



Committee on Non-Government Organizations
Committee on Rules, Privileges, Laws and Ordinances

JOINT COMMITTEE REPORT
NO. NGO-052-S-2025

Office of the Sangguniang Panlungsod
Received by: Janet Pring
Date: 11-19-2025
Time: 8:42am

Subject: AN ORDINANCE AUTHORIZING THE CITY GOVERNMENT OF BACOOR TO ASSIST THE HUMAN SETTLEMENTS ADJUDICATION COMMISSION IN THE MONITORING AND SUPERVISION OF ELECTIONS OF THE HOMEOWNERS' ASSOCIATIONS WITHIN ITS JURISDICTION AND FOR OTHER PURPOSES. (PCO 2025-059 dated October 27, 2025).

During the 17th Regular Session of the 6th Sangguniang Panlungsod, chaired over by presiding officer Hon. Rowena Bautista-Mendiola held on October 27, 2025, at the Sangguniang Panlungsod (SP) Session Hall, 6th Flr. City of Bacoor Legislative and Disaster Resilience Building, Bacoor Government Center, referred the above subject to the Committee on Non-Government Organizations, as the lead, and the Committee on Rules, Privileges, Laws, and Ordinances as the subcommittee.

The Joint Committee held a committee hearing on October 29, 2025, at the Sangguniang Panlungsod (SP) Session Hall, 6th Flr. City of Bacoor Legislative and Disaster Resilience Building, Bacoor Government Center.

FINDINGS:

The Republic Act No. 9904, otherwise known as the "Magna Carta for Homeowners and Homeowners Associations," recognizes the rights and duties of homeowners' associations and mandates the conduct of free, fair, and transparent elections of their officers.

The Human Settlements Adjudication Commission (HSAC), pursuant to Republic Act No.11201 and its Implementing Rules and Regulations, is the primary government body vested with authority to regulate, monitor, and supervise the conduct of elections in Homeowners' Associations, and to resolve disputes arising therefrom.

The City Government of Bacoor acknowledges the importance of ensuring that elections of homeowners' associations with its jurisdiction are conducted in an orderly, peaceful, and credible manner.

In reference to the proposed draft ordinance, HSAC Regional Adjudication Branch IV-A (RAB IV-A) has provided the following comments and clarifications:





| PROPOSED DRAFT ORDINANCE | PROPOSED AMENDMENTS |
|---|---|
| <p>Section 2. Powers and Duties of the City Government.</p> <p>The City Government of Bacoor, through the Housing Urban Development and Resettlement Department and the Office of the City Legal Service, is hereby authorized to:</p> <p>2. Accept designation as <u>election supervisors</u> duly issued by the DHSUD Regional Office or the HSAC Regional Office;</p> <p>5. Assign personnel to oversee and <u>supervise</u> the conduct of HOA elections;</p> <p>7. Assist in mediating minor disputes or clarifications on procedural matters related to elections, without prejudice to the authority of HSAC to adjudicate disputes;</p> <p>9. Conduct and <u>supervise</u> HOA elections upon prior authorization from HSAC and/or DILG.</p> <p>9. Conduct and supervise HOA elections upon <u>prior authorization</u> from HSAC and/or DILG.</p> | <p>Recommendation: Add express language that LGU may only assist upon formal designation by the RAB specifically stated in its decisions, orders and resolutions.</p> <p>5. Assign personnel to oversee and <u>assistance in the monitoring of</u> the conduct of HOA elections;</p> <p>Recommendation: Clarify that all questions, disputes, clarifications, and challenges relating to HOA elections must be brought before HSAC, pursuant to its exclusive jurisdiction.</p> <p>9. Conduct and <u>assistance in the monitoring of</u> HOA elections upon prior authorization from HSAC and/or DILG.</p> <p>Recommendation: Clarify that, DHSUD authorizes/ assigns election supervision roles pursuant to its regulatory power under RA No. 9904 and its IRR, and that RAB acts only when a complaints/disputes are filed. The authorization from the RAB is by way of its decisions, orders and resolutions.</p> |





Section 5. Duties and Responsibilities of the HOA.

