



Republic of the Philippines
Province of Cavite
City of Bacoor



5th SANGGUNIANG PANLUNGSOD

COMMITTEE ON HOUSING, LAND UTILIZATION AND URBAN DEVELOPMENT

COMMITTEE HEARING REPORT NO. HLUUD 020 S-2023

Subject: *AN ORDINANCE INSTITUTING POLICIES ON THE PROPER USE AND MAINTENANCE OF ALL HOUSING UNITS, FACILITIES AND COMMON AREAS SITUATED IN SOCIALIZED HOUSING PROJECTS OF THE CITY OF BACOOR, CAVITE AND PROVIDING PENALTIES FOR VIOLATIONS HEREOF. PCO 2023-100 dated 17 July 2023.*

This report resolves to institute policies on the proper use and maintenance of all housing units, dated 23 August 2023. The said policies were referred to the committee by the Sangguniang Panlungsod Presiding Officer, Hon. Vice-Mayor Rowena Bautista-Mendiola, during the 52nd regular session.

The pertinent fact about the subject matter:

- Under Section 17 of Republic Act No. 7160 (the Local Government Code of 1991), local government units shall exercise the power necessary to provide basic services and facilities, including low-cost housing and other mass dwellings.

Findings:

The foregoing discussion clearly showed that the socialized housing projects such as those established in the City of Bacoor, are critical public initiatives aimed at providing affordable, decent, and sustainable shelter for the less privileged and marginalized members of society. These socialized housing projects are not just structures but communities, and as such, must be maintained and used properly to preserve their purpose and longevity, as well as a sense of community and responsibility among the beneficiaries. Without clear policies and guidelines on the proper use and maintenance of housing units, facilities, and common areas, these public investments may deteriorate over time, decreasing the quality of life for beneficiaries and potentially leading to significant costs for repairs and restorations. In the case of non-compliance with these policies, penalties must be put in place as a deterrent and to instill discipline among beneficiaries, while also ensuring the continuance of the socialized housing program's benefits for future generations.



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COMMITTEE HEARING MINUTES

HLUUD 020 S-2023

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The committee hearing was presided over by the Committee Chairman on Housing, Land Utilization, and Urban Development, Hon. Councilor Alde Joselito F. Pagulayan. In attendance were Hon. Councilor Adrielito G. Gawaran, the Zoning and Land Development Department represented by Engr. Arthur S. San Jose, the City Planning and Development Coordination Office represented by Rhowena D. Alcantara, Office of the Building Official represented by Engr. Felicito R. Mejia, Housing Urban Development and Resettlement Department (HUDRD) representatives, and Office of the City Legal Services represented by Atty. Marius D. Sumira.

Coun. Pagulayan called the roll and read the proposed ordinance, Section 1. Scope and Purposes and Section 4 Duties and Responsibilities. He told the committee that this proposed ordinance is interrelated to the other proposed ordinances: PCO 2023-098 - AN ORDINANCE AUTHORIZING THE CITY MAYOR TO APPOINT PROPERTY MANAGERS FOR ALL HOUSING PROJECTS OF THE CITY OF BACOOD, CAVITE, IDENTIFYING THEIR DUTIES AND RESPONSIBILITIES, AND PROVIDING PENALTIES FOR VIOLATIONS HEREOF; and PCO 2023-099 - AN ORDINANCE AUTHORIZING THE COLLECTION OF HOUSING MAINTENANCE FEES FROM BENEFICIARIES OF SOCIALIZED HOUSING PROJECTS IN THE CITY OF BACOOD, CAVITE, AND PROVIDING PENALTIES FOR VIOLATION HEREOF.

Atty. Sumira stated that the LGU will violate the non-impairment clause if they interfere with the existing housing projects (e.g., the Ciudad Strike and Ciudad Kaunlaran). There is a separate agreement between the Awardee and the Grantor (e.g., the Department of Human Settlements and Urban Development (DHSUD) or the Social Housing Finance Corporation (SHFC)). However, for the pending housing projects, the LGU, as the Grantor, can establish rules regarding the matter. Without any comments or suggestions, the committee hearing was **ADJOURNED**, as per Coun. Gawaran motion.



