



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

Mark Llandro "Dong" L. Mendoza
Secretary General

ADVISORY

This is to respectfully inform the **Honorable Members of the 19th Congress** of the following schedule of activities in connection with the filing and registration of House bills and resolutions:

| SCHEDULE | PROCEDURE |
|--|--|
| <i>Thursday, 30 June 2022</i> <i>12:01 p.m. - 5:00 p.m.</i> | Physical filing only at the South Wing Lobby (please refer to Annex "A" - Procedure for Physical Filing of Bills and Resolutions) |
| <i>Friday, 1 July 2022</i> <i>8:00 a.m. - 5:00 p.m.</i> | Electronic filing only thru bills@house.gov.ph (please refer to Annex "B" - Procedure for Electronic Filing of Bills and Resolutions) |
| Effective Monday, 4 July 2022 onwards: <i>Mondays thru Thursdays</i> <i>8:00 a.m. - 5:00 p.m.</i> <i>Fridays</i> <i>8:00 a.m. - 5:00 p.m.</i> | 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 thru bills@house.gov.ph Electronic filing only thru bills@house.gov.ph |

For inquiries, kindly contact *Ms. Arceli C. Martinez*, BIS Director, at cellphone/Viber no. 09178328268 or *Ms. Evelyn O. Facturanan*, BIS Senior Calendaring Officer, at cellphone/Viber no. 09179794264. Thank you.



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Annex “A”

PROCEDURE FOR PHYSICAL FILING OF HOUSE BILLS AND RESOLUTIONS

(Thursday, June 30, 2022, 12:01 p.m. - 5:00 p.m., South Wing Lobby)

To accommodate as many House Members as possible on June 30, 2022, the Bills and Index Service (BIS) shall receive and process a maximum of ten (10) bills and/or resolutions from a House Member or his/her authorized representative on a first-come, first-served basis.

Please follow these steps to expedite the filing of bills and resolutions:

Step 1. SUBMISSION AND VERIFICATION OF DOCUMENTS

At Table 1, submit:

1. Two (2) copies of the duly accomplished BIS Registration Form (available at the BIS Registration table; also downloadable at the Downloads Center of the House website <https://www.congress.gov.ph>)
2. The original copy of the House bill (HB) or House resolution (HR) signed by the House Member;
3. Four (4) photocopies of the signed bill or resolution; and
4. A scanned copy in PDF format of the bill or resolution duly signed by the Member and an MS Word version of the bill or resolution, stored in a flash drive using the following standard filename: Member's last name _ first name _ specify if bill (HB) or resolution (HR)_ subject of HB/HR

Sample filenames:

- a) Dela Cruz _ Juan _ HB _ Creation of ABC National High School.docx
- b) Dela Cruz _ Juan _ HR _ Investigation of BIR anomaly.pdf

BIS personnel examines the submitted documents and electronic copies, and if found complete and in order, brings the said documents to Table 2.

Step 2. ISSUANCE OF CONTROL NUMBER

At Table 2, BIS personnel issues a Control Number.

***Step 3. NUMBERING OF BILLS AND RESOLUTIONS
AND RECEIPT OF DOCUMENTS***

At Table 3, BIS personnel stamps the assigned HB or HR number; indicates date and time of receipt of HB or HR; and acknowledges receipt of the documents.

Step 4. RELEASING OF RECEIVING COPIES

At Table 4, BIS personnel furnishes the House Member (or authorized representative) with receiving copies of the bills/resolutions filed.



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Annex “B”

PROCEDURE FOR ELECTRONIC FILING OF HOUSE BILLS AND RESOLUTIONS

(From July 1, 2022 onwards, Mondays thru Fridays, 8:00 a.m. - 5:00 p.m.)

1. House Members shall 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.
2. A House Member or his/her authorized representative shall electronically file bills and/or resolutions using the Member’s official @house.gov.ph email address or the Member’s personal email address registered with the OSG.
3. A properly scanned PDF copy of the bill or resolution duly signed by the Member, together with an MS Word version of the same bill or resolution, shall be electronically filed thru 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 thru bills@house.gov.ph from a Member or his/her authorized representative at exactly the same time that another Member or his/her 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. He/She shall also write the date and time of the 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 Member thru bills@house.gov.ph.



HOUSE OF REPRESENTATIVES

19th CONGRESS

REGISTRATION FORM

FILING OF HOUSE BILLS/HOUSE RESOLUTIONS

| | | | |
|---|--|--------------|-------------------|
| CONTROL NO. | ELECTRONIC COPY: <input type="checkbox"/> FLASH DRIVE | DATE: | |
| NAME OF HOUSE MEMBER: | | | |
| CONTACT PERSON/S: | | | |
| CONTACT NOS.: | | | |
| Name and Signature of House Member/Authorized Representative | | | |
| HB/HR (Short Title/Subject Matter) | | | |
| 1. | For BIS staff use | 6. | For BIS staff use |
| 2. | | 7. | |
| 3. | | 8. | |
| 4. | | 9. | |
| 5. | | 10. | |
| *****To be accomplished by Bills and Index Service (BIS) Staff***** | | | |
| CHECKED AND VERIFIED BY: | | RECEIVED BY: | |
| RELEASED BY: | | | |

PROPOSED LAYOUT OF AREA FOR FILING OF BILLS/RESOLUTIONS

STAIRS TO BIS

SOUTH WING LOBBY GUARD

X-RAY MACHINE

SOUTH WING LOBBY
MAIN ENTRANCE

SOUTH WING SESSION ENTRANCE

PLANTER'S BOX

C O R D O N C O R D O N C O R D O N C O R D O N

filers' waiting area

| | | | | | | | |
|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

FORMS

C O R D O N

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

desktop

TABLE 2
issuance of control
number

TABLE 3
numbering of
HBs & HRS

stamping of date & time
and affixing of initials

TABLE 4
RELEASING

| | | | | | | | |
|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

filers' waiting area