



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

Twentieth Congress  
First Regular Session

HOUSE BILL NO. **815**



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**Introduced by Representative LORDAN G. SUAN**

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**AN ACT**  
**PROFESSIONALIZING PARALEGAL PRACTICE IN THE PHILIPPINES, CREATING**  
**FOR THIS PURPOSE A PROFESSIONAL REGULATORY BOARD OF PARALEGALS,**  
**APPROPRIATING FUNDS THEREFOR AND FOR OTHER PURPOSES**

**EXPLANATORY NOTE**

Legal operations encompass every aspect of business, spanning corporations, cooperatives, private enterprises, and public entities. Universally, every action carries legal obligations. While paralegals are not lawyers, they ensure seamless operations. Diligent paralegals meticulously manage legal affairs, adhering to a code of ethics and professional responsibility.

Consequently, a paralegal occupies an essential role within any organization, be it public or private. They are tasked with preparing and organizing a myriad of legal documents, including briefs, wills, contracts, and real estate closing statements. Furthermore, they investigate facts and laws pertaining to cases, comb through public records and other resources, and determine causes of action.

Moreover, within courts and law firms, paralegals serve as the lifeblood of the office. They oversee and coordinate all activities, from delivering subpoenas to gathering and analyzing statutes, decisions, and legal articles. Additionally, they assist in trial preparation by organizing exhibits and providing support as necessary. Behind every great lawyer is a dedicated paralegal.

In light of this, it is incumbent upon us to acknowledge the sacrifices, hard work, and unwavering dedication of paralegals by professionalizing their roles. Many institutions now offer extensive training courses tailored for paralegals, marking a significant step towards professionalization. It is necessary for us, as representatives of the people, to take the final stride in recognizing the invaluable contributions of paralegals.

This bill proposes a comprehensive approach to professionalizing paralegals through the establishment of a Regulatory Board of Paralegals. Additionally, it advocates for the implementation of a licensure examination overseen by the board to uphold the integrity and security of this esteemed profession.

In light of the preceding, this bill's approval is fervently sought.



**LORDAN G. SUAN**

Cagayan de Oro City – 1<sup>st</sup> District



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

**ARTICLE I**

**Title, Declaration of Policy, and Objectives**

**SECTION 1.** Short Title. – This Act shall be known as the "Philippine Paralegal Act."

**SEC. 2. Declaration of Policy.** – The State recognizes the importance of professional paralegals in nation-building and development. Hence, it shall develop and nurture competent, virtuous, productive, and well-rounded professional paralegals whose standards of practice and service shall be excellent and globally competitive through honest, effective, relevant, and credible licensure examinations and through regulatory programs, measures, and activities that foster their professional growth, social responsibility, and development.

**SEC. 3. Objectives.** – This Act shall govern the following:

- a. National licensure examination, registration of paralegals, and issuance of certificates of registration and professional identification cards;

- b. Supervision, control, and regulation of paralegal practice;
- c. Integration of paralegals under one national organizations; and
- d. Development of professional competence of paralegals.

## ARTICLE II

### Definition of Terms, and Scope of Practice

**SEC. 4. Definition of Terms.** – As used in this Act, the following terms shall mean:

a. **Paralegal** – a person, who by education, training, or experience, perform substantive legal work requiring the recognition, evaluation, organization, analysis, and communication of relevant facts and legal concepts usually on behalf of lawyers and attorneys; and

b. **Paralegal consultant** – a paralegal with specific specialization such as in alternative dispute resolution, real estate, corporate law, litigation, intellectual property, immigration, insurance, and other key areas.

**SEC. 5. Scope of the Practice of Paralegal Service.** – Paralegal service shall deal with the performance of the functions of paralegals, which shall include, but not be limited to the following:

- a. Preparation and review of legal documents such as affidavits, motions, and contracts;
- b. Representation on behalf of a party in small claims cases;
- c. Representation on behalf of a party in barangay conciliation proceedings;
- d. Investigation and fact-finding;
- e. Legal research;
- f. Development and review of organizational policies, procedures, programs, and other legal matters;
- g. Coordination with government agencies and courts; and
- h. Legal support for lawyers and attorneys.