5. Prepare and submit post-election report to HSAC as required, copy furnished to the HUDRD and OCLS.

Mandatory reporting must be made to DHSUD/HSAC. Optional submission to the City Government may be allowed for monitoring and coordination only.

RECOMMENDATION:

After careful consideration, the Joint Committee recommends that the proposed ordinance be **APPROVED** by the Sangguniang Panlungsod on the next regular session.

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

Signed this 14th day of November 2025 at the City of Bacoor, Cavite.

Committee on Non-Government Organizations


HON. REYNALDO M. FABIAN

Chairman

Member, Committee on Rules, Privileges, Laws and Ordinances


HON. MIGUEL N. BAUTISTA

Vice Chairman


HON. RICARDO F. UGALDE

Member


HON. ROBERTO L. ADVINCULA

Member





Committee on Rules, Privileges, Laws and Ordinances



HON. REYNALDO D. PALABRICA

Chairman



HON. LEVYM M. TELA

Vice Chairman



HON. ADRIELITO G. GAWARAN

Member





Committee on Non-Government Organizations
Committee on Rules, Privileges, Laws and Ordinances

JOINT COMMITTEE MINUTES
NO. NGO-052-S-2025

Office of the Sangguniang Panlungsod
Received by: Janet Bering
Date: 11/19/2025
Time: 8:47 AM

Subject: AN ORDINANCE AUTHORIZING THE CITY GOVERNMENT OF BACOOR TO ASSIST THE HUMAN SETTLEMENTS ADJUDICATION COMMISSION IN THE MONITORING AND SUPERVISION OF ELECTIONS OF THE HOMEOWNERS' ASSOCIATIONS WITHIN ITS JURISDICTION AND FOR OTHER PURPOSES. (PCO 2025-059 dated October 27, 2025).

The joint committee hearing was presided over by Chairman of Committee on Non-Government Organizations, Hon. Reynaldo Fabian held on October 29, 2025 at 3:00 pm at the Sangguniang Panlungsod (SP) Session Hall, 6th Flr. City of Bacoor Legislative and Disaster Resilience Building, Bacoor Government Center. Hon. Reynaldo Palabrica, the subcommittee chairman, was also in attendance.

In attendance were the following City Councilors:

- | | |
|--------------------------|----------------------------|
| • Hon. Adriel Gawaran | • Hon. Rogelio Nolasco |
| • Hon. Ricardo Ugalde | • Hon. Roberto Advincula |
| • Hon. Manolo Galvez Jr. | • Hon. Horacio Brillantes |
| • Hon. Levy Tela | • Hon. Simplicio Dominguez |

Also, the following resource persons were present:

- Atty. Harold NW Alcantara – Chief Regional Adjudicator HSAC RAB IV-A
- Atty. Al Romero and Atty. May Ann Dizon - HSAC RAB IV-A
- Atty. Salve Valenciano – Office of the City Legal Services (OCLS)
- Ms. Elisa Gregorio & Ms. Fe Eras – Housing Urban Development and Resettlement Department (HUDRD)

Hon. Palabrica: Present officers of different homeowner associations, ladies and gentlemen, good afternoon. The hearing regarding the proposed, the request for an enactment of a city ordinance regarding the assistance of the city government of Bacoor in the conduct and supervision of HOA elections is now called to order. For the record, we would like to acknowledge the presence of the City Council members present. We will be asking their opening statement. We start with the gentleman from Mambog 1.

Hon. Nolasco: Salamat. Magandang hapon ginoong taga-pangulo. Magandang hapon sa ating mga resource persons. Mabuhay!





Hon. Palabrica: From Kaingin-Digman, the Honorable Councilor.

Hon. Gawaran: Thank you, Mr. Chair. Good afternoon, my fellow colleagues, City Councilors. Good afternoon po, department heads, homeowners, officials, president, officers, resource persons. Maraming salamat po sa inyong pagdating. Mabuhay po tayo lahat. God bless.

Hon. Palabrica: The Honorable Gentleman.

Hon. Galvez: Good afternoon, Mr. Chair. Good afternoon to all my fellow City Councilors and resource persons. Thank you.

Hon. Palabrica: The Honorable Gentleman.

Hon. Ugalde: Thank you, Mr. Chair. Good afternoon, everyone, especially to our spokesperson, Mabuhay.