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5th SANGGUNIANG PANLUNGSOD

Prepared By:



PETER ADRIAN F. BORJA
Local Legislative Staff I

Attested By:



COUN. ALDE JOSELITO F. PAGULAYAN
*Chairman
Committee on Housing, Land Utilization
And Urban Development*



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The foregoing discussion clearly showed that the socialized housing projects such as those established in the City of Bacoor, are critical public initiatives aimed at providing affordable, decent, and sustainable shelter for the less privileged and marginalized members of society. These socialized housing projects are not just structures but communities, and as such, must be maintained and used properly to preserve their purpose and longevity, as well as a sense of community and responsibility among the beneficiaries. Without clear policies and guidelines on the proper use and maintenance of housing units, facilities, and common areas, these public investments may deteriorate over time, decreasing the quality of life for beneficiaries and potentially leading to significant costs for repairs and restorations. In the case of non-compliance with these policies, penalties must be put in place as a deterrent and to instill discipline among beneficiaries, while also ensuring the continuance of the socialized housing program's benefits for future generations.



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RECOMMENDATION:

After a thorough review, the committee recommends the **APPROVAL** of the proposed ordinance, instituting policies on the proper use and maintenance of all housing projects


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


Signed this 31st day of August 2023 at the City of Bacoor, Cavite.

~~Committee on Housing, Land Utilization and Urban Development~~

~~COUN. ALDE JOSELITO F. PAGULAYAN
Chairman~~


COUN. ADRELITO G. GAWARAN
Vice Chairman


COUN. SIMPLICIO G. DOMINGUEZ
Member


COUN. ALEJANDRO F. GUTIERREZ
Member



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5th SANGGUNIANG PANLUNGSOD

Prepared By:

PETER ADRIAN F. BORJA
Local Legislative Staff I

Attested By:

COUN. ALDE JOSELITO F. PAGULAYAN
Chairman
Committee on Housing, Land Utilization
And Urban Development



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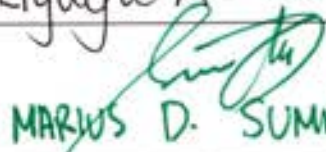
5th SANGGUNIANG PANLUNGSOD

**COMMITTEE ON HOUSING, LAND UTILIZATION
 AND URBAN DEVELOPMENT**

ATTENDANCE OF THE COMMITTEE HEARING

02 August 2023 / 11:00 A.M.
 Bacoor Legislative and Disaster Resilience Building, 4th Floor,
 Bacoor Government Center

Subject: *AN ORDINANCE INSTITUTING POLICIES ON THE PROPER USE AND MAINTENANCE OF ALL HOUSING UNITS, FACILITIES AND COMMON AREAS SITUATED IN SOCIALIZED HOUSING PROJECTS OF THE CITY OF BACOOR, CAVITE AND PROVIDING PENALTIES FOR VIOLATIONS HEREOF. PCO 2023-100 dated 17 July 2023.*

SIGNATURE/ NAME	POSITION/AFFILIATION OFFICE/ADDRESS	CONTACT NUMBER/EMAIL
HON. ALDE JOSELITO F. PAGULAYAN	CITY COUNCILOR SANGGUNIANG PANLUNGSOD	
 HON. ADRIELITO G. GAWARAN	CITY COUNCILOR SANGGUNIANG PANLUNGSOD	
HON. REYNALDO D. PALABRICA	CITY COUNCILOR SANGGUNIANG PANLUNGSOD	
Fe D. ERAS	HUDRD	0992215741
Ligaya A. Cas	HUDRD	0977748012
 MARIUS D. SUMIRA	OCLS	