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2 **ARTICLE III**

3 **Creation of the Professional Regulatory Board for Paralegals**

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5 **SEC. 6. Creation and Composition of the Professional Regulatory Board**  
6 **for Paralegals.** – There is hereby created a Professional Regulatory Board for  
7 Paralegals, hereinafter called the Board, under the administrative supervision  
8 and control of the Professional Regulation Commission (PRC). The Board shall  
9 comprise of a Chairperson and four (4) Members of the Board who shall be  
10 appointed by the President of the Philippines from among a list of three (3)  
11 recommendees for each position submitted by the Commission from among a  
12 list of five (5) nominees for each position submitted by the accredited and  
13 integrated national professional organization of paralegals who qualify under  
14 Section 7 of this Act. The new Board shall be constituted within three (3) months  
15 from the effectivity of this Act.

16

17 **SEC. 7. Qualifications of the Chairperson and Members of the Board.** –  
18 The Chairperson and Members of the Board, at the time of their appointment,  
19 shall possess the following qualifications:

- 20 a. Must be a natural born citizen and resident of the Philippines;
- 21 b. Must be of good reputation and moral character;
- 22 c. Must be a paralegal as defined in Section 4 of this Act;
- 23 d. Must not be a member of the faculty of a university, college, school  
24 or institution conferring the academic degree on law, legal  
25 management, and paralegal studies or offering review classes for  
26 paralegal licensure examination; nor a person who has a direct or  
27 indirect pecuniary interest in any such institution; and
- 28 e. Must not be an incumbent officer of the accredited and integrated  
29 national professional organization of paralegals.
- 30

31 **SEC. 8. Tenure of Office for the Chairperson.** – The Chairperson and the  
32 Members of the Board shall hold office for a term of three (3) years from the

1 date of their appointment or until their successors shall have been qualified and  
2 appointed: Provided, That the members of the first appointed Board shall hold  
3 office for the following terms: one (1) member as Chairperson, to serve for three  
4 (3) years; two (2) members, to serve for two (2) years; and two (2) members, to  
5 serve for one (1) year. The Chairperson and the Members of the Board may be  
6 reappointed for a second term but in no case shall they serve continuously for  
7 more than six (6) years. Any vacancy in the Board shall be filled for the unexpired  
8 portion of the term of the member who vacated the position. On the  
9 constitution of the first Board, the Chairperson and the Members of the Board  
10 shall automatically be registered and issued Certificates of Registration and  
11 Professional Identification Cards. Each Member of the Board shall take the  
12 proper oath of office prior to the assumption of duty.

13  
14 **SEC. 9. Meetings of the Board.** – The Board shall have a regular meeting  
15 once a month. Special meetings may also be held upon the call of the  
16 Chairperson or by request of three (3) of its members. Reasonable notice of all  
17 meetings shall be given in the manner prescribed by the rules of the Board.

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19 **SEC. 10. Compensation and Allowances of the Chairperson and Members**  
20 **of the Board.** – The Chairperson and the Members of the Board shall receive  
21 compensation and allowances comparable to the compensation and allowances  
22 received by the chairman and the members of existing professional regulatory  
23 boards under the Commission, as provided for in the General Appropriations Act.

24  
25 **SEC. 11. Powers, Functions, and Duties of the Board.** – The Board shall  
26 exercise executive, administrative, rule-making, and quasi-judicial powers in  
27 carrying out the provisions of this Act. It shall be vested with the following  
28 specific powers, functions, duties, and responsibilities:

- 29 a. Promulgate, administer, and enforce rules and regulations  
30 necessary to carry out the provisions of this Act;
- 31 b. Prepare, adopt, issue or amend the syllabi or terms of specification  
32 of subjects for the paralegal licensure examination consistent with  
33 the policies and standards set by CHED; and
- 34 c. Evaluate and approve applications for licensure examination;