Hon. Palabrica: Thank you, Mabuhay. From the Honorable Gentleman from Molino One.

Hon. Dominguez: Magandang hapon po sa atin lahat. Tiga pamuno at sa atin po lahat muli, magandang hapon po.

Hon. Palabrica: Magandang hapon po. The Honorable Gentleman from Dulong Bayan. (1:53)

Hon. Tela: Good afternoon, Mr. Chair. Good afternoon to all our resource persons, President, and all our Officers, present, especially to Ma'am Guia Oller.

Hon. Palabrica: Thank you very much. Of course, the Chair of the Non-Government Organization, Honorable Fabian.

Hon. Fabian: Good afternoon po sa inyong lahat. Maraming salamat po. Nagkita-kita tayo kumpang talakayin natin isang resolution na napakaganda para sa mga homeowners at ka-Joint Committee po natin ang ating Chairman of the Committee on Rules na si Councilor Rey Palabrica. At ito ay pagtutulungan ng ating mga kasama konsehal at talaga po nilalagay natin sa maganda ang kapalaran ng mga homeowners association. Kaya po, salamat po sa pakikisa nyo, salamat po sa mga tulong ninyo, at suporta ninyo sa Team Revilla at sa Lungsod ng Bacoor at kay Mayor Strike Revilla. Salamat po.

Hon. Palabrica: Siguro hindi na natin isa-isahin para magpakilala, kasi nakapag ano naman kayo sa attendance. Your attendance already confirmed through the attendance sheet. So we will, there is a proposed ordinance regarding the assistance of the city government during the conduct of a HOA elections. With regards to the authority or power of the city government, the local government unit, it was confirmed by HSAC and DHSUD na mayroong power ang local government unit. Si Commissioner mismo nandito noon, diniscuss yan kay Mayor at sa City Council. So that's why the Mayor is now proposing an ordinance. Ito po yung powers and duties of the city government. Under Section 2 of the proposed ordinance, the City Government of Bacoor through the Housing, Urban Development and Resettlement Department, the Office of the City Legal Service, is hereby authorized to coordinate with HSAC and DHSUD in the scheduling and conduct of HOA elections within the city. Accept designation as election supervisors duly issued by the DHSUD Regional Office or the HSAC Regional Office. Provide logistical support such as venue assistance and security coordination as may be requested by HSAC or as may be necessary. Attend pre-election meetings conducted by the HOA or its election committee and provide guidance in formulating the election rules.





Assign personnel to oversee and supervise the conduct of HOA elections. Submit the necessary report to HSAC after the conclusion of each HOA election in accordance with the DHSUD and or HSAC rules. Assist in mediating minor disputes or clarification on procedural matters related to elections without prejudice to the authority of HSAC to adjudicate disputes.

Facilitate communication between HSAC and the concerned HOA or subdivision residents. Conduct and supervise HOA election upon prior authorization from HSAC and or DILG. Yung po ang magiging role ng local government.

So may copy naman po kayo ng draft ordinance. Maybe the table is now open for some clarifications. Kami nang unang magtatanong.

Katulad yan, yung BHOACI kasi under Tita Guia Oller. Pag may elections ng HOA, kayo nagsu-supervise. Tama po. Kayo yung sa BHOACI part. Pero sa FOSCHAI iba. Ano yung muna natin sa FOSCHAI? BHOACI. Diba kayo nagsu-supervise? Ah, observe. Ah, you're only the observer. Yung election committee nila, or the ELECOM, ang in-charge. Ganoon din naman yung sa city government. Almost the same. Kaya lang may extra power na binibigay dito.

Ms. Basconcillo: Actually, dun sa batas talaga, an ELECOM should be a member of good standing. Yan ang RA 9904. Ngayon itong sa HSAC, dumadaan lang sa HSAC kung may kaso.

Kung walang kaso hindi ito hahawakan ng HSAC.

Hon. Palabrica: Kasi adjudication to eh. Yes, hindi magdadirect. Kaya kung mapapansin ninyo, may doon sa provision. May binabanggit dito na DHSUD because all the homeowner's association are under DHSUD. Yung binabanggit dito HSAC, hindi lang kasi na-specify mabuti, ito yung mga elections na medyo disputed.

