



Republic of the Philippines  
 Province of Cavite  
**CITY OF BACOOR**  
*Office of the Sangguniang Panlungsod*

*[Signature]*  
 EDWIN G. GAWARAN  
 Councilor

*[Signature]*  
 AVELINO B. SOLIS  
 Councilor

*[Signature]*  
 REYNALDO M. FABIAN  
 Councilor

*[Signature]*  
 ATTY. VENUS D. DE CASTRO  
 Councilor

*[Signature]*  
 Absent  
 JANAIRE C. SAN MIGUEL  
 Councilor

*[Signature]*  
 Absent  
 REYNALDO D. PALABRICA  
 Councilor

*[Signature]*  
 Absent  
 JAIME A. SAPANGHILA  
 Councilor

*[Signature]*  
 BAYANI M. DE LEON  
 Councilor

*[Signature]*  
 CATHERINE S. EVARISTO  
 Councilor - ABC President

*[Signature]*  
 MA. ELIZA H. BAUTISTA  
 Councilor - SK President

Attested by:  
*[Signature]*  
 ATTY. KHALID A. ATEGA, JR.  
 Secretary to the Sanggunian

Certified by:  
*[Signature]*  
 ROSETTE MIRANDA FERNANDO  
 Municipal Vice Mayor/Presiding Officer

Approved by:  
*[Signature]*  
 TRIKE B. REVILLA  
 Municipal Mayor

**PRESENT:**

**HON. ROSETTE M. FERNANDO** - - - - - City Vice Mayor/Presiding Officer

**HON. EDWIN G. GAWARAN** - - - - - Councilor

**HON. VENUS D. DE CASTRO** - - - - - Councilor

**HON. AVELINO B. SOLIS** - - - - - Councilor

**HON. REYNALDO M. FABIAN** - - - - - Councilor

**HON. REYNALDO D. PALABRICA** - - - - - Councilor

**HON. BAYANI M. DE LEON** - - - - - Councilor

**HON. CATHERINE S. EVARISTO** - - - - - Councilor (ABC-Pres.)

**HON. MA. ELIZA H. BAUTISTA** - - - - - Councilor (SKF-Pres.)

**ABSENT:**

**HON. JANAIRE C. SAN MIGUEL** - - - - - Councilor

**HON. JAIME A. SAPANGHILA** - - - - - Councilor

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**CITY ORDINANCE NO. 38**

Series of 2012

**AN ORDINANCE ESTABLISHING THE LEGISLATIVE ARCHIVES AND RECORDS OFFICE (LARO) AND THE RECORDS AND ARCHIVES MANAGEMENT PROGRAM (RAMP) OF THE SANGGUNIANG PANLUNGSOD OF THE CITY OF BACOOR.**

Sponsored by: **Hon. Venus D. De Castro, Hon. Reynaldo D. Palabrica, and Hon. Catherine S. Evaristo**

**WHEREAS**, Section 26 of Republic Act No. 10160 (also known as the "Charter of the City of Bacoor"), which was enacted on 10 April 2012, creating the component City of Bacoor empowered the Sangguniang Panlungsod Secretary to:

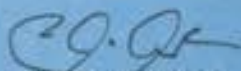
"xxx take charge of the office of the sangguniang panlungsod, and shall:

(1) Attend meetings of the sangguniang panlungsod and keep a journal of its proceedings;

(2) Keep the seal of the City and affix the same with one's signature to all ordinances, resolutions and other official acts of the sangguniang panlungsod, and present the same to the presiding officer for signature;




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 EDWIN G. GAWARAN  
 Councilor

  
 AVELINO B. SOBIS  
 Councilor

  
 REYNALDO M. FABIAN  
 Councilor

  
 ATTY. VENUS D. DE CASTRO  
 Councilor

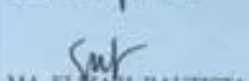
  
 JANAROSE SAN MIGUEL  
 Councilor

  
 REYNALYN D. PALABRICA  
 Councilor

  
 Absent  
 JAIME A. SAPANGHILA  
 Councilor

  
 BAYANI M. DE LEON  
 Councilor

  
 CATHERINE S. EVARISTO  
 Councilor - 1st President

  
 MA. ELIZA H. BAUTISTA  
 Councilor - 2nd President

Attested by:  
  
 ATTY. KHALID A. ATEGA, JR.  
 Secretary to the Sanggunian

Certified by:  
  
