



Republic of the Philippines
Province of Cavite
CITY OF BACOOR
OFFICE OF THE SANGGUNIANG PANLUNGSOD



**COMMITTEE ON INFORMATION AND COMMUNICATION
TECHNOLOGY**
And
COMMITTEE ON RULES AND PRIVILEGES, LAWS AND ORDINANCES

**JOINT COMMITTEE REPORT
NO. ICT-025-S-2024**

Office of the Sangguniang Panlungsod
Received by: *Jesuit Princes*
Date: *07 OCT 2024*
Time: *3:45 pm*

Subject: AN ORDINANCE AUTOMATING THE SYSTEM AND PROCESS FOR APPLICATION OF ISSUANCE OF PERMITS ISSUED BY THE CITY GOVERNMENT OF BACOOR. - PCO 2024-204 dated August 13, 2024

Referred to the Joint Committee during the 103rd Regular Session is the above-subject matter for appropriate action and recommendation.

It may be recalled that on March 2024, the Sangguniang Panlungsod approved the **"2024 Bacoor City Intensified Digitalization Roadmap Ordinance"** wherein the City Government of Bacoor authorizes the implementation of the Digitalization and Digitization program, that is, to upgrade processes and systems in order to create innovative ways of providing better service, and the technical conversion of physical, analog originals to digital copies using electronic devices.

For verification, a joint committee hearing was held on August 22, 2024 and was attended by resource persons from the Office of the City Legal Service, E-Governance Department, Business Permit and Licensing Department, City Zoning and Land Development Department, Office of the City Treasurer, City Health Office, Office of the City Assessor, and Office of the Building Officials.

During the hearing, the Office of the City Legal Service and E-Governance Department, the proponents, explained that the proposed ordinance is in line with the aforementioned program of the City Government, and informed the joint committee that the automating of the system and processing of applications for the issuance of permits may not be fully implemented in all the operating departments, offices and units.

Given as an example is the issuance of health permit by the City Health Office. In the system and processing to be implemented, the public may file their applications for health permit online. The processing of application will proceed by way of instructions from the accredited service providers which are linked to the system of accredited diagnostic clinics and City Health Office. The record of the applicant and





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the result of health test or diagnosis will be sent to the City Health Office for proper evaluation and issuance of permit.

In the case of the Office of the Building Officials and other similar offices which require the actual and manual evaluation of plans and designs (i.e. architectural plans, structural plans, electrical plans, etc.), the implementation of automation may cover only the online filing of application, the submission and the completion of documentary requirements with small files. Thereafter, OBO may schedule the actual submission of the necessary plans thru an online advisory.

For the BDRRMO certification, the system thru an accredited service provider could possibly show an instructional videos related to rescue and first aids. Then, a test questioners related to the instructional videos will be answered by applicant. The record of the applicant and the result of the examination will be sent to BDRRMO for proper evaluation and issuance of certification.

The proposed ordinance will also decongest the number of people going in the city hall, and it will save the time and transportation fare of the applicants, and the time of the city employees manning the desk for applicants. Finally, the ordinance will fully implement the cashless payment of fees which is more convenient to the public.

It is the objective of the proponent departments to implement the automation program early next year or on January 2025.

FINDINGS:

The proposed ordinance as it has been explained is a part of the "2024 Bacoor City Intensified Digitalization Roadmap Ordinance" and that the approval of the same is necessary and reasonable.

RECOMMENDATION:

In view of the foregoing, the Honorable Members of the Joint Committee hereby recommend **TO APPROVE** the proposed ordinance automating the application for issuance of permits, subject existing provisions of laws, accounting and auditing rules and regulations.





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

Signed this day of August 2024 at the City of Bacoor, Cavite.

THE COMMITTEE ON INFORMATION AND COMMUNICATION TECHNOLOGY


HON. ROGELIO M. NOLASCO
Chairman


HON. ALEJANDRO F. GUTIERREZ
Vice Chairman

THE COMMITTEE ON RULES AND PRIVILEGES, LAWS AND ORDINANCES


HON. REYNALDO D. PALABRICA
Chairman


HON. LEVY M. TELA
Vice Chairman


HON. ADRIELITO G. GAWARAN
Member

Prepared by:

ROBERTO A. DE GUZMAN
Local Legislative Staff Assistant I





Committee on Information and Communication Technology

JOINT COMMITTEE HEARING MINUTES

NO. ICT-025-S-2024

Office of the Sangguniang Panlungsod
Received by: Janet Palop
Date: 07/11/2024
Time: 02:27pm

Subject: *AN ORDINANCE AUTOMATING THE SYSTEM AND PROCESS FOR APPLICATION OF AND ISSUANCE OF PERMITS ISSUED BY THE CITY GOVERNMENT OF BACOOR. – PCO-2024-204 Dated August 13, 2024.*

Present:

Committee on Information and Communication Technology

Hon. Rogelio M. Nolasco - Chairman
Hon. Adrielfito Gawaran - Member

Committee on Rules and Privileges, Laws and Ordinances

Hon. Reynaldo Palabrica - Chairman

5th Sangguniang Panlungsod

Hon. Reynaldo Fabian - Member
Hon. Levy Tela - Member

Resource Persons:

Atty. Kim Lofranco - Office of City Legal Services
Atty. Jigo Arevalo - City Administration
Mr. Lodgene Asuncion - E-Governance /MIS
Engr. Arthur San Jose - Zoning and Land Development
Engr. Allan C. Quinatadcan - City Assessor Department
Engr. Ramesis Alhambra - OBO
Dr. Ivy Marie Yrastorza - City Health Office
Mr. Christian T. Gawaran - BPLD
Ms. Lady Nilan Cedilla - City Finance Department

Hon. Rogelio Nolasco: "Good Afternoon po sa lahat, A Joint Committee Hearing, on Information and Communication Technology and Committee on Rules and Privileges, Laws and Ordinances regarding, **PCO-2024-204** - "AN ORDINANCE AUTOMATING THE SYSTEM AND PROCESS FOR APPLICATION OF AND





ISSUANCE OF PERMITS ISSUED BY THE CITY GOVERNMENT OF BACOOR., is now court to order.”

Hon. Rogelio Nolasco: “For the record, we acknowledge the presence of our Councilors, Konsehal Reynaldo Palabr ca, Konsehal Reynaldo Fabian and Konsehal Adrielito Gawaran. Pakilala lang po ang ating mga resource persons for the record.”

Hon. Rogelio Nolasco: “So, mas maganda po kung maipaliwanag ni Atty. Kim Lofranco ang tungkol dito sa automating the system and process for application and issuance permits.”

Atty. Kim Lofranco: “Good afternoon po, basically ito pong ordinance na ito ang layunin po nito ay magkaroon po tayo ng online application at issuance po ng permit. So, hindi naman po ito sabay sabay ipapatupad pero kung baga po sisimulan po. So, ang naging inspirasyon po dito ay yung si net po ni Mayor Strike na meeting noong nag digitized po sa Makati so, sa kanila po ang health permit nila as an example po online po siya so, online po nag aapply pati po ang Mayor’s permit, online din po siya makukuha, tapos kasama po dito sa ordinance na ito ang pag aacredit po ng mga service providers katulad po ng mga diagnostic centers, online payments systems so yung ibat ibang modes po ng payment hindi lang po tayo tatanggap ng payment sa treasury mayroon po tayong iba as an example mayroon po tayong existing na Piso pay if ever po kung makuha natin ang contrata ng maya at gcash po and then yung private delivery services kung baga yung option po na kukuha sila ng permit may option po na hindi na sila kailangang pumunta dito sa office may option na idedeliver sa kanila yung permit. Dito naman po sa accreditation naman po ng diagnostic centers, ito po ay lpi natern po namin based po doon sa napag meetingan namin doon sa Makati na parang version nila ng MSBR card po. Sa kanila po ang ginagawa nila kung ako po ay mag aapply ng trabaho sa Makati mayroon pong ibat ibang parang physical at health exam po na gagawin. So, imbis po na pupunta po sila sa ibat ibang diagnostic centers ang ginagawa po ay nag aacredit po ang Makati ng specific diagnostic centers tapos doon lang po sila maaaring magpa health exam po. So yung resulta po noon is naka automated din po, maipapasa po at naka post po siya daretso sa city health officer nila at makikita po doon kung yung findings sa nag aapply po ng health permit. So, automated po siya, automated yung records ma ta transfer po agad sa city health office. So, basically ang purpose po or goal ng ordinansang ito, is mapabilis po at ma streamline po yung mga pagkuha ng permits. So, for now po, dito dahil kung mapapansin nyo po diagnostic center lang po muna yung naandito dahil ang nakikita pong mapa prioritize is yung sa mga health and working permits po. Ayun po.”

Mr. Lodgene Asuncion: “Susugan ko lang po Konsi yung inexplain po ni Atty. Kim, actually kami din yung isa sa nag proposed ng automation of application for working permits since, alam naman po natin lahat ng permits ngayon it requires disasters training. Isa po ito sa kailangang I comply ng mga aplikante





natin para mak avail or makakuha sila ng permit to work which is isa sa nagiging malaking trabaho rin ng disasters office natin sa BDRRMO kasi kailangan nilang i train yung libong empleyado dito sa Bacoor City. We came up with the idea na i streamline yung process ng permit to work regulating to be limited on line so ang gagawin po natin parang nag aapply ka rin ng NBI and Police clearance kung mag aapply ng trabaho sa NBI nga talagang fully online ang application. Alam naman natin na lahat online ang NBI clearance so, ganoon din po ang gusto nating i adapt dito sa Bacoor, which is gearing toward digitization upang mapabilis natin ang proseso. Average po nating application since office naman po namin ang nag pa process ng permit to work yung data po namin for the last two years ay average of 20,000 per year. So ganoon po karami ang empleyado ng city, ganoon po kadami ang empleyado ng City Government. Pero hindi ko rin po ma realize kung ganoong karami ang mga trabahador dito sa City kung irerequire ho natin lahat at magiging mahigpit po tayo for requiring all employees dito sa Bacoor na kumuha ng permit, hindi lang po 20,000, masyadong mababa po ang 20,000 sa number of workforces natin dito sa Bacoor. Si Sir Christian Gawaran also, kumbaga makakapag bigay din ng numero kung ilan po ang business establishment natin?"