Ms. Basconcillo: Yes, yun yung kulang po dito. Hindi na-define. Parang kasing lumalabas pag binasa mo lahat ng election. Kaya marami talagang mag-react. Dapat ma-define ng tama.

Hon. Palabrica: Sa implementing rules and regulations, doon na papasok yan.

Ms. Basconcillo: Tapos sir meron lang akong bagong development na research from the Department of Justice. It's no other than ang ngsulat, nagtanong, na-clarify, humingi ng opinion ng DOJ is si Commissioner Fidel D. Esconde. Tinatanong niya ang DOJ kung pwede ba, kasi from section 95 noong 2021 revised IRR para sa RA 9904, noong 2024 from 95 naging 97 siya.

Tapos nilagay doon sa 97 na hindi na pwedeng mag-order ang HSAC sa DHSUD. So in short, kung may mawawang election, usually ang ginagawa ng HSAC, i-order niya yung dissued to conduct an election doon sa mga election na mayroong dispute. So doon sa 90-97 na provision, nilagay doon ng IRR na hindi na nila pwedeng i-order ang DHSUD. That's why nagkaroon ngayon na hindi na makakapag-election ng DHSUD. Kaya ang nilagay nila doon, hihingi ang HSAC ng tulong sa mga government agencies. Tapos ngayon nagkaroon ng clarification, humingi ng opinion si Commissioner Esconde. I don't if this a legal opinion?

Hon. Palabrica: If it comes from the DOJ, we suppose that is a legal opinion.

Ms. Basconcillo: Therefore, ang sabi niya, no. You can read that. Notwithstanding the revised IRR na sinabi doon sa 90-97 na tinanggal na, still masusunod pa rin ang RA 9904, yung batas pa rin ang masusunod na ang magkoconduct ng election when it





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OFFICE OF THE SANGGUNIANG PANLUNGSOD



comes to dispute are the regional office which is the DHSUD. So I don't know how are we going to appreciate this in making our ordinance.

Hon. Palabrica: With the concern brought about by Pres, we ask the legal department, legal service office representative, can you please enlighten this honorable committee about the concern? Thank you.

Atty. Valenciano: Good afternoon po your honor. May share ko lang po. Basically, the initiative in drafting the ordinance was the instruction of the City Administrator's Office. Kung di po ako nagkakamali, parang nag-resulta po ito doon sa series of talks din po ni Mayor before, early July, sa mga representatives ng HSAC. At isabay po nang nagkaroon nga rin po tayo ng office, ang LGU ay nag-alok po ng opisina para po sa regional office ng HSAC. Ang bahagi rin po nito ay ang aming opisina, Office of the City Legal Service, specifically nakareceived po kami ng order from HSAC na mayroon po isang election, na kailangan po ang tulungan namin kapag sila po ayon conduct ng election.

However, hindi pa po nag-agadap yung election na iyon since mayroon pa po further appeals ang mga concerned HOA to hire authorities. So basically, ganoon lang yung nangyari sa simula. At first, parang medyo may apprehension kami na gawin po ito kasi naniniwala kami na ang role and function po ng whole team ng mga HOA election lies with the DHSUD and with the HSAC. I mean HSAC at their role ng mga disputes sa mga HOA but generally it should be the same. However, ang sinasabi ng city admin office before is mayroon nga daw mga DILG, etc. And provided mayroon ng local ordinance na nasasabi po may length of power ng LGU, then perhaps pa pwede po talaga natin nang gawin.

The joint committee hearing was adjourned at 2:53 p.m. since there was nothing else to discuss.

Prepared by:

ARMILEEN LEGASPI-RED
Local Legislative Staff Assistant I

Attested by:

HON. REYNALDO M. FABIAN
Chairman





CGBR-SPBac-F01.02
01/20/2025



COMMITTEE ON NON-GOVERNMENT ORGANIZATIONS
COMMITTEE ON RULES, PRIVILEGES, LAWS AND ORDINANCES

NOTICE OF JOINT COMMITTEE HEARING
(PROOF OF RECEIPT)

October 29, 2025 at 3:00 PM

Sangguniang Panlungsod (SP) Session Hall, 6th Flr. City of Bacoor Legislative and Disaster Resilience Building, Bacoor Gov't Center

Subject: AN ORDINANCE AUTHORIZING THE CITY GOVERNMENT OF BACOR TO ASSIST THE HUMAN SETTLEMENTS ADJUDICATION COMMISSION IN THE MONITORING AND SUPERVISION OF ELECTIONS OF THE HOMEOWNERS' ASSOCIATIONS WITHIN ITS JURISDICTION AND FOR OTHER PURPOSES. (PCO 2025-059 dated October 27, 2025).