 ROSETTE MIRANDA FERNANDO  
 Municipal Vice Mayor/Presiding Officer

Approved by:  
  
 STRIKE B. REVILLA  
 Municipal Mayor

(3) Forward to the city mayor for approval copies of ordinances enacted by the sangguniang panlungsod duly certified by the presiding officer;

(4) Forward to the Department of Budget and Management (DBM) copies of the appropriations ordinances passed by the sangguniang panlungsod as provided for under Section 326, Book II of the Local Government Code of 1991;

(5) Forward to the sangguniang panlalawigan copies of duly approved ordinances in the manner as provided for in Sections 56 and 57 of the Local Government Code of 1991;

(6) Furnish, upon the request of any interested party, certified copies of records of public character, in custody, upon payment to the city treasurer of such fees as may be prescribed by ordinance;

(7) Record in a book kept for the purpose all ordinances and resolutions enacted or adopted by the sangguniang panlungsod, with the dates of passage and publication thereof;

(8) Keep the office and all nonconfidential records therein open to the public during usual business hours;

(9) Translate into the dialect used by the majority of the inhabitants, ordinances and resolutions immediately after their approval, and cause the publication of the same together with the original version in the manner provided Under the Local Government Code of 1991;

(10) Take custody of the local archives and, where applicable, the local library and annually account for the same; and

(11) Perform such other duties and functions and exercise such other powers as provided for under the Local Government Code of 1991, and those that are prescribed by law or ordinance."

**WHEREAS**, Republic Act No. 9470 (also known as the "National Archives of the Philippines Act of 2007") mandates that "all public records with enduring value, held by government offices, including, but not limited to, all branches of government, constitutional offices, **local**





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**government units (LGUs)**, government-owned and -controlled corporations (GOCCs), state universities and colleges, Philippine embassies, consulates and other Philippine offices abroad shall be transferred to a permanent government repository for proper management, control and regulation of record disposition". (Emphasis supplied)

**WHEREAS**, Section 15 of RA 9470 provides that "all government offices shall each establish their archives and records office/unit in coordination with the DBM and the National Archives from their organic personnel within a year from the date of effectivity of this Act. **The records officer or an archivist of a government office shall head the said archives and records office/unit.**" (Emphasis and italization supplied.)

**WHEREAS**, the Sangguniang Panlungsod intends to aspire for ISO 9001 certification.

**WHEREAS**, the International Organization for Standardization (IOS) created ISO 15489 to improve records management practices in government and private organizations. Attaining ISO 15489 status is a big step towards the attainment of the ISO 9001 certification.

**NOW THEREFORE**, upon motion of Councilors Venus D. De Castro, Reynaldo D. Palabrica, and Catherine S. Evaristo, duly approved via unanimous vote of the members present in special session assembled acting with a quorum throughout, the following City Ordinance was enacted:

Section 1. **Short Title.** This Ordinance shall also be referred to as "**The Records Management Ordinance of the Sangguniang Panlungsod of the City of Bacoor**".

Section 2. **Creation of the Legislative Archives and Records Office of the Sangguniang Panlungsod of the City of Bacoor.** Pursuant to Section 15 of RA No. 9470, the Legislative Archives and Records Office ("LARO") of the Sangguniang Panlungsod of the City of Bacoor is hereby created. The LARO shall have an office adjacent to, and under the control and supervision of, the Office of the Sangguniang Panlungsod Secretary subject to availability of funds and office space.

Section 3. **Organizational Framework.** Harmonizing Section 26 of Republic Act No. 10160 and Section 15 of Republic Act No. 9470, the LARO shall be under the control and supervision of the Sangguniang Panlungsod Secretary. However, the City Vice Mayor shall have the power to over-rule the decisions of the Sangguniang Panlungsod Secretary but only in case such decisions are contrary to law. Various organic personnel assigned to the SP/OVM shall be assigned by the Sangguniang Panlungsod Secretary to the following sections of the LARO subject to the approval of the City Vice Mayor:

3.1. **Records Section**—to be headed by a Records Officer of the Sangguniang Panlungsod and shall be tasked with