Mr. Christian Gawaran: "As of now we have 14,329 Business Establishment."

Mr. Lodgene Asuncion: "So, sa business establishment pa lang ho natin meron na po tayong 14,000 Business Establishment and only 20,000 permits for workers lang po ang nag ke claim, so kung maipapasa natin ang ordinansang ito at ma reregulate natin yung pagkuha and requiring all workers to secure work permit na ito hindi lang po 20,000 which is malaking lost sa City Government na hindi rin nareregulate or na i implement ng maayos ang permits ng mga mang gagawa rito kasi karamihan diyan hindi kumukuha. So, isa din sa gusto nating mapabilis diyan is kaya nga ho online, yung training ho natin ng disaster online din po meron ho tayong exam kung baga videos na lang ho ang pananoorin nila pero everytime na matatapos nila yung video mag te take sila ng exam kapag nag fail sila sa exam mag te take uli sila, papanoorin uli nila yung buong video hanggang maipasa ang exam ng disasters training. Pagdating naman doon sa health secure naman requirement ng CHO health permit naman po, we suggest to regulate naman po yung mga diagnostic center kasi ang observation naman po ni Dr. Ivy naman po can agree sa mga testing center ho natin minsan yung medical exam ay napepeke na rin so, we come up to the idea na iregulate na rin yung mga diagnostic testing centers para ma regulate at siguradong fit to work yung kumukuha ng permit to work. Isa ho sa magiging part ng ordinansa is i regulate natin yung diagnostic center para siguradong ho tayo na lahat ng accredited testing center lang ang pwede nilang puntahan."

Hon. Rogelio M. Nolasco: "Thank you Mr. Lodgene. Maganda naman po ang Ordinansa. Kuhanin po natin ang opinion ng sa Assessor, ano po ang masasabi nyo?"

Engr. Allan Quinatadcan: "Kasama po ba kami dito?"





Mr. Lodgene Asuncion: "Actually, yung na explain ko po kanina Konsi, is for the third process of application of court only. Kasi yung kasama ko dito sa ordinansa ay hindi lang po link sa work permits pati sa business side po sa business application and Real Property Tax payment so, para isang Ordinansa na lang po we will regulate nagkaroon din po ng idea si legal na isama Narin sa ordinansa yung mga business. Kasi po gearing towards digitization lahat ng permit will be available online na rin po and yung courier services ganon na rin po magiging idea natin i rerequire yung mga courier services to be accredited dito sa City Government. Hindi lang ho courier services lahat ng mg services natin na kailangan ng third party partners sa pag secure ng permits kasama na rin dito sa ordinansa."

Hon. Rogelio M. Nolasco: "Online Ordinance? Any opinion po?"

Hon. Reynaldo Palabrica: "Hingin muna natin ang opinion ng BPLD kasi mas applicable yan sa business permits."

Mr. Christian Gawaran: "Actually, po sa amin ongoing na po kami, may online na kami at nakakakpag print na rin po kami ng electronic copy end to end na po kami eh. Ginagamit na po namin of course through Sir Lodgene inayus yung system naming yung lahat ng mag aapply sa amin nakakakuha na sila ng kopya nila nakakapag print na po kami ng mga permit ang wala lang po sa amin ay yung courier lang po kung mag aavail sila noon pwede naming ipa deliver minsan po kung may iniikutan ang inspector ibinababa na lang po namin."

Hon. Rogelio M. Nolasco: "Thank you. Sa OBO?"

Engr. Ramesis Alhambra: "Sa amin po meron namang online sa process namin, mabigat lang po kasi ang gusto ng tao hard copy. May nag aapply naman po sa amin kaso mo limited lang. Mayroon po kaming hard copy na kailangang mapasa at kailangan po actual inspection po."

Mr. Lodgene Asuncion: "Actually, yun po ang gusto nating i improve dito sa building permit, ma encourage ang lahat ng applicants na mag apply online. Siguro pag aaralan din namin kung paano yung sa OBO kung paano natin i po promote and ma encourage ang mga constituents to apply online kasi sayang po yung facility natin, ginastusan natin yun tapos hindi po na utilize masyado ng City Government."

Hon. Reynaldo Palabrica: "It's possible Mr. Chair to rest the order of Mr. Lodgene, pag may nag online application syempre may gustong requirements baka pwedeng scan na lang yung mga plano and everything yung electrical plan, yung planning plan and all the documents required by office scan na lang tapos i email na lang sa inyo or through online application. Pwede ba yun sa inyo? Online na lang lahat."





Engr. Ramesis Alhambra: "Actually, sa amin pwede."

Hon. Rogelio M. Nolasco: "Yung correction?"

Mr. Lodgene Asuncion: "Actually, ang naging resolution naming noong time ni Engineer Meg kasi yun plano mahirap eh, kasi paano ma i scan yun kasi ang laki noon yung AO size is not possible sa mga applicant nating I scan kasi hassle sa kanila. Talagang mahihirapan yung mga nag aapply, ang naging solution namin doon, kasi yung online application ng building permit, you just need to upload the initial requirements like yung plano hindi siya kasama, yun lang ang kailangan. Tapos yung mga plano hindi naman kailangang i upload yun kasi malalaki. Kapag Nakita na ng OBO na nag submit na ng documents i a assess na nila yung documents kapag Nakita nilang tama na yung documents then sa online din pwede silang mag notify na okey na for inspection doon yun pupunta sa site para kunin yung plano so hindi na kailangan ni client na pumunta pa sa City Hall dahil pinuntahan na ng inspector ng OBO so yun po yung naging solution namin for elimination of uploading the plan online so nasa OBO na yun kung paano nila i implement."

