PhilGEPS
Philippine Government Electronic Procurement System

Central Portal for
Philippine Government
Procurement Oppurtunities

Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number	12041615
Procuring Entity	PRESIDENTIAL LEGISLATIVE LIAISON OFFICE
Title	Procurement of Service Provider that will conduct Fully Customized ELLS Web Application System (Phase 1)
Area of Delivery	Metro Manila

Solicitation Number:	RFQ 2025-05-014	**Status**	Pending
Trade Agreement:	Implementing Rules and Regulations		
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	**Associated Components**	1
Classification:	Goods		
Category:	Information Technology	**Bid Supplements**	0
Approved Budget for the Contract:	PHP 1,000,000.00		
Delivery Period:	40 Day/s	**Document Request List**	0
Client Agency:			
Contact Person:	Rosalie T. Morales Exe. Asst. III, Acting Procurement Officer 6/F AAP Tower, 683 Aurora Blvd., Brgy. Mariana, Quezon City Manila Metro Manila Philippines 1005 63-2-87361152 63-2-87361192 rtmorales@pllo.gov.ph	**Date Published**	17/05/2025
		Last Updated / Time	16/05/2025 13:41 PM
		Closing Date / Time	20/05/2025 11:00 AM

Description

TERMS OF REFERENCE:

I SCOPE OF SERVICES TO BE PROVIDED

The Service Provider shall provide technical assistance through the following activities:

Fully Customized eLLS Web Application System (Phase 1)

Registration – User Type
1) LLS Members (4 user profiles per account)
a) Appointment Secretary
b) DLLO
c) DLLS for HRep
d) DLLS for Senate
2) Government Agency (not included in LLS; 1 user profile per account)
a) Cabinet Members
i) Appointment Secretary
b) Other Government Agency
i) Appointment Secretary
3) Senate Staff (3 user profiles per account)
a) Chief of Staff
b) Chief Legis Officer
c) Appointment Secretary
4) Congress Staff (3 user profiles per account)
a) Chief of Staff
b) Appointment Secretary
c) Staff
5) Congressional Secretariat
a) House of Representatives Committee Secretary (1 user profile per account)
b) Senate Committee Secretary (1 user profile per account)

6) OP Proper, Cabinet Members and Other Government Agency (1 user profile per account)
a) Appointment Secretary
7) PLLO
8) Organized Group
9) Administrator (IT) and selected PLLO
LLS Member
1. Registration
a) Fields to fill up
i) First Name, Middle Initial, Last Name, Suffix (required)
ii) Email Address and Alternative Email Address (required)
iii) Password and Confirm Password (required)
iv) Mobile Number (required)
v) Instant Messaging Number
(1) Viber
(2) WhatsApp
(3) Telegram
(4) Signal
(5) We Chat
Optional to add Instant Messaging Number
vi) Gender (required)
(1) Male
(2) Female
(3) Others
(4) Prefer not to say
vii) Birthday (Date and Month only)
viii) User Type: LLS Member (Legislative Liaison System) (required)
ix) Government Agency (required)
x) Designation (required)
(1) Appointment Secretary
(2) DLLO: Department Legislative Liaison Officer
(3) DLLS – Senate: Department Legislative Liaison Staff
(4) DLLS – HREP: Department Legislative Liaison Staff
xi) Cluster (Multi-select) (required)
(1) EDC: Economic Development Cluster
(2) PGC: Participatory Governance Cluster
(3) SJPC: Security, Justice and Peace Cluster
(4) HDPRC: Human Development and Poverty Reduction Cluster
(5) CCAMDRRC: Climate Change Adaptation Mitigation and Disaster Risk Reduction Cluster
xii) Upload Agency Logo (required)
xiii) Upload Office ID (required)
xiv) Agree to the Terms and Conditions/Privacy Policy (Link) (required)
The user will receive an email with a link to validate their email address after filling out the boxes. They
will be directed to our website by the link, where they will be asked to wait while the administrator
approves their account. The administrator or PLLO Cluster member will receive an email notification of
the new user and can choose to accept or

reject the account. If the administrator or PLLO Cluster member accepts the account, the user will
receive an email notification with a link to complete their profile.
2. Profile
a) View Profile
b) Edit Profile
i) Main Account
(1) Email Address and Alternative Email Address (required)
(2) Password and Confirm Password (required)
(3) Cluster (Multi-select) (required)
(a) EDC: Economic Development Cluster
(b) PGC: Participatory Governance Cluster
(c) SJPC: Security, Justice and Peace Cluster
(d) HDPRC: Human Development and Poverty Reduction Cluster
(e) CCAMDRRC: Climate Change Adaptation Mitigation and Disaster Risk Reduction Cluster
ii) Appointment Secretary, DLLO, DLLS Senate and DLLS HREP
(1) Upload Photo (2x2 picture with white background) or Use Camera for Photo (required)
(2) First Name, Middle Initial, Last Name, Suffix (required)
(3) Nickname
(4) Gender (required)
(a) Male
(b) Female
(c) Others
(d) Prefer not to say
(5) Birthday (Date and Month only) (required)
(6) Email Address (required)
(a) Tick box: Agree to show in LLS Directory
Agree to show in Directory: If the user tick the checkbox, the phone number and email address are
displayed on the Directory Page.
If the user does not check the box, PLLO can still see the email address and
mobile number
(b) Tick box: Agree to show in LLS Directory
Agree to show in Directory: If the user tick the checkbox, the phone number and email address are
displayed on the Directory Page.
If the user does not check the box, PLLO can still see the email address and
mobile number
(7) Instant Messaging Number
(a) Viber

(b) WhatsApp
(c) Telegram
(d) Signal
(e) We Chat
Optional to add Instant Messaging Number
c) Government and Head of the Agency
i) Government Agency
(1) Office address (required)

(a) Office Email Address
Tick box: Agree to show in Government Agency Directory
Agree to show in Directory: If the user tick the checkbox, the phone number and email address are displayed on the Directory Page.
If the user does not check the box, PLLO can still see the email address and
mobile number
(2) Office Landline Number (required)
(a) Tick box: Agree to show in Government Agency Directory
Agree to show in Directory: If the user ticks the checkbox, the phone number and email address are displayed on the Directory Page.
If the user does not check the box, PLLO can still see the email address and
mobile number
(3) Office Cellphone Number (required)
(a) Tick box: Agree to show in Government Agency Directory
Agree to show in Directory: If the user ticks the checkbox, the phone number and email address are displayed on the Directory Page.
If the user does not check the box, PLLO can still see the email address and
mobile number
ii) Social Media
(1) Facebook
(2) Twitter
(3) Instagram
(4) YouTube
iii) Head of the Agency (required)
(1) Name
(2) Nickname
(3) Office Address
(4) Email Address
(5) Office Landline Number
(6) Office Cellphone Number
d) Events Attended
This tab contains links of the Event they attended and upcoming events
e) Submitted Documents
This tab contains links of the Reference Materials they submitted
f) Policy reforms
This tab contains links they Bookmarked or saved in Policy reforms Page
g) Saved Contacts
This tab contains Saved Contact from the Directories
3. Home Page
The default or top page of a website is called the home page. When a website loads, it is the first page that visitors see.
a) Image Animation: Transition of 5-6 photos with description for the latest and upcoming event
b) Intro for the About us
c) Message from the Secretary
d) Latest Event

e) Latest Proposed Bill

4. Login Page, Forgot Email Address and Reset Password
a) Login
i) Email address and Password
ii) Buttons for Signup, Forgot email address and password
b) Forgot email address
i) Alternative Email Address
c) Reset password
i) Main Email Address
The user will receive an email with a confirmation link to reset their password after providing their email address.

