

**POLICY RESEARCH AND LEGAL SERVICES
LEGISLATIVE RESEARCH DIVISION**

Workflow Processes

Output 1: Provide a constructive and comprehensive opinion and analysis of existing legislation- whether national, regional, or local- and proposed bills upon request from a Member of Parliament.

1. Purpose:

To establish a set of guidelines involved in providing constructive and comprehensive opinion and analysis of existing legislation and proposed bills upon request from a Member of Parliament.

2. Scope:

This section covers the activities involved in providing constructive and comprehensive opinion and analysis of national, local, and regional laws upon request of any Member of the Parliament.

3. Definition of Terms:

- a) **Memorandum Request** refers to a signed memorandum from any Member of the Parliament addressed to the Director of the Policy Research and Legal Services (PRLS).
- b) **Transmittal Memorandum** is a brief note or letter attached to the Final Output of the PRLS.
- c) **PRLS Form 02** refers to the Referral and Action Slip of the PRLS.
- d) **Final Output** refers to the output of the PRLS signed by the PRLS Director in response to a request made by a Member of the Parliament.

4. Procedure:

No.	PROCESS FLOW	PERSON RESPONSIBLE	DETAILS / ACTIONS REQUIRED	DOCUMENTS NEEDED
START				
1.0	Receiving and Recording Memorandum Request of MPs	Legal Assistant II (OD)	Receive the Memorandum Request and record the same in the PRLS logbook and online database Attach PRLS Form 2 and fill in necessary details (i.e. originating office, subject, date, and reference number)	Memorandum Request PRLS Form 02

			Forward to the Office of the Director (OD)	
2.0	Evaluation and Delegation	Director II	Evaluate if the request needs additional research (If No, Continue; If Yes, go to Output 4) Delegate to necessary Division or OD Staff (refer to PRLS Form 02)	Memorandum Request PRLS Form 02
3.0	Receiving and Recording Memorandum Request and Instructions from the Director	Legislative Staff Assistant II (LRD)	Receive and record Memorandum Request in the division's logbook and online database Forward to the Chief of Division (CD)	Memorandum Request PRLS Form 02
4.0	Delegating Request to Technical Staff	Chief of Division (Supervising Legislative Staff Officer II)	Provide instruction and delegate to technical staff for appropriate action	Memorandum Request PRLS Form 02
5.0	Reviewing Request of MPs and Preparation of Output and Transmittal Memorandum	Technical Staff (LSO II, III, and IV)	Review and Draft comments Draft Transmittal Memorandum	Memorandum Request PRLS Form 02 Transmittal Memorandum Draft output
6.0	Approval of Output and Transmittal Memorandum	Chief of Division (Supervising Legislative Staff Officer II)	Review, approve Draft Output and affix initials on Transmittal Memorandum	Memorandum Request PRLS Form 02 Transmittal Memorandum Approved Output

7.0	Recording, Compiling and Delivering of Output and Transmittal Memorandum	Legislative Staff Assistant II (LRD)	Record the approved Draft Output and Transmittal Memorandum Forward to OD	Memorandum Request PRLS Form 02 Approved Output by CD Transmittal Memorandum (with initials of CD)
8.0	Approval of Output and Transmittal Memorandum	Director II	Approve the Output from the concerned Division and sign the Transmittal Memorandum	Final Output with initials of the CD and signature of the Director
9.0	Recording, Compiling, and Delivering of Output and Transmittal Memorandum	Legal Assistant II (OD)	Scan and record the final Output in the PRLS logbook and in online database Send the softcopy and outgoing documents to the office of requesting MP	Signed Final Output PRLS Form 02
END				

Output 2: Assist in drafting legislative measures constituting bills and resolutions in the Parliament

1. Purpose:

To establish a set of guidelines in providing assistance in drafting legislative measures.

2. Scope:

This section covers the activities involved in providing assistance in drafting legislative measures upon request by a Member of the Parliament.