Hon. Reynaldo Palabrica: "So, kapag naandoon na sa inspection at na submit na yung requirements after dadalhin na sa office tapos dito nyo naman ginagawa yung digital copy kasi mayroon naman tayong equipment?"

Engr. Ramesis Alhambra: "Tama naman po yung sa inspection, ang magiging problema lang po doon ay yung evaluation. Kasi po we need to evaluate first before we inspect kasi may susundin po tayo number is Setback, nag inspect kami eh hindi pa pala approve for the setback eh hindi naman nakalagay sa requirements yung setback eh. Ang requirements ang nakalagay dyan ay yung mga documentation lang pero pag dating doon sa evaluation doon na po kami nag che check regarding sa building code kung ano po ba yung mga tamang setback. Halimbawa sa electrical ano po ba yung mga electrical note schedule minsan may mga typographic or yung pagkakasunod na pagkakalagay nila yun eh kino correct po namin yun, as much as possible before we inspect. Kaya ang mangyayari doon upon inspection doon na rin po kami mag eevaluate. Dapat kasama sa inspection yung mga evaluation team halimbawa may Electrical ako, Sanitary, Structural at Architectural sa pagpunta namin sa site."

Hon. Rogelio M. Nolasco: "So, doon after the completion ng mga requirements siguro scheduling na for inspection?"

Engr. Ramesis Alhambra: "Not only for inspection but including the evaluation po."

Hon. Reynaldo Palabrica: "So ibig sabihin Mr. Chair, we will include OBO with this automated application of issuance of work permit parang ang lalabas





dito ang kanilang online application ay parang reservation? parang numbering ng pasok ng application para doon sa inspection schedule?"

Mr. Lodgene Asuncion: "Parang praying application lang siya, pero napag aralan naman namin ni OBO."

Hon. Reynaldo Palabrica: "Kasi masyadong komplikado ito para sa kanila kasi ang target nito ay automation eh. Sabagay meron namang mga exceptions kasi ang target naman ng ordinansa ay for the whole City Government of Bacoor. May question din ako kay Dr. Ivy, paano yung diba i ne x-ray pa rin yan? Paano ito?"

Dr. Ivy Marie Yrastorza: "Kaya tulad nga po ng sinabi ni Sir Lodgene kanina, na dapat po ay accredited diagnostic centers, kasi kung doon lang po sa accredited diagnostic center natin magpapa laboratory yung mga kukuha ng working permit so, i a upload po nila yung results na dapat po ay may access kami para doon sa system ay mag rereflect na itong si patient ay mag aapply na for work permit dapat po naka upload na po doon yung results nila so i se search na lang po namin."

Hon. Reynaldo Palabrica: "Ang ibig sabihin magkakaroon kayo ng access doon sa diagnostic center?"

Dr. Ivy Marie Yrastorza: "Yes po, dapat naka link sila."

Hon. Reynaldo Palabrica: "So, before the online application of working permit si applicant punta muna siya sa diagnostic center para magpa x-ray siya para kung mag apply siya online i che check nyo sa data base yun kung pasado sila?"

Mr. Lodgene Asuncion: "Actually, may access si CHO doon sa mga laboratory test and medical exam results tapos si laboratory testing centers may access din sila sa system kaya we require accreditation or registration of testing centers. So, mag reregister sila sa atin kapag naka accredit sila sa atin we will register doon sa system para may access po sila doon sa system para may account po sila doon sa permit to work for the health permit. So, kapag inapload ni testing center yung results makikita naman po ng CHO so may access din po siya. Si CHO yung office po namin, si laboratory testing centers and then siguro si BDRRMO para makita niya yung mga nag comply or nakapasa doon sa disasters training."

Hon. Reynaldo Palabrica: "Medyo masalimuot lang medyo conflict, pero kaya naman ito. Mr. Chair, To those steps na medyo kumplikado tulad ng sa OBO pwede namang ilagay natin yun sa exemption, mag gagawa na lang tayo sa part ng ordinance ng regulation kung papaano ang steps para lahat ng opisina makapag comply siya kailangan lang nating i digest, merong existing ordinance na medyo conflict dito kailangan lang nating linisin Mr. Chair, tulad ng work





permit. So, specific yung training pero hindi sinasabi sa ordinansa na online. Video lang diba? Mr. Chair kailangang malaman lang natin ang ordinansa na medyo tataaman ng automation system. Yun Lang Mr. Chair."

Hon. Rogelio M. Nolasco: "Ang zoning ano po ang masasabi po natin?"

Engr. Arthur San Jose: "Good afternoon siguro kung makakuha tayo ng template, kagaya ng sinasabi nga ni Atty. Kim yung ginawa ng Makati. Siguro smooth yung kanilang transition at siguro kung meron tayong makukuhang template sa ibang City tungkol dito sa application ng business permit baka may mas magandang idea na makuha tayo para ma push yung operation. Iyon lamang po."

