



OFFICE OF THE SAGGUNIANG PANLUNGSOD

COMMITTEE ON RULES AND PRIVILEGES, LAWS AND
ORDINANCES

COMMITTEE HEARING REPORT
CRPLO-PCO-2024-167

Subject: *An ordinance mandating the implementation of various measures that will ensure the maintenance of the ISO 9001:2015 Certification status of the Local Government of the City of Bacoor, Cavite and imposing penalties for violations hereof.*

The above-mentioned subject matter underwent first reading on March 04, 2024, during the 81st Regular Session of the Sangguniang Panlungsod. The said subject matter was referred by the Presiding Officer Hon. Rowena Bautista Mendiola to the Committee on Rules and Privileges, Laws and Ordinances.

The Committee Rules on Rules and Privileges, Laws and Ordinances sent out invitations to the resource persons and conducted a committee hearing on March 07, 2024 at the Session Hall of the Sangguniang Panlungsod at 10:00 a.m.

FINDINGS:

In pursuit of achieving the coveted ISO Certification, Bacoor City Mayor Hon. Strike B. Revilla and Vice Mayor Hon. Rowena Bautista Mendiola compelled all the officials and employees of the City Government to embark on achieving this ambitious goal of becoming the first City/Municipality in the Province of Cavite to receive such recognition and honor.

The City of Bacoor conducted an internal audit of all offices to ensure that everything complies with all the quality management system requirements. And on February 20, 2024, the city government successfully passed the stage 2 audit conducted by PT AJA Registers Inc. and was officially recommended the prestigious ISO 9001:2015 Certification.

The achievement of the ISO Certification is a testament that the City Government of Bacoor is capable of delivering quality and excellent public service to its stakeholders and the community.

However, the City Government of Bacoor shall not rest this much deserved recognition and shall continuously strive to maintain the high standards of excellence needed to retain its ISO 9001:2005 certification.



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The above subject matter aims to continuously implement the highest standard of services and to create a culture of competence, excellence, accountability and responsibility among officials and employees in order to ensure the continual improvement of the delivery of excellent public services and enhancing customer satisfaction in conformity with all quality management system requirements.

RECOMMENDATION:

After a thorough review of all the circumstances and statements from the resource persons, the Committee respectfully recommends that the Sangguniang Panlungsod approve the above subject matter.

By the motion of Hon. Reynaldo C. Palabrica duly seconded by all the members of the Sangguniang Panlungsod, the above subject matter was **APPROVED** during its 83rd Regular Session.


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

Signed this 18th day of March 2024 at the City of Bacoor, Cavite.

Committee on Rules and Privileges, Laws and Ordinances



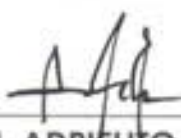
COUN. REYNALDO C. PALABRICA
Chairman



COUN. LEVY TELA
Vice Chairman



COUN. ALEJANDRO GUTIERREZ
Member



COUN. ADRIELITO GAWARAN
Member



OFFICE OF THE SAGGUNYANG PANLUNGSOD

Office of the Sangguniang Panlungsod
Received by: *[Signature]*
Date: *6/27/2024*
Time: *9:00 am*

COMMITTEE ON RULES AND PRIVILEGES, LAWS AND
ORDINANCES

MINUTES OF THE COMMITTEE HEARING
CRPLO-PCO-2024-167

Subject: *An ordinance mandating the implementation of various measures that will ensure the maintenance of the ISO 9001:2005 Certification status of the Local Government of the City of Bacoor, Cavite and imposing penalties hereof.*

A committee hearing on the above-subject matter was conducted last March 7, 2024 at 10:00 a.m. at the Session Hall of the Sangguniang Panlungsod presided by Committee Chairman Hon. Reynaldo C. Palabrica.

MEMBERS OF THE COMMITTEE AND CITY COUNCILORS PRESENT:

HON. LEVY TELA
HON. ADRIELITO GAWARAN
HON. SIMPLICIO DOMINGUEZ
HON. ROGELIO NOLASCO

RESOURCE PERSONS PRESENT:

MS. RACHELLE ALCANTARA - HRDMD REPRESENTATIVE
ATTY. JOSHUA A. FLORES - CITY LEGAL SERVICES REPRESENTATIVE
MR. ELMER G. JIMENEZ - BARANGAY AFFAIRS OFFICE

- The Presiding Officer, City Councilor Hon. Reynaldo Palabrica read the above-subject matter and the committee hearing was called to order.
- The Presiding Officer then proceeded with the introduction of the members of the Honorable Committee and City Councilors present in the committee hearing.
- The Presiding Officer asked the resource persons to introduce themselves before the Honorable Committee.
- The Presiding Officer asked the comments and suggestion of the HRDMD Representative, Ms. Rachel Alcantara regarding the proposed ordinance.