Republic of the Philippines
Province of Cavite
City of Bacoor

5th SANGGUNIANG PANLUNGSOD

COMMITTEE ON HOUSING, LAND UTILIZATION AND URBAN DEVELOPMENT

NOTICE OF THE COMMITTEE HEARING (PROOF OF RECEIPT)

02 August 2023 / 11:00 A.M.
Bacoor Legislative and Disaster Resilience Building, 4th Floor,
Bacoor Government Center

Subject: AN ORDINANCE INSTITUTING POLICIES ON THE PROPER USE AND MAINTENANCE OF ALL HOUSING UNITS, FACILITIES AND COMMON AREAS SITUATED IN SOCIALIZED HOUSING PROJECTS OF THE CITY OF BACOOR, CAVITE AND PROVIDING PENALTIES FOR VIOLATIONS HEREOF. PCO 2023-100 dated 17 July 2023.

RECEIVED BY: NAME/SIGNATURE	POSITION/AFFILIATION OFFICE/ADDRESS	DATE/TIME CONTACT NUMBER
	HMORO	8/1/23 0967041928
	CP	8/1/23
Arnold Romero	c.e.o.	8/1/23
	CPDC	8/1/23
	MMING	8/1/23
 ALVIN A TORTONA	OBO	8/1/23



G.9 For Committee Hearing: PCO 2023-100 - AN ORDINANCE INSTITUTING POLICIES ON THE PROPER USE AND MAINTENANCE OF ALL HOUSING UNITS, FACILITIES AND COMMON AREAS SITUATED IN SOCIALIZED HOUSING PROJECTS OF THE CITY OF BACOR, CAVITE AND PROVIDING PENALTIES FOR VIOLATIONS HEREOF.

CITY ORDINANCE NO. 2023-100
Series of 2023

AN ORDINANCE INSTITUTING POLICIES ON THE PROPER USE AND MAINTENANCE OF ALL HOUSING UNITS, FACILITIES AND COMMON AREAS SITUATED IN SOCIALIZED HOUSING PROJECTS OF THE CITY OF BACOR, CAVITE AND PROVIDING PENALTIES FOR VIOLATIONS HEREOF.

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WHEREAS, under Section 17 of Republic Act No. 7160 (the Local Government Code of 1991), local government units must coordinate, provide, regulate, improve, extend, develop and fund the following services and facilities: housing and urban mass transit;

WHEREAS, socialized housing projects, such as those established in the City of Bacoor, are public goods, initiatives aimed at providing affordable, decent and sustainable shelter for the less privileged and marginalized members of society;

WHEREAS, these socialized housing projects are not just structures but communities, and as such, must be maintained and used properly to preserve their purpose and longevity, as well as to foster a sense of community and responsibility among the beneficiaries;

WHEREAS, without clear policies and guidelines on the proper use and maintenance of socialized units, facilities, and common areas, these public investments may deteriorate over time, impacting the quality of life for beneficiaries and potentially leading to public and costly repairs and relocations;

WHEREAS, the improper use of these units and facilities not only affects the physical structures but also disrupts the harmony and tranquility of the community, depriving them of their rights and well-being of other beneficiaries;

WHEREAS, the adoption of policies on the proper use and maintenance of these units provides an opportunity and responsibility among beneficiaries, ensuring they take active roles in maintaining their community, which in turn contributes to their sense of pride and ownership;

WHEREAS, enforcing these policies also creates potential career and income opportunities and employment of citizens, benefits for all beneficiaries, thereby fostering social justice and harmony;

WHEREAS, these policies, when enforced, the sustainability of the housing projects also serve as an educational tool for beneficiaries, teaching them the value of community responsibility, proper maintenance of public property, and the importance of sustainable living;

WHEREAS, in the event of non-compliance with these policies, penalties will be put in place as a deterrent and to hold violators accountable, while also ensuring the continuation of the socialized housing program for the future generations;

WHEREAS, it is the inherent duty and obligation of the City Government to ensure that these socialized housing projects, funded by taxpayers' money, are appropriately used and maintained to sustain their purpose and benefit for the greatest number of people;