Hon. Reynaldo Palabrica: "We need the assistance of Atty. Kim definitely may ordinance basis na sila doon sa kanilang automation baka pwedeng makakuha kami ng kopya?"

Atty. Kim Lofranco: "May isang service provider po kasi talaga sila, ito pong ordinance ay pattern this not after Makati kasi yung ordinance ng Makati nakapangalan po doon yung kanilang service provider. But this pinatam ko po ito after ng Valenzuela yung tatio po nilang ordinance on automation. So una po kasi nilang pinasa ay yung 3S Na Ordinance na ang sinasabi lang po doon na ang yung commitment ng City na mag Dignitize ang sumunod po nilang ordinance is appropriation po nila ng budget para magsimula yung step by step automation and then yung final ordinance nila is yung ni rerequire ang lahat po ng offices na binaggit po doon sa ordinance na kailangan po nilang ipatupad po yung automation doon sa permit po. Kaya ang ginawa ko po dahil hindi po naman natin siyang mai pupwersa kung walang nakaakibat na budget kasi mayroon pong pagdadaan na proseso. So, gineneral ko lang po muna ito compared po doon sa nakita kong ordinance sa ibang city po na may automated process."

Hon. Reynaldo Palabrica: "If you would like to provide us copy of those ordinances mentioned para maging reference lang namin."

Atty. Kim Lofranco: "Sige po. Papadala ko na lang po."

Hon. Rogelio M. Nolasco: "Thank you Atty. Any opinion?"

Mr. Lodgene Asuncion: "Ang BPLD establish na po sila eh, ang kulang na lang po nila ay courier services. We suggest na dapat meron na po tayong accreditation ng courier services eh."

Dr. Ivy Marie Yrastorza: "Actually isang problem din po na nakikita namin kasi minsan nag a under declare ang mga companies natin, halimbawa itong company na ito they have 10 employees pero dine declare nila minsan 4 or 5





Prepared By:

EDGARDO B. NOLASCO
CLERK

Attested By:

COUN. ROGELIO "BOK" M. NOLASCO
Chairman
Committee on Information and Communication Technology





**COMMITTEE ON INFORMATION AND COMMUNICATION TECHNOLOGY
&
COMMITTEE ON RULES AND PRIVILEGES, LAWS AND ORDINANCES**

**ATTENDANCE OF JOINT COMMITTEE HEARING
(PROOF OF RECEIPT)**

August 22, 2024 / 2:30 P.M.

MSBR Conference Room at 4th Floor, Bacoor Legislative and Disaster Resilience Building

Office of the Sangguniang
Received by: Janet P. Pring
Date: 8/22/24
Time: 2:30 PM

Subject: **AN ORDINANCE AUTOMATING THE SYSTEM AND PROCESS FOR APPLICATION OF AND ISSUANCE OF PERMITS ISSUED BY THE CITY GOVERNMENT OF BACOR. PCO 2024-204** dated **August 13, 2024.**

NAME	BUSINESS/OFFICE AFFILIATION	CONTACT NUMBER	SIGNATURE/DATE
HON. ROGELIO M. NOLASCO	SP		<i>[Signature]</i>
HON. ADRIELITO G. GAWARAN	SP		<i>[Signature]</i>
HON. ALEJANDRO F. GUTIERREZ	SP		
HON. LEVY M. TELA	SP		
MR. LODGENE G. ASUNCION	MIS/E-GOV.		<i>[Signature]</i> 8/22/24
ATTY. AIMEE S. TORREFRANCA-NERI	ADMIN		
ENGR. JICKY D. JUTBA	OBO		
ENGR. ARTHUR SAN S. SAN JOSE	ZONING		
ENGR. ALLAN QUINATADCAN	ASSESSOR		<i>[Signature]</i>
ATTY. EDITH C. NAPALAN	CFD		
MR. CHRISTIAN T. GAWARAN	BPLD		<i>[Signature]</i>
DR. IVY MARIE C. YRASTORZA	CHO		<i>[Signature]</i>
LADYNIAN I. CODINA	CHO	09953198009	<i>[Signature]</i>
Atty. Ken Infante	OCHS		<i>[Signature]</i>
DR. IVY MARIE YRASTORZA	OCHS	0917824041	<i>[Signature]</i>
ENGR. KAMELUS ALHAMBRA	OBO		<i>[Signature]</i>
ARTHUR SAN JOSE	ZONING	0949 9988765	<i>[Signature]</i>
HON. REYNALDO FABIAN	SP		<i>[Signature]</i>
Atty. Ken Infante	Admin		

ATTENDANCE OF JOINT COMMITTEE HEARING ICT-025-S-2024
PCO 2024-204 – AN ORDINANCE AUTOMATING THE SYSTEM AND PROCESS FOR APPLICATION OF AND ISSUANCE OF PERMITS
ISSUED BY THE CITY GOVERNMENT OF BACOR.