5. Events
a) Upcoming Events
Invited User will receive email notification for the Upcoming Event
i) List of Events
(1) Photo
(2) Event Title
(3) Cluster
(4) Date and Location
(5) Short Description
(6) Link of "Register" for the event
The user will be prompted to choose who will attend the event or add or change a representative who will not be there when they click the "Register" link.
They can press Ctrl + Right click for multi-select and click the link "click here" to add or change a representative.
(7) Add or Change representative (PLLO Approval and limited to 2 additional participants)

(a) Name
(b) Designation
(c) Email Address
(d) Contact Number
(e) If the user wishes to add a representative, they can click "Add Representative."
The PLLO Cluster member will receive email notification for the new user that registered for the event
b) Event Registration
The user will receive an email with all the event details after they confirm their registration and qr code
for Online Registration
c) Previous Events
i) List of Events
(1) Filter: By cluster
(2) Photo

(3) Event Title
(4) Cluster (The list of clusters will appear if that person belongs to that cluster.)
(5) Date and Location
(6) Short Description
ii) Event Details
Users will receive email notification that the Event Details are uploaded in the website and the download
materials are ready to download
(1) Photo Gallery
(2) Event Title
(3) Cluster
(4) Date and Location
(5) Full Description
(6) Downloadable Materials (pdf, docx, xlsx, pptx)
User who attend on the event can fill up the feedback form and download the materials
(a) Invitation
(b) PowerPoint Presentation
(c) Matrix
(d) Highlights of Meeting
(e) Certificates (Once the user downloads the certificate, it automatically generates.)
(f) Photos in Zip Format or link to external website
(g) Other documents
(7) Other listing of Previous Events
d) Feedback Form
To maintain privacy and ensure the feedback is relevant, only individuals who have participated in the
specific activity will have access to the download links. This way, we can ensure that those who provide
feedback are directly involved in the experience, making their input more meaningful.
After completing the feedback form, users will be able to download the materials related to the activity
they participated in. This process not only rewards users for sharing their opinions but also gives us the
information needed to make informed decisions about future improvements.
i) How would you rate the overall quality of the services provided by the PLLO in this activity? (Drop
down single select)
(1) Very Satisfactory, Satisfactory, Unsatisfactory and Very Unsatisfactory
ii) Did you find the facilities and materials provided sufficient and useful? (Drop down single select)
(1) Very Satisfactory, Satisfactory, Unsatisfactory and Very Unsatisfactory
iii) How would you rate the presentations / discussions? (Drop down single select)
(1) Very Satisfactory, Satisfactory, Unsatisfactory and Very Unsatisfactory
iv) Was the objective/s of the activity achieved? (Drop down single select)
(1) Very Satisfactory, Satisfactory, Unsatisfactory and Very Unsatisfactory
v) Do you have any other comments / recommendations to improve future activities of the PLLO?
vi) How did you learn about PLLO? (Drop down single select)

(1) Prior Engagement
(2) Website
(3) News
(4) Others
(a) Please specify
Another field for "Please specify" will appear if the user selects others.

6. Reference Materials

a) List of Reference Materials
i) Additional Function
(1) Sort on Title
(2) Search by Text
(3) Filter by Agency
(4) Filter by Cluster
(5) View all and View in 10/20/30/40/50
ii) Subject
iii) Cluster
iv) Agency
v) Date
vi) Remarks
vii) Actions: Edit, Print and Delete
* Edit and delete for the user who uploaded the reference materials
b) Submit Reference Materials
The PLLO LLS member will be notified via email when the LLS user has submitted a Document.
i) Subject (required)
ii) Significance Level (required)
(1) LEDAC - CLA: Common Legislative Agenda

(2) PLP: Presidential Legislative Priority
(3) Cluster Priority
(4) Agency Priority
(5) Not Aware / Unsure
iii) Cluster (Drop down, Multiselect) (required)
(1) EDC: Economic Development Cluster
(2) PGC: Participatory Governance Cluster
(3) SJPC: Security, Justice and Peace Cluster
(4) HDPRC: Human Development and Poverty Reduction Cluster
(5) CCAMDRRC: Climate Change Adaptation Mitigation and Disaster Risk Reduction Cluster
iv) Remarks
v) Upload File (required)
7. Directory
Additional Function
• Grid or List layout
• Sort on Title

• Save Contact
• Search by Text
• Print function
• View all and View in 10/20/30/40/50
a) Cabinet Members, OP Proper and Other Government Agency
If the user clicks the name, pop-up window will show to view the Complete data of the Head of the
Government Agency Profile, Secretaries Contact data and Social Media Links
i) Photo
ii) Head of the Agency
(1) Name
(2) Position
(3) Birthday (Date and Month only)
iii) Office Contact Number
iv) Main Office Address of the Agency
v) Email Address
vi) Social media links of the Agency
vii) ADD CONTACT: able to add contacts and view them on the profile page
b) PLLO: Officials, Officers and Staff
Additional Search Function
• Filter by Gender: Male, Female and Prefer not to say
• Filter by Outpost: OSEC, HREP, Senate
• Filter by Item: Officials, Officers and Staff
i) Photo
ii) Name and Position
iii) Outpost
(1) Address
(2) Contact Number
(3) Email Address
(4) ADD CONTACT: able to add contacts and view them on the profile page
c) LLS Members
If the user click the name, pop-up window will show to view the Complete data of the Head of the
Government Agency Profile, Appointment Secretary, DLLO and DLLS Contact Details and Social Media
Links
Additional Search Function
• Filter by Government Agency
• Filter by Cluster
• Filter by Birthday Month
• Filter by Gender: Male, Female, prefer not to say
• Filter by Position: DLLO, DLLS Senate, and DLLS House of Representatives
i) Photo
ii) Name
iii) Position
iv) Agency
v) Cluster
vi) Contact Number

vii) Email Address
viii) ADD CONTACT: able to add contacts and view them on the profile page
d) House of Representatives
i) Representatives
If the user click the name of Representative, pop-up window will show to view the Complete data of the
Representative's Profile, Secretaries Contact data, Committee Contact details and Social Media Links
Additional Search Function
• Filter by Region: NCR, CAR, I, II, III, IV-A, IV-B, V, VI, VII, VIII, IX, X, XI, XII, XIII, BARMM
• Filter by Majority, Minority and Independent
• Filter by Political Party List
o PFP: Partido Federal ng Pilipinas
o Lakas–CMD: Lakas–Christian Muslim Democrats
o PDP–Laban: Partido Demokratiko Pilipino–Lakas ng Bayan
o NP: Nacionalista Party
o NUP: National Unity Party
o NPC: Nationalist People's Coalition
o LP: Liberal Party
o PDR: Partido para sa Demokratikong Reporma
o LDP: Laban ng Demokratikong Pilipino
o UNA: United Nationalist Alliance

o Aksyon: Aksyon Demokratiko
o Akbayan: Akbayan Citizens' Action Party
• Filter by Gender: Male, Female, Others and Prefer not to say
(1) Photo
(2) Name
(3) Province/District/Region
(4) Trunk Line and Local Number
(5) Room Number
(6) Social Media
(7) ADD CONTACT: able to add contacts and view them on the profile page
i) House of Representative Chief of Staff / Appointment Secretary
If the user click the name of Representative, pop-up window will show to view the Complete data of the Representative's Profile, Secretaries Contact data, Committee Contact details and Social Media Links
Additional Search Function
• Filter by Region: NCR, CAR, I, II, III, IV-A, IV-B, V, VI, VII, VIII, IX, X, XI, XII, XIII, BARMM
• Filter by Birthday Month
• Filter by Gender: Male, Female, Others and Prefer not to say
(1) Photo
(2) Name
(3) Representative's Name
(4) Province/District
(5) Contact Number