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NOTICE OF JOINT COMMITTEE HEARING NO. NGO-052-S-2025

Page 1

AUTHORIZING THE CITY GOVERNMENT OF BACOR TO ASSIST HSAC IN MONITORING AND SUPERVISION OF ELECTIONS OF HOA



Address: Baccor Legislative and Disaster Resilience Bldg.
Baccor Bldg., 801 Bayview, City of Baccor, Cayman





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



CGBR-SPBac-F01.02

01/20/2025



COMMITTEE ON NON-GOVERNMENT ORGANIZATIONS
COMMITTEE ON RULES, PRIVILEGES, LAWS AND ORDINANCES

ATTENDANCE OF JOINT COMMITTEE HEARING

October 29, 2025 at 3:00 PM

Sangguniang Panlungsod (SP) Session Hall, 6th Flr. City of Bacoor Legislative and
Disaster Resilience Building, Bacoor Gov't Center

Subject: AN ORDINANCE AUTHORIZING THE CITY GOVERNMENT OF BACOR TO ASSIST THE HUMAN SETTLEMENTS ADJUDICATION COMMISSION IN THE MONITORING AND SUPERVISION OF ELECTIONS OF THE HOMEOWNERS' ASSOCIATIONS WITHIN ITS JURISDICTION AND FOR OTHER PURPOSES. (PCO 2025-059 dated October 27, 2025).

| | NAME | BUSINESS/OFFICE AFFILIATION | CONTACT NUMBER | SIGNATURE/DATE |
|----|----------------------------------|-----------------------------|----------------|----------------|
| 1 | HON. REYNALDO FABIAN | | | |
| 2 | HON. MIGUEL BAUTISTA | | | |
| 3 | HON. ROBERTO ADVINCULA | | | |
| 4 | HON. RICARDO UGALDE | | | |
| 5 | HON. CATHERINE SARINO - EVARISTO | | | |
| 6 | HON. MANOLO GALVEZ JR. | | | |
| 7 | HON. LEVY TELA | | | |
| 8 | HON. REYNALDO PALABRICA | | | |
| 9 | HON. ROGELIO NOLASCO | | | |
| 10 | HON. HORACIO BRILLANTES | | | |
| 11 | HON. SIMPLICIO DOMINGUEZ | | | |
| 12 | HON. ADRIELITO GAWARAN | | | |
| 13 | HON. RANDY FRANCISCO | | | |
| 14 | HON. PALM ANGEL BUNCIO | | | |
| 15 | Emilia P. Depuloy | BHACI | 091828294 | |
| 16 | Guia J. Oller | BHACI | 0917454909 | |
| 17 | Henry Yohanon | BHACI | 0917824020 | |
| 18 | Cynthia Alm | BHACI | 091534744 | |
| 19 | Eugene Tan | FOSCHAI | 0906488017 | |
| 20 | TIMOTEO AMPIL | FOSCHAI | 09178251559 | |
| 21 | Elisa M. Burgos | HUANO | 09610124845 | |
| 22 | Fel D. Caran | HUANO | 09260178470 | |
| 23 | Valme Valenciano | DLLS | | |
| 24 | Dion, Mary Ann | HSAC RABIVA | 09150716070 | |
| 25 | Rommel Ac | HSAC RABIVA | 09177123145 | |
| 26 | Harold NW Alcantara | HSAC RABIVA | 09176279380 | |

ATTENDANCE OF JOINT COMMITTEE HEARING NO. NGO-052-S-2025

AUTHORIZING THE CITY GOVERNMENT OF BACOR TO ASSIST HSAC IN MONITORING AND SUPERVISION OF ELECTIONS OF HOA

Page 1



Address: Bacoor Legislative and Disaster Resilience Bldg.
Bacoor Blvd., Brgy. Bayanan, City of Bacoor, Cavite
Hotline: (046) 417-0727
Website: www.bacoorcitysp.com



