first name_HB or HR_subject

Examples:

- (a) Dela Cruz_Juan_HB_Creation of ABC National High School.docx
- (b) Dela Cruz_Juan_HR_Investigation of BIR Anomaly.docx.

The BIS personnel shall verify and examine the printed copies of the HB or HR filed, along with the submitted MS Word file which shall be downloaded to the BIS database. If found complete and in order, the document shall be forwarded to Table 2, and the flash drive containing the electronic copy of the MS Word version of the HB or HR shall be returned to the House Member or their authorized representative.

Step 2. NUMBERING AND RECEIPT OF BILLS AND RESOLUTIONS

At Table 2, the BIS Registration Officer shall stamp the assigned HB or HR number and the date and time of receipt of the HB or HR, and shall affix their names on the filed measure.

Step 3. RELEASING OF THE RECEIVING COPIES

At Table 3, the Releasing Officer shall provide the House Member or their authorized representative with the receiving copies of the filed HB or HR.



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**PROCEDURE FOR ELECTRONIC FILING
OF HOUSE BILLS AND RESOLUTIONS**

1. House Members may electronically file bills and resolutions with the Office of the Secretary General (OSG) through the Bills and Index Service (BIS) at bills@house.gov.ph from Mondays through Thursdays at 8:00 a.m. to 7:00 p.m. only.
2. A House Member or their authorized staff shall electronically file bills and/or resolutions using the House Member's official @house.gov.ph email address or the House Member's personal email address registered with the OSG.
3. A properly scanned PDF copy of the bill or resolution duly signed by the House Member, together with an MS Word version of the same bill or resolution, shall be electronically filed through bills@house.gov.ph. In case of any discrepancy between the PDF file and the MS Word file, the PDF file shall prevail.
4. The order of precedence in the numbering of bills and resolutions shall be according to the date and time of transmittal as reflected in the email inbox of bills@house.gov.ph.
5. In case the BIS receives an electronically filed bill or resolution through bills@house.gov.ph from a House Member or their authorized representative at exactly the same time that another House Member or their authorized representative is physically filing a bill or resolution at the BIS office, the latter shall be given priority in the assignment of a House bill or House resolution number.
6. The BIS Registration Officer shall place the electronic stamp and the assigned bill or resolution number on the PDF version of the filed bill or resolution. They shall also write the date and time of the electronic filing of the bill or resolution and sign on the upper right-hand portion thereof.
7. The BIS Registration Officer shall email a receiving copy of the numbered bill or resolution to the House Member through bills@house.gov.ph.

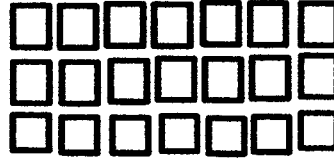
**SOUTH WING LOBBY
MAIN ENTRANCE**

PROPOSED LAYOUT OF AREA FOR FILING OF BILLS/RESOLUTIONS

STAIRS TO BIS

SOUTH WING SESSION ENTRANCE

FILERS' WAITING AREA



U O R D O Z

**C
O
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C
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R
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N**

**TABLE 1
receipt of registration
form, Bills and
Resolutions; and
verification of measures**

desktop



**TABLE 2
stamping of date &
time**



**Numbering of HBs / HRs and
affixing initials**



**TABLE 3
RELEASING OF FILED
MEASURES**

**FILERS' WAITING AREA
(RELEASING)**