(6) Email address
(7) ADD CONTACT: able to add contacts and view them on the profile page (Not yet in the template)
ii) House of Representative Committee Secretary
If the user clicks the name of Representative, pop-up window will show to view the Complete data of the Representative's Profile, Secretaries Contact data, Committee Contact details and Social Media Links
Additional Search Function
• Filter by Committee: Standing and Special
• Filter by Birthday Month
• Filter by Gender: Male, Female, Others and Prefer not to say
(8) Photo
(9) Name
(10) Congressman's Name
(11) Committee Name
(12) Contact Number
(13) Email address
(14) ADD CONTACT: able to add contacts and view them on the profile page
b) Senate of the Philippines
i) Senators
If the user click the name of Senator, pop-up window will show to view the Complete data of the Senator's Profile, Secretaries Contact data, Committee Contact details and Social Media Links
Additional Search Function
• Filter by Party List
o PFP: Partido Federal ng Pilipinas
o Lakas–CMD: Lakas–Christian Muslim Democrats
o PDP–Laban: Partido Demokratiko Pilipino–Lakas ng Bayan
o NP: Nacionalista Party
o NUP: National Unity Party
o NPC: Nationalist People's Coalition
o LP: Liberal Party
o PDR: Partido para sa Demokratikong Reporma
o LDP: Laban ng Demokratikong Pilipino
o UNA: United Nationalist Alliance
o Aksyon: Aksyon Demokratiko
o Akbayan: Akbayan Citizens' Action Party
• Filter by Gender: Male, Female, prefer not to say
• Filter by: Majority / Minority
• Filter by: Birthday Month
(1) Photo
(2) Name
(3) Trunk Line and Local Number
(4) Email Address
(5) Room Number
(6) Social Media

(7) Secretary's Name and Position
ADD CONTACT: able to add contacts and view them on the profile page
c) Senators Chief of Staff / Appointment Secretary / Chief Legis Officer
If the user clicks the name of Senator, pop-up window will show to view the Complete data of the Senator's Profile, Secretaries Contact data, Committee Contact details and Social Media Links
i) Photo
ii) Name
iii) Senator's Name
iv) Contact Number
v) Email Address
vi) ADD CONTACT: able to add contacts and view them on the profile page
d) Senate Committee Secretary
If the user clicks the name of Senator, pop-up window will show to view the Complete data of the Senator's Profile, Secretaries Contact data, Committee Contact details and Social Media Links
Additional Search Function
• Filter by Committee: Standing and Special

• Filter by Birthday Month
• Filter by Gender: Male, Female, prefer not to say
i) Photo
ii) Name
iii) Senator's Name
iv) Committee Name
v) Contact Number
vi) Email address
vii) Secretary's Name and Position
viii) ADD CONTACT: able to add contacts and view them on the profile page
8. Policy reforms
The system provides an interactive mechanism through which the Presidential Legislative Liaison Office (PLLO) actively engages stakeholders from all sectors of society in meaningful discussions and productive exchanges of views. These interactions serve as vital opportunities for data and information gathering, which, in turn, support and enhance the PLLO's liaison work with various legislative and governmental bodies.
Additionally, the system functions as a dynamic forum that encourages public participation in the legislative process. By fostering open dialogue, it ensures that diverse perspectives, whether political, economic, religious, or social—are acknowledged and considered in legislative decision-making. Moreover, the platform gathers relevant data from various private entities and organizations, enabling the PLLO to engage with them more effectively and solicit their opinions, insights, and concerns.
Through this structured and inclusive approach, the system strengthens collaboration between the government and its stakeholders, promoting transparency, informed decision-making, and a more participatory legislative process.
a) List of Policy Reforms
i) Additional Function
(1) Grid or List layout

(2) Sort on Title
(3) Filter by Category (based on Committee of House of Representatives)
https://www.congress.gov.ph/committees/?v=reports
(4) Search by Text
(5) Print function
(6) View all and View in 10/20/30/40/50
ii) Picture
iii) Category
iv) Deadline
v) Target of Votes
vi) Short Description
b) Policy Reform Details
i) Proposed by: Picture and name of the Proposed Bill
ii) Votes and Target Votes
iii) Deadline or Until When
iv) Like/Dislike Button
v) Update Status: To refresh the page and votes
vi) Bookmark or Save the link
vii) Latest Likers or Voters
viii) Title and Category
ix) Picture
x) Description
xi) Comments Section
(1) Picture and Name of the user
(2) Comments (Admin Approval before posting?)

9. Downloads
Republic Act (RA)
i) Additional Function
(1) Search by Text
(2) Filter by Source (Multiselect)
LEDAC-CLA
Certified 2017 SONA
2018 SONA
2019 SONA
2020 SONA
2021 SONA
2022 SONA (CCAMDRRC)
(EDC)
(HDPRC)
(PGC)
(SJPC)
(SALVO) 17C PLA
17C CLPC
18C PLA
18C CLPC
19C PLA
19C CLPC
(3) Filter by Month (Approved on date)
(4) Filter by Congress
(a) 15th Congress
(b) 16th Congress
(c) 17th Congress
(d) 18th Congress
(5) Print Function
(6) View all and View in 10/20/30/40/50

ii) RA / JR Number
iii) Approved on
iv) Congress
v) Long title
Bills Certified
a) Additional Function
i) Search by Text
ii) Filter by Source (Multiselect)
LEDAC-CLA
Certified 2017 SONA
2018 SONA
2019 SONA
2020 SONA
2021 SONA
2022 SONA (CCAMDRRC)
(EDC)
(HDPRC)
(PGC)
(SJPC)
(SALVO) 17C PLA
17C CLPC
18C PLA
18C CLPC
19C PLA
19C CLPC

iii) Print Function
iv) View all and View in 10/20/30/40/50
b) Proposed Measure
c) Bill No. Reference
d) Status
Presidential Legislative Priorities (PLP)
a) Additional Function
i) Search by Text
ii) Filter by Source (Multiselect)
LEDAC-CLA
Certified 2017 SONA
2018 SONA
2019 SONA
2020 SONA
2021 SONA
2022 SONA (CCAMDRRC)
(EDC)
(HDPRC)
(PGC)
(SJPC)
(SALVO) 17C PLA
17C CLPC
18C PLA
18C CLPC
19C PLA
19C CLPC

iii) Filter by Status
(1) Enacted into Law
(2) Adopted Resolution
(3) For Consideration of the President
(4) Enrollment Process
(5) Pending Bicameral Conference
(6) Approved on 2nd/3rd Readings in One or both Chambers
(7) On Second Reading in One or Both Chambers
(8) Committee Level – Pending in One or both Chambers
(9) No Related Bill filed in both Chambers
iv) Print Function
v) View all and View in 10/20/30/40/50
b) Proposed Measure

c) Status from House of Representatives and/or
d) Status from Senate of the Philippines

8. About us
About the PLLO Website

9. FAQ / Terms and Conditions / Privacy Policy
A list of inquiries and responses regarding our website

10. Contact us
A Contact Us page is essential to building a brand's website as it allows visitors to contact us easily without leaving their browser. It also gives us the opportunity to capture leads and improve customer service. Generally, visitors can also leave feedback or ask questions through these channels.
a) Contact us form field
The receiver will be the info@pllo.gov.ph, the admin will be the one to send the email to designated outpost or user.

i) Name (Autofill)
ii) Contact Number (Autofill)
iii) Email Address (Autofill)
iv) Message
b) Contact Details
Per Outpost
i) Address
ii) Contact Number
iii) Email Address
iv) Google Map Location