Cert no. 24/181805



Republic of the Philippines
Province of Cavite
CITY OF BACOR
CITY ADMINISTRATOR'S OFFICE



ENDORSEMENT

FOR : **Atty. KIM NYCA R. LOFRANCO**
City Legal Officer
Office of the City Legal Service

SUBJECT : **FOR APPROPRIATE ACTION**
Draft Ordinance on LGU's Assistance in HOA
Elections

DATE : **17 OCTOBER 2025**

RECEIVED
ANGEL
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2:47 PM

This refers to your Endorsement Letter No. 640-A, Series of 2025, transmitting the draft ordinance entitled "An Ordinance Institutionalizing the Assistance of the City Government of Bacoor in the Conduct and Supervision of Homeowners' Association (HOA) Elections" for review and further comment.

Accordingly, the draft ordinance is hereby endorsed for final review and approval by the Office of the City Mayor, preparatory to its submission to the Sangguniang Panlungsod for appropriate legislative action.

Please be guided accordingly.

ATTY. AIMEE TORREFRANCA- NERI
City Administrator



Address: Bacoor Government Center, Bacoor Blvd.,
Brgy. Bayanan, City of Bacoor, Cavite
Trunkline: 334-1111
Website: www.bacoor.gov.ph



Cert no. 24/181809



Republic of the Philippines
Province of Cavite
CITY OF BACOR



OFFICE OF THE CITY LEGAL SERVICE

ENDORSEMENT LETTER NO. 640-A, Series of 2025

TO : **ATTY. AIMEE TORREFRANCA-NERI**
City Administrator, City Administrator's Office

SUBJECT : **Draft Ordinance on LGU's Assistance in HOA Elections**

DATE : **30 September 2025**

The Office respectfully endorses a revised draft ordinance concerning the City Government's assistance in supervising the elections of homeowners' associations in the City of Bacoor, in response to Administrative Memorandum No. 312, for your perusal and appropriate action.

The attached draft incorporates the recommendations you provided in the memorandum, particularly making reference the city ordinances related to the submission of updated HOA members' lists and the registration of barangay inhabitants.

Should there be no further recommendations for amendment, the attached draft ordinance may be forwarded to the Office of the City Mayor for his approval and subsequent endorsement to the Sangguniang Panlungsod.

Thank you.

Respectfully,


ATTY. KIM NYCA R. LOFRANCO
City Legal Officer



PROPOSED CITY ORDINANCE NO. XXX
Series of 2025

**AN ORDINANCE AUTHORIZING THE CITY GOVERNMENT OF BACOR
TO ASSIST THE HUMAN SETTLEMENTS ADJUDICATION COMMISSION IN THE
MONITORING AND SUPERVISION OF ELECTIONS OF THE HOMEOWNERS'
ASSOCIATIONS WITHIN ITS JURISDICTION AND FOR OTHER PURPOSES**

Sponsored by: _____

WHEREAS, Republic Act No. 9904, otherwise known as the "Magna Carta for Homeowners and Homeowners Associations," recognizes the rights and duties of homeowners' associations and mandates the conduct of free, fair, and transparent elections of their officers;

WHEREAS, the Human Settlements Adjudication Commission (HSAC), pursuant to Republic Act No. 11201 and its Implementing Rules and Regulations, is the primary government body vested with authority to regulate, monitor, and supervise the conduct of elections in Homeowners' Associations, and to resolve disputes arising therefrom;

WHEREAS, DHSUD Memorandum Circular No. 2023-006¹ provides that the DHSUD Regional Director shall designate its staff as election supervisors, tasked to coordinate with the HOA or its Election Committee and supervise the elections;

WHEREAS, the same Memorandum Circular clarified that the authority of the designated Election Supervisors is limited to overseeing the manner and conduct of the election by the association's Election Committee, and providing guidance, suggestions, and/or recommendation in the formulation of the election rules and regulations, but without authority to rule on issue/s brought before them and/or association's Election Committee, or overturn the ruling issued by the association's Election Committee; and that any clarification in the implementation of decision or writ of execution shall be raised or brought before the respective quasi and/or judicial body that issued the subject decision or writ of execution;