OFFICE OF THE SAGGUNIANG PANLUNGSOD

- The Presiding Officer further asked the HRDMD representative the name of the company who conducted the external audit.
- Mrs. Rachele Alcantara replied that PT AJA conducted the ISO External Audit.
- The HRDMD representative believed that it is a must for all city employees to continue practicing all the quality management system requirement and delivering the highest quality standards of service to its clients for the city to maintain its ISO Certification.
- The Presiding Officer agreed with the manifestation made by the HRDMD representative and added that it will be beneficial to the Bacoor constituents for the high-quality standards provided by the city.
- The Presiding Officer asked the suggestions and comments from the City Legal Services Office representative.
- Atty. Joshua Flores expressed that their office does not have any reservations to the proposed ordinance since it is in accordance to the existing rules and regulations of the civil service.
- The Presiding Officer stated that the proposed ordinance imposes penalties to violators and asked the opinion of the Legal Services Office representative regarding the said penalty clause.
- The City Legal Service representative replied that there will be an Executive Order from the City Mayor creating The Board of Disciplines. The Implementing Rules and Regulations including the penalties can be included in the said Executive Order.
- The Presiding Officer narrated that City Mayor is very serious regarding the maintenance of the ISO Certification thus requiring all city employees in the continuous practice of delivering the highest standards of public service.
- The Presiding Officer explained that violators of the proposed ordinance committing three offenses is subject for termination while suspension will be given to employees committing violations twice.
- The Presiding Officer asked the City Legal Services representative if termination from the position is possible or applicable incase repeated offenses were committed by the employees.
- The City Legal Service representative, Atty. Joshua Flores replied that it is legitimate to impose that penalty since it is an act of insubordination and gross negligence in the part of the violator.
- The Presiding Officer asked the opinion of the HRDMD representative regarding the manifestation of Atty. Flores.
- The HRDMD representative stated that it is possible as long as due process is given to the employees.
- The Presiding Officer mentioned that the Human Resources Department together with the Administrative Department are the agencies who will be implementing the proposed ordinance and further instructed them that



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cases of violations should be reported to the Sangguniang Panlungsod since they have the oversight power in the implementation of an ordinance.

- The Presiding Officer asked the comments and suggestions from the members of the Honorable Committee.
- City Councilor Hon. Rogelio Nolasco manifested questions regarding the section 6 of the proposed ordinance.
- The Presiding Officer replied that the barangay officials are included. As the ordinance comes with advance scope to include barangay officials to adapt ISO policy.
- The Presiding Officer narrated that the Mabuhay Ordinance which is the official gesture of Bacooreños was already passed and suggested the Human Resources Department to apply or adapt the Mabuhay Ordinance and be a part of the procedures for ISO policy especially in welcoming clients and other visitors coming from other localities.
- The Presiding Officer asked for additional comments/suggestions from the members of the Honorable Committee. No more comments were raised.
- The Presiding Officer solicited a motion for the adjournment of the committee hearing.
- City Councilor Hon. Levy Tela moved for the adjournment of the committee hearing duly seconded by all the City Councilors present.
- The committee hearing ended at 10:20 a.m.

Prepared by:


RONALDO M. VERONA
S clerk

Attested by:



COUNCILOR REYNALDO C. PALABRICA
Chairman
Committee on Health and Sanitation



Republic of the Philippines
PROVINCE OF CAVITE
City of Bacoor

Office of the Sagguniang Panlungsod
Received by: *[Signature]*
Date: *9. ab.com*
Time: *[Signature]*

OFFICE OF THE SAGGUNANG PANLUNGSOD

Committee on Rules and Privileges, Laws and Ordinances

NOTICE OF COMMITTEE HEARING

(PROOF OF RECEIPT)

(March 07, 2024 10:00 AM)

(SP Session Hall)

