



Republic of the Philippines  
Province of Cavite  
City of Bacoor



### SANGGUNIANG PANLUNGSOD

COMMITTEE/S		TITLE OF PROPOSED MEASURE	CONTROL NUMBER	
<i>Committee on Rules, Privileges, Laws and Ordinances</i>		AN ORDINANCE REQUIRING ALL DEPARTMENTS AND UNITS UNDER THE OFFICE OF THE MAYOR OF THE CITY OF BACOOD, CAVITE TO FORMULATE AND IMPLEMENT ONLINE PAPERLESS TRANSACTIONS IN ITS DAY-TO-DAY OPERATIONS THAT ARE CITIZEN CENTERED, RESPONSIVE, EFFICIENT AND TRANSPARENT AND PROVIDING PENALTIES FOR VIOLATIONS HEREOF.	<b>POCO-2022-002</b>	
<b>VENUE</b>	Via Zoom application Meeting ID: 868 8300 2915 Passcode: 07072022		<b>DATE/TIME</b>	July 07, 2022 1:30 PM

### COMMITTEE REPORT No. 001

The hearing was presided over by Councilor Reynaldo D. Palabrica.

On July 07, 2022, The Committee on Committee on Rules, Privileges, Laws and Ordinances conducted a committee hearing regarding the above subject matter.

#### RECOMMENDATION:

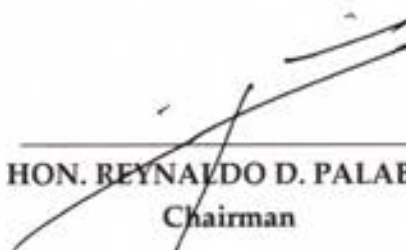
Sangguniang Panlungsod Secretariat to meet with the Department Heads for the formulation of the Implementing Rules and Regulations (IRR) before the enactment and implementation of the above-mentioned proposed ordinance.

**WE HEREBY CERTIFY** that the contents of the foregoing report are true and correct.


Signed this 07<sup>th</sup> of July 2022 at the City of Bacoor, Cavite.



Republic of the Philippines  
Province of Cavite  
City of Bacoor




HON. REYNALDO D. PALABRICA  
Chairman



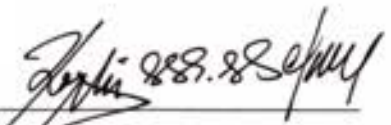
HON. ALEJANDRO GUTIERREZ  
Vice Chairman



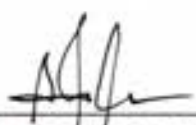
HON. ALDE JOSELITO PAGULAYAN  
Member



HON. SIMPLICIO DOMINGUEZ  
City Councilor



HON. ROGELIO NOLASCO  
City Councilor



HON. ADRIELITO GAWARAN  
Member



HON. MONCHING BAUTISTA  
City Councilor



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## MINUTES OF COMMITTEE HEARING

1. The committee hearing started at exactly 1:30 p.m.
2. Hon. Rey Palabrica presided the hearing.
3. The Presiding Officer gave his opening remarks
4. Invocation was led by Hon. Rogelio Nolasco.
5. The Presiding Officer introduced the Council Members and the resource person.
6. The Presiding Officer read the title of the proposed ordinance and asked the opinion on every provision of the proposed ordinance from the resource persons.
7. City Councilors Hon. Alex Gutierrez, Hon. Adrielito Gawaran, Hon. Levy Tela, Hon. Simplicio Dominguez, Hon. Rogelio Nolasco and Hon. Ramon Bautista expressed their full support in the passing and implementation of the proposed ordinance.
8. City Councilor Hon. Alde Pagulayan reserved his comment after all the suggestions from the resource persons are heard.
9. City Administrator representative Atty. Jess Salvador expressed his support for the enactment of the ordinance though raised some problems to face such as interconnectivity problems and not all services can be automated. He added that the department is already practicing e-signing procedures and requested additional memory/space on google drive/storage.
10. Human Resources Department Head Natividad Ople expressed her full support for the enactment of the proposed ordinance but raised concerns on the penalties included in the provisions of the proposed ordinance. She also added that the department is already practicing paperless transactions.
11. Atty Venus De Castro, Head of the Senior Citizens Affairs Office supports the passing of the proposed ordinance. She added the it will lessen paperwork and will bring betterment of the office. She stated the problem in internet connectivity and requested assistance in installing google drive with large memory.
12. City Social Welfare Development Department Head Liliane Ugalde expressed full support for the enactment of the proposed ordinance and praised the benefits it will bring.
13. PESO Head Abraham de Castro expressed support for the passing of the proposed ordinance and agreed that penalties included in the provision will be acceptable until all IRR are done. He also asked assistance from the technical people.
14. Budget Office Head Elvinia Guererro supports the passing of the ordinance though informed everybody that the budget office can't be 100% paperless due to their submission of hard copy COA reports.
15. MIS Head Lodgene Asuncion stated that the implementation of the proposed ordinance will bring a big challenge to all department. He informed everybody that he requested to increase the fund in the internet connectivity from the office of the City Mayor. He added that he will ask assistance from DICT for E-Signature and will also assist all department in the online registration for DICT E-Signature.
16. City Councilor Alde Pagulayan suggested to identify/include in the IRR all suggestions/recommendations from the resource persons.