3. Definition of Terms:

- a. **Memorandum Request** refers to signed memorandum from any Member of the Parliament addressed to the Director of the Policy Research and Legal Services (PRLS)

- b. **Transmittal Memorandum** is a brief note or letter attached to the Final Output of the PRLS
- c. **PRLS Form 02** refers to the Referral and Action Slip of the PRLS
- d. **Final Output** refers to the output of the PRLS signed by the PRLS Director in response to a request made by a Member of the Parliament

4. Procedure:

No.	PROCESS FLOW	PERSON RESPONSIBLE	DETAILS / ACTIONS REQUIRED / DOCUMENTS NEEDED	DOCUMENTS NEEDED
START				
1.0	Receiving and Recording Memorandum Request of MPs	Legal Assistant II (OD)	<p>Receive and record memorandum requests in PRLS logbook and online database</p> <p>Attach PRLS Form 2 and fill in necessary details (i.e. originating office, subject, date, and reference number)</p> <p>Forward to the Office of the Director (OD)</p>	<p>Memorandum Request</p> <p>PRLS Form 02</p>
2.0	Evaluation and Delegation	Director II	<p>Evaluate if the request needs additional research (If No, Continue; If Yes, go to Output 4)</p> <p>Delegate to necessary Division or OD Staff (refer to PRLS Form 02)</p>	<p>Memorandum Request</p> <p>PRLS Form 02</p>
3.0	Receiving and Recording Memorandum Request and Instructions from the Director	Legislative Staff Assistant II (LRD)	<p>Receive and record memorandum requests in division's logbook and online database</p> <p>Forward to CD</p>	<p>Memorandum Request</p> <p>PRLS Form 02</p>
4.0	Delegating Request to Technical Staff	Chief of Division (Supervising)	Provide instruction and delegate to technical staff for appropriate action	Memorandum Request

		Legislative Staff Officer II)		PRLS Form 02
5.0	Reviewing of Request of MPs and Preparation of Output and Transmittal Memorandum	Technical Staff (LSO II, III and IV)	Review and Draft comments Draft Transmittal Memorandum	Memorandum Request PRLS Form 02 Transmittal Memorandum Draft Output
6.0	Approval of Output and Transmittal Memorandum	Chief of Division (Supervising Legislative Staff Officer II)	Review, approve Draft Output and affix initials on Transmittal Memorandum	Memorandum Request PRLS Form 02 Transmittal Memorandum (with initials of CD) Approved Output
7.0	Recording, Compiling, and Delivering Output and Transmittal Memorandum	Legislative Staff Assistant II (LRD)	Record the approved Draft Output and Transmittal Memorandum Forward to OD	Memorandum Request PRLS Form 02 Approved Output by CD Transmittal Memorandum (with initials of CD)
8.0	Approval of Output and Transmittal Memorandum	Director II	Approve the Output from the concerned Division and sign the Transmittal Memorandum	Final Output with initials of the CD and signature of the Director
9.0	Recording, Compiling, and Delivering Output and	Legal Assistant II (OD)	Scan and record the final Output in PRLS logbook and in online database Forward outgoing documents	Signed Final Output PRLS Form 02

	Transmittal Memorandum		to the Requesting Party	
END				

Output 3: Provide technical research assistance on policy matters of any Member of the Parliament and/or other offices of the Parliament

1. Purpose:

To establish a set of guidelines on responding to requests for technical research assistance from the Members of the Parliament and/or any other offices of the Parliament.

2. Scope:

This section covers the activities involved in responding to requests for technical research assistance from the Members of the Parliament and/or any other offices of the Parliament.

3. Definition of Terms:

- a. **Memorandum Request:** refers to the signed memorandum of any technical staff of the PRLS addressed to the Office of the Director through the Chief of Division.
- b. **Technical Research Assistance:** refer to the assistance offered by LRD/OD staff.
- c. **Research Proposal:** a formal document that contains the justification of a research project, including budgetary requirements and timetable.
- d. **PRLS Form 02:** refers to the Referral and Action slip form of the Policy Research and Legal Services.