- d. Administer oaths, and issue Certificates of Registration and the Professional Identification Card to persons admitted to the practice of the profession of paralegal;
- e. Prescribe guidelines in the Continuing Professional Development (CPD) in coordination with the accredited and integrated national professional organization of paralegals;
- f. Recommend measures necessary for the upgrading, enhancement, development, and growth of the profession of paralegal in the Philippines;
- g. Monitor the conditions affecting paralegal practice, and when necessary, adopt such measures as may be deemed proper for the enhancement and maintenance of high ethical, moral, and professional standards for paralegals;
- h. Adopt and prescribe a Code of Professional Ethics and a Code of Technical Standards for paralegals;
- i. Conduct inspection and monitoring of establishments where paralegal is practiced, and of higher educational institutions where paralegal courses are being offered, in coordination with the Commission on Higher Education (CHED), to ascertain that professional standards are complied with;
- j. Ensure, in coordination with the Commission on Higher Education (CHED), that all institutions offering law, legal management, and paralegal studies comply with prescribed standards for curriculum, faculty, and facilities;
- k. Supervise and regulate the registration, licensure, and practice of paralegals in the Philippines;
- l. Adopt a program for the full computerization of the licensure examination for paralegals;
- m. Issue, reinstate, suspend, or revoke the Certificate of Registration and Professional Identification Card or grant or cancel a temporary/special permit;

- n. Issue certificates of recognition for advanced studies, researches and accomplishments that contribute to the enrichment of the profession;
- o. Adopt policies and set the standards for all types of paralegals;
- p. To discharge other powers and duties as the Board may deem necessary for the paralegal practice and the continued growth and development of paralegals and paralegal education in the Philippines.

The policies, resolutions, rules and regulations issued or promulgated by the Board shall be subject to review and approval of the PRC. However, the Board's decision, resolution, or order rendered in administrative cases shall be subject to review only if on appeal.

**SEC 12. Removal or Suspension of the Chairperson or Members of the Board.** – The Chairperson or any Member of the Board may be suspended or removed upon due notice and hearing by the President of the Philippines, upon the recommendation of the Commission, for neglect of duty; abuse of power; oppression; incompetence; unprofessional, unethical, immoral or dishonorable conduct; commission or toleration of irregularities in the conduct of examination or tampering of the grades therein, or for any final judgment or conviction of any criminal offense involving moral turpitude. The rights of Chairperson and Members to be heard, to defend oneself, and to be assisted by counsel shall be respected in the proper administrative investigation to be conducted for the purpose.

**SEC. 13. Supervision of the Board, Custodian of the Records, Secretariat, and Support Services.** - The Board shall be under the general supervision and administrative control of the commission. All records of the Board, including applications for examination, examination papers and results, minutes of deliberations, administrative, and other investigative cases involving paralegals, shall be kept by the Commission. The Commission shall designate the secretary of the Board and shall provide the secretariat and other support services to implement the provisions of this Act subject to the usual government accounting and auditing rules and regulations.

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2       **SEC 14. Annual Report.** – The Board shall, at the close of each calendar  
3 year, submit an annual report to the Commission, giving a detailed account of its  
4 proceedings and accomplishments during the year and recommending  
5 measures to be adopted with the end-in-view of upgrading and improving the  
6 conditions affecting paralegal practice in the Philippines.

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8                                   **ARTICLE IV**

9                           **Licensure Examination and Registration**

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11       **SEC. 15. Licensure Examination.** – Applicants for registration, except those  
12 specifically allowed under Section 20 of this Act, shall be required to undergo a  
13 written licensure examination to be given by the Board in such places and dates  
14 the Commission may designate subject to compliance with the requirements  
15 prescribed by the Commission.