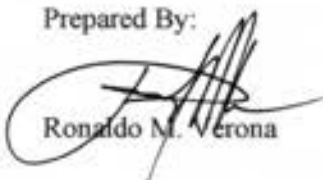
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17. The Presiding Officer assured everyone that all suggestions/recommendations will be included in the IRR.
18. City Councilor Rogelio Nolasco moved the adjournment of the committee hearing and was duly seconded by all the people present, the committee hearing was adjourned at exactly 2:30 p.m.

Noted By:

  
Reynaldo D. Palabrica  
City Councilor

Prepared By:

  
Ronaldo M. Verona



Close Participants (19)

Engr. Arthur San Jose-Zenlag Dep-	Present
Gerry B. Del Rosario - STMD	Present
Ivy Marie Treastora	Present
Jesus D. Francisco - CPDC	Present
JMAccounting Office	Present
LCDO-City of Bacoor - Ma. Theresa.	Present
Liliane Ugaido   GSMD - Bacoor--	Present
Lodgers Assnction	Present
Natividad Ludwig Opila	Present
Ono-Engr. Felicitio B. Mejia	Present
OCCL.marcio mendosa	Present
PEEO Dr. Abraham de Castro	Present
PS-Mr. Mitch	Present
Stoney Soles	Present

Invite

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Ivy Marie Treastora	Present
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OCCL.marcio mendosa	Present
PEEO Dr. Abraham de Castro	Present
PS-Mr. Mitch	Present
Stoney Soles	Present
Tourism   DAD Maritona	Present
Venus De Castro	Present

Invite

Close Participants (29)

Search

Carby	Present
Councilor Bay Palabrera	Present
City Budget - Elysiara S. Oser-	Present
CSCA	Present
alde paralyasa	Present
Allan O. Oms - OIC - City Agric-	Present
Arsen CIO	Present
Atty. Edith C. Magalan	Present
EPID-CHRISTIAN T. GAWARAN	Present
Zuech M. Malware	Present
COORD. Vicky M. Tawarro	Present
CPO - Enisse De Castro	Present
Engr. Arthur San Jose-Zenlag Dep-	Present
Gerry B. Del Rosario - STMD	Present

Invite











Republic of the Philippines  
Province of Cavite  
City of Bacoor

July 05, 2022

**MR. RICHARD QUION**  
BDRMO, Head  
City of Bacoor, Cavite

**Subject:**        REP. OF 2022-062 - AN ORDINANCE REQUIRING ALL DEPARTMENTS AND UNITS UNDER THE OFFICE OF THE MAYOR OF THE CITY OF BACOR, CAVITE TO FORMULATE AND IMPLEMENT ONLINE PAPERLESS TRANSACTIONS IN ITS DAY-TO-DAY OPERATIONS THAT ARE CITIZEN CENTERED, RESPONSIVE, EFFICIENT AND TRANSPARENT AND PROVIDING PENALTIES FOR VIOLATIONS HEREOF

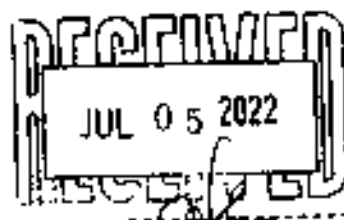
Dear Sir:

You are hereby requested to attend a committee hearing on the above-mentioned subject matter to be held on July 07, 2022 Thursday 1:30 PM. Due to the pandemic Covid-19 situation and in compliance with the alert level 3 protocol, we will conduct the committee hearing via ZOOM Application.