EDWIN G. GAWARAN  
Councilor

AVELINO B. SOLIS  
Councilor

REYNALDO M. FABIAN  
Councilor

ATTY. VENUS D. DE CASTRO  
Councilor

ANAPRO E. SAN MIGUEL  
Councilor

REYNALDO D. PALABRICA  
Councilor

JAIME A. SAPANGHILA  
Councilor

BAYANI M. DE LEON  
Councilor

CATHERINE S. EVARISTO  
Councilor - SP President

MA. ELZAH B. BAUTISTA  
Councilor - SK President

Attested by:  
ATTY. KHALID A. ATEGA, JR.  
Secretary to the Sangguniang

Certified by:  
JOSETTE MIRANDA FERNANDO  
Municipal Vice Mayor/Presiding Officer

Approved by:  
TRIKE B. REVILLA  
Municipal Mayor



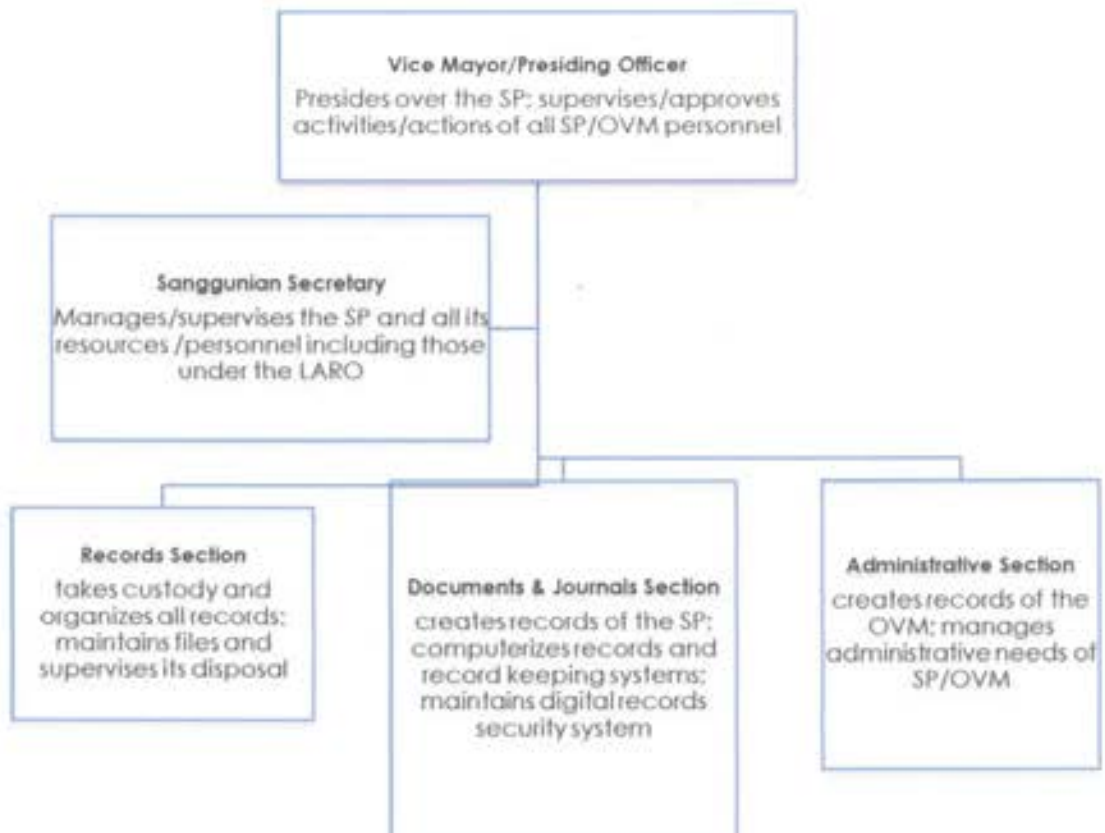
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the management, filing and disposition of the various records of the SP/OVM;

3.2. **Documents & Journals Section-** to be headed by a Records Officer of the Sangguniang Panlungsod and tasked with the creation and transmittal of the various records of the SP/OVM; and

3.3. **Administrative Section-** to be headed by the Senior Executive Assistant of the City Vice Mayor, or its equivalent position, and tasked with the management and supervision of the various administrative needs of the SP/OVM.

The organizational set-up of the LARO and its various sections shall be as follows:



Section 4. **Functions/Duties of LARO.** The LARO shall be primarily responsible for the implementation of the Records and Archives Management Program of the Sangguniang Panlungsod of the City of Bacoor. It shall also be empowered to perform such functions as may be assigned to it by the City Vice Mayor or by the Sangguniang Panlungsod Secretary as mandated by law or ordinance.