Subject: AN ORDINANCE MANDATING THE IMPLEMENTATION OF VARIOUS MEASURES THAT WILL ENSURE THE MAINTENANCE OF THE ISO 9001:2015 CERTIFICATION STATUS OF THE LOCAL GOVERNMENT OF THE CITY OF BACOR, CAVITE AND IMPOSING PENALTIES FOR VIOLATIONS HEREOF. (PCO No. 2024-167) dated (March 04, 2024)

NAME	OFFICE AFFILIATION	CONTACT NUMBER	SIGNATURE/DATE
HON. LEVY TELA	SP	loc 5418	<i>[Signature]</i> 3-5-24
HON. ALEJANDRO GUTIERREZ	SP	0915113916	<i>[Signature]</i> 3/5/24
HON. ADRIELITO GAWARAN	SP		<i>[Signature]</i> 3/5/24
HON. ROGELIO NOLASCO	SP	1929-864-0915	<i>[Signature]</i> 3/5/24 2:20pm
HON. SIMPLICIO DOMINGUEZ	SP	local 5415	<i>[Signature]</i> 03/05/24
Atty. AIMEE TORREFRANCA NERI City Administrator	CAO		<i>[Signature]</i> 03/05/2024 1:28
Ms. NATIVIDAD LUDWIG OPLE HRDMD	HRDMD		Faith 3/5/27



Republic of the Philippines
PROVINCE OF CAVITE
City of Bacoor

Office of the Sangguniang Panlungsod
Received by: Janet Pring
Date: 6/27/2024
Time: 9:00 am

OFFICE OF THE SAGGUNYANG PANLUNGSOD

Committee on Rules and Privileges, Laws and Ordinances

ATTENDANCE OF COMMITTEE HEARING

(PROOF OF RECEIPT)

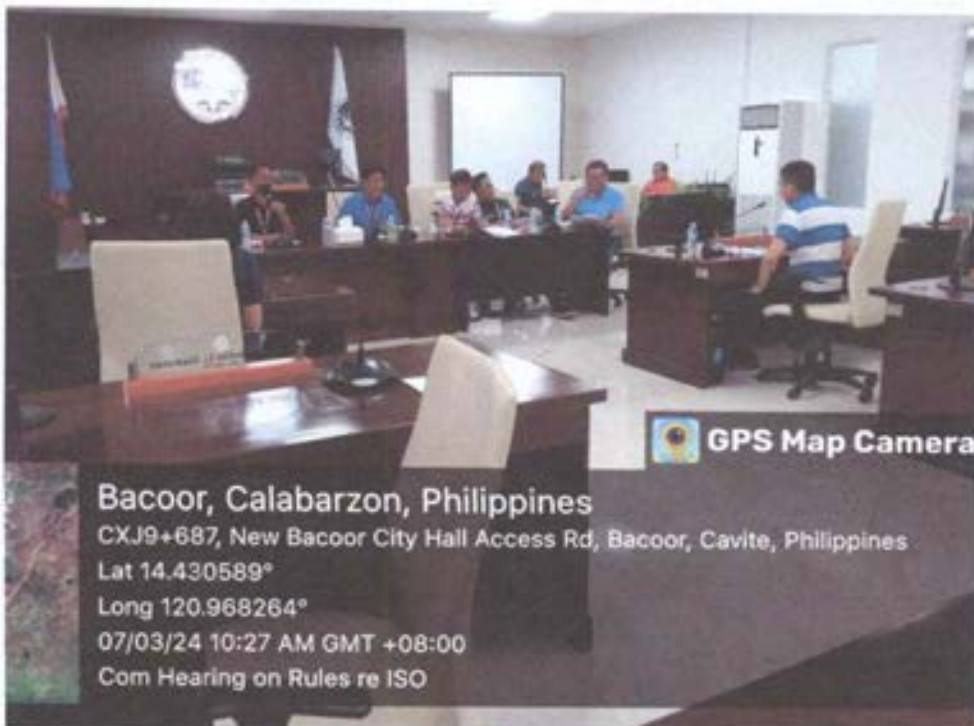
(March 07, 2024 10:00 AM)

(SP Session Hall)

Subject: AN ORDINANCE MANDATING THE IMPLEMENTATION OF VARIOUS MEASURES THAT WILL ENSURE THE MAINTENANCE OF THE ISO 9001:2015 CERTIFICATION STATUS OF THE LOCAL GOVERNMENT OF THE CITY OF BACOOR, CAVITE AND IMPOSING PENALTIES FOR VIOLATIONS HEREOF. (PCO No. 2024-167) dated (March 04, 2024)