Senator's Staff
The Senate Staff users can access what LLS Members access on the website except the Reference Materials.
1. Registration
a) First Name, Middle Initial, Last Name, Suffix (required)
b) Email Address and Alternative Email Address (required)
c) Password and Confirm Password (required)
d) Mobile Number (required)
e) Instant Messaging Number
i) Viber
ii) WhatsApp
iii) Telegram
iv)
f) Gender (required)
i) Male
ii) Female
iii) Others
iv) Prefer not to say
g) Birthday (Date and Month only) (required)
h) User Type: Senator Staff (required)
i) Designation (required)
i) Chief Of Staff
ii) Chief Legis Officer
iii) Appointment of Secretary
j) Senator's Name (Drop down Single Select; https://legacy.senate.gov.ph/senators/sen19th.asp) (required)
k) Upload Senate Logo (required)
l) Upload Office ID (required)
m) Agree to the Terms and Conditions/Privacy Policy (Link) (required)
The user will receive an email with a link to validate their email address after filling out the boxes. They will be directed to our website by the link, where they will be asked to wait until the administrator approves their account. The administrator or PLLO Senate member will receive an email notification of the new user and can choose to accept or reject the account. If the administrator or PLLO Senate member accepts the account, the user will receive an email notification with a link to complete their profile.

2. User Profile:
a) Profile
i) Main Account
(1) Email Address and Alternative Email Address (required)
(2) Password and Confirm Password (required)
ii) Chief of Staff and Chief Legis Officer (required)
(1) Upload Photo (2x2 picture with white background) or Use Camera for Photo (required)
(2) First Name, Middle Initial, Last Name, Suffix (required)
(3) Designation (required)
(a) Chief Of Staff
(b) Chief Legis Officer
(4) Nickname
(5) Gender (required)
(a) Male
(b) Female
(c) Others
(d) Prefer not to say
(6) Birthday (Date and Month only) (required)
(7) Email Address (required)
Tick box: Agree to show in Senator Directory
Agree to show in Directory: If the user tick the checkbox, the phone number and email address are displayed on the Directory Page. If the user does not check the box, PLLO can still see the email address
(8) Mobile Number (required)
Tick box: Agree to show in Senator Directory
Agree to show in Directory: If the user tick the checkbox, the phone number and email address are displayed on the Directory Page. If the user does not check the box, PLLO can still see the Mobile

Number
(9) Instant Messaging Number
(a) Viber
(b) WhatsApp
(c) Telegram
(d) WeChat
Optional to add Instant Messaging Number
b) Senator's Profile
DETAILS THAT ARE VISIBLE IN PROFILE
i) Profile
(1) First Name, Middle Initial, Last Name, Suffix (required)
(2) Nickname (required)
(3) Email Address (required)
Tick box: Agree to show in Directory
Agree to show in Directory: If the user tick the checkbox, the phone number and email address are displayed on the Directory Page.
If the user does not check the box, PLLO can still see the email address
(4) Office Landline Number (required)
Tick box: Agree to show in Directory
Agree to show in Directory: If the user tick the checkbox, the phone number and email address are displayed on the Directory Page.
If the user does not check the box, PLLO can still see the office landline number

(5) Office Cellphone Number (required)
Tick box: Agree to show in House of Representatives Directory
Agree to show in Directory: If the user tick the checkbox, the phone number and email address are displayed on the Directory Page.
If the user does not check the box, PLLO can still see the office mobile number
(6) Majority/Minority/Independent
(7) Political Party List
(a) PFP: Partido Federal ng Pilipinas
(b) Lakas–CMD: Lakas–Christian Muslim Democrats
(c) PDP–Laban: Partido Demokratiko Pilipino–Lakas ng Bayan
(d) NP: Nacionalista Party
(e) NUP: National Unity Party
(f) NPC: Nationalist People's Coalition
(g) LP: Liberal Party
(h) PDR: Partido para sa Demokratikong Reporma
(i) LDP: Laban ng Demokratikong Pilipino
(j) UNA: United Nationalist Alliance
(k) Aksyon: Aksyon Demokratiko
(l) Akbayan: Akbayan Citizens' Action Party
(8) Gender: Male, Female, Others and Prefer not to say
(9) Birthday (Date and Month only)
ii) Social Media
(1) Facebook
(2) Twitter
(3) Instagram
(4) Youtube
iii) Main and Extension Room
(1) Room Number
(2) Direct Line
(3) Fax Number
(4) Trunk Local Number
DETAILS THAT ARE NOT VISIBLE IN PROFILE
iv) Spouse
(1) First Name, Middle Initial, Last Name, Suffix
(2) Gender: Male, Female, Others and Prefer not to say
(3) Birthday (Date and Month only)
(4) Profession
(5) Office Address
(6) Email Address
(7) Office Landline and Office Cellphone Number
c) Events Attended
This tab contains links of the Event they attended.
d) Policy reforms
This tab contains links they Bookmarked or saved in Policy reforms Page
e) Saved Contacts
This tab contains Saved Contact from the Directories

House of Representative's Staff
The House of Representative's staff can access what LLS Members access on the website except the Reference Materials.
1. Registration
a) First Name, Middle Initial, Last Name, Suffix (required)
b) Email Address and Alternative Email Address (required)
c) Password and Confirm Password (required)
d) Mobile Number (required)
e) Instant Messaging Number
i) Viber
ii) WhatsApp
iii) Telegram
iv) Signal
v) We Chat
Optional to add Instant Messaging Number
f) Gender (required)

i) Male
ii) Female
iii) Others
iv) Prefer not to say
g) Birthday (Date and Month only) (required)
h) User Type: House of Representative's Staff (required)
i) Designation (required)
i) Chief Of Staff
ii) Chief Legis Officer
iii) Staff
j) House of Representative's Name (Drop down Single Select; https://www.congress.gov.ph/members/) (required)
k) Upload HREP Logo
l) Upload Office ID (required)
m) Agree to the Terms and Conditions/Privacy Policy (Link) (required)
The user will receive an email with a link to validate their email address after filling out the boxes. They will be directed to our website by the link, where they will be asked to wait until the administrator approves their account. The administrator or PLLO Senate member will receive an email notification of the new user and can choose to accept or reject the account. If the administrator or PLLO Senate member accepts the account, the user will receive an email notification with a link to complete their profile.

2. User Profile:
a) Profile
i) Main Account
(1) Email Address and Alternative Email Address (required)
(2) Password and Confirm Password (required)
ii) Chief of Staff, Appointment Secretary and Chief Legis Officer
(1) Upload Photo (2x2 picture with white background) or Use Camera for Photo (required)
(2) First Name, Middle Initial, Last Name, Suffix (required)
(3) Designation (required)
(a) Chief Of Staff
(b) Chief Legis Officer
(c) Appointment Secretary
(4) Nickname
(5) Gender (required)
(a) Male
(b) Female
(c) Others
(d) Prefer not to say
(6) Birthday (Date and Month only) (required)
(7) Email Address (required)
Tick box: Agree to show in Directory
Agree to show in Directory: If the user tick the checkbox, the phone number and email address are displayed on the Directory Page. If the user does not check the box, PLLO can still see the email address and
mobile number
(8) Mobile Number (required)
Tick box: Agree to show in Directory
Agree to show in Directory: If the user tick the checkbox, the phone number and email address are displayed on the Directory Page. If the user does not check the box, PLLO can still see the email address and
mobile number
(9) Instant Messaging Number
(a) Viber
(b) WhatsApp
(c) Telegram
(d) Signal
(e) We Chat
Optional to add Instant Messaging Numberl
b) House of Representatives Profile
DETAILS THAT ARE VISIBLE IN PROFILE
i) Profile
(1) First Name, Middle Initial, Last Name, Suffix, Nickname (required)
(2) Email Address (required)
(a) Tick box: Agree to show in Directory
Agree to show in Directory: If the user tick the checkbox, the phone number and email address are displayed on the Directory Page.
If the user does not check the box, PLLO can still see the email address
(3) Office Landline Number (required)
(a) Tick box: Agree to show in Directory
Agree to show in Directory: If the user tick the checkbox, the phone number and email address are displayed on the Directory Page.
If the user does not check the box, PLLO can still see the office landline number
(4) Office Cellphone Number (required)
(a) Tick box: Agree to show in Directory
Agree to show in Directory: If the user tick the checkbox, the phone number and email address are displayed on the Directory Page.
If the user does not check the box, PLLO can still see the office cellphone number
(5) Province / Party List (required)
(6) District and Region (required)
(7) Majority/Minority/Independent
(8) Political Party
(9) Gender: Male, Female, Others and Prefer not to say (required)
(10) Birthday (Date and Month only)
(11) Term in Congress
(12) Room Number