**COMMITTEE ON INFORMATION AND COMMUNICATION TECHNOLOGY
&
COMMITTEE ON RULES AND PRIVILEGES, LAWS AND ORDINANCES**

**NOTICE OF JOINT COMMITTEE HEARING
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Office of the Sangguniang Panlungsod
Received by: Janet Pring
Date: 8/20/24

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MSBR Conference Room at 4th Floor, Bacoor Legislative and Disaster Resilience Building

Subject: **AN ORDINANCE AUTOMATING THE SYSTEM AND PROCESS FOR APPLICATION OF AND ISSUANCE OF PERMITS ISSUED BY THE CITY GOVERNMENT OF BACOOR. PCO 2024-204** dated **August 13, 2024.**

NAME	BUSINESS/OFFICE AFFILIATION	CONTACT NUMBER	SIGNATURE/DATE
HON. REYNALDO D. PALABRICA	SP	09385998100	[Signature] 8/20/24
HON. ADRIELITO G. GAWARAN	SP		[Signature] 8/20/24 9:50 am
HON. ALEJANDRO F. GUTIERREZ	SP		[Signature] 8/20/24
HON. LEVY M. TELA	SP		[Signature] 8/20/24 9:57 am
MR. LODGENE G. ASUNCION	MIS/E-GOV.		[Signature] 8/20/24
ATTY. AIMEE S. TORREFRANCA-NERI	ADMIN	0995544055	[Signature] 8/20/24 12:00
ENGR. JICKY D. JUTBA	OBO		[Signature] 8/20/24 11:36 am
ENGR. ARTHUR SAN S. SAN JOSE	ZONING	09065045989	[Signature] 8/20/24 1:44 AM
ENGR. ALLAN QUINATADCAN	ASSESSOR		[Signature] 8/20/24 4:41
ATTY. EDITH C. NAPALAN	CFD	229	[Signature] 8/20/24
MR. CHRISTIAN T. GAWARAN	BPLD	0922-784-6336	[Signature] 8/20/24 11:37 am
DR. IVY MARIE C. YRASTORZA	CHO	4345-3426	[Signature] EDZON C. GAWARAN

NOTICE OF JOINT COMMITTEE HEARING ICT-025-5-2024
PCO 2024-204 – AN ORDINANCE AUTOMATING THE SYSTEM AND PROCESS FOR APPLICATION OF AND ISSUANCE OF PERMITS ISSUED BY THE CITY GOVERNMENT OF BACOOR.



Address: Banner Legislative and Disaster Resilience Bldg.
Bacoor Blvd., Brgy. Bayanan, City of Bacoor, Cavite
Trunkline: (048)417-0727
Website: www.bacoorcitysp.com





**COMMITTEE ON INFORMATION AND COMMUNICATION TECHNOLOGY
&
COMMITTEE ON RULES AND PRIVILEGES, LAWS AND ORDINANCES**

**PICTURES OF JOINT COMMITTEE HEARING
(PROOF OF RECEIPT)**

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MSBR Conference Room at 4th Floor, Bacoor Legislative and Disaster Resilience Building



PICTURES OF JOINT COMMITTEE HEARING ICT-025-S-2024
PCO 2024-204 – AN ORDINANCE AUTOMATING THE SYSTEM AND PROCESS FOR APPLICATION OF AND ISSUANCE OF PERMITS ISSUED BY THE CITY GOVERNMENT OF BACOOR





Republic of the Philippines
Province of Cavite
CITY OF BACOOR
Office of the City Mayor



BAGONG PILIPINAS
CGBCR-MO-02-F03.02
05/30/2024

August 7, 2024

HON. ROWENA BAUTISTA-MENDIOLA
City Vice Mayor,
Bacoor Government Center
Bacoor City, Cavite

OFFICE OF THE
SANGGUNIANG PANLUNGSOD
RECEIVED
BY: ARIEL
DATE: 8-9-24 TIME: 2:53
BACOOR CITY, CAVITE

Thru: Atty. Khalid Atega, Jr.
Sangguniang Panlungsod Secretary

Subject: Endorsement Letter

Dear Hon. Bautista-Mendiola:

I hereby endorse to the esteemed members of the Sangguniang Panlungsod for appropriate action Endorsement Letter No. 907, Series of 2024, issued by the Office of the City Legal Service, relative to the proposed ordinance automating the system and process for application of and issuance of permits issued by the City Government of Bacoor. The proposed ordinance is consistent with the City of Bacoor's assurance to its stakeholders of the city's dedication to deliver complete quality service and achieving customer satisfaction by consistently enhancing its systems and programs.

Attached herewith is the aforementioned endorsement, including the proposed draft ordinance, for your immediate reference.

I trust that you give this matter your utmost consideration.