4. Procedure:

No.	PROCESS FLOW	PERSON RESPONSIBLE	DETAILS / ACTIONS REQUIRED / DOCUMENTS NEEDED	DOCUMENTS NEEDED
START				
If the request is directly addressed/ emailed to LRD				

1.0	Receiving and Recording Memorandum Request of MPs	Legislative Assistant II (LRD)	Receive and record Memorandum Request in the division's logbook and online database Attach PRLS Form 2 and fill in necessary details (i.e. originating office, subject, date, and reference number) Forward to CD	Memorandum Request PRLS Form 02
2.0	Task Delegation	Chief of Division (Supervising Legislative Staff Officer II)	Forward to the Office of the Director (proceed to 3.0)	Memorandum Request PRLS Form 02
If the request is addressed directly to the Office of Director				
3.0	Receiving and Recording Memorandum Request	Legal Assistant II (OD)	Receive and record memorandum requests in the PRLS logbook and online database Attach PRLS Form 2 and fill in necessary details (i.e. originating office, subject, date, and reference number)	Memorandum Request PRLS Form 02
4.0	Evaluation and Delegation	Director II	Evaluate if the request needs additional research (If No, continue; If Yes, go to Output 6)	Memorandum Request PRLS Form 02
5.0	Receiving and Recording Memorandum Request and	Legislative Staff Assistant II (LRD)	Receive and record Memorandum Request in the division's logbook and online database	Memorandum Request PRLS Form 02

	Instructions from the Director		Forward to CD	
6.0	Delegating Request to Technical Staff	Chief of Division (Supervising Legislative Staff Officer II)	Provide instruction and delegate to technical staff for appropriate action	Memorandum Request PRLS Form 02
7.0	Reviewing of Request of MPs and Preparation of Output and Transmittal Memorandum	Technical Staff (LSO II, III, and IV)	Prepare comments and/or do appropriate action Prepare Transmittal Memorandum	Memorandum Request PRLS Form 02 Transmittal Memorandum Draft output
8.0	Approval of Output and Transmittal Memorandum	Chief of Division (Supervising Legislative Staff Officer II)	Review, approve Draft Output and affix initials on Transmittal Memorandum	Memorandum Request PRLS Form 02 Transmittal Memorandum (with initials of CD) Approved Output
9.0	Recording, Compiling, and Delivering of Output and Transmittal Memorandum	Legislative Staff Assistant II (LRD)	Record the approved Draft Output and Transmittal Memorandum Forward to OD	Memorandum Request PRLS Form 02 Approved Output by CD Transmittal Memorandum (with initials of CD)

10.0	Approval of Output and Transmittal Memorandum	Director II	Approve the Draft Output and sign the Transmittal Memorandum	Final Output with initials of the CD and signature of the technical staff
11.0	Recording, Compiling and Delivering of Output and Transmittal Memorandum	Legal Assistant II (OD)	Scan and record the final Output in the PRLS logbook and in an online database Forward outgoing documents to the Requesting Party	Signed Final Output PRLS Form 02
END				

Output 4: Conduct research activities in aid of legislation

1. Purpose:

To establish a set of guidelines on processing LRD and OD technical staff requests to conduct research activities.

2. Scope:

This section covers the activities involved in approval or disapproval of the research proposal requests from any technical staff of LRD and OD.

3. Definition of Terms:

- a. **Memorandum Request:** refers to the signed memorandum of any technical staff of the LRD and OD addressed to the Office of the Director through the Chief of Division
- b. **Research Proposal:** a formal document that contains the justification of a research project, including budgetary requirements and time-table
- c. **PRLS Form 02:** refers to the Referral and Action slip form of the Policy Research and Legal Services

4. Procedure:

No.	PROCESS FLOW	OFFICE (PERSON RESPONSIBLE)	DETAILS / ACTIONS REQUIRED	DOCUMENTS NEEDED
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START				
If the research emanates from other requests that need further research				
1.0	Receiving and Recording Memorandum Request and Instructions from the Director	Legislative Staff Assistant II (LRD)	Receive and record Memorandum Request in the online database Forward to CD	Memorandum Request PRLS Form 02
2.0	Delegating Request to Technical Staff	Chief of Division (Supervising Legislative Staff Officer II)	Provide instruction and delegate to technical staff for appropriate action, then proceed to Step 3.0	Memorandum Request PRLS Form 02
If the research emanates from the technical staff of LRD				
3.0	Drafting Research Proposal	Technical Staff (LSO II, III, and IV)	Draft Research Proposal	Research Proposal <i>Memorandum Request</i> PRLS Form 02
4.0	Receiving and recording of Research proposal	Legislative Staff Assistant II (LRD)	Receive and record Memorandum Request in the division's logbook and online database Forward to CD for review and approval	Draft Research Proposal <i>Memorandum Request</i> PRLS Form 02