NAME	OFFICE	CONTACT # Email Address	SIGNATURE/DATE
RACHELLE MCANTARA	TRAMO		[Signature]
A Hy. Joshua A. Flores	OCLS		[Signature]
Rogelio M. [unclear]			[Signature]
Elmer G. Jimenez		0956 746 2279	[Signature]
SIMPLICIO DOMINGUEZ	UP		[Signature]
LEY Y TEZA	UP		[Signature]
ADREZ GAWARAN	UP		[Signature]

PCO 2024-167 – AN ORDINANCE MANDATING THE IMPLEMENTATION OF VARIOUS MEASURES THAT WILL ENSURE THE MAINTENANCE OF THE ISO 9001:2015 CERTIFICATION STATUS OF THE LOCAL GOVERNMENT OF THE CITY OF BACOR, CAVITE AND IMPOSING PENALTIES FOR VIOLATIONS HEREOF.





Republic of the Philippines
Province of Cavite
CITY OF BACOR
OFFICE OF THE CITY ADMINISTRATOR

26 February 2024

HON. ROWENA BAUTISTA MENDIOLA
Vice Mayor / Presiding Officer
SANGGUNIANG PANLUNGSOD
City of Bacoor

THRU: **ATTY. KHALID A. ATEGA JR.**
Secretary
Sangguniang Panlungsod

SUBJECT: **ENDORSEMENT OF PROPOSED CITY ORDINANCE ENSURING THE
MAINTENANCE OF THE ISO 9001:2015 CERTIFICATION STATUS AND
IMPOSING PENALTIES FOR VIOLATIONS HEREOF**

Dear Hon. Rowena Bautista-Mendiola,

Greetings!

The undersigned would like to most respectfully endorse to your good office a proposed city ordinance entitled "AN ORDINANCE MANDATING THE IMPLEMENTATION OF VARIOUS MEASURES THAT WILL ENSURE THE MAINTENANCE OF THE ISO 9001:2015 CERTIFICATION STATUS OF THE LOCAL GOVERNMENT OF THE CITY OF BACOR, CAVITE AND IMPOSING PENALTIES FOR VIOLATIONS HEREOF."

Attached with this letter is the copy of the said ordinance.

Thank you.

Respectfully,


ATTY. AIMEE TORREFRANCA-NERI
City Administrator

OFFICE OF THE
SANGGUNIANG PANLUNGSOD
RECEIVED
BY: ARIEL
DATE: 2/27/24 TIME: 2:03
BACOR CITY, CAVITE



**PROPOSED CITY ORDINANCE NO. 2024-167
SERIES OF 2024**

AN ORDINANCE MANDATING THE IMPLEMENTATION OF VARIOUS MEASURES THAT WILL ENSURE THE MAINTENANCE OF THE ISO 9001:2015 CERTIFICATION STATUS OF THE LOCAL GOVERNMENT OF THE CITY OF BACOR, CAVITE AND IMPOSING PENALTIES FOR VIOLATIONS HEREOF.

Sponsored by:

Co-Sponsored by:

WHEREAS, local governments are mandated by law to provide the excellent public services while creating a culture of competence, efficiency, integrity and accountability among its officials and personnel.

WHEREAS, in pursuit of the lofty ideals above mentioned, Mayor Strike B. Revilla and Vice Mayor Rowena Bautista-Mendiola compelled all the officials and employees of the City Government to embark on the achievement of an ambitious goal: to become the first city or municipality in the Province of Cavite that will receive ISO 9001:2015 certification.

WHEREAS, on 20 February 2024, the City Government successfully passed the stage 2 audit conducted by PT AJA Registers Inc and was officially recommended to receive the prestigious and most coveted ISO 9001:2015 certification.

WHEREAS, the achievement of the said ISO certification is a testament that the City Government of Bacoor is capable of delivering excellent, world class public service. However, the City Government under the leadership of Mayor Revilla and Vice Mayor Bautista-Mendiola shall not rest under this much deserved laurel and shall continuously strive to maintain the high standards of excellence needed in order to retain its ISO 9001:2015 certification.

NOW THEREFORE, be it enacted by the 5th Sangguniang Panglungsod of the City of Bacoor, Cavite **THAT**:

Section 1. Title. This Ordinance shall be known as the **"ISO CERTIFICATION STANDARDS MAINTENANCE ORDINANCE OF THE CITY OF BACOR"**.

