



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
OFFICE OF THE SECRETARY
MANILA

17 November 1988

DEPARTMENT ORDER)

No. **110** SUBJECT: DUTIES AND RESPONSIBILITIES OF THE
Series of 1988 ASSISTANT SECRETARY FOR LEGISLATIVE
AFFAIRS

Pursuant to Cabinet Resolution No. 16 dated 27 April 1988 and the Rules of Procedure for the Legislative Liaison System (LLS) adopted by the Cabinet on 6 October 1988, the Assistant Secretary for Legislative Affairs shall perform the following specific duties and responsibilities:

1. Provide the necessary linkage of the Department Secretary with the Presidential Legislative Liaison Office (PLLO) and with the counterpart Committees in both Houses of Congress.
2. Relate with the Congressional Committee Chairmen principally involved with the Department's concerns in behalf of the Executive Branch.
3. Maximize staff support to the Congressional Committees assigned to, including but not limited to:
 - a) Periodic operational review of the Department's work.
 - b) Invitation of legislators to Department's affairs and field visits.
 - c) Regular meetings with the appropriate congressional staff to thresh out matters of common concern.
 - d) Provision of research data, reports and other documents helpful to legislation.
 - e) Schedule regular visits to both Houses of Congress of senior officials of the Department.
4. Facilitate and monitor the progress of bills certified as urgent, or for enactment, by the President.
5. Steward and promote the passage of legislation high in the Department's agenda.
6. Set up and operate a tracking and accountability system for individual bills filed concerning the Department. An anchor person shall be identified within the Department to track each bill involving the agency. Included here should be a mechanism for communicating the agency position on all bills, which should be cleared by the appropriate authority in the Department.

7. Follow the flow of legislative business and inform the concerned units or authorities in the Department of pertinent developments. Review daily the Congressional Order of Business to be aware of items in the agenda.

8. Provide feedback and reliable assessments of problems, prospects and opportunities for the President's and Department's legislative concerns.

9. Coordinate closely with the PLLO in the halls of Congress.

10. Attend regularly and participate actively in the meetings of the LLS.

11. Receive and attend to requests of members of both Houses of Congress.

12. Perform such other functions as may be assigned by the Department Secretary.

The Assistant Secretary for Legislative Affairs shall report directly to the Secretary in the performance of his duties and responsibilities.

All officials and units of this Department are hereby directed to provide the necessary assistance and cooperation to the Assistant Secretary for Legislative Affairs for the effective performance of his duties.

This Order takes effect immediately.



FIORELLO R. ESTUAR
Secretary