(13) Social Media: Facebook, Twitter, Instagram and Youtube

DETAILS THAT ARE NOT VISIBLE IN PROFILE
ii) Residential Address | Provincial and District Office Address
(1) Address
(2) Email Address
(3) Landline and Cellphone Number
iii) School / Work
(1) Highest Educational Attainment
(2) School
(3) Previous Work: Government and Private
(4) Religion
(5) Civic Organizational Affiliation
iv) Spouse
(1) First Name, Middle Initial, Last Name, Suffix
(2) Gender: Male, Female, prefer not to say
(3) Wedding Anniversary (Date and Month only)
(4) Birthday (Date and Month only)
(5) Civic Organizational Affiliation
(6) Profession
v) Children (Option to Add Children button)
(1) Name
(2) Email Address
(3) Landline and Cellphone Number
(4) Profession
c) Events Attended
This tab contains links of the Event they attended.
d) Policy reforms
This tab contains links they Bookmarked or saved in Policy reforms Page
e) Saved Contacts
This tab contains Saved Contact from the Directories

OP Proper, Cabinet Members and Other Government Agency
User's can access what LLS Members access on the website except the Reference Materials.
1. Registration
a. Fields to fill up
i. First Name, Middle Initial, Last Name, Suffix (required)
ii. Email Address and Alternative Email Address (required)
iii. Password and Confirm Password (required)
iv. Mobile Number (required)
v. Instant Messaging Number
1. Viber
2. WhatsApp
3. Telegram
4. Signal
5. We Chat
Optional to add Instant Messaging Number
vi. Gender: Male, Female, Others and Prefer not to say (required)
vii. Birthday (Date and Month only) (required)
viii. User Type: OP Proper (required)
ix. Government Agency (required)
1. OP Proper: https://op-proper.gov.ph/transparency-seal-2/op-officials-directory/
2. Cabinet Members: https://en.wikipedia.org/wiki/Cabinet_of_Bongbong_Marcos
3. Other Government Agency
x. Designation: Appointment Secretary (required)
xi. Upload Agency Logo (required)
xii. Upload Office ID (required)
xiii. Agree to the Terms and Conditions/Privacy Policy (Link) (required)
The user will receive an email with a link to validate their email address after filling out the boxes. They will be directed to our website by the link, where they will be asked to wait until the administrator approves their account.
2. User Profile
a. Profile
i. Main Account
1. Email Address and Alternative Email Address (required)
2. Password and Confirm Password (required)
ii. Appointment of Secretary
1. Upload Photo (2x2 picture with white background) or Use Camera for Photo (required)
2. First Name, Middle Initial, Last Name, Suffix (required)
3. Nickname (required)
4. Gender: (required)
a. Male

b. Female
c. Others
d. Prefer not to say
5. Birthday (Date and Month only) (required)
6. Email Address (required)
Tick box: Agree to show in Directory
Agree to show in Directory: If the user tick the checkbox, the phone number and email address are displayed on the Directory Page. If the user does not check the box, PLLO can still see the email address and
mobile number
7. Mobile Number (required)
Tick box: Agree to show in Directory
Agree to show in Directory: If the user tick the checkbox, the phone number and email address are displayed on the Directory Page. If the user does not check the box, PLLO can still see the email address and mobile number
8. Instant Messaging Number
a. Viber
b. WhatsApp
c. Telegram
d. Signal
e. We Chat
Optional to add Instant Messaging Number
b. Agency Profile
i. Government Agency
1. Office address (required)
2. Office Email Address (required)
Tick box: Agree to show in Directory
Agree to show in Directory: If the user tick the checkbox, the phone number and email address are displayed on the Directory Page. If the user does not check the box, PLLO can still see the email address
3. Office Landline Number (required)
Tick box: Agree to show in Directory
Agree to show in Directory: If the user tick the checkbox, the phone number and email address are displayed on the Directory Page. If the user does not check the box, PLLO can still see the office landline number
4. Office Cellphone Number (required)
Tick box: Agree to show in Directory
Agree to show in Directory: If the user tick the checkbox, the phone number and email address are displayed on the Directory Page. If the user does not check the box, PLLO can still see the office cellphone number
ii. Social Media
1. Facebook
2. Twitter
3. Instagram
4. Youtube
iii. Head of the Agency (required)
1. Name
2. Nickname
3. Office Address
4. Email Address
5. Office Landline Number
6. Office Cellphone Number
c. Events Attended
This tab contains links of the Event they attended.
d. Policy reforms
This tab contains links they Bookmarked or saved in Policy reforms Page
e. Saved Contacts
This tab contains Saved Contact from the Directories

3. Daily Executive Summary Report (Daily Executive Briefer)
Once the Consolidated DESR has been successfully submitted, the designated Agency will receive an email notification informing them of the submission. This notification will include an option for the agency to download the report directly from our system. Users have the flexibility to access and review previous reports at any time, providing them with the ability to refer back to past documents whenever necessary.
The administrator will decide which Agency will receive the report or access of the list of Daily Executive Summary Report
a. Additional Functions: Sort and Filter by Year/Month.

Congressional Secretariat
Senate Committee Secretary and House of Representatives Committee Secretary
The users can access what LLS Members access on the website except the Reference Materials and the profile of Principal.
1. Registration
a) First Name, Middle Initial, Last Name, Suffix (required)
b) Email Address and Alternative Email Address (required)
c) Password and Confirm Password (required)
d) Mobile Number (required)
e) Instant Messaging Number
i) Viber
ii) WhatsApp
iii) Telegram
iv) Signal
v) We Chat
Optional to add Instant Messaging Number
f) Gender (required)
i) Male
ii) Female

iii) Others
iv) Prefer not to say
g) Birthday (Date and Month only) (required)
h) User Type: Congressional Secretariat (required)
i) Congressional Secretariat (required)
i) Senate Committee Secretary
(1) Committee (https://web.senate.gov.ph/committee/list.asp)
(2) Chairperson (https://web.senate.gov.ph/committee/list.asp)
ii) House of Representatives Committee Secretary
(1) Standing or Special (required) This field will be visible when the user selects House of
Representatives Committee Secretary
(a) Standing Committee:
(b) Special Committee
(2) Committee (required)
(a) Standing Committee
https://en.wikipedia.org/wiki/List_of_Philippine_House_of_Representatives_committees
(b) Special Committee
https://en.wikipedia.org/wiki/List_of_Philippine_House_of_Representatives_committees
(3) Chairperson (required)
https://en.wikipedia.org/wiki/List_of_Philippine_House_of_Representatives_committees
j) Upload Photo (2x2 picture with white background) or Use Camera for Photo (required)
k) Upload Office ID (required)
l) Agree to the Terms and Conditions/Privacy Policy (Link) (required)