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17       **SEC. 16. Qualifications for Examination.** – Applicants for licensure  
18 examination must meet the following qualifications at the time of filing of  
19 applications:

- 20       a.     Citizen and resident of the Philippines: Provided, that citizen of a  
21               foreign country may be allowed to take the examination, subject to  
22               the requirement of reciprocity pursuant to Section 31 of this Act;
- 23       b.     Possesses good moral character and must not have been convicted  
24               of any crime involving moral turpitude;
- 25       c.     Graduate of a Bachelor's degree conferred by a school, college, or  
26               university recognized and duly accredited by CHED: Provided, that  
27               six (6) years after the effectivity of this Act, only the graduates of  
28               the following degrees shall be allowed to qualify for application to  
29               the licensure examination:
- 30               1.     Bachelor of Science in Legal Management;
- 31               2.     Bachelor of Science in Paralegal Studies

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2 All applications for examination shall be filed with the Board which shall  
3 assess and approve said applications and issue to the qualified examinees the  
4 corresponding permits to take such examination.

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6 **SEC. 17. Scope of Examination.** – The licensure examination shall include,  
7 but not be limited to, the following subjects:

- 8 a. Government;  
9 b. Judicial system;  
10 c. Civil, criminal and quasi-judicial procedures;  
11 d. Jurisdiction of local government units;  
12 e. Ethical standards of judges, lawyers and civil servants;  
13 f. Obligations and commercial contracts;  
14 g. Tax and labor law compliance; and  
15 h. Rules, regulations and procedures of various administrative  
16 agencies

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18 **SEC. 18. Rating in the Examination.** – To pass the licensure examination,  
19 a candidate must obtain a passing rating of seventy five percent (75%) in each  
20 subject given during the examination: Provided, however, That an examinee who  
21 obtains a passing rating in the majority of the subjects but obtains a rating in the  
22 other subjects below seventy five percent (75%) but not lower than sixty percent  
23 (60%), shall be allowed to take one removal examination on the subjects where  
24 the passing rating was not obtained: Provided, finally, That should the examinee  
25 fail to obtain a passing rating in the removal examination, the examinee shall be  
26 considered as having failed the entire licensure examination.

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28 **SEC. 19. Report of Results of Examination.** – The Board shall report to the  
29 Commission the results of the examination and the ratings of the examinees  
30 within ten (10) days after the examination.

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**SEC. 20. Oath of Profession.** – All successful examinees qualified for registration and all qualified applicants for registration without examination shall be required to take an oath of profession before any Commission Officer, or Member of the Board or any government official authorized to administer oaths, prior to entering into paralegal practice in the Philippines.

**SEC. 21. Issuance of Certificate of Registration and Professional Identification Card.** – The Commission, on recommendation of the Board, shall issue a Certificate of Registration and Professional Identification Card to each person who passed the licensure examination for paralegals and to those who are registered without examination under this Act and shall enter name of the registered professional in the Roster of Paralegals. The Certificate of Registration shall bear the signature of the Chairperson of the Commission and the Chairperson and Members of the Board, stamped with official seals of the Board and Commission indicating that the person named therein is entitled to the practice of the profession with all the privileges appurtenant thereto. The said Certificate of Registration shall remain in full force and effect until suspended or revoked in accordance with this Act. A Professional Identification Card bearing the name and signature of the registrant, registration number, date of issuance, expiry date, duly signed by the Chairperson of the Commission, shall likewise be issued to every registrant who has paid the prescribed fee.

**SEC. 22. Registration Without Examination.** – Upon application and payment of the required fees, the following shall be registered, and shall be issued by the Board and the Commission a Certificate of Registration and a Professional Identification Card without taking the prescribed examination:

- a. Those who, on the date of the effectivity of this Act, have been issued a certificate of completion of the Paralegal Training Program offered by the University of the Philippines Law Center;
- b. Those who, on the date of the effectivity of this Act, hold permanent appointments and have at least ten (10) years of actual experience in providing paralegal services; and

1           c.     Those who, on the date of the effectivity of this Act, hold  
2                 permanent appointments and have at least five (5) years of actual  
3                 experience in providing paralegal consultancy services.

4           Those so exempt under the aforementioned categories shall file their  
5     application within two (2) years from the effectivity of this Act: Provided, that  
6     the renewal of the professional identification card is subject to the provisions of  
7     Section 21 hereof.