Section 5. **Establishment of the Records and Archives Management Program of the Sangguniang Panlungsod of the City of Bacoor.** The Records and Archives Management Program of the Sangguniang Panlungsod of the City of Bacoor is hereby established for the purpose of:

*[Signatures and names of Councilors and officials]*  
 EDWIN G. GAWARAN  
 Councilor  
 AVELINO B. SOLE  
 Councilor  
 REYNALDO M. PABIAN  
 Councilor  
 ATTY. VENUS D. DE CASTRO  
 Councilor  
 Absent  
 JANARDO C. SAN MIGUEL  
 Councilor  
 REYNALDO D. PALABRICA  
 Councilor  
 Absent  
 JAIME A. SAPANGHILA  
 Councilor  
 BAYANI M. DE LEON  
 Councilor  
 CATHERINE S. EVARISTO  
 Councilor - CBC President  
 MA. EDNA H. BAUTISTA  
 Councilor - SK President  
 Attested by:  
 ATTY. KHALID A. ATEGA, JR.  
 Secretary to the Sanggunian  
 Certified by:  
 ROSETTE MIRANDA FERNANDO  
 Municipal Vice Mayor/Presiding Officer  
 Approved by:  
 STRIKE B. REVILLA  
 Municipal Mayor





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EDWYN G. HAWARAN  
Councillor

  
AVELINO B. SOLIS  
Councillor

  
REYNALDO M. FABIAN  
Councillor

  
ATTY. VENUS D. DE CASTRO  
Councillor

**Absent**  
JANARDIN SAN MIGUEL  
Councillor

  
REYNALDO D. PALABRICA  
Councillor

**Absent**  
JAIME A. SAPANGHILA  
Councillor

  
BAYANI M. DE LEON  
Councillor

  
CATHERINE S. EVARISTO  
Councillor - INC President

  
MA. ELIZA H. BAUTISTA  
Councillor - SX President

*Attested by:*  
  
ATTY. KHALID A. ATEGA, JR.  
Secretary to the Sanggunian

*Certified by:*  
  
ROSETTE MIRANDA FERNANDO  
Municipal Vice Mayor/Presiding Officer

*Approved by:*  
  
STRIKE B. REVILLA  
Municipal Mayor

5.1. Uplifting the records management practices of the Sangguniang Panlungsod and of the Office of the City Vice Mayor to meet International Standards for Records Management (ISO 15489);

5.2. Ensure compliance of the Sangguniang Panlungsod and of the Office of the City Vice Mayor to the requirements of RA No. 9470, Republic Act No. 8792 (the "E-Commerce Act") and other pertinent laws; and

5.3. Enable the Sangguniang Panlungsod and of the Office of the Vice Mayor to meet world-class management standards.

Section 6. **Creation of the Records Management Improvement Committee.** The Records Management Improvement Committee (RMIC) is hereby created to be comprised of the following:

City Administrator	Chairperson
Records Officer II (SP)	Vice-Chairperson
City Librarian	Vice-Chairperson
Department/Unit Heads	Members

Section 7. **Duties of the RMIC.** The duties of the RMIC are as follows:

7.1. Assist various department/units of the City Government to develop its own RAMP;

7.2. Review and revise the provisions of the 2012 Sanggunian Records Management Policy Manual and of other records management procedures handbook to be developed by the other departments/units of the City Government; and

7.3. Ensure compliance by all departments/units with the requirements of RA No. 9470 and other pertinent laws.

Section 8. **Authority to Formulate the 2012 Sanggunian Records Management Policy Manual; Suppletory Application Thereof.** The Sangguniang Panlungsod Secretary is hereby empowered to form a team to be comprised of various employees of the SP/OVM and formulate the 2012 Sanggunian Records Management Policy Manual. The said manual shall serve as the implementing rules and regulations of this ordinance and shall have suppletory application in the implementation hereof. **Provided,** that the said 2012 Sanggunian Records Management Policy Manual shall be reviewed and approved by the Sangguniang Panlungsod before it shall become legally effective. **Provided further,** that the said 2012 Sanggunian Records Management Policy Manual shall be subject to an annual mandatory review by the RMIC, the results of which shall be submitted for approval by the Sangguniang Panlungsod.



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Section 9. **Authority to Design a Logo for the Legislative Archives and Records Office (LARO).** The Sangguniang Panlungsod Secretary is hereby authorized to cause the design of an appropriate logo for LARO. The said logo shall be approved by the City Vice Mayor and shall be attached to all written and digital communications to be produced by the said office together with the official seal of the City Government.