2. User Profile:
a) Profile
i) Upload Photo (2x2 picture with white background) or Use Camera for Photo (required)
ii) First Name, Middle Initial, Last Name, Suffix (required)
iii) Nickname
iv) Email Address (required)
Tick box: Agree to show in Directory
Agree to show in Directory: If the user tick the checkbox, the phone number and email address are
displayed on the Directory Page. If the user does not check the box, PLLO can still see the email address
and
mobile number
v) Alternative Email Address (required)
vi) Password and Confirm Password (required)
vii) Mobile Number (required)
Tick box: Agree to show in Directory
Agree to show in Directory: If the user tick the checkbox, the phone number and email address are
displayed on the Directory Page. If the user does not check the box, PLLO can still see the email address
and
mobile number
viii) Instant Messaging Number
(1) Viber
(2) WhatsApp
(3) Telegram
(4) Signal
(5) We Chat
Optional to add Instant Messaging Number
ix) Gender (required)
(1) Male
(2) Female
(3) Others
(4) Prefer not to say
x) Birthday (Date and Month only)
b) Committee Profile (This list is not editable except for the Chairperson)
i) User Type: Congressional Secretariat
ii) Congressional Secretariat: House of Representatives Committee Secretary
iii) Special or Standing Committee
iv) Committee Name
v) Chairperson (required)
c) Events Attended
This tab contains links of the Event they attended.
d) Policy reforms
This tab contains links they Bookmarked or saved in Policy reforms Page
e) Saved Contacts
This tab contains Saved Contact from the Directories

PLLO
Home Page, Directory, Reference Materials, Policy reforms, about us, FAQ, and Contact us are same with
LLS Members
1. Registration
a) Fields to fill up
i) First Name, Middle Initial, Last Name, Suffix (required)
ii) Email Address and Alternative Email Address (required)
iii) Password and Confirm Password (required)
iv) Mobile Number (required)
v) Instant Messaging Number
(1) Viber
(2) WhatsApp
(3) Telegram
(4) Signal
(5) We Chat
Optional to add Instant Messaging Number
vi) Gender: Male, Female, Others and Prefer not to say (required)
vii) Birthday (Date and Month only) (required)

viii) User Type: PLLO (required)
ix) Designation (required)
x) Cluster (multi-select)
(1) EDC: Economic Development Cluster
(2) PGC: Participatory Governance Cluster
(3) SJPC: Security, Justice and Peace Cluster
(4) HDPRC: Human Development and Poverty Reduction Cluster
(5) CCAMDRRC: Climate Change Adaptation Mitigation and Disaster Risk Reduction Cluster
xi) Upload Photo (2x2 picture with white background) or Use Camera for Photo (required)
xii) Upload Office ID (required)
xiii) Agree to the Terms and Conditions/Privacy Policy (Link) (required)

2. User Profile
a) Profile
i) First Name, Middle Initial, Last Name, Suffix
ii) Nickname
iii) Email Address
Tick box: Agree to show in Directory
Agree to show in Directory: If the user tick the checkbox, the phone number and email address are
displayed on the Directory Page.
If the user does not check the box, PLLO can still see the email address and
mobile number
iv) Confirm Email Address
v) Password and Confirm Password
vi) Mobile Number
Tick box: Agree to show in Directory
Agree to show in Directory: If the user tick the checkbox, the phone number and email address are
displayed on the Directory Page.
If the user does not check the box, PLLO can still see the email address and
mobile number
vii) Instant Messaging Number
(1) Viber
(2) WhatsApp
(3) Telegram
(4) We Chat
Optional to add Instant Messaging Number
viii) Gender: Male, Female, Others and Prefer not to say
ix) Birthday (Date and Month only)
x) User Type
xi) Designation
xii) Cluster (multi-select)
(1) EDC: Economic Development Cluster
(2) PGC: Participatory Governance Cluster
(3) SJPC: Security, Justice and Peace Cluster
(4) HDPRC: Human Development and Poverty Reduction Cluster
(5) CCAMDRRC: Climate Change Adaptation Mitigation and Disaster Risk Reduction Cluster
b) Government and Head of the Agency (Only the IT Administrator can edit this tab)
c) Events Attended
This tab contains links of the Event they attended.
d) Submitted Documents
This tab contains links of the Position Paper they submitted
e) Policy reforms
This tab contains links they Bookmarked or saved in Policy reforms Page
f) Saved Contacts
This tab contains Saved Contact from the Directories

3. Events
Events from the past and those coming up are identical for LLS Members. The event can only be created
and invited to by PLLO users.
a) Add Event
i) Event Details
(1) Event Title (required)
(2) Select Cluster (required)
(a) EDC: Economic Development Cluster
(b) PGC: Participatory Governance Cluster
(c) SJPC: Security, Justice and Peace Cluster
(d) HDPRC: Human Development and Poverty Reduction Cluster
(e) CCAMDRRC: Climate Change Adaptation Mitigation and Disaster Risk Reduction Cluster
(3) Date and Time (required)
(4) Location / Venue (required)
(5) Upload Invitation Letter (required)
(a) Upload Invitation Letter: General Invitation Letter
(b) Click here for different invitation letter: Invitation Letter per agency
(i) Drag and Drop or Upload Invitation Letter
(6) Upload Other Materials: Click here to add materials (optional)
(7) Link for Other Materials
(8) Upload Image
ii) Participants
(1) By Cluster: Selected cluster are all invited
(2) By Agency
(a) Limit per agency for all
(b) Click here: Limit for each agency
(3) Per User: Selected users are invited
iii) Message or Description of the Event (Paragraph)
The default template can be viewed by the user, and the information will be shown according to the
Event Details field. In addition to altering the layout, the user can copy and paste the code according to
the data they enter in the Event Details.

iv) Save
(1) Save as Draft
(2) Save and Close
(3) Save and Send Invitation
b) Edit Event Details
i) Click Events – Upcoming Event - Edit
c) View Event Participants
i) Click Events – Upcoming Event - Participants
ii) Other Functions
(1) Can view in List and Grid Layout
(2) Print
iii) Search and Filter
(1) Cluster
(2) Agency
(3) Activity
(4) Status
(a) Invited (Green)
(b) Confirmed (Green), Pending (Gray) and Regrets (Red)
(c) Present (Green) and Not Present (Red)
iv) Send Email
The PLLO cluster member can send email to
(1) Confirmed: Follow up email, additional instructions and/or QR code for online attendance
(2) Pending: Follow up email for confirmation or will not attend
(3) Present: During activity and after activity (QR or link for Feedback form)
The default template can be viewed by the user, and the information will be shown according to the
Event Details field. In addition to altering the layout, the user can copy and paste the code according to
the data they enter in the Event Details.

