



Republic of the Philippines  
**PROVINCE OF CAVITE**  
 City of Bacoor

**OFFICE OF THE SANGGUNIANG PANLUNGSOD**

**DISTRICT I**

**HON. CATHERINE SARINO-EVARISTO**  
 City Councilor

**HON. MICHAEL E. SOLIS**  
 City Councilor

**HON. ADRIELITO G. GAWARAN**  
 City Councilor

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**HON. SIMPLICIO G. DOMINGUEZ**  
 City Councilor

**HON. RAMON N. BAUTISTA**  
 Liga nga mga Barangay President

**HON. MAC RAVEN ESPIRITU**  
 City Councilor

Attested by:

**ATTY. KHALID B. ATEGA, JR.**  
 Sangguniang Panlungsod Secretary

Certified by:

**HON. CATHERINE SARINO-EVARISTO**  
 Acting City Vice-Mayor

Approved by:

**HON. ROWENA BAUTISTA-MENDIOLA**  
 Acting City Mayor

**CITY ORDINANCE NO. 005-2022**  
**Series of 2022**

**AN ORDINANCE CREATING THE E-GOVERNANCE DEPARTMENT, IDENTIFYING ITS FUNCTIONS AND DUTIES, AND SPECIFYING THE QUALIFICATIONS OF ITS VARIOUS OFFICERS AND PERSONNEL.**

Sponsored by:  
**HON. REYNALDO D. PALABRICA**

Co-Sponsored by:

**Hon. Roberto L. Advincula, Hon. Simplicio G. Dominguez, Hon. Mac Raven Espiritu, Hon. Reynaldo M. Fabian, Hon. Adrielito G. Gawaran, Hon. Victorio Guerrero, Jr., Hon. Alejandro F. Gutierrez, Hon. Rogelio M. Nolasco, Hon. Alde Joselito Pagulayan, Hon. Michael E. Solis and Hon. Levy M. Tela**

**WHEREAS**, Section 11 (1) (vii) and (viii) of Republic Act No. 10160 (the "Charter of the City of Bacoor") empowered the Sangguniang Panlungsod to "determine the powers and duties of officials and employees of the City" and to "determine the positions and the salaries, wages, allowances and other emoluments and benefits of officials and employees paid wholly or mainly from city funds and provide for expenditures necessary for the proper conduct of programs, projects, services and activities of the city government".

**WHEREAS**, Section 11 (1) (x) of the above-mentioned law provides that the Sanggunian shall have the power to "provide a mechanism and the appropriate funds therefore to ensure transparency in all city government transactions and the exercise of fiscal-discipline; the accountability of all city government employees for the safety and protection of all city government properties, public documents or records such as those relating to property inventory, land ownership, records of births, marriages, deaths, assessments, taxation, accounts, business permits and such other records and documents of public interest in the offices and departments of the city government".

**WHEREAS**, the COVID-19 pandemic revealed that the delivery of public services by the city government can be enhanced and made more efficient if the advantages City Ordinance No. 005-2022 (e-Governance Dept. Creation) August 8, 2022 1



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provided by the Internet are used as a tool in local governance.

**WHEREAS**, electric governance (or "e-governance") – if done properly – can also promote transparency in all government transactions and discourage the commission of graft and corruption.

**WHEREAS**, the local government of the City of Bacoor does not have a department or unit dedicated to the implementation, promotion, and development of electric governance systems. There is, thus, a need to create such a department.

**NOW THEREFORE**, be it ordained by the 5<sup>th</sup> Sangguniang Panlungsod of the City of Bacoor, Cavite, that:

**Section 1. Creation of the E-GOVERNANCE DEPARTMENT.** The Electronic Governance Department (or "E-Governance Department") which shall be directly under the direct control and supervision of the Mayor of the City of Bacoor is hereby created.

**Section 2. Duties and Functions.** The E-Governance Department shall have the following duties and functions:

2.1. Establish and implement information technology and innovation in all services and operations of the city government.