**MEETING ID:    868 8300 2915**  
**PASSCODE:     07072022**

Respectfully Yours,

  
**REYNALDO O. PALABRICA**  
City Councilor



CATHERINE A. ALECAL  
2:30 PM

**CITY ORDINANCE NO. \_\_\_**  
**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:

Co-Sponsored by:

**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 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.

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 Department Head \_\_) 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 two years. 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 the Human Resources Development and Management Department;
- 3.3. Design a system that: (a) identifies the needs and expectations of Bacoreños, 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 Assistant Department Head (\_\_\_\_\_) shall be a regular employee with a salary grade \_\_\_ 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 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 a \_\_\_\_\_, with a salary grade \_\_\_, 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

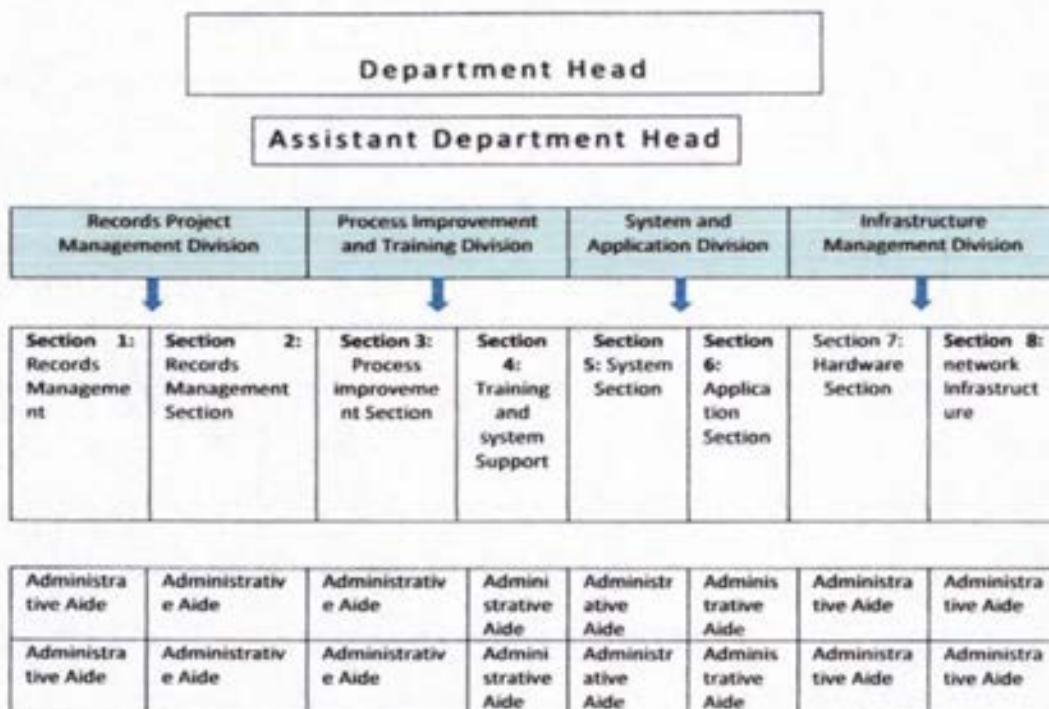
experience for at least one (1) year, (d) must have relevant training for at least one (1) year, (e) must not have been convicted of any crime, and (f) must have the requisite civil service eligibility.

**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 which the said projects are being implemented and train the personnel of various department of the city government under the supervision of the HRDMD 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 HROMD. 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 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 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.

**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 \_\_\_ 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. ROWENA BALTIESTA-MENDIOLA**  
*City Vice Mayor/Presiding Officer*

Attested by:

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

Approved by:

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

\_\_\_\_\_  
(Date of Approval)