

Republic of the Philippines
HOUSE OF REPRESENTATIVES
Quezon City

20th CONGRESS
First Regular Session

HOUSE BILL NO. 4493



Introduced by REP. JUAN CARLOS "ARJO" C. ATAYDE

AN ACT
MANDATING THE FULL DIGITIZATION OF PERSONNEL RECORDS IN ALL
GOVERNMENT AGENCIES AND OFFICES, CREATING A UNIFIED
GOVERNMENT HUMAN RESOURCE INFORMATION SYSTEM AND FOR
OTHER PURPOSES

EXPLANATORY NOTE

Section 1, Article XI of the 1987 Constitution provides that public officers and employees must "*at all times be accountable to the people,*" and that "*public office is a public trust.*" Central to this constitutional principle is the duty of the State to ensure that personnel systems are efficient, transparent, and protective of both institutional integrity and the rights of public servants.

In reality, however, government agencies across the Philippines continue to rely heavily on physical, paper-based human resource (HR) systems. Every government employee's 201 file, personal data sheet (PDS), and service record are still maintained as paper folders—often duplicated across agencies and the Civil Service Commission (CSC). This outdated approach is not only inefficient, but increasingly untenable in a digital era.

The World Bank has described the Philippine civil service HR system as "fragmented" and "manual," noting that "simple processes can take a long time" due to repetitive encoding and the lack of a unified government-wide HR platform. Personnel transactions such as appointments, promotions, and leave requests are

often delayed—not due to lack of qualification—but due to lost papers, unclear routing, or duplication of forms across agencies.

Moreover, the risks of this system extend beyond delay. Integrity reviews, including those conducted in partnership with the Development Academy of the Philippines, have flagged the “loss or damage of 201 files” as a real administrative risk. A single lost record can mean weeks or months of reconstitution, with adverse effects on benefits, clearances, or retirement processing. These vulnerabilities are magnified during disasters. A 2021 fire at the National Archives office in Manila, while thankfully not destroying any collections, highlighted the hazard posed by storing vital records in paper form.

From a public service perspective, the consequences are equally stark. According to data from the CSC’s Contact Center ng Bayan, the government received over 212,000 complaints and inquiries in 2021 alone, many relating to delays in civil service transactions. When an employee’s file is misplaced or a request sits untracked in a paper folder, it fuels red tape, frustration, and even perceptions of corruption.

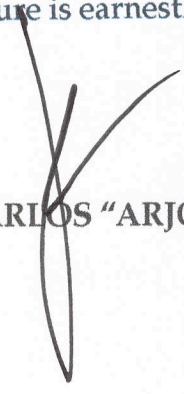
There is also an environmental cost. Managing HR records for nearly 2 million government employees entails massive use of paper, ink, and energy. With national paper consumption exceeding two million tons annually, much of it driven by government documentation, the ecological impact is significant. The continued use of paper in a digital era runs counter to green governance goals and imposes unnecessary operational costs.

Recognizing these challenges, the Civil Service Commission has already launched a modernization effort with the goal of deploying a digital Human Resource Information System (HRIS) by 2029. The proposed measure supports and accelerates this effort by legislating a complete shift to paperless personnel transactions in all government agencies. Specifically, it prohibits the submission of printed PDS, SALN, service records, and supporting documents once a secure, DICT-compliant platform is in place.

This bill draws from global best practices. Countries such as India (e-Office), South Korea (Electronic Government Act), and the UAE (Bayanati) have successfully transitioned their government HR operations to secure, interoperable digital platforms. These systems not only reduce paper waste and delays, but also enhance data integrity, security, and accountability. The Philippine government must adopt the same trajectory.

Through this measure, the State affirms its commitment to digital governance, employee welfare, and environmental stewardship. A fully digitized HR system will improve service delivery, reduce administrative bottlenecks, safeguard records, and restore trust in the bureaucracy. This is not merely an innovation; it is a long-overdue correction to an inefficient, wasteful status quo.

In view of the foregoing, the passage of this measure is earnestly sought.