5.0	Review/ comments/ suggestions	Chief of Division (Supervising Legislative Staff Officer II)	Review and evaluate the research proposal Sign and indicate whether the research proposal is approved, disapproved or action/s to be taken by LRD staff (If disapproved, go back to 3.0; If approved, proceed to 6.0) Forward to OD	Memorandum Request PRLS Form 02 Approved/ Disapproved Research Proposal
If the research request is from OD staff (follow 6.0 to 7.0 only)				
6.0	Receiving and Recording Memorandum Request, and the research proposal	Legal Assistant II (Director's Office)	Receive and recorded Memorandum Request and research proposal in the division's logbook and online database Forward to Director II	Research Proposal Memorandum of Request for funding PRLS Form 02
7.0	Evaluation	Director II	Evaluate the research proposal Sign and indicate whether the proposal is approved, disapproved or action/s to be taken by concerned staff	Evaluated Research Proposal Memorandum Request PRLS Form 02
8.0	Receiving and Recording Memorandum, Evaluated Research Proposal	Legislative Staff Assistant II (LRD)	Receive and record signed Memorandum Request and evaluated research proposal; in the division's logbook and online database	Evaluated Research Proposal Memorandum Request PRLS Form 02

9.0	Receiving the copy(ies) of approval/ disapproval memorandum	Chief of Division (Supervising Legislative Staff Officer II) Technical Staff (LSO II, III, and IV) and)	Receive the copy of the approval/ disapproval of Memorandum Request	Memorandum Request PRLS Form 02
END				

Output 5: Respond to confidential policy inquiries in matters affecting the Parliament

1. Purpose

To establish a set of guidelines in responding to the confidential policy inquiries from the Members of the Parliament.

2. Scope:

This section covers the activities involved in crafting responses for the confidential policy inquiries from the Members of the Parliament.

3. Definition of Terms:

- a. **Memorandum Request** refers to the signed memorandum from a Member of the Parliament addressed to the director of the Policy Research and Legal Services
- b. **Transmittal Memorandum** is a brief note or letter attached to the Output of the PRLS
- c. **Confidential Policy Inquiries** refer to any request made by a Member of Parliament to the PRLS to conduct research and/or systematic analysis of a pertinent policy issue in aid of legislation or to review, evaluate, and enhance its administrative operations.
- d. **PRLS Form 02** refers to the Referral and Action slip form of the Policy Research and Legal Services
- e. **Final Output** refers to the output of the PRLS, bearing the signature of the Director, in response to a request made by a Member of the Parliament

4. Procedure:

No.	PROCESS FLOW	PERSON RESPONSIBLE	DETAILS / ACTIONS REQUIRED / DOCUMENTS NEEDED	DOCUMENTS NEEDED

START				
If the request is directly addressed and/or emailed to Legislative Research Division				
1.0	Receiving and Recording Memorandum Request of MPs	Legislative Assistant II (LRD)	Receive and record Memorandum Request in the division's logbook and online database Attach PRLS Form 2 and fill in necessary details (i.e. originating office, subject, date, and reference number) Forward to CD	Memorandum Request PRLS Form 02
2.0	Task Delegation	Chief of Division (Supervising Legislative Staff Officer II)	Forward to OD (proceed to 3.0)	Memorandum Request PRLS Form 02
If the request is addressed directly to the Office of Director				
3.0	Receiving and Recording Memorandum Request	Legal Assistant II (OD)	Receive and record memorandum requests in the PRLS logbook and online database Attach PRLS Form 2 and fill in necessary details (i.e. originating office, subject, date, and reference number)	Memorandum Request PRLS Form 02
4.0	Evaluation and Delegation	Director II	Evaluate if the request needs additional research (If No, continue; If Yes, go to Output 4)	Memorandum Request PRLS Form 02