2.2. Develop systems that will enhance the productivity of all departments and units under the Office of the City Mayor.

2.3. Use various technological innovations and corporate best practices to develop systems that will promote accountability and transparency in the operation of the city government.

2.4. Formulate systems and processes that will deliver excellent service to the public.

2.5. Plan, design, implement and integrate technology to all services and operations of the Local Government of Bacoor.



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2.6. Manage and administer technology-related e-Governance projects of the city government with the exception of that of the Sangguniang Panlungsod and of the Office of the Vice Mayor.

2.7. Develop, maintain, operate, and improve the management information system/s of the city government.

2.8. Report, advise, and provide technical support to the Sangguniang Panlungsod on all e-Governance related matters concerning the city government; and

2.9. Perform such other duties and functions as may be ordered by the City Mayor or as may be provided by law or ordinance.

**Section 3. The E-Governance Department Head.** The E-Governance Department Head (City Government Department Head I ) shall be appointed by the City Mayor and shall be a regular employee with a salary grade 25. He/she must be a holder of a degree in Computer Science or Computer Engineering from a reputable educational institution with experience in supervising the management information system of different departments in one organization/corporation with a workforce exceeding 1,000 employees for at least five (5) years, relevant managerial experience and 32 hours of relevant training. He/she must be of good moral character, must not have been convicted of any crime, and must have civil service eligibility.

He/she shall have the following duties and responsibilities:

3.1. Lead the design and development of various systems that will enhance the delivery of public service by the city government with the use of modern technology in consultation with various department and unit heads;

3.2. Design systems that will measure the efficiency and performance of each department, unit, and employee of the City Government to be implemented by



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the Human Resources Development and Management Department;

- 3.3. Design a system that: (a) identifies the needs and expectations of Bacooreños, taxpayers, and investors, and (b) measures the level of satisfaction of the public with the services being delivered by the city government;
- 3.4. After consulting with department and unit heads, design and develop e-governance solutions/systems that will enhance the delivery of public service, improve the collection of revenues, eliminate waste in government spending, promote accountability, and eradicate graft and corruption in the operation of the city government;
- 3.5. Supervise the work of all personnel in his/her department, manage the day-to-day operations of his/her department, and recommend the imposition of disciplinary measures against any employee working under him/her;
- 3.6. Recommend to the City Mayor and to the Sangguniang Panlungsod such measures as may be needed to improve the services of the city government; and
- 3.7. Perform any other duties and functions as may be required by law, ordinance, or by the City Mayor.

**Section 4. The Assistant Department Head.** The City Government Assistant Department Head I shall be a regular employee with a salary grade 23 and shall be appointed by the City Mayor. She/he must have the same qualifications as the Department Head to be qualified for appointment. He/she shall assist the Department Head in performing his/her official duties and functions and shall take over the duties and functions of the Department Head in an acting capacity whenever the latter is absent, on leave, or has been suspended for whatever reason. He/she shall also perform



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such duties as the Department Head may lawfully assign to him/her.

**Section 5. Divisions and Section of the E-Governance Department.** The E-Governance Department shall have four divisions namely the Records and Project Management Division, the Process Improvement and Training Division, the System Application Division, and the Infrastructure Management Division. Each division shall be headed by as Admin. Officer V with a salary grade 18 and shall possess the following qualifications: (a) must be a graduate of a four-year college course from a reputable educational institution with a degree in either Computer Science, Computer Engineering, Accounting, or Management, (b) of good moral character, (c) must have relevant work experience for at least two (2) years, (d) must have relevant training for at least eight (8) hours, must not have been convicted of any crime, and (f) must have the requisite civil service eligibility.