4. Edit Downloads Documents / Files
Republic Act, Presidential Legislative Priorities and Bills Certified
RA or Republic Act
a) Number (Drop down)
b) RA / JR Number
c) Source / Priority Level (Multi-select)
LEDAC-CLA
Certified 2017 SONA DIRECTIVE
2018 SONA DIRECTIVE
2019 SONA DIRECTIVE
2020 SONA DIRECTIVE
2021 SONA DIRECTIVE
2022 SONA DIRECTIVE
d) Date
e) Congress
i) 15th Congress
ii) 16th Congress
iii) 17th Congress
iv) 18th Congress
v) 19th Congress
f) Long Title
g) Link of the PDF
Presidential Legislative Priorities (PLP)
a) Moved in
i) Enacted into Law
ii) LEDAC-CLA Priority Measures
iii) Other LEDAC-CLA Measures
iv) Presidential / Cabinet / SONA Directives
b) Proposed Measure
c) Source / Priority Level (Multi-select)
LEDAC-CLA
Certified 2017 SONA
2018 SONA
2019 SONA
2020 SONA
2021 SONA
2022 SONA CCAMDRRC
EDC
HDPRC
PGC
SJPC
SALVO 17C PLA
17C CPLC
18C PLA
18C CLPC
19C PLA
19C CLPC
d) Status in Senate and House of Representatives

Bills Certified
a) Number (1 to up to last number count)
b) Proposed Measure
c) Source / Priority Level (Multi-select)
LEDAC-CLA

Presidential Certification
Cabinet Directive 2017 SONA DIRECTIVE
2018 SONA DIRECTIVE
2019 SONA DIRECTIVE

2020 SONA DIRECTIVE
2021 SONA DIRECTIVE
2022 SONA DIRECTIVE
d) Bill No. reference
e) Status

Organized Group
Policy reforms
Downloads, About us, FAQ and Contact us are the same with the LLS members.
What Organized Group can do on our website?
1. Registration
a) Fields to fill up
i) First Name, Middle Initial, Last Name, Suffix (required)
ii) Email Address and Alternative Email Address (required)
iii) Password and Confirm Password (required)
iv) Mobile Number (required)
v) Instant Messaging Number
(1) Viber
(2) WhatsApp
(3) Telegram
(4) Signal
(5) We Chat
Optional to add Instant Messaging Number
vi) Gender: Male, Female, Others and Prefer not to say (required)
vii) Birthday (Date and Month only) (required)
viii) User Type: Organized Groups (required)
ix) Upload Photo (2x2 picture with white background) or Use Camera for Photo (required)
x) Upload Government Issued ID (required)
xi) Agree to the Terms and Conditions/Privacy Policy (Link) (required)

2. Profile
b) Profile
(1) First Name, Middle Initial, Last Name, Suffix (required)
(2) Nickname
(3) Email Address and Alternative Email Address (required)
(4) Password and Confirm Password (required)
(5) Gender: Male, Female, Others and Prefer not to say(required)
(6) Birthday (Date and Month only) (required)
(7) User Type: Organized Group (required)
(8) Office Address
(9) Office Email address
(10) Office Landline Number
(11) Office Cellphone Number
(a) Viber
(b) WhatsApp
(c) Telegram
(d) Signal
(e) We Chat
Optional to add Instant Messaging Number
c) Policy reforms
This tab contains links they Bookmarked or saved in Policy reforms Page
d) Saved Contacts
This tab contains Saved Contact from the Directories

2. Directory
Cabinet Members, Other Government Agency, Senators and Congressmen are the only Directories can
Organized Group access.

3. Policy reforms
a) List of Bills
i) Additional Function
(1) Grid or List layout
(2) Sort on Title
(3) Filter by Category (based on Committee of House of Representatives)
https://www.congress.gov.ph/committees/?v=reports
(4) Search by Text
(5) Print function
(6) View all and View in 10/20/30/40/50
ii) Picture
iii) Category
iv) Deadline
v) Target of Votes
vi) Short Description
b) Propose Policy Reforms
i) Event Title (required)
ii) Category: (based on Committee of House of Representatives) (required)
https://www.congress.gov.ph/committees/?v=reports
The committee secretary will notify you via email if chosen.
iii) Open Until (date) (required)
iv) Target of Votes (required)
v) Upload Documents (multi-select) (required)
vi) Upload Photo (Multi-select)
vii) Team Members (Optional: click here to add)
* Other members can edit the details and reply to Comments Section
* The invited team members will receive notification through email with link; the user needs to be

registered before they can edit and monitor the Proposed Bill
viii) Description (paragraph) (required)
ix) Uploading Photo
c) Policy Reform Details
i) Proposed by: Picture and name of the Proposed Bill
ii) Votes and Target Votes
iii) Deadline or Until When
iv) Like/Dislike Button
v) Update Status: To refresh the page and votes
vi) Bookmark or Save the link
vii) Latest Likers or Voters
viii) Title and Category
ix) Picture
x) Description
xi) Comments Section

(1) Picture and Name of the user
(2) Comments (Admin Approval before posting?)

Summary of what users can access (or MENU per each user type)
1) Public or Not registered users
a) Home
b) About us
c) Contact us

2) LLS Members
a) Home
b) Profile
i) Profile (Main Account and Secretaries Profile)
ii) Agency Profile
iii) Events Attended
iv) Reference Materials
v) Policy Reforms (Crowdsourcing)
vi) Saved Contacts
c) Events
i) Upcoming Events
ii) Previous Events
d) Reference Materials
e) Downloads
i) RA/Republic Act
ii) Presidential Legislative Priority
iii) Bills Certified
f) Directory
i) OP Proper, Cabinet Members, and Other Government Agency
ii) Senate of the Philippines
(1) Senators
(2) Chief of Staff
(3) Chief Legis Officer
iii) House of Representatives
(1) Representatives
(2) Chief of Staff
(3) Chief Legis Officer
(4) Appointment Secretary
i) Senate and House Secretariat
(1) Senate of the Philippines Committee Secretary
(2) House of Representatives Committee Secretary
ii) PLLO
b) Policy Reforms
c) FAQ
d) Contact us

2) Government Agency (OP Proper, Cabinet Members and Other Government Agency)
a) Home
b) Profile
i) Profile (Main Account and Secretaries Profile)
ii) Agency Profile
iii) Events Attended (Selected agency under OP Proper)
iv) Reference Materials (Selected agency under OP Proper)
v) DESR: Daily Executive Summary Report (Selected agency under OP Proper)
vi) Policy Reforms (Crowdsourcing)
vii) Saved Contacts
c) Downloads
i) RA/Republic Act
ii) Presidential Legislative Priority
iii) Bills Certified
d) Directory
i) Cabinet Members, OP Proper and Other Gov't Agency
ii) Senate of the Philippines
(1) Senators
(2) Chief of Staff
(3) Chief Legis Officer
iii) House of Representatives

(1) Representatives
(2) Chief of Staff
(3) Chief Legis Officer
(4) Appointment Secretary
iv) Senate and House Secretariat
(1) Senate of the Philippines Committee Secretary
(2) House of Representatives Committee Secretary
v) PLLO
e) Policy Reforms
f) FAQ
g) Contact us

3) Senate and House of Representatives
a) Home
b) Profile
i) Profile (Main Account and Secretaries Profile)
ii) Senator's Profile
iii) Events Attended
iv) Policy Reforms (Crowdsourcing)
v) Saved Contacts
c) Downloads
i) RA/Republic Act
ii) Presidential Legislative Priority
iii) Bills Certified
d) Directory
i) Cabinet Members, OP Proper and Other Gov't Agency
ii) Senate of the Philippines
(1) Senators
(2) Chief of Staff
(3) Chief Legis Officer
iii) House of Representatives
(1) Representatives
(2) Chief of Staff
(3) Chief Legis Officer
(4) Appointment Secretary
iv) Senate and House Secretariat
(1) Senate of the Philippines Committee Secretary
(2) House of Representatives Committee Secretary
v) PLLO
e) Policy Reforms
f) FAQ
g) Contact us

4) PLLO
a) Home
b) Profile
i) Profile (Main Account)
ii) Agency Profile (IT can only edit)
iii) Event
iv) Reference Materials
v) Policy Reforms (Crowdsourcing)
vi) Saved Contacts
c) Events
i) Upcoming Events
ii) Previous Events
d) Reference Materials
e) Downloads
i) RA/Republic Act
ii) Presidential Legislative Priority
iii) Bills Certified
f) Directory
i) Cabinet Members, OP Proper and Other Gov't Agency
ii) Senate of the Philippines
(1) Senators
(2) Chief of Staff
(3) Chief Legis Officer
iii) House of Representatives
(1) Representatives
(2) Chief of Staff
(3) Chief Legis Officer
(4) Appointment Secretary
iv) Senate and House Secretariat
(1) Senate of the Philippines Committee Secretary
(2) House of Representatives Committee Secretary
v) PLLO
g) Policy Reforms
h) FAQ
i) Contact us