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9           **SEC. 23. Refusal to Issue Certificate of Registration and Professional**  
10 **Identification Card.** – The Board shall not register any successful examinee nor  
11 any applicant for registration without examination if one has been convicted by  
12 a court of competent jurisdiction of any criminal offense involving moral  
13 turpitude or has been found guilty of immoral and dishonorable conduct after  
14 investigation of the Board, or has been declared to be of unsound mind. The  
15 reason for the refusal shall be set forth in writing.

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17           **SEC. 24. Revocation and Suspension of Certificate of Registration and**  
18 **Professional Identification Card or Cancellation of Temporary /Special Permit.**  
19 – The Board has the power, after due notice and hearing, to revoke or suspend  
20 the Certificate of Registration or cancel a temporary or special permit of any  
21 paralegal on any ground stated under Section 23 of this Act, or for any of the  
22 following: unprofessional or dishonorable conduct in paralegal practice; fraud;  
23 deceit or falsification in obtaining a certificate of registration, professional  
24 identification card, or temporary or special permit; abatement of illegal practice  
25 by allowing illegal use of one's Certificate of Registration, or Professional  
26 Identification Card, or temporary or special permit; practice of profession during  
27 the period of suspension; or any violation of this Act, its Implementing Rules and  
28 Regulations, the Code of Ethics or the Code of Technical Standards for Paralegals,  
29 or Board policies. The respondent may appeal the Board's decision, order or  
30 resolution to the Commission within fifteen (15) days from receipt thereof.

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32           **SEC. 25. Reissuance of Revoked Certificate of Registration and**  
33 **Replacement of Lost Certificate of Registration and Professional Identification**  
34 **Card.** – The Board after two (2) years from the date of revocation of the

1 Certificate of Registration may reissue a certificate upon proper application. A  
2 new Certificate of Registration and Professional Identification Card, or  
3 temporary or special permit, which has been lost, destroyed or mutilated, may  
4 be reissued after payment of the required fee prescribed by the Commission.

5  
6 **SEC. 26. Roster of Paralegals.** – The Board, in coordination with the  
7 accredited and integrated national organization of paralegals, shall maintain an  
8 up-to-date, complete and properly organized Roster containing the following  
9 data:

- 10 a. alphabetical list by surname of paralegals with their addresses and  
11 license numbers;  
12 b. the list of licensees, numerically arranged by license numbers; and  
13 c. such other lists which the Board may deem necessary.

14  
15 Copies of the Roster, which shall be provided to the National Library, the Civil  
16 Service Commission, and the accredited national organization of paralegals, shall  
17 be kept as permanent record.

## 18 19 **ARTICLE IV**

### 20 **Paralegal Practice**

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22 **SEC. 27. Prohibitions and Limitations in the Paralegal Practice.** – No  
23 person shall practice or offer to practice paralegal in the Philippines or offer  
24 oneself as a paralegal, or use the title, word, letter, figure, or any sign tending to  
25 convey the impression that one is a paralegal or advertise or indicate in any  
26 manner whatsoever as qualified to perform the work of a paralegal unless the  
27 person satisfactorily passed the licensure examination given by the Board,  
28 except as otherwise provided in this Act, and is a holder of a valid certificate of  
29 registration and a valid professional license or a valid temporary special permit  
30 duly issued by the Board and the PRC.

1           **SEC. 28. Other Prohibited Acts.** – No person shall:

- 2           a.     Represent oneself as a paralegal during the time that the  
3                 professional license is not valid, or that the Certificate of  
4                 Registration has been suspended or revoked, or that the temporary  
5                 special permit is cancelled;
- 6           b.     Allow another person to use one's Certificate of Registration or  
7                 professional license or temporary special permit as a paralegal to  
8                 enable the person to engage in the practice of paralegal;
- 9           c.     Use the Certificate of Registration or professional license or special  
10                temporary permit of another paralegal.