PCO No. 2023-100 - Socialized Housing Development Code
Page 1

BACK



NOW BE IT ORDAINED AS IT IS HEREBY ORDAINED by the 5th Sangguniang Panglungsod of the City of Bacoor, Cavite **THAT:**

Section 1. Scope and Purposes. - This Ordinance shall be applicable to all beneficiaries of the socialized housing projects located within the jurisdiction of the City of Bacoor, Cavite. The provisions herein shall govern the proper use and maintenance of all housing units, shared facilities and common areas within these projects. This includes, but is not limited to, residential units, parks, playgrounds, common utility spaces, pathways, and other shared facilities, whether these are established by the City Government, through a public-private partnership, or by the National Government when such socialized housing project is operated by the City Government. This Ordinance aims to promote responsible housing practices, ensure the longevity of the infrastructure, and foster harmonious community living among the beneficiaries.

Section 2. Title. - This Ordinance shall be known as the **"Socialized Housing Responsibility Code"**.

Section 3. Definition of Terms - As used in this ordinance, the following terms shall be defined as follows:

- (A) "Beneficiary" - is a person or family who has been granted a residential unit as part of the socialized housing project.
- (B) "Maintenance Fees" - are charges that may be imposed through the passing of another Ordinance on beneficiaries for the upkeep, maintenance and improvements of the socialized housing projects.
- (C) "Housing Unit" - is a residential property that has been awarded to a beneficiary under the socialized housing project. This can include apartments, houses, townhouses, or any other type of residential property.
- (D) "Improvements" - any additions, modifications, or renovations made to the housing unit, whether inside or outside, that adds to its value, beauty, or functionality.
- (E) "Common Areas" - are spaces within the socialized housing project that are available for use by all beneficiaries. Common areas can include parks, playgrounds, community centers, walkways, parking lots, and other shared facilities.
- (F) "Alterations" - are changes made to the housing unit or its improvements, which could include structural modifications, painting, installations, or other changes that affect the appearance or function of the property.
- (G) "Sanitation" - are conditions related to cleanliness and health. This can include waste disposal, cleanliness of housing units and common areas, and adherence to health and safety standards.
- (H) "Environmental Sustainability" - are practices that minimize harm to the environment. This can include efficient use of resources, waste reduction, recycling, and other practices that protect the environment.
- (I) "Safety Rules" - are guidelines put in place to protect the safety and wellbeing of beneficiaries. This can include rules about use of common areas, fire safety, and noise levels.
- (J) "Reservation System" - is the system used to book common areas for personal use. This system ensures fair access to shared facilities for all beneficiaries.
- (K) "Community Service" - are "any actual physical activity which indicates civic consciousness, and is intended towards the improvement of a public work, or promotion of a public service" as defined under Republic Act No. 11362

BACK



Community service is a penalty which requires the violator to perform tasks or services that benefit the community, such as cleaning common areas or assisting in community development activities.

- (J) "Public Officer" - is any person employed by the government, including city employees and officials, who are responsible for enforcing this Ordinance and maintaining the socialized housing projects. For the purpose of this Ordinance, "Public Officer" also includes the property manager of the socialized housing project.
- (K) "Waste Management" - is the handling of waste materials within the housing project, from collection to disposal, to ensure cleanliness and sanitation.
- (L) "Security Measures" - are systems and protocols in place to protect the residents and their property within the housing project, such as the presence of security personnel, installation of security cameras, and the like.
- (O) "Public-Private Partnership" - a collaborative arrangement between the City Government and private entities for the purpose of financing, constructing, and maintaining socialized housing projects.