Sincerely yours,


STRIKE B. REVILLA
City Mayor

Page 1 of 1

 Office of the Mayor 
Strike B. Revilla



SBR20245238



Address: Bacoor Government Center, Bacoor Blvd.
Brgy. Bayanan, City of Bacoor, Cavite
Trunkline: 434-1111
Website: www.bacoor.gov.ph



Cert. no. 24/181809



Republic of the Philippines
Province of Cavite
CITY OF BACOOR



OFFICE OF THE CITY LEGAL SERVICE

ENDORSEMENT LETTER No. 907, Series of 2024

TO : HON. STRIKE B. REVILLA
City Mayor

THRU : ATTY. PAUL MICHAEL G. SANGALANG
Executive Assistant IV, Office of the Mayor

CC : MR. LODGENE ASUNCION
OIC, E-Governance Department

SUBJECT : FOR APPROVAL
Proposed City Ordinance automating the system and process for application of and issuance of permits issued by the City Government of Bacoor

DATE : 06 AUGUST 2024

10/3 1:58 PM
JUAN BASAGSAGAN
Mayor's Office

This Office was instructed to draft an ordinance automating the system and process for the application of issuance of permits issued by the City Government of Bacoor otherwise known as the *Strikeas1 Online Ordinance of the City of Bacoor* for the delivery of quality service and achieve customer satisfaction by consistently enhancing its systems and programs by providing affordable, efficient, and cost-effective automated system and process for the application and release of permit.

On 29 July 2024, the Office of the City Mayor transmitted to the E-Governance Department the same draft for their comments and recommendations. Upon coordination, the two offices (Office of the City Legal Service and E-Governance Department) agreed to the final draft attached to this endorsement, as their recommendations have already been incorporated.

If the attached Proposed City Ordinance is sufficient and satisfactory, may we respectfully request your subsequent endorsement to Sangguniang Panlungsod for their consideration and appropriate action.

Thank you for your usual support.

Respectfully,

MLD
ATTY. KIM NYCA R. LOFRANCO
City Legal



Address: Bacoor Government Center, Bacoor Blvd.,
Egy. Bayanan, City of Bacoor, Cavite
Trunkline: 434-1111
Website: www.bacoor.gov.ph



PROPOSED CITY ORDINANCE NO. _____
Series of 2024

AN ORDINANCE AUTOMATING THE SYSTEM AND
PROCESS FOR APPLICATION OF AND ISSUANCE OF
PERMITS ISSUED BY THE CITY GOVERNMENT OF
BACOR

Sponsored by:

WHEREAS, the 1987 Philippine Constitution, specifically Section 24, Article II, states unequivocally that the State shall acknowledge the essential role of communication and information in nation-building;

WHEREAS, Section 3 (b) of the Local Government Code of 1991 provides that each local government unit must build an operational mechanism and organizational structure that is dynamic, efficient, and that will meet the priority needs and service requirements of its communities;

WHEREAS, Section 16 of the Republic Act No. 7160, commonly known as the General Welfare Clause of the Local Government Code of 1991, emphasizes the development of suitable and independent scientific and technological skills, the promotion of economic success, the upholding of peace and order, and preservation of comfort and convenience of the people;

WHEREAS, Section 5 of Republic Act No. 11032, otherwise known as the "Ease of Doing Business and Efficient Government Service Delivery Act of 2018" mandates that all offices and agencies that provide government services must regularly undertake cost compliance analysis, time-motion studies, undergo evaluation and improvement of transaction systems and procedures;

WHEREAS, Section 2, Part 1 of the Republic Act No. 8792 otherwise known as the "Electronic Commerce Act of 2000" emphasizes the necessity of developing an information-friendly environment that promotes and guarantees the accessibility and cost-effectiveness of Information Communication Technology (ICT) products and services;

WHEREAS, the City Government of Bacoor acknowledges the significance of raising the City of Bacoor's competitiveness on a local and national level to maximize its growth potential. This can only be accomplished by improving already-existing, successful programs and constantly creating new procedures to lower the cost of and streamline the requirements and processes of doing business in the City of Bacoor;

WHEREAS, Section 27 of RA. 8792 or the Electronic Commerce Act of 2000 provides that "all departments, bureaus, offices, and agencies of the government, as well as all government-owned and controlled corporations, that pursuant to law, require or accept the filing of documents, require that documents be created, or retained and/or submitted, issue permits, licenses or certificates of registration or approval or provide for the method and manner of payment or settlement of fees and other obligations to the government";

WHEREAS, the City Government of Bacoor assures its stakeholders of its dedication to delivering complete quality service and achieving customer satisfaction by

consistently enhancing its systems and programs. As such, the City Government of Bacoor enacted several City Ordinances such as City Ordinance 002-2022 on 13 July 2022 and City Ordinance 359-2024 on 07 May 2024;

NOW, THEREFORE, upon a majority vote of all members of the 5th Sangguniang Panlungsod of the City of Bacoor, Cavite on regular session assemble, be it **ORDAINED** that:

SECTION 1. Title. This Ordinance shall be known as the **"Str1keas1 Online Ordinance of the City of Bacoor."**

SECTION 2. COVERAGE. This Ordinance shall apply to all permits issued by the City Government of Bacoor required by law, rules, regulations, or ordinances. Notwithstanding thereto, this online service program may be applied and extended to include other documents not called permits but have the same function as a permit.

SECTION 3. DECLARED POLICIES. The City recognizes the move for Electronic Governance (EGovernance) as a means of interaction by the Government with its Citizens (G2C), our private or business sectors (G2B), and also other government agencies/entities (G2G). The implementation and execution of this Ordinance shall be guided by the following policies:

1. Provide an affordable, efficient, and cost-effective automated system and process for the application and release of permits;
2. Provide a convenient, efficient, and secure process of applying for permits without compromising the integrity of the data and documents;
3. Integrate the interconnectivity of the City Government departments, offices, units, and other institutions related to the issuance of permits; and
4. Preserve the integrity and confidentiality of data collected or acquired from clients of the City Government in the delivery of services and governmental transactions.

