



Republic of the Philippines
HOUSE OF REPRESENTATIVES
Quezon City

TWENTIETH CONGRESS
First Regular Session



House Bill No. 7166

Introduced by CIBAC Party-List Representative
EDUARDO "BRO. EDDIE" C. VILLANUEVA

EXPLANATORY NOTE

Effective governance depends not only on sound policies but also on the ability of citizens to understand government information that affects their rights, obligations, and access to public services. When public advisories, notices, forms, and official communications are written in technical, legalistic, or overly complex language, they create unnecessary barriers that undermine transparency, accountability, and public trust.

Despite existing access-to-information and service delivery reforms, many government-issued documents remain difficult for ordinary citizens to comprehend. This problem disproportionately affects individuals with limited formal education, non-native English speakers, senior citizens, persons with disabilities, and residents of rural and underserved communities. Unclear communication often leads to errors, delays, missed benefits, and repeated transactions, increasing administrative burdens for both the public and government agencies.

This bill seeks to institutionalize the use of plain language in all government documents intended for public dissemination and distribution. Plain language emphasizes clarity, conciseness, logical organization, and the use of familiar words and structures so that information can be easily understood on first reading. The measure does not diminish legal accuracy or policy substance; rather, it ensures that official communications are usable and accessible to the people they are meant to serve.

The bill mandates all national government agencies, including government-owned and controlled corporations, to adopt plain language in English, Filipino, and, where appropriate, regional languages or dialects. This multilingual approach recognizes the country's linguistic diversity and promotes inclusive access to information. Oversight is assigned to the Civil Service Commission and the Governance Commission for GOCCs to ensure consistency, compliance, and institutional accountability.

The measure further provides for capacity-building and training of government personnel, with the involvement of the Komisyon sa Wikang Filipino and other relevant agencies, to ensure that the transition to plain language is practical, sustainable, and professionally supported. Regular reporting to Congress ensures continued monitoring and refinement of implementation.

By requiring clear and accessible government communication, this bill strengthens democratic participation, improves service delivery, reduces transaction costs, and empowers citizens to make informed decisions. Plain language is not merely a stylistic preference but a governance reform that affirms the public's right to understand.

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


EDUARDO "BRO. EDDIE" C. VILLANUEVA



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AN ACT
REQUIRING THE USE OF PLAIN LANGUAGE IN ALL GOVERNMENT-ISSUED PUBLIC ADVISORIES, NOTICES, ANNOUNCEMENTS, AND SIMILAR DOCUMENTS INTENDED FOR PUBLIC DISSEMINATION AND DISTRIBUTION

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

1 **SECTION 1. Short Title.** - This Act shall be known as the "*Plain Language in*
2 *Government Documents Act.*"

3
4 **SEC. 2. Declaration of Policy.** - In recognition of the vital role of communication
5 and information in nation-building, all documents and communications from the
6 government intended for public dissemination and distribution shall be clear,
7 comprehensible, concise, and language-accessible. The citizenry must be able to
8 easily understand and use the information presented in such documents.
9

10 **SEC. 3. Plain Language in All Government Documents.** - To ensure the
11 widest accessibility, clarity, and easy understanding of public information, all national
12 government agencies, offices, instrumentalities, including government-owned and
13 controlled corporations (GOCCS), are hereby mandated to adopt the use of plain
14 language in English, Filipino, and/or other regional languages or dialects, as may be
15 deemed necessary, for all covered documents under this Act.
16

17 For this purpose, the Civil Service Commission (CSC) is hereby tasked with the
18 duty of monitoring and ensuring the implementation of this plain language requirement.
19 For GOCCs, the Governance Commission for GOCCs (GCG) shall be the agency
20 tasked to perform this duty.
21

22 **SEC. 4. Scope of Application.** - The following are the documents issued by the
23 government intended for public dissemination and distribution covered by this Act:
24

25 a) Advisories;

- b) Notices;
- c) Announcements;
- d) Bulletins;
- e) Forms and other papers for the application, request or enjoyment of a public service, right, privilege, benefit, license, clearance, permit, etc.;
- f) An agency's citizens' charter;
- g) Documents detailing and explaining a government program, activity or project;
- h) Replies and responses to an inquiry or request for assistance or information; and
- i) Any other document that the CSC or GCG as the case may be, in consultation with the agency or office concerned, deems as important to be included in this Act's coverage.

SEC. 5. Training and Capacity-Building. - The CSC and GCG shall regularly conduct trainings, seminars, and other similar capacity-building activities for the offices and agencies covered by this Act. For plain language in Filipino and other regional languages or dialects, the Komisyon sa Wikang Filipino (KWF) shall be involved to facilitate the necessary capacity-building activities.

SEC. 6. Reports. - Within one (1) year after the effectivity of this Act and every two (2) years thereafter, the CSC and GCG shall submit a report to both Houses of Congress regarding the status of implementation and compliance with this Act.

SEC. 7. Implementing Rules and Regulations. - Within sixty (60) days from the effectivity of this Act, the CSC and GCG, in coordination with the KWF, the Philippine Information Agency (PIA), and other relevant government agencies and stakeholders, shall promulgate the necessary implementing rules and regulations (IRR) for the effective implementation of this Act.

SEC. 8. Separability Clause. – If any portion or provision of this Act is declared unconstitutional, the remainder hereof or any provisions not affected thereby shall remain in force and effect.

SEC. 9. Repealing Clause. – Any law, presidential decree or issuance, executive order, letter of instruction, rule, or regulation inconsistent with the provisions of this Act is hereby repealed or modified accordingly.

SEC. 10. Effectivity. – This Act shall take effect fifteen (15) days after its complete publication in the Official Gazette or in a newspaper of general circulation.

Approved,