11

12           **SEC. 29. Continuing Professional Development (CPD) Program.** - The CPD  
13 guidelines shall be prescribed and promulgated by the PRC upon consultation  
14 with the Board, which shall consult the integrated APO of paralegals, affiliated  
15 association of paralegals, and other concerned sectors. The Board shall create a  
16 CPD Council that shall be composed of a Chairperson coming from the Board, a  
17 member from the APO of paralegal and a member from the academe.

18

19           **SEC. 30. Integration of Paralegals.** - All paralegals shall be integrated into  
20 one (1) national organization, which shall be recognized by the Board and by the  
21 PRC as the one and only integrated APO of paralegals. A paralegal duly registered  
22 with the Board shall automatically become a member of the integrated APO of  
23 paralegal, and shall receive the benefits and privileges thereto, upon payment of  
24 the required fees and dues. Membership in the integrated APO shall not be a bar  
25 to membership in other associations of paralegals.

26           **SEC. 31. Foreign Reciprocity.** – No foreign paralegal shall be admitted to  
27 the licensure examination, or be given a certificate of registration and a  
28 professional license, or be entitled to any of the privileges under this Act, unless  
29 the country of which is a subject or citizen specifically permits Filipino paralegal  
30 to practice within its territorial limits under the same conditions and an equal  
31 basis as its own subjects or citizens.

**SEC. 32. Indication of License and Professional Tax Receipt.** – A paralegal shall be required to indicate the registration/professional number and date of issuance, the duration of validity, including the Professional Tax Receipt number on the documents one signs, or issues in connection with the practice of the profession.

## ARTICLE V

## Penal and Final Provisions

**SEC. 33. Penal Provisions.** – Any violation of this Act, including violations of Implementing Rules and Regulations, shall be meted the penalty of a fine of not less than fifty thousand pesos (Php 50,000.00) but not more than five hundred thousand pesos (Php 500,000.00) or imprisonment of not less than six (6) months but not more than four (4) years, or both such fine and imprisonment upon the discretion of the court. In case the violation is committed by an unlicensed paralegal, the penalty shall be double the aforesaid fine and imprisonment.

In case the violation is committed by a partnership, corporation, association, or any other juridical person, the partner, president, director, or manager who has committed or consented to or knowingly tolerated such violation shall be held directly liable and responsible for the acts as principal or as a co- principal with the other participants, if any.

**SEC. 34. Appropriations.** – The Chairperson of the Commission shall immediately include in the Commission's programs the implementation of this Act, the funding of which shall be included in the annual General Appropriations Act and thereafter.

**SEC. 35. Implementing Rules and Regulations.** – Within six (6) months after the effectivity of this Act, the Board, subject to the approval of the Commission, shall promulgate, adopt, and issue rules and regulations, and the Code of Ethics and the Code of Technical Standards for Paralegals which shall

1 take effect fifteen (15) days following publication in the official Gazette or  
2 newspaper of general circulation.

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4 **SEC. 36. Separability Clause.** – If any clause, sentence, paragraph, or part  
5 of this Act shall be declared invalid or unconstitutional, the other provisions not  
6 affected thereby shall remain valid and subsisting.

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8 **SEC. 37. Repealing Clause.** – All laws, presidential decrees or issuances,  
9 executive orders, letters of instruction, administrative orders, proclamations,  
10 charters, rules or regulations and/or parts thereof contrary to or inconsistent  
11 with the provisions of this Act are hereby repealed, modified, or amended  
12 accordingly.

13  
14 **SEC. 38. Transitory Provision.** – All incumbent paralegals in both the public  
15 and private sector not otherwise certified as paralegals by virtue of this Act shall  
16 be given six (6) years temporary certificates from the time the Board is organized  
17 within to qualify as required of this Act and be included in the Roster.

18  
19 **SEC. 39. Repealing Clause.** — All laws, presidential decrees, executive  
20 orders, memoranda, circulars, and other issuances, or parts thereof, which are  
21 inconsistent with the Act, are hereby repealed or modified accordingly.

22  
23 **SEC. 40. Effectivity Clause.** — This Act shall take effect fifteen (15) days  
24 after its publication in the Official Gazette, in a newspaper of general circulation,  
25 or on a website provided for by law.

*Approved,*