**Section 6. Records and Project Management Division.** The Records and Project Management Division of the Department shall be responsible for the planning, documenting, recording and monitoring of all e-Governance projects of the Department. The Division shall have the **Records Management Section** which shall supervise activities related to documentation and records gathering for all e-Governance projects of the Department and the **Project Management Section** which shall supervise all activities related to the planning, monitoring and budget management of all Department projects. The said sections shall have two (2) Administrative Aides each who shall be appointed by the City Mayor consistent with prevailing civil service regulations and shall receive the appropriate salary and benefits as mandated by law. The duties and functions of the said employees shall be assigned to them by the Department Head.

**Section 7. Process Improvement and Training Division.** The Process Improvement and Training Division of the Department shall evaluate all e-governance related projects of the city government, recommend improvements to the manner by the which the said projects are being implemented and train the personnel of various department of the city government under the supervision of the HRDMD



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 Acting City Mayor

with regard e-governance related programs of the Office of the Mayor. The Division shall have a **Process Improvement Section** which shall supervise all activities and operations involving evaluation and improvement of all e-Governance processes of the city government and a **Training and Support Section** which shall conduct all training and technical support to all personnel involved in the implementation of e-Governance processes under the supervision of the HRDMD. The said sections shall have two (2) Administrative Aides each who shall be appointed by the City Mayor consistent with prevailing civil service regulations and shall receive the appropriate salary and benefits as mandated by law. The duties and functions of the said employees shall be assigned to them by the Department Head.

**Section 8. System and Application Division.** The System and Application Division of the Department shall be responsible for the planning, designing and implementation of activities and operations involving programs, system and application of e-Governance projects of the city government. It shall have a **System Section** which shall supervise system management activities and operations related to e-Governance projects of the city government and an **Application Section** which shall supervise operations involving programs, applications and dashboards related to e-Governance projects of the city government. The said sections shall have two (2) Administrative Aides each who shall be appointed by the City Mayor consistent with prevailing civil service regulations and shall receive the appropriate salary and benefits as mandated by law. The duties and functions of the said employees shall be assigned to them by the Department Head.

**Section 9. Infrastructure Management Division.** The Infrastructure Management Division of the Department shall be responsible for the planning, designing and implementing activities and operations involving hardware and network infrastructure of e-Governance projects. The Division shall have a **Hardware Infrastructure Section** that shall supervise activities and operations involving hardware infrastructure of e-Governance projects and a **Network Infrastructure Section** that shall supervise activities and operations involving network infrastructure of e-Governance projects. The said sections shall have two (2) Administrative Aides each who

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shall be appointed by the City Mayor consistent with prevailing civil service regulations and shall receive the appropriate salary and benefits as mandated by law. The duties and functions of the said employees shall be assigned to them by the Department Head.

**Section 10. Organizational Chart of the Department.**

The organizational framework of the Department shall be as follows:

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 Liga nga mga Barangay President

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Attested by:

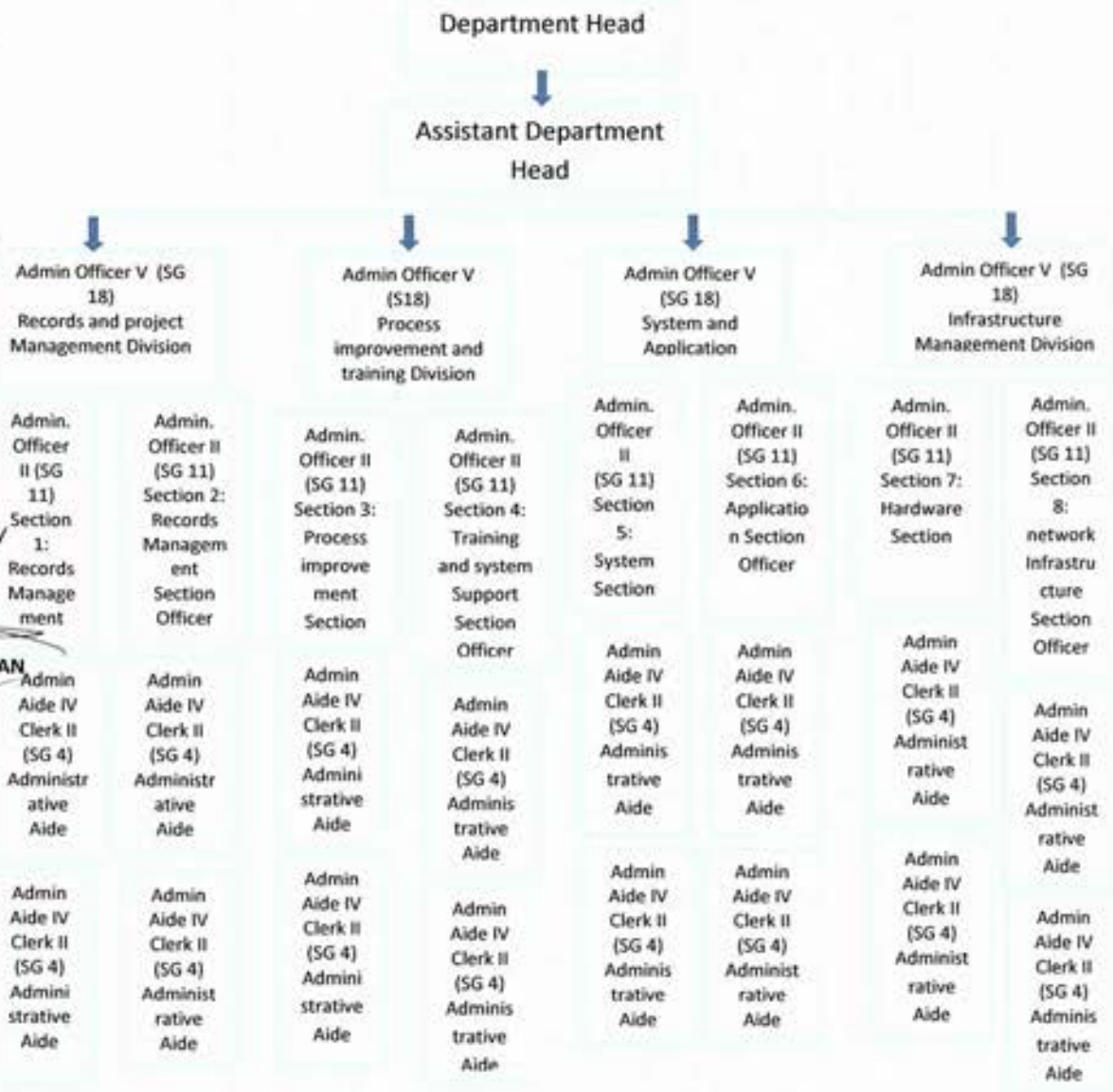
**ATTY. KHALID A. ATEGA, JR.**  
 Sangguniang Panlungsod Secretary

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**HON. CATHERINE SARINO-EVARISTO**  
 Acting City Vice-Mayor

Approved by:

**HON. ROWENA BAUTISTA-MENDIOLA**  
 Acting City Mayor



**Section 11. Separability.** In case certain provisions of this Ordinance are declared void by a court of law, the provisions hereof not affected by the said judicial declaration shall continue to be valid.



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 Acting City Vice-Mayor

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 Acting City Mayor

**Section 12. Effectivity.** This Ordinance shall take effect immediately after it has been published at least once in a newspaper of general circulation within the City of Bacoor, Cavite.

**APPROVED** by the 5<sup>th</sup> Sangguniang Panlungsod of the City of Bacoor, Cavite this 8<sup>th</sup> day of August 2022.

*I hereby certify that the foregoing Ordinance was duly approved by the Sangguniang Panlungsod in accordance with law.*

Certified by:

**HON. CATHERINE SARINO-EVARISTO**  
 Acting City Vice Mayor/Presiding Officer

Attested by:

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

Approved by:

**HON. ROWENA BAUTISTA-MENDIOLA**  
 Acting City Mayor

(Date of Approval)