5) Organized Group
a) Home
b) Profile
i) Profile
ii) Policy Reforms (Crowdsourcing)
iii) Saved Contacts
c) Downloads
i) RA/Republic Act

ii) Presidential Legislative Priority
iii) Bills Certified
d) Directory
i) Cabinet Members, OP Proper and Other Gov't Agency (without the Appointment Secretary)
ii) Senators (without the Appointment Secretary)
iii) House of Representatives (without the Appointment Secretary)
iv) PLLO
e) Policy Reforms
f) FAQ
g) Contact us

Administrator Functions
Websites are developed, maintained, and troubleshooted by web administrators. They most crucially guarantee secure and productive user experience. This could involve putting security measures in place, changing programs, making backups, fixing software issues, upgrading material, and more.
1. Global Configuration
a. Site Name
b. Site Meta Description
c. Site Meta Keywords
d. Setting Information (can view the)
i. Database Type
ii. Database version
iii. PHP Version
2. User Management
a. Can add/edit/delete/block/unblock user
b. Can add/edit/delete user details (except password)
c. Can assign User Group Type
d. Can add/edit/delete User Group Type
e. Can assign Administrator
f. Can select what to access per each Group Type
g. Can add/edit/delete Fields
h. Can check registration and last visit date
i. Can view the list of Popular Saved Contact (with the saved click rate and overall)
j. Filter (Can download in PDF File)
i. Cabinet Member: Birthday Month and Gender
ii. Other Government Agency: Birthday Month and Gender
iii. PLLO: Outpost, Item, Birthday Month and Gender
iv. LLS Members: Government Agency, Cluster, Birthday Month and Gender
v. House of Representative: Region, Majority/Minority, Birthday Month and Gender
vi. House of Representative: Chief of Staff / Appointment Secretary, Region, Birthday Month and Gender
vii. House of Representative Committee Secretary: Standing/Special, Birthday Month and Gender
viii. Senators: Majority/Minority, Partylist, Birthday Month and Gender
ix. Senator Staff: Chief of Staff / Appointment Secretary / Chief Legis Officer, Birthday Month and Gender
3. Directory
a. Can add/edit/delete Filter
b. Can add/edit/delete Filter option
c. All contact details are visible even if the user does not click the 'Agree to show in Directory' tick box.
4. Home Page (modules)
a. Image Animation
i. Can add/edit/delete Images, links and caption
ii. Can change the transition animation
iii. Can change the maximum images for the transition
iv. Can change the Pause time
v. Can change which menu will appear
b. Articles Newsflash: About us, Message from the Secretary, About GovPH, Republic of the Philippines, Logo
c. Latest Proposed Policy Reforms and Events
i. Can change the layout
ii. Able to control how many will be visible
d. Can add/edit/delete Modules (the following modules are not yet included in the layout, but the admin can add them at any moment)
i. Breadcrumbs
ii. Sitemap
iii. Progress Bar
iv. Who's Online
v. Facebook feed: Display photos, videos and post from PLLO facebook page
vi. Social Media Icons: Add social media buttons and other website links.
vii. Show Popup After Page Load: can choose which content is displayed or create new content.
viii. Pop-up notification to add a link to the home screen appears when the website opens and closes
ix. Video Gallery
5. Events
a. Events
i. Can add/edit/delete Fields
ii. Can add/edit/delete/publish/unpublish Event
b. Newsletter
i. Can also send Newsletter through admin panel
ii. Can add/edit/delete Template with Text Editor
iii. Can add/edit/delete photos
iv. Can use simple codes to change the position of the user's name, the event's title, date, Cluster and its location
Example:
1. Name = &name
2. Event Title = &event title
3. Date = &date
4. Location = &location
5. Cluster = &cluster

c. Feedback Form
i. Can add/edit/delete Feedback form
ii. Can add/edit/delete Fields
iii. Can look up the list of feedback submissions
iv. Can download feedback submissions based on an event / year
6. Reference Materials
a. Can add/edit/delete/publish/unpublish Submitted Documents
b. Can add/edit/delete Fields
c. Can view the list of Popular Position Paper (with the daily click rate and overall)
d. Can choose which Agency (under OP Proper) has access to this page.
7. Daily Executive Summary Report
a. Can choose which Agency (under OP Proper) has access to this page.
8. Reports
a. Can add/edit/delete Position Paper
b. Can add/edit/delete Category
c. Can add/edit/delete Fields
d. Can view the list of Popular Reports (with the daily click rate and overall)
9. Crowdsourcing
a. Can publish/unpublish Proposed Policy Reforms
b. Can add/edit/delete fields
c. Can check the list of users and quantity of Likes/Dislikes per each Proposed Bill
d. Can view the list of Popular Proposed Bill (with the daily click rate and overall)
e. Comments
i. Can filter words for user comments
ii. Can publish/unpublish User comments
iii. Can turn on/off the Comments
10. Contact us
a. Can add/edit/delete Fields
b. Can add/edit/delete Email address receiver
c. Can add/edit/delete the Map Location
d. Can add/edit/delete Contact Details
11. Articles (About us, Message from the Secretary, FAQ, Contact us details, About GovPH, Republic of
the Philippines, Logo)
a. Can add/edit/delete Article
b. Can add/edit/delete Text/Photo in Article
c. With text editor
d. Can add/edit/delete Meta Tags
e. Can add/edit/delete Meta Description
f. Can view the list of Popular Articles (with the daily click rate and overall)
12. Main Menu / User Menu / About GovPH / Government Links
a. Can add/edit/delete
b. Can Select Parent
c. Can select the position or sequence
d. Can set the Alias for SEO
13. File Manager
a. Can add/delete Photos
b. Can add/edit/delete Folders
14. Can integrate with Google Analytics
15. CSS: Give us the directory of the CSS
a. For Desktop
b. For Mobile
16. Back up
a. Can backup the whole files and/or database (zip file)
b. Can choose the date on which files and/or databases can be downloaded
c. Auto Backup: Can set weekly and/or monthly backup
d. Location of the Auto Backup: OneDrive (Microsoft 365)
e. List of Manual and auto backup with a link to zip file (with date)

Technology and Tools
• Backend: Laravel 10 (PHP v8.3)
• Frontend: Jquery
• Database: MySQL
• Testing: PHPUnit
• Web Server: Apache
• Windows Server OS
• Internet browser (Google Chrome, MS Edge, Safari)
• Windows, MAC OS, Linux, Android internet browser, IOS internet browser

WARRANTY
One-year warranty on the Fully Customized ELLS Web Application System (Phase 1), effective from the
date of project completion. This warranty covers:
• Bug Fixes: Any defects or errors identified in the system will be promptly addressed and corrected at
no additional cost.
• Technical Support: Access to technical support for troubleshooting and assistance with any issues that
arise.
• Updates: Necessary updates to ensure the system remains compatible with evolving technologies and
requirements.
Other Information
For any clarification, suppliers may contact telephone no. 8255-7198 c/o BAC Secretariat. The Quotation
may be submitted through e-mail at bac@pllo.gov.ph or delivered to the address below:

Bids and Awards Committee Secretariat
9/F AAP Tower, 683 Aurora Blvd.
Brgy. Mariana, Q.C.

Created by	Rosalie T. Morales
Date Created	16/05/2025

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