WHEREAS, Local Government Code emphasizes the role of non-government organizations, such as homeowners' associations, as active partners of the local government units in the pursuit of local governance, and recognizes the LGU's role to provide assistance to these organizations for socially-oriented causes implemented within its territorial jurisdiction;

WHEREAS, the Department of Interior and Local Government issued an Advisory dated 08 July 2025 regarding Local Government Unit's Assistance in the Conduct of Homeowners' Association Elections;

¹ Guidelines for the Supervision and/or Conduct of Elections for the Board of Directors/Trustees of Homeowners Associations by the DHSUD Regional Offices

WHEREAS, the City Government of Bacoor acknowledges the importance of ensuring that elections of homeowners' associations within its jurisdiction are conducted in an orderly, peaceful, and credible manner;

WHEREAS, closer coordination between the City Government and the HSAC will enhance the monitoring and supervision of elections among the homeowners' associations in the City of Bacoor, prevent election irregularities, and strengthen good governance in the city's communities;

NOW, THEREFORE, be it ordained by the Sangguniang Panlungsod of Bacoor that:

SECTION 1. Declaration of Policy. It is the policy of the City Government of Bacoor to promote peace and order, fairness, and transparency in the conduct of homeowners' association elections, in coordination with the Human Settlements Adjudication Commission, without necessarily encroaching upon the latter's primary jurisdiction and authority over HOA elections under existing laws.

SECTION 2. Powers and Duties of the City Government. The City Government of Bacoor, through the Housing Urban Development and Resettlement Department and the Office of the City Legal Service, is hereby authorized to:

1. Coordinate with HSAC in the scheduling and conduct of HOA elections within the city;
2. Accept designation as election supervisors duly issued by the DHSUD Regional Office or the HSAC Regional Office;
3. Provide logistical support, such as venue assistance and security coordination, as may be requested by HSAC or as may be necessary;
4. Attend pre-election meetings conducted by the HOA or its Election Committee and provide guidance in formulating the election rules;
5. Assign personnel to oversee and supervise the conduct of HOA elections;
6. Submit the necessary report to HSAC after the conclusion of each HOA election in accordance with the DHSUD and/or HSAC Rules;
7. Assist in mediating minor disputes or clarifications on procedural matters related to elections, without prejudice to the authority of HSAC to adjudicate disputes;
8. Facilitate communication between HSAC and the concerned HOA or subdivision residents; and
9. Conduct and supervise HOA elections upon prior authorization from HSAC and/or DILG.

SECTION 3. Prior Designation by HSAC or DHSUD; Technical Assistance. The City Government of Bacoor, through the authorized implementing offices provided herein, shall extend direct assistance in the supervision of homeowner's association elections, particularly as election supervisors, only upon the issuance of a formal written designation or directive from the HSAC or the DHSUD Regional Office No. IV-A. Pursuant to such directive, the City may request technical assistance from the

DHSUD to ensure the proper implementation of its mandate in supervising HOA elections within the City's jurisdiction.

SECTION 4. No Assumption of Adjudicatory Power. Nothing in this Ordinance shall be construed as granting the City Government adjudicatory or regulatory powers over HOA elections, as such powers remain vested exclusively in HSAC under existing laws and relevant issuances of the DHSUD. The role of the City Government under this ordinance is limited to providing assistance and support in coordination with HSAC, in accordance with the limits of jurisdiction prescribed by law.

SECTION 5. Duties and Responsibilities of the HOA. The following shall be the duties and responsibilities of the HOA concerned:

1. Facilitate voter education and awareness campaigns among HOA members prior to elections.
2. Closely coordinate with the HUDRD and OCLS prior to, during, and post-election period.
3. Provide an update to the HUDRD and OCLS of HSAC orders or decisions, if any.
4. Coordinate with local police or barangay and assist in maintaining public order during the conduct of the election.
5. Prepare and submit post-election report to HSAC as required, copy furnished to the HUDRD and OCLS.
6. Coordinate with the concerned barangay and ensure that all HOA members are duly registered with the Barangay Registry of Inhabitants pursuant to the DILG Advisory dated 08 July 2025², and City Ordinance No. 131-2020³
7. Ensure that post-election reports are also submitted to the Sangguniang Panlungsod, Committee on NGO/CSO, pursuant to City Ordinance No. 294-2023⁴, and its amendments.
8. Maintain accurate records of election proceedings for auditing and reference purposes.