Section 4. Duties and Responsibilities of Beneficiaries - The beneficiaries of the socialized housing projects shall have the following duties and responsibilities in relation to the proper use and maintenance of all properties, units, facilities, and common areas within the scope of this Ordinance:

- (A) **Duty to Maintain Cleanliness** - Beneficiaries must maintain the cleanliness of their individual housing units, as well as the shared facilities and common areas they use. This includes proper waste disposal, adhering to any designated waste collection schedule, and maintaining sanitation in their immediate surroundings.
- (B) **Duty to Avoid Damage** - Beneficiaries are responsible for avoiding any intentional or negligent damage to their housing units, common areas, or shared facilities. This includes any damage to, or the vandalizing of, structures, amenities, utilities, or landscaping.
- (C) **Duty to Report Damage or Disrepair** - Beneficiaries must promptly report any damage or disrepair they notice in their housing units, shared facilities, or common areas to the designated city officials or the property managers of the socialized housing project where they reside.
- (D) **Duty to Respect Others' Rights** - Beneficiaries must respect the rights and privacy of others. This includes minimizing noise, avoiding abusive behavior, and respecting the right of other beneficiaries to the peaceful enjoyment of their units, property, or common areas.
- (E) **Duty to Comply with Rules and Regulations** - Beneficiaries must comply with all rules and regulations outlined in this Ordinance and any other relevant laws or regulations, including those regarding waste disposal, noise levels, use of shared facilities, and to the directives of property managers appointed by the City Mayor for the socialized housing where they reside.
- (F) **Duty to Pay Housing Maintenance Fees and Taxes** - Beneficiaries must pay city-mandated maintenance fees in full and on time, including Real Property Taxes, Housing Maintenance Fees, and the like as set forth in the policies and ordinances of the City of Bacoor.
- (G) **Duty to Conserve Utilities** - Beneficiaries should exercise reasonable efforts to conserve utilities like water and electricity, both within their own housing units and in shared facilities.
- (H) **Duty to Cooperate During Inspections** - Beneficiaries must cooperate during city inspections conducted by the designated city officials to ensure the proper implementation of the ordinance and the maintenance of the housing units and facilities. This includes providing access to their housing units as necessary and in accordance with the stipulated inspection policies.

BACK



- (I) **Duty to Abide by Property Rights Policies** - No land, housing units, or improvements within the socialized housing projects should be sold, alienated, conveyed, encumbered, or leased by any beneficiary. All properties within the socialized housing projects remain under the ownership of the City of Bacoor, in accordance with the policies and objectives of the socialized housing projects.
- (J) **Duty Against Subletting** - Beneficiaries should not sublet or rent out their housing units, or any part thereof, to others. The units are intended for the exclusive use of the designated beneficiaries and their immediate family.
- (K) **Duty Against Unauthorized Structural Changes** - Beneficiaries must not make any unauthorized alterations, additions, or improvements to their housing units or any other part of the socialized housing project. Any modifications must be carried out in accordance with the policies set forth in this ordinance and must receive prior approval from the designated city officials.
- (L) **Duty to Preserve Public Spaces** - Beneficiaries must not occupy or make private use of any common areas or public spaces within the socialized housing projects beyond their intended communal use. These spaces are for the enjoyment of all beneficiaries and should not be blocked or enclosed for personal use.
- (M) **Duty Against Commercial Use** - Aside from areas specifically designated by the City Government for use for commercial activities, beneficiaries must not use their housing units, common areas, or any facilities within the socialized housing projects for commercial purposes.
- (N) **Duty to Inform of Change in Circumstances** - Beneficiaries must inform the designated city officials of any changes in their family or financial circumstances that may affect their eligibility for continued participation in the socialized housing projects.
- (O) **Duty to Maintain Peace and Order** - Beneficiaries must actively maintain peace and order within the socialized housing project where they are residing. Engaging in any criminal activity, getting into fights with neighbors, staying loud music at night, and other activities that disrupts peace and harmony in the community shall not be tolerated.