Section 2. Objectives. This Ordinance aims:

2.1. Implement the high standards necessary to maintain the City Government's ISO 9002:2025 Certification.

2.2. Create a culture of competence, excellence, accountability, vigilance, and responsibility among City Government officials and employees in order to ensure the continual improvement of the delivery of excellent public services while enhancing client satisfaction in conformity with Quality Management System requirements; and

2.3. Train and enable selected officials and employees of the City Government that will assist in the implementation of this Ordinance.

Section 3. Mandate of Excellence. All officials and employees of the City Government, including its job order and casual employees, are hereby mandated to deliver excellent public services while enhancing client satisfaction in conformity with the Quality Management System (QMS) manual of the City Government, a copy of which is attached hereto as Annex "A".

Section 4. Appointment of Selected Employees as Quality Auditors. Upon the recommendation of the City Administrator and the Sangguniang Panlungsod Secretary, the City Mayor and the City Vice Mayor are hereby empowered to appoint selected employees and officials of the Office of the City Mayor, the Office of the Vice Mayor, and the Office of the Sangguniang Panlungsod as Quality Auditors.

Before making their respective recommendations, the City Administrator and the Sangguniang Panlungsod Secretary shall consult with various stakeholders to identify the personnel and officials best suited to work and functions as quality auditors.

Section 5. Duties and Responsibilities of Quality Auditors. The quality auditors to be appointed by the City Mayor and City Vice Mayor shall have the following duties and responsibilities:

5.1. Conduct random and regular audit inspections of all offices, units, and departments of the City Government.

5.2. Submit written reports to the City Administrator and to the Sangguniang Panlungsod Secretary on the outcome of the said audit inspections within 24 hours after the end of an inspection.

5.3. Maintain high professional standards, objectivity, and integrity in conducting the said audit inspections and in the preparation, formulation, and submission of the said reports; and

5.4. Perform such other tasks as may be assigned to them by the City Mayor, by the City Vice Mayor, by law, or by an ordinance.

Section 6. Mandatory Compliance with Audit Inspection Recommendations. All officials and employees of the City Government are hereby mandated to comply with all the recommendations of Quality Auditors within 24 hours after receiving a copy of an Audit Inspection Report. The unjustified refusal or failure to comply with the said recommendations by any official or employee of the City Government shall be deemed a violation of this Ordinance.

Section 6. Penalties. The following penalties shall be imposed against any appointed City Government employee or official found guilty by the Board of Discipline of having violated this Ordinance:

First Offense: payment of P5,000.00 fine.

Second Offense: payment of P5,000.00 plus suspension for ten (10) successive working days without pay.

Third Offense: Termination from employment in accordance with pertinent civil service rules.

The following penalties shall be imposed against any elective City Government official which shall include barangay officials found guilty by the Board of Discipline of having violated this Ordinance:

First Offense: payment of P5,000.00 fine.

Second Offense: payment of P5,000.00 plus suspension for ten (10) successive working days without pay.

Third Offense: Termination from employment as ordered by a competent court of law.

Section 7. Composition, Duties, and Functions of the Board of Discipline. The Board of Discipline shall be comprised by the following:

- a. The City Administrator who shall be the Chairperson of the Board
- b. A regular member of the Sangguniang Panlungsod who was chosen by a majority of the members of the city council who shall become the Co-Chairperson of the Board
- c. The Sangguniang Panlungsod Secretary, the Head of the Human Resources Development and Management Department, and the City Legal Officer who shall be the members of the Board.

The Board of Discipline shall have the following duties, powers, and functions:

(Insert contents of pertinent EO here)

Section 8. Implementing Rules and Regulations. The City Administrator, HRDMD Head, City Legal Officer and Sangguniang Panlungsod Secretary are jointly mandated to formulate the implementing rules and regulations of this Ordinance and to submit the same for the approval of the City Mayor within 60 working days after the date of effectivity hereof.

Section 9. Repeal. All Ordinances, Resolutions, and Executive Orders inconsistent with the provisions of this ordinance are hereby repealed and/or modified accordingly.

Section 10. Effectivity. This Ordinance shall take effect immediately after it has been published at least once in a newspaper of general circulation in the City of Bacoor, Cavite.

ENACTED this ___ day of _____, 2024 by the 5th Sangguniang Panlungsod at the City of Bacoor, Cavite.