Section 10. **Binding Effect/Penalties.** The provisions of this ordinance and of the 2012 Sanggunian Records Management Policy Manual shall have binding legal effect on all personnel, employees, and officials of the Office of the Vice Mayor and of the Sangguniang Panlungsod.

Any employee of the Sangguniang Panlungsod or of the Office of the Vice Mayor who violates this Ordinance or the provisions of the 2012 Sanggunian Records Management Policy Manual without just cause shall be punished with a two-day suspension without pay for each offense committed. **Provided,** that the said penalty shall only be imposed after the right of the offender to due process has been satisfied pursuant to civil service laws by means of a hearing to be presided over by the City Vice Mayor. **Provided further,** that any member of the Sanggunian Panlungsod who violates this Ordinance or the 2012 Sanggunian Records Management Policy Manual shall be disciplined pursuant to the relevant provisions of the Internal Rules of Procedures of the Sanggunian.

Section 11. **Funding.** The Sangguniang Panlungsod and the Office of the Vice Mayor are hereby authorized to re-align or supplement its existing budget for fiscal year 2012 and for 2013 for the funding of all activities related to the successful implementation hereof pursuant to all pertinent laws and regulations.

Section 12. **Repeal Clause.** All existing ordinances, resolutions, and executive orders that are in conflict with, or that duplicates this ordinance or any of its provisions are hereby repealed and/or modified accordingly.

Section 13. **Separability Clause.** If any provision of this ordinance or the application thereof to any person or circumstance is held invalid, the remainder of the ordinance, and the application of such provision to other persons or circumstances, shall not be affected thereby.

Section 14. **Effectivity.** This ordinance shall take effect immediately after its publication in a newspaper of general circulation.

Section 15. **Dissemination.** Let copies of this Ordinance be sent to the Office of the City Mayor, to the National Archives of the Philippines, to all departments and units of the City Government, and to all other government agencies concerned.

EDWIN G. GAWARAN  
 Councilor

AVELINO D. SOLIS  
 Councilor

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 Councilor

ATTY. VENUS D. DE CASTRO  
 Councilor

JANAIROSE SAN MIGUEL  
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REYNALDO D. PALABRICA  
 Councilor

Absent  
 JAIME A. SAPANGHILA  
 Councilor

BAYANI M. DE LEON  
 Councilor

CATHERINE S. EVARISTO  
 Councilor - PK President

MA. ILIDA H. BAUTISTA  
 Councilor - SK President

Attested by:  
  
 ATTY. KHALID A. ATEGA, JR.  
 Secretary to the Sanggunian

Certified by:  
  
 ROSETTE MIRANDA FERNANDO  
 Municipal Vice Mayor/Presiding Officer

Approved by:  
  
 TRIKE B. REVILLA  
 Municipal Mayor





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**ENACTED** by the Sangguniang Panlungsod of Bacoor, Province of Cavite this 29<sup>th</sup> day of November 2012.

*I hereby certify that the foregoing City Ordinance is true and correct and that the same was duly approved in accordance with law.*

**Certified by:**

  
**HON. ROSETTE M. FERNANDO**  
*City Vice Mayor/Presiding Officer*

**Attested by:**

  
**ATTY. KHALID A. ATEGA JR.**  
*Secretary to the Sangguniang Panlungsod*

**Approved by:**

  
**HON. STRIKE B. REVILLA, PhD**  
*City Mayor*

  
 EDWIN G. GAWARAN  
*Councilor*

  
 AVELINO B. SOLIS  
*Councilor*

  
 REYNALDO M. FABIAN  
*Councilor*

  
 ATTY. VENUS D. DE CASTRO  
*Councilor*

*Absent*  
 JANARDIN P. SAN MIGUEL  
*Councilor*

  
 REYNALDO D. PALABRICA  
*Councilor*

*Absent*  
 JAIME A. SAPANGHILA  
*Councilor*

  
 JAYANT M. DE LEON  
*Councilor*

  
 CATHERINE S. EVARISTO  
*Councilor - SK President*

  
 MA. LUZ H. BAUTISTA  
*Councilor - SK President*

*Attested by:*

ATTY. KHALID A. ATEGA, JR.  
*Secretary to the Sanggunian*

*Certified by:*

ROSETTE MIRANDA FERNANDO  
*Municipal Vice Mayor/Presiding Officer*

*Approved by:*

STRIKE B. REVILLA  
*Municipal Mayor*