Section 5. Maintenance Policies - In order to ensure the longevity and functionality of the socialized housing projects, the following maintenance policies shall be observed:

- (A) **Regular Maintenance Schedule** - The City of Bacoor shall establish a regular schedule for the maintenance and repair of common areas, shared facilities, and utilities within the socialized housing projects.
- (B) **Maintenance Reporting System** - A system for reporting any issues or concerns related to the maintenance of housing units, shared facilities, and common areas shall be established. This system will be accessible to all beneficiaries and will allow for prompt action on reported issues.
- (C) **Individual Maintenance Responsibility** - Beneficiaries are responsible for the day-to-day maintenance and cleanliness of their own housing units and immediate surroundings. This includes regular cleaning, minor repairs, and upkeep to prevent any damage or deterioration.
- (D) **Inspection and Assessment** - Regular inspections of the housing units, shared facilities, and common areas shall be carried out by designated city officials to assess the state of maintenance and to identify any needed repairs or improvements.
- (E) **Prohibition on Unauthorized Improvements or Alterations** - Beneficiaries shall not make any unauthorized improvements or alterations to their housing units, shared facilities, or common areas. Any modifications must receive prior approval from the designated city officials and must comply with the policies and standards of the socialized housing projects.

BACK



- (F) **Emergency Repairs** - In case of emergencies requiring immediate repairs or interventions, such as natural disasters or severe damage, the City of Bacoor shall implement necessary actions to ensure the safety and welfare of the beneficiaries. The city may draw from the maintenance funds or any other available resources for this purpose.
- (G) **Waste Management** - A comprehensive waste management system shall be established and implemented within the socialized housing projects. This system will include regular waste collection, segregation, and disposal protocols to maintain cleanliness and prevent health hazards.
- (H) **Pest Control** - Regular pest control measures will be taken to prevent any infestations in the housing units, shared facilities, and common areas. Beneficiaries are also expected to maintain cleanliness to avoid attracting pests.
- (I) **Green Spaces and Landscaping** - The City of Bacoor shall maintain any green spaces, parks, and landscaping within the socialized housing projects. Beneficiaries are encouraged to respect these areas and avoid causing any damage.
- (J) **Utilities Maintenance** - Regular maintenance of utilities such as water, electricity, and sewage systems will be conducted to ensure their continuous and efficient function. Beneficiaries are expected to use these utilities responsibly to avoid unnecessary damage or wastage.
- (K) **Safety Precautions** - Beneficiaries must adhere to safety measures implemented within the socialized housing projects. This includes observing fire safety regulations, taking care when using common facilities, and immediately reporting any hazards or potential safety threats to the designated city officials.
- (L) **Sanitation Protocols** - To protect public health, beneficiaries must follow sanitation protocols laid out by the City of Bacoor.
- (M) **Environmentally Sustainable Practices** - In line with the City of Bacoor's commitment to environmental sustainability, beneficiaries are encouraged to adopt environmentally friendly practices. These may include water and energy conservation, recycling, and avoiding activities that could harm the local ecosystem.
- (N) **Waste Reduction and Recycling** - Beneficiaries are encouraged to reduce, reuse, and recycle waste where possible. Additionally, beneficiaries are required to segregate their waste. The City of Bacoor will provide facilities and infrastructure to support recycling and waste reduction within the socialized housing projects.
- (O) **Green Building Maintenance** - The City of Bacoor will adopt maintenance practices that align with green building principles to reduce the environmental impact of the socialized housing projects. This includes using eco-friendly materials for repairs and improvements, optimizing energy use in common areas, and preserving natural landscapes within the housing project.
- (P) **Energy Efficiency** - The City of Bacoor will strive to maintain and improve the energy efficiency of the socialized housing projects. This includes regular maintenance of the electrical systems, promoting energy-saving practices among beneficiaries, and exploring the use of renewable energy sources where feasible.
- (Q) Any other maintenance policy that the City Government may deem necessary and appropriate to maintain the units, facilities, and common areas.