5.0	Receiving and Recording Memorandum Request and Instructions from the Director	Legislative Staff Assistant II (LRD)	Receive and record Memorandum Request in the division's logbook and online database Forward to CD	Memorandum Request PRLS Form 02
6.0	Delegating Request to Technical Staff	Chief of Division (Supervising Legislative Staff Officer II)	Provide instruction and delegate to technical staff for appropriate action	Memorandum Request PRLS Form 02
7.0	Reviewing of Request of MPs, Preparation of Output and Transmittal Memorandum	Technical Staff (LSO II, III, and IV)	Prepare comments Prepare Transmittal Memorandum	Memorandum Request PRLS Form 02 Transmittal Memorandum Draft output
8.0	Approval of Output and Transmittal Memorandum	Chief of Division (Supervising Legislative Staff Officer II)	Review, approve Draft Output and affix initials on Transmittal Memorandum	Memorandum Request PRLS Form 02 Transmittal Memorandum (with initials of CD) Approved Output

9.0	Recording, Compiling and Delivering of Output and Transmittal Memorandum	Legislative Staff Assistant II (LRD)	Record the approved Draft Output and Transmittal Memorandum Forward to OD	Memorandum Request PRLS Form 02 Approved Output by CD Transmittal Memorandum (with initials of CD)
10.0	Recording, Compiling and Delivering of Output and Transmittal Memorandum	Legal Assistant II (OD)	Receive and record memorandum requests in the PRLS logbook and online database Attach PRLS Form 2 and fill in necessary details (i.e. originating office, subject, date, and reference number)	Memorandum Request PRLS Form 02 Approved Output by CD Transmittal Memorandum (with initials of CD)
11.0	Approval of Output and Transmittal Memorandum	Director II	Approve the Draft Output and sign the Transmittal Memorandum	Final Output with initials of the CD and signature of the technical staff
12.0	Recording, Compiling and Delivering of Output and Transmittal Memorandum	Legal Assistant II (OD)	Scan and record the final Output in the logbook and in the PRLS online database Forward outgoing documents to the Requesting Party	Signed Final Output PRLS Form 02
END				

ANNEX

Legislative Research Division Mandate:

(AR-96-PR-349)

The Legislative Research Division (LRD) conducts researches and studies on major legislation, policy issues, and other specific legislative concerns of the BTA. This service prepares opinions, analyses, briefing papers, and other forms of technical research assistance in response to queries or requests from the Members of the Parliament, their staff, and other offices in the BTA. It shall carry out necessary research and survey activities on BTA's areas of concern for administrative programs and policies, and shall create reports for evaluation. Upon request by any member of the Parliament, the LRD may also entertain confidential inquiry services in line with their legislative functions.

Major Final Outputs and their respective basis from the PRLS Mandate:

1. Provide a constructive and comprehensive opinion and analysis of existing legislation whether national, regional, or local- and proposed bills upon request from a Member of Parliament.

Bases from the PRLS mandate:

Prepares opinions, analyses, briefing papers, Prepares technical research assistance in response to queries or requests from the MPs, staff, other offices in the BTA

2. Assist in drafting the legislative measures constituting bills and resolutions in the Parliament

Bases from the PRLS mandate:

Prepares opinions, analyses, briefing papers, Prepares technical research assistance in response to queries or requests from the MPs, staff, other offices in the BTA

3. Provide technical research assistance on policy matters of any Member of the Parliament and/or other offices of the Parliament

Bases from the PRLS mandate:

Prepares opinions, analyses, briefing papers, Prepares technical research assistance in response to queries or requests from the MPs, staff, other offices in the BTA

4. *Conduct research activities in aid of legislation*

Bases from the PRLS mandate:

Carry out necessary research and survey activities on BTA's areas of concern for

administrative programs and policies, and create reports for evaluation

5. Respond to confidential policy inquiries in matters affecting the Parliament

Bases from the PRLS mandate:

Upon request by any member of the Parliament, it may also entertain confidential inquiry services in line with their legislative functions.