



**COMMITTEE ON HUMAN RIGHTS
COMMITTEE ON BARANGAY AFFAIRS
COMMITTEE ON RULES AND PRIVILEGES, LAWS AND ORDINANCES**

**JOINT COMMITTEE HEARING REPORT
NO. POPS-047-S-2025**

Office of the Sangguniang Panlungsod
Received by Janet Pinyo
Date: 17 MAR 2025
Time: 10:13 am

Subject: AN ORDINANCE ESTABLISHING A REGISTRY OF DOMESTIC WORKERS OR KASAMBAHAY, DESIGNATING A KASAMBAHAY DESK IN BARANGAYS WITHIN THE CITY OF BACOOR, AND PRESCRIBING PENALTIES FOR VIOLATIONS HEREOF. (PCO 2025-238 dated 17 February 2025).

Acting on the referral, a joint committee hearing was held on March 6, 2025 regarding the above-mentioned subject matter with the following attendees. (See attached attendance sheet)

The committee submits the following findings and recommendation, as follows:

FINDINGS:

- Section 16 RA 10361 mandates that employers shall register all domestic workers under their employment in the Registry of Domestic Workers in the barangay where the employer's residence is located;
- The DILG issued Memorandum Circular No. 2013-61, released on 8 July 2013, to provide the guidelines for the barangay registration of all kasambahays or domestic workers worldwide;
- The DILG issued another Memorandum Circular, MC No. 2022-100, mandating the conduct of continuous registration of kasambahay, preparation and submission of monthly reports, and other related activities, in accordance to the "Kasambahay Law";
- The City of Bacoor has yet to implement the above-mentioned law and government regulations related to the provisions of RA 10361. Thus, there is an urgent need for the local government of the City of Bacoor to pass an ordinance enjoining all barangays within the city to create a registry of domestic workers and to establish a Kasambahay Desk within their respective jurisdictions;
- The said ordinance shall govern the City Government of Bacoor's implementation of the provisions of RA 10361, including but not limited to the registration of domestic helpers or kasambahay, institutionalization of a kasambahay desk in the barangay, the establishment of a kasambahay masterlist and the various assistance that maybe extended to the





kasambahays by the City of Bacoor intended to promote the welfare of domestic helpers;

- Every employer shall register a kasambahay under his/her employment in the barangay where his/her residence is located. Private employment agencies, either conducting business within the city or elsewhere, are likewise mandated to register all kasambahays deployed in the City of Bacoor. The Punong Barangay shall be responsible for the said registration;
- The Public Employment Services Office (PESO) shall coordinate with the barangays in the conduct of common registration system which include partnership with the SSS, Philhealth, and Pag-IBIG;
- The Punong Barangay shall establish a Kasambahay Registration Desk and designate a barangay employee as kasambahay desk officer in the barangay hall;
- The Sangguniang Barangay and the Punong Barangay shall ensure that the modified kasambahay registration flow chart is properly posted in a clear manner near the kasambahay desk. The desk officer shall print and make available of the following forms: (a) Form BK_1: Kontra sa paglilingkod sa tahanan; (b) Form BK-2: pay slip; (c) certificate of employment; and (d) KR Form-1: kasambahay registration form;
- The barangay- through the kasambahay desks, after updating the registry - shall submit the registry and monthly reports to the PESO not later than the first seven (7) days of every month;
- The PESO shall submit a monthly report to the City Mayor every 10th of the month;
- All kasambahays included in the barangay registry shall be issued an identification card, to be known as kasambahay ID;
- It is hereby declared that every second Sunday of December of every year as "Kasambahay Day";
- Any abused kasambahay shall be immediately rescued by the CSWDO;
- The BPLD shall require all Private Employment Agencies within the City of Bacoor to submit a list of employees recruited as kasambahays;
- The Homeowners Association (HOA) may conduct their own registration which will be submitted to the barangay secretary where the subdivision is located;
- A penalty of five thousand pesos (Php 5,000.00) will be fined for failure of registration of kasambahays;
- Costs for the implementation of this ordinance shall be shouldered by the respective offices herein identified.

RECOMMENDATION:

Wherefore, the committee respectfully recommends for the **APPROVAL** of "AN ORDINANCE ESTABLISHING A REGISTRY OF DOMESTIC WORKERS OR KASAMBAHAY, DESIGNATING A KASAMBAHAY DESK IN BARANGAYS WITHIN THE CITY OF BACOOR, AND PRESCRIBING PENALTIES FOR VIOLATIONS HEREOF".





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

Signed this 10th day of March 2025 at the City of Bacoor, Cavite.