BACK



Section 6. Policies for Common Areas - The following policies are established to govern the use and maintenance of common areas such as parks, playgrounds, and shared facilities within the socialized housing projects:

- (A) **Common Area Access** - All beneficiaries of the socialized housing projects have equal access to common areas. The City of Bacoor shall establish schedules or rules for use to ensure fair access and avoid overcrowding.
- (B) **Maintenance Responsibility** - The City of Bacoor and the beneficiaries have a shared responsibility for keeping common areas clean and fit for their intended use. Upkeep and maintenance of common areas shall be primarily shouldered by the City Government.
- (C) **Use Guidelines** - Beneficiaries are expected to use common areas responsibly and respectfully. This includes following any established rules for use, not causing any damage or litter, and treating other users with respect. The City Government shall inform all beneficiaries of these use guidelines and post pertinent guidelines in conspicuous places in the common areas.
- (D) **Noise Levels** - Beneficiaries are required to keep noise levels to a minimum while using common areas, out of respect for other beneficiaries and the surrounding community.
- (E) **Safety Rules** - Specific safety rules will be established by the property managers to be approved by the City Mayor for different common areas, such as playgrounds and recreational facilities. Beneficiaries are expected to adhere to these rules to prevent accidents and injuries.
- (F) **Reservation System** - For common areas that can be booked for private use (e.g., community hall), the City of Bacoor will establish a fair and transparent reservation system.
- (G) **Review and Updates** - The policies for common areas will be reviewed periodically and updated as needed to ensure they continue to serve the best interests of the socialized housing project and its beneficiaries. Beneficiaries will be notified of any changes and are expected to comply with updated policies.

Section 7. Prohibited Activities and Penalties - The following activities, related to the duties, maintenance policies, and common area policies established in Sections 4, 5, and 6 of this Ordinance, are hereby declared prohibited:

- (A) **Non-Payment of Maintenance Fees** - Failing to pay maintenance fees as required by Section 4 of this Ordinance. This includes not paying the fees on time or refusing to pay them altogether. This shall be without prejudice to the right of the municipality to avail of the temporary suspension of payments as provided in Section 8 of this Ordinance.
- (B) **Unauthorized Sale or Lease** - Selling, leasing, or otherwise transferring the rights to a socialized housing unit or its improvements, as prohibited by Section 4 of this Ordinance. This includes any unofficial or informal agreements to sell or lease the unit.
- (C) **Unauthorized Alterations** - Making significant alterations to a housing unit or its improvements without permission, as per Section 4 of this Ordinance. Examples include adding new rooms, tearing down walls, or changing the exterior appearance of the unit.
- (D) **Failure to Maintain Cleanliness** - Repeated refusal to keep a housing unit or its immediate surroundings clean, in violation of Section 5 of this Ordinance.

[BACK](#)



- (E) **Unsafe Practices** - Engaging in practices that pose a threat to safety, such as storing flammable materials improperly.
- (F) **Sanitation Violations** - Failing to adhere to sanitation guidelines as provided by the City Government.
- (G) **Unfair Use of Common Areas** - Using common areas in a way that denies other beneficiaries fair access. This may include occupying a common area for a period of time beyond what is authorized or preventing others from using it.
- (H) **Damage to Common Areas** - Causing damage to common areas, whether intentional or due to neglect.
- (I) **Violation of Noise Levels** - Creating excessive noise in common areas, disrupting the peace and comfort of other beneficiaries.
- (J) **Gross Misuse of Reservation System** - Maliciously misusing the reservation system for common areas to deprive other beneficiaries of its use or to abuse, confuse, or cause mischief to the person/s tasked with processing their reservations. This includes acts such as making false bookings.
- (K) **Repeated Policy Violations** - Repeatedly violating any of the policies mentioned in this Ordinance or those in its Implementing Rules and Regulations, showing a consistent disregard for the rules.
- (L) **Other Actions** - Any other action or omission that constitutes a serious threat to the safety, cleanliness, orderliness, and overall welfare of the community or that violates the spirit of this Ordinance.

Any person found to be in violation of the above prohibited activities shall be required to perform community service, assisting the City Government in maintaining the common areas. The number of hours required shall be fixed by the court. Failure to comply with the community service order will cause the re-arrest of the beneficiary in accordance with Republic Act No. 11362 and will make the beneficiary forfeit the right to avail of future socialized housing projects of the City Government. In case of violation of the community service order, the penalty to be imposed is imprisonment of 2 months.

In the case of non-payment of maintenance fees, the delinquent beneficiary shall, in addition to the sentence provided in the preceding paragraph, be required to pay the maintenance fees that they missed plus a late payment charge of 0.5% per month of delay, until fully paid. All penalties collected shall be allocated to the fund for maintenance and improvements of the socialized housing projects. The procedures for dispute resolution and appealing penalties shall be outlined in the implementing rules and regulations of this Ordinance.

Section 8. Suspension of Fees for Humanitarian Considerations - If maintenance fees are imposed, the City Mayor of Bacoor is granted the discretionary power to suspend the payment of maintenance fees in certain cases for humanitarian considerations. The decision to suspend fees will be made on a case-by-case basis, taking into account the unique circumstances and financial capacities of each beneficiary.

Suspension of payments may be considered in the following general circumstances:

- (A) **Natural Calamities** - When the beneficiary is a victim of a natural calamity such as a typhoon, earthquake, flood, or any similar event which significantly affects their ability to pay the housing maintenance fees or comply with the other provisions of this Ordinance.

[BACK](#)



- (B) **Serious Illness** - In cases where the beneficiary or an immediate family member is suffering from a serious illness, requiring significant medical expenses and attention, thereby affecting their capacity to fulfill their financial obligations under this Ordinance.
- (C) **Sudden Unemployment** - When the beneficiary unexpectedly loses their primary source of income, making it difficult for them to meet their obligations under this Ordinance.
- (D) **Death in the Family** - In the event of the death of an immediate family member, which could bring about unexpected expenses and emotional distress, thereby impairing the beneficiary's ability to comply with their obligations under this Ordinance.
- (E) **Acts of Goodwill** - In circumstances where the beneficiary has shown consistent compliance with this Ordinance and has made significant contributions to the community, they may be considered for a suspension of fines as a reward for their goodwill.
- (F) **Analogous Circumstances** - In other circumstances analogous to the above or in any situation where the imposition of fines would be inhumane or excessively burdensome.

In no case shall the said suspension of payments exceed a period of three (3) months.

Section 9. Effect of Suspension of Payments - The suspension of payments under Section 8 of this Ordinance shall not be deemed a waiver of the obligation to pay the maintenance fees. The beneficiaries are still expected to comply on or before the end of the period of suspension of payments.

Section 10. Application for Suspension of Fines or Payment of Housing Maintenance Fees - Beneficiaries who wish to apply for the suspension of payments of maintenance fees due to the circumstances enumerated in Section 8 of this Ordinance may submit an application for the same through the following procedure:

- (A) **Submission of Application** - The beneficiary must submit a written application to the City Mayor. This application should clearly state the reason for the request and must be accompanied by relevant supporting documents.
- (B) **Supporting Documents** - Depending on the circumstances, these might include medical certificates, proof of unemployment, death certificates, proof of income, or any other documents that substantiate the claim. In case of a natural calamity, a certification from the Baguio Disaster Risk Reduction and Management Office (BDRRMO) may be required.
- (C) **Review of Application** - Upon receipt of the application, the City Mayor's Office, in collaboration with the designated departments of the City Government, will review the application. The review will take into account the applicant's compliance history, the evidence provided, and the overall impact of the exceptional circumstance on the applicant's ability to meet their obligations under this ordinance.
- (D) **Decision and Notification** - The applicant will be notified in writing of the decision within 30 days of the submission of the application. If the application is approved, the notice will also include the duration of the suspension and any conditions or requirements the beneficiary must comply with during the suspension period.
- (E) **Appeal** - In case the application is denied, the beneficiary has the right to appeal the decision. The appeal should be made in writing, stating the grounds

[BACK](#)