SECTION 4. ESTABLISHMENT OF AN AUTOMATED SYSTEM FOR THE PROCESSING OF PERMITS IN THE CITY OF BACOOR. The establishment of an Automated System for the processing of permits issued by the City Government of Bacoor is hereby mandated and formally instituted. Pursuant to the policies declared above, the City Government of Bacoor shall endeavor to implement system innovations and technological advancements to improve and enhance its business transaction and service processes comprehensively.

SECTION 5. ONLINE APPLICATIONS. To stay ahead of the rapidly evolving economic landscape in the City of Bacoor and to adopt a proactive approach in the rapidly evolving digital world, a platform must be developed that enables the digital or online submission of applications and necessary documents, facilitates online payment processing, and issues permits licenses, or approvals in the form of electronic documents or data messages.

SECTION 6. ACCREDITED DIAGNOSTIC CENTERS, ACCREDITED ONLINE PAYMENT SYSTEMS, AND OUTPUT DELIVERY THROUGH PRIVATE DELIVERY SERVICE PROVIDERS. In accordance with the automation of the declared policies of

this Ordinance, the City Government of Bacoor shall accredit diagnostic centers, accredit online payment systems, and accept other modes of payment of all taxes, fees, and charges corresponding to the availment of permits.

The City Government of Bacoor shall endeavor to improve and enhance its business processes and services. In addition, it shall allow its clients/customers to have access to a range of choices for the delivery of Permit/s via recognized, reliable, technically competent, and accredited private delivery service providers that have been approved by the City Government of Bacoor. The City of Bacoor will also collect delivery fees from the client's/customer's preferred delivery service provider and process payments online by employing technological advancements and other system advances.

SECTION 7. AUTHORIZATION TO ENTER INTO AGREEMENTS OR CONTRACTS. To realize the program objectives of the *Strike sa Bilis Permit*, the City Mayor is hereby authorized to enter into corresponding Agreements or Contracts with recognized, technically capable, and reputable companies, entities, or Institutions (either private or government) in relation to the implementation of this Ordinance.

SECTION 8. AUTHORIZATION TO ACCREDIT SERVICE PROVIDERS. To accomplish the program objectives of the *Strike sa Bilis Permit*, the City Mayor is hereby authorized to accredit service providers that will assist the City Government of Bacoor in providing the permits. The Service Providers shall include, but not be limited to, payment providers, delivery providers, diagnostic/testing centers, among others, and other third-party services that allow processing of permits.

SECTION 9. REQUIRED ACCREDITATION. No Service Provider shall be allowed to participate in the *Strike sa Bilis Permit* process unless they are authorized by the City Mayor. The complete requirements and process for accreditation shall be included in the implementing rules and regulations.

SECTION 10. *Strike Sa Bilis Permit* Implementing Team. The Team shall be in charge of (a) drafting the implementing rules and regulations of this Ordinance; (b) ensuring that the changes in the Citizen's Charter are made and implemented; and (c) taking the necessary steps for the smooth implementation of the *Strike sa Bilis Permit*. The Team shall be composed of:

Chairperson	:	City Mayor
Co-Chairperson	:	City Administrator
Members	:	Head, Management Information System / e Governance Department
		City Health Officer
		City Treasurer
		City Building Official
		City Assessor

Department

Head, Business Processing and Licensing

Head, Zoning and Land Development Department

SECTION 11. Manner of Implementation; Implementing Rules and Regulations. In the implementation of this Ordinance and the formulation of its implementing rules and regulations, *Strike sa Billis* Implementing Team is hereby directed to submit the implementing rules and regulations of this Ordinance for the approval of the City Mayor not later than sixty (60) working days from the date of effectivity hereof.

SECTION 12. Budget Appropriation. The Office of the City Mayor shall appropriate the amount necessary to implement the provisions of this Ordinance in its budget or any supplemental budget that may be approved thereafter.

SECTION 13. Separability Clause. In case any part of this Ordinance is found to be invalid or unenforceable by a court of law, the remaining parts of this Ordinance will still be valid and enforceable.

SECTION 14. Repeal Clause. All ordinances, resolutions, and executive orders that are inconsistent or are in conflict with the provisions of this Ordinance are hereby repealed or modified accordingly.

SECTION 15. Effectivity. This Ordinance shall become effective immediately after it has been published at least once in a newspaper of general circulation in the Province of Cavite and after a copy hereof has been posted on at least three (3) conspicuous places within the City of Bacoor, Cavite.

APPROVED this _____ day of _____ 2024 by the _____ Sangguniang Panlungsod of the City of Bacoor, Cavite.

I hereby certify that this Ordinance was duly approved in accordance with law by the 5th Sangguniang Panlungsod of the City of Bacoor, Cavite.

Certified by:

HON. ROWENA BAUTISTA-MENDIOLA
Presiding Officer/City Vice Mayor

Attested by:

ATTY. KHALID A. ATEGA JR.
Sangguniang Panlungsod Secretary

Approved by:

HON. STRIKE B. REVILLA
City Mayor

Date of Approval: _____

DRAFT