PRESIDENTIAL LEGISLATIVE LIAISON OFFICE

Mandate
Promotion of Presidential legislative initiatives and other Administration - sponsored priority policy reforms and development programs through a strategic information dissemination campaign and sustained day-to-day collaboration with the two Chambers of Congress, as well as with other interest groups.

Mission
To promote Presidential legislative initiatives and other Administration - sponsored priority policy reforms and development programs responsive to the realization of the President's Social Contract with the Filipino people and the achievement of the Philippine Development Plan.

Vision
The Executive and Legislative Branches of government working together in a harmonious, collaborative and transparent environment for the attainment of goals beneficial to the greater majority of the Filipino people.

SERVICE STANDARDS
Request for Copy of Status of Presidential Legislative Agenda (PLA), LEDAC Common Legislative Agenda or List of Bills Certified by the President for immediate Enactment

Availability of Service
Weekdays during working hours, 8:00 AM - 5:00 PM, or until there are staff in the office

Who May Avail of the Service
Members of Congress, congressional staff, interest and advocacy groups, government institutions, research organizations, students and members of the academe and the general public interested in the President’s legislative priorities

What are the Requirements
No fees and other requirements necessary except information on the purpose of the request so as to ensure that the necessary informations are included in the updated PLA or LEDAC - CLA.
# How to Avail of the Service

<table>
<thead>
<tr>
<th>Step No.</th>
<th>Procedure for Clients</th>
<th>PLLO Action</th>
<th>Person-in-charge</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Requesting person/s may request in person, thru telephone or e-mail and if possible give the purpose of request and the means on how to get the requested document (e.g. for pick-up, e-mail or fax)</td>
<td>Accept request and refer to Officer-in-charge</td>
<td>Staff at the receiving desk</td>
<td>1 minute</td>
</tr>
<tr>
<td>2</td>
<td>Wait for the document being requested</td>
<td>Prepare the document customized according to the needs of the requesting person / organization</td>
<td>Officer-in-Charge</td>
<td>1 minute (if the document is ready for release)</td>
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<td>Release the document to the requesting person according to preferred means of receiving the document</td>
<td>Officer-in-Charge</td>
<td>10 minutes (if there’s a need to customize the document)</td>
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<td>30 seconds</td>
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Send Telefax/E-mail requests at:
- 736-1192 / osec@pllo.gov.ph / pllo.osec@gmail.com (Malacañang Office)
- 552-7027 / senate@pllo.gov.ph / pllo_senate@yahoo.com (Senate Office)
- 931-6501 / hrep@pllo.gov.ph / pllo_hor@yahoo.com (HRep Office)

If you have any complaints, please see / call:
- Office of the Head Executive Assistant (736-1192); or
- Office of the Chief Administrative Officer (736-1152)

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**DIRECTORY**

**Secretary ADELINO B. SITOY**
Presidential Adviser on Legislative Affairs and Head, PLLO

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