

Republic of the Philippines
HOUSE OF REPRESENTATIVES
Quezon City

TWENTIETH CONGRESS
First Regular Session

HOUSE BILL NO. 7480



Introduced by: **REP. SALVADOR A. PLEYTO, SR.**

EXPLANATORY NOTE

Our country, the Philippines, has diverse languages and literacy levels. Records may show that there are at least 183 so-called living languages in the country. With this linguistic diversity, it is incumbent upon the government to use plain language in government communication. More often, overly technical use of words in government public advisories, notices, announcements, and similar documents may create confusion, thus, unintentionally excluding larger parts of the population.

It is to be noted that some governments and international bodies, such as the United Nations, World Bank, Overseas Economic Cooperation Fund, or OECD promote plain language as part of their efforts on good governance, Open Government, and citizen-centered public service.

It is evident that clear communications using plain language is now the standard norm in governance internationally, not only as a matter of courtesy.

Using clear, simple wording or plain language in government communication is our responsibility. It helps in bridging language and literacy gaps, and respecting the public, protecting rights, and making the government work and serve better.

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


SALVADOR A. PLEYTO, SR.

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Introduced by: **REP. SALVADOR A. PLEYTO, SR.**

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

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

SECTION 1. *Short Title.* – This Act shall be known as the "Plain Language
in Government Communications Act of 2026."

SEC. 2. *Declaration of Policy.* – It is the policy of the State to promote
transparency, accountability, and efficiency in the delivery of public services. To
this end, the State shall ensure that all communications intended for public
dissemination are written in a manner that is easy to read, understand, and use.

SEC. 3. *Definition of Plain Language.* – For the purposes of this Act, "Plain
Language" refers to communication that the audience can understand the first
time they read or hear it. Language is "plain" if the intended audience can:

1. Find what they need;
2. Understand what they find; and
3. Use what they find to meet their needs.

SEC. 4. *Scope.* – This Act shall apply to all national government agencies,
local government units (LGUs), government-owned and controlled corporations
(GOCCs), and other instrumentalities of the government. It covers all documents
disseminated to the public, including but not limited to:

- Public health and safety advisories, notices, and bulletins;
- Instructional manuals for government benefits;
- Application forms and requirements;
- Official notices and announcements;
- Public service websites and social media posts.

SEC. 5. *Requirements for Plain Language.* – Government agencies shall adhere to the following principles in drafting public documents:

- Audience-Centricity: Using language appropriate for the educational level of the target audience.
- Active Voice: Using the active voice to clearly state who is responsible for what action.
- Clarity and Brevity: Avoiding unnecessary jargon, "legalese," and redundant words.
- Visual Organization: Using headings, bullet points, and white space to make documents scannable.

SEC. 6. *Implementing Rules and Regulations.* – Within six (6) months of the effectivity of this Act, the Civil Service Commission (CSC), in coordination with the Department of Information and Communications Technology (DICT), shall issue the implementing rules and regulations (IRR) and provide training modules for government employees on plain language writing.

SEC. 7. *Separability Clause.* - If any provision of this Act is held invalid or unconstitutional, the other provisions not affected thereby shall remain in full force and effect.

SEC. 8. *Repealing Clause.* - All laws, decrees, orders, rules, and regulations, or parts thereof, inconsistent with the provisions of this Act are hereby repealed or modified accordingly.

SEC. 9. *Effectivity.* - This Act shall take effect fifteen (15) days after its publication in the Official Gazette or in a newspaper of general circulation.

Approved,