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AND FOR OTHER PURPOSES

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

3 **SECTION 1. Title.** — This Act shall be known as the "*Government Paperless*
4 *Personnel System Act.*"

5 **SEC. 2. Declaration of Policy.** — It is the policy of the State to modernize public
6 administration through digital transformation. To ensure greater efficiency,
7 environmental sustainability, data security, and citizen convenience, the State shall
8 mandate the digitization of all personnel records, forms, and transactions in
9 government offices. The use of paper-based submissions and storage shall be
10 eliminated in favor of secure, accessible, and interoperable electronic systems.

11 **SEC. 3. Coverage.** — This Act shall apply to all departments, bureaus, offices,
12 agencies, and instrumentalities of the national government, including government-
13 owned or controlled corporations (GOCCs), state universities and colleges (SUCs),
14 and local government units (LGUs).

15 **SEC. 4. Paperless Transactions.** — All government agencies shall accept,
16 process, and store the following documents exclusively in electronic form:

- a. Personal Data Sheet (PDS) and curriculum vitae;
- b. Statement of Assets, Liabilities, and Net Worth (SALN);
- c. Service records, leave applications, and daily time records;
- d. Appointment papers, plantilla data, promotion requirements;
- e. Civil service eligibility, licensure proof, and training certificates;
- f. Any supporting documents related to hiring, promotion, reassignment, retirement, or separation.

SEC. 5. *Prohibition Against Physical Submissions.* — Upon full implementation of this Act, no agency shall require printed or hardcopy documents for personnel-related submissions, except in meritorious cases as defined in the implementing rules and regulations (IRR).

SEC. 6. *Unified Government Human Resource Information System (UG-HRIS).*
— The Department of Information and Communications Technology (DICT), in coordination with the Civil Service Commission (CSC) and Department of Budget and Management (DBM), shall develop or adopt a Unified Government Human Resource Information System (UG-HRIS) that will:

1. Serve as the central database for all government personnel;
2. Be interoperable across agencies to enable seamless data access for authorized users;
3. Allow direct uploading of authenticated digital documents and issuance of electronic clearances;
4. Incorporate application programming interfaces (APIs) for verification from the PRC, CSC, GSIS, PhilHealth, Pag-IBIG, and similar institutions.

SEC. 7. *Authentication and Legal Validity.* — All electronically submitted documents, including e-signed forms, shall have the same legal effect as physical counterparts, provided they comply with the standards set by the DICT under the Philippine National Public Key Infrastructure (PNPKI) and applicable laws on electronic transactions.

1 **SEC. 8. *Transition and Capacity Building.*** — The CSC, DICT, and DBM shall
2 implement a phased transition plan within two (2) years from the effectivity of this
3 Act, prioritizing national government agencies. Training programs and technical
4 assistance shall be provided to HR offices, especially in LGUs and remote areas.

5 **SEC. 9. *Environmental and Safety Compliance.*** — In line with sustainability
6 and workplace safety goals:

- 7 1. Agencies shall reduce their annual paper consumption by at least 80% within
8 three (3) years;
- 9 2. Digital records shall be stored with appropriate redundancy and security to
10 prevent data loss;
- 11 3. Archival of old physical files shall be subject to digitization schedules and fire
12 safety protocols.

13 **SEC. 10. *Penal Provisions.*** — After the full implementation period, any official
14 or agency head who willfully requires physical submission of documents covered
15 under this Act, without justification, shall be subject to administrative penalties as
16 prescribed by the CSC.

17 **SEC. 11. *Funding.*** — The amount necessary for the implementation of this Act
18 shall be included in the annual General Appropriations Act. Additional funds may be
19 sourced from the E-Government Fund or official development assistance (ODA) for
20 digital governance.

21 **SEC. 12. *Implementing Rules and Regulations.*** — Within sixty (60) days from
22 the effectivity of this Act, the DICT, CSC, and DBM shall jointly promulgate the
23 necessary IRR.

24 **SEC. 13. *Separability Clause.*** — If any part or provision of this Act is declared
25 unconstitutional or invalid, the remaining provisions not affected shall continue in
26 full force and effect.

27 **SEC. 14. *Repealing Clause.*** — All laws, rules, regulations, and issuances
28 inconsistent with this Act are hereby repealed or amended accordingly.

1 **SEC. 15. *Effectivity.*** — This Act shall take effect fifteen (15) days after its
2 publication in the Official Gazette or in a newspaper of general circulation.

3 Approved,