SECTION 5. Implementing Offices. The City Housing and Urban Development and Resettlement Department, the Office of the City Legal Service, and the Bacoar City Police shall serve as the primary offices responsible for carrying out the assistance provided under this Ordinance.

SECTION 6. Funding. The necessary funds for the implementation of this Ordinance shall be charged to the appropriate budget of the concerned offices, subject to usual government accounting and auditing rules and regulations.

² "Assistance in the Conduct of Homeowners' Association Elections"

³ "An Ordinance Establishing the Registry of Barangay Inhabitants and Migrants in the City of Bacoar"

⁴ "Bacoar City NGO Accreditation Ordinance"

SECTION 7. Implementing Rules and Regulations. Within sixty (60) days from the effectivity of this Ordinance, the City Mayor, through the Housing, Urban Development and Resettlement Department and the Office of the City Legal Service, in consultation with the HSAC, shall formulate the implementing rules and regulations of this Ordinance.

SECTION 8. Repealing Clause. All local enactments inconsistent with the provisions of this Ordinance are hereby repealed or modified accordingly.

SECTION 9. Separability Clause. Should any portion of this Ordinance be declared unconstitutional by the competent authority, the remainder not so affected shall continue to be in full force and effect as it is susceptible to enforcement and application.

SECTION 10. Effectivity. This Ordinance shall take effect upon its approval, fifteen (15) days after its publication in a newspaper of general circulation in the City.



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



CGBR-SPBac-F01.02
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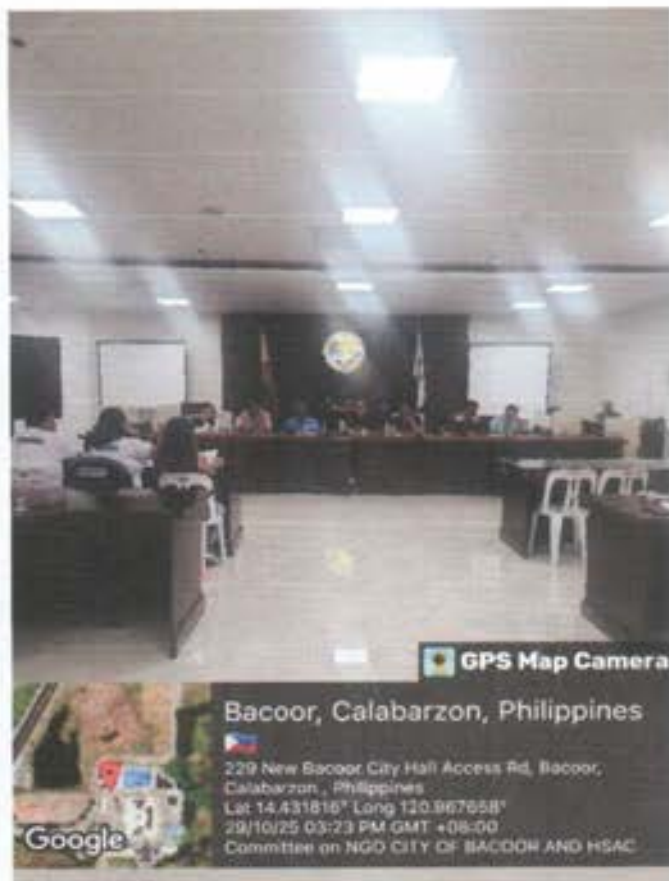


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AUTHORIZING THE CITY GOVERNMENT OF BACOR TO ASSIST HSAC IN MONITORING AND SUPERVISION OF ELECTIONS OF HOA



Address: Bacoor Legislative and Disaster Resilience Bldg.
Bacoor Blvd., Brgy. Bayanan, City of Bacoor, Cavite
Telephone: (046) 417-0727
Website: www.bacoorcity.gov.ph



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