COMMITTEE ON HUMAN RIGHTS

COUN. ALEJANDRO F. GUTIERREZ
Chairman

Member, Committee on Rules and Privileges, Laws and Ordinances

COUN. ALDE JOSELITO F. PAGULAYAN
Vice Chairman

COUN. ROBERTO L. ADVINCULA
Member

COUN. MICHAEL E. SOLIS
Member

COMMITTEE ON BARANGAY AFFAIRS

COUN. RANDY C. FRANCISCO
Chairman

COUN. ROGELIO M. NOLASCO
Member





COMMITTEE ON RULES AND PRIVILEGES, LAWS AND ORDINANCES



COUN. REYNALDO D. PALABRICA

Chairman

Vice Chairman, Committee on Barangay Affairs



COUN. LEVY M. TELA

Vice Chairman

Member, Committee on Barangay Affairs



COUN. ADRIELITO G. GAWARAN

Member





**COMMITTEE ON HUMAN RIGHTS
COMMITTEE ON BARANGAY AFFAIRS
COMMITTEE ON RULES AND PRIVILEGES, LAWS AND ORDINANCES**

**MINUTES OF THE JOINT COMMITTEE HEARING
NO. POPS-047-S-2025**

Office of the Sangguniang Panlungsod
Received by: *[Signature]*
Date: 17 MAR 2025
Time: 10:00am

Subject: AN ORDINANCE ESTABLISHING A REGISTRY OF DOMESTIC WORKERS OR KASAMBAHAY, DESIGNATING A KASAMBAHAY DESK IN BARANGAYS WITHIN THE CITY OF BACOOR, AND PRESCRIBING PENALTIES FOR VIOLATIONS HEREOF. (PCO 2025-238 dated 17 February 2025).

A joint committee hearing was held on March 6, 2025 regarding the above-mentioned subject matter with the following attendees. (See attached attendance sheet)

Committee Chairperson Alejandro Gutierrez acknowledged all the resource persons as well as all the attendees present. He then discussed the importance of the proposed city ordinance.

Floor was given to Atty. Marius Sumira of the Office of the City Legal Services. He gave an overview of the said proposed ordinance. According to him, Bacoor has yet to implement the "Kasambahay Law" and other government regulations related to the important provisions of RA 10361. He also added that there is an urgent need to pass an ordinance encouraging all barangays to create a registry of domestic workers and to establish a kasambahay desk within their jurisdictions. He also mentioned a common registration by PESO shall include partnership with SSS, Philhealth, and Pag-IBIG. He also added that all Punong Barangays must have an updated masterlist of all kasambahays and shall be submitted to the PESO every month. Any person who shall violate these provisions shall be liable for fines. Atty. Sumira also added that registered kasambahays are entitled to some benefits upon the approval of the City Mayor. He also announced that every second Sunday of December of every year is declared as "Kasambahay Day" following the effectivity date of this ordinance.

Floor was given to Coun. Nolasco. According to him, HOA has a great role in this ordinance, since they are more familiar with the people in their respective subdivisions.

Committee Chair Coun. Gutierrez said that BPLD shall require all Private Employment Agencies within the city to submit a list of kasambahays recruited and submit the list to the PESO. He also mentioned that CSWDO plays an important role in rescuing abused kasambahays.





The presiding officer read Sec. 14 **THE ROLE OF THE CSWDO IN THE REHABILITATION OF ABUSED KASAMBAHAY** (please refer to draft ordinance). He asked for the input of the resource person from CSWDO. According to her, such undertakings will undergo proper assessment.

Barangay Treasurer, Mr. Rely Ignacio asked Atty. Sumira if Private Employment Agencies outside the city are properly informed regarding the registration of kasambahays. According to Atty. Sumira, it is the duty of the HOAs to conduct their own kasambahay registration, since this ordinance is just a continuation of the "Kasambahay Law." Coun. Palabrica gave his opinion regarding the matter. According to him, the said ordinance is all about the mandatory registration of all kasambahays in the city and barangay officials play a big role in its implementation.

Miss Amy Famisen of BHOACI was recognized. She told the body that she will designate someone to be in charge of the registration and will also conduct a house to house in order to identify the names of all the kasambahays within their jurisdiction.

Dr. Abraham de Castro, head of PESO, was recognized. According to him, their office was tasked by DOLE to monitor the registration process. He mentioned that the result of registration is quite low. So far, only three (3) barangays have established a barangay kasambahay desk, namely, Barangay Habay I, Ligas I, and Molino 6. He also discussed about the start-up registration, institutionalization of kasambahay desk in the barangays. Also, this kasambahay registration works both ways for the kasambahay and employer as well.

A BHOACI officer asked Atty. Sumira if laundry person, yaya, cook or gardener are also considered as "kasambahay." According to him, the term "kasambahay" refers to any person engaged in domestic work within an employment relationship such as, but not limited to, the following: general household, nursemaid, or "yaya", cook, gardener, or laundry person, but shall exclude any person who performs domestic work only occasionally or sporadically and not on an occupational basis.

Mr. Eliseo Olivenison, Barangay staff of San Nicolas 3 was recognized. His question is about abused ksambahay. Atty. Sumira discussed Sec. 12 **PERSONS TO WHOM REPORTS SHALL BE MADE** (please refer to the draft ordinance). Coun. Palabrica gave his own opinion regarding the matter. He said that all barangays have VAWC desk. All reported abuses to the kasambahay desk will be forwarded to the VAWC officer because only the latter can handle abuse cases. The good councilor made an appeal to all HOAs to help the City Government to disseminate information regarding the implementation of kasambahay desk.

BHOACI officer asked the panel who will be responsible for the registration system. Coun. Palabrica tasked the PESO with the assistance of MIS o handle all registration form and protocols. He also added that effectivity of this ordinance will take effect fifteen (15) days after its publication in a newspaper of general circulation in the City Of Bacoor.





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




Since there are no other matters to be discussed, the hearing was adjourned at exactly 11:00 AM.

Prepared By:


MA. CRISTINA A. GOROSPE
Local Legislative Staff Asst. 1

Attested By:


COUN. ALEJANDRO F. GUTIERREZ
Chairman
Committee on Peace and Order &
Public Safety





**COMMITTEE ON HUMAN RIGHTS
COMMITTEE ON BARANGAY AFFAIRS
COMMITTEE ON RULES AND PRIVILEGES, LAWS & ORDINANCES**

Office of the Sangguniang Panlungsod
Received by Janet Bripa
Date: 7 MAR 2025
Time: 10:17 am

ATTENDANCE OF THE JOINT COMMITTEE HEARING

06 MARCH 2025 / 10:00 a.m.
Bacoor Legislative and Disaster Resilience Building,
Sangguniang Panlungsod Session Hall, 6th Floor, Bacoor Government Center

Subject: AN ORDINANCE ESTABLISHING A REGISTRY OF DOMESTIC WORKERS OR KASAMBAHAY, DESIGNATING A KASAMBAHAY DESK IN BARANGAYS WITHIN THE CITY OF BACOOR, AND PRESCRIBING PENALTIES FOR VIOLATIONS HEREOF. (PCO 2025-238 dated 17 February 2025).

SIGNATURE/ NAME	POSITION/AFFILIATION OFFICE/ADDRESS	CONTACT NUMBER/EMAIL
 HON. ALEJANDRO F. GUTIERREZ	CITY COUNCILOR SANGGUNIANG PANLUNGSOD	
 HON. REYNALDO PALABRICA	CITY COUNCILOR SANGGUNIANG PANLUNGSOD	
 HON. MICHAEL SOLIS	CITY COUNCILOR SANGGUNIANG PANLUNGSOD	
 HON. ALDE JOSELITO PAGULAYAN	CITY COUNCILOR SANGGUNIANG PANLUNGSOD	
 HON. ADRIELITO GAWARAN	CITY COUNCILOR SANGGUNIANG PANLUNGSOD	
 HON. LEVY TELA	CITY COUNCILOR SANGGUNIANG PANLUNGSOD	





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



Office of the Sangguniang Panlungsod
Received
Date: 7 MAR 2025
Time: 10:12 am

SIGNATURE/ NAME	POSITION/AFFILIATION OFFICE/ADDRESS	CONTACT NUMBER/EMAIL
HON. RANDY FRANCISCO	CITY COUNCILOR SANGGUNIANG PANLUNGSOD	
 HON. ROGELIO NOLASCO	CITY COUNCILOR SANGGUNIANG PANLUNGSOD	
 HON. ROBERTO ADVINCULA	CITY COUNCILOR SANGGUNIANG PANLUNGSOD	
 EDWIN C. TORREAL	BRGY CAPT.	0920582 1449
 RELT P. IGNACIO	BRGY TREASURER	09283577160
 ALFREDO KALUNISAN	BRGY. CAPT.	09186191353
 AMY C. FAMILISTA	BUDACI	09366262853
 Mela C. Magu	PED. OF SAGINAS URBAN	0968 7066461
 Faith P. Bala	Head Welfare Officer 3 CARD OFFICER	091678785
 MARISSA B. NOLASCO	Mambog 1 ADMIN	09190080301
 Cheryl A. Jayag	MOUND 4 Kasambahay Desk Officer	09216743188





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Province of Cavite
CITY OF BACOOR
OFFICE OF THE SANGGUNIANG PANLUNGSOD



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



Office of the Sangguniang Panlungsod
Received by Janet P. ...
Date: 17 MAR 2025
Time: 10:12am

SIGNATURE/ NAME	POSITION/AFFILIATION OFFICE/ADDRESS	CONTACT NUMBER/EMAIL
 SHARON O. TOLAMAN	KASAMBALAY DESK OFFICE MOUNO 4	0920432488
 Lion David Santos	desk/real	0916 434 7206
 Emmanuel S. Garcia	LDN STAFF	0931677146
 Cynthia A. Alim	BIHOACI	0915-309264
 Rodolfo Gamay Puzanga	BIHOACI	09281737303
 Mary-Joy Harido Harido	BIHOACI	0947 4249335
 Euseo P. Cuyumora	PNgy Staff	09086241927
 Anna Clavers	BIHOACI	09084742901
 Cheryl Rialto	BIHOACI	097727923
 Henry Johnson	BIHOACI	0917780009
 GINA B. DOCTOR	KAGAWAD	09688845609





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



SIGNATURE/ NAME	POSITION/AFFILIATION OFFICE/ADDRESS	CONTACT NUMBER/EMAIL
 CATHERINE MACABENTA	BRGY. SECRETARY / TANGAY 3	
 NENCIL L. DOLLETE	BRGY. SECRETARY / CAN NICARAO 2	09161311538
 MARIX S. SUMIRA	OCLS	
 Margarita A. Abarra	BHOACI	09284381137
 HESAY ENRIQUETA	BRGY. KAP	09064216182
 DEVA M. CABRIDO	MOLINO 6	09270669994
 Dr. Abraham de Castro	PESU	89171190684
 May M. TORRALBA	P.B	09178830347
 Felicitia Mabini	BHOACI	09173751149

Office of the Sangguniang Panlungsod
Received by
Date: 1/20/2025
Time: 10:12 AM





**COMMITTEE ON HUMAN RIGHTS
COMMITTEE ON BARANGAY AFFAIRS
COMMITTEE ON RULES AND PRIVILEGES, LAWS & ORDINANCES**

**NOTICE OF THE JOINT COMMITTEE HEARING
(PROOF OF RECEIPT)**

Office of the Sangguniang Panlungsod
Received by: [Signature]
Date: 7 MAR 2025
Time: 10:00 am

06 MARCH 2025 / 10:00 a.m.

Bacoor Legislative and Disaster Resilience Building,
Sangguniang Panlungsod Session Hall, 6th Floor, Bacoor Government Center

Subject: AN ORDINANCE ESTABLISHING A REGISTRY OF DOMESTIC WORKERS OR KASAMBAHAY, DESIGNATING A KASAMBAHAY DESK IN BARANGAYS WITHIN THE CITY OF BACOOR, AND PRESCRIBING PENALTIES FOR VIOLATIONS HEREOF. (PCO 2025-238 dated 17 February 2025).

RECEIVED BY: NAME/SIGNATURE	POSITION/AFFILIATION OFFICE/ADDRESS	DATE/TIME CONTACT NUMBER
 NETH SEMORANO	SP	3-3-25 66 57418
 MARICELA S. SARAMENTO	SP	3/3/25
 JOANA CASTRO	SP	MARCH 03, 2025
 MELINDA DESTURA	SP	MARCH 03, 2025
 MY BRIAN	SP	MARCH 3 2025
 RITH ESPINELA SORIANO	SP	MARCH 03, 2025

NOTICE OF THE JOINT COMMITTEE HEARING (PROOF OF RECEIPT) NO. POIS-047-S-2025 Page 1
PCO 2025-238 "KASAMBAHAY ORDINANCE"





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



CGBR-SPBac-F01.02
01/20/2025
AWARDEE
8 years
La a saan!

Office of the Sangguniang Panlungsod
Received by: Janet Pring
Date: 7 MAR 2025
Time: 10:12 am

RECEIVED BY: NAME/SIGNATURE	POSITION/AFFILIATION OFFICE/ADDRESS	DATE/TIME CONTACT NUMBER
	SP	3/3/25 - 1:07 PM
 Aprilkristine A. Carillo Admin Secretary	CC(MTD)	3-3-25 - 1:15 PM
 Ronaldo D. Digno	BHDACI	3/3/25 1:24 pm
 Mr. Cesar Weng Amposta	SP	3/3/25 1:24 pm
 Juliet M. Arayo	Preso	3/3/25 / 8:59 AM





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



**COMMITTEE ON HUMAN RIGHTS
COMMITTEE ON BARANGAY AFFAIRS
COMMITTEE ON RULES AND PRIVILEGES, LAWS AND ORDINANCES**

Office of the Sangguniang Panlungsod
Received by: *Jeney Priso*
Date: *7 MAY 2025*
Time: *10:20am*



**PROPOSED CITY ORDINANCE NO. 2025-238
SERIES OF 2025**

AN ORDINANCE ESTABLISHING A REGISTRY OF DOMESTIC WORKERS OR KASAMBAHAY, DESIGNATING A KASAMBAHAY DESK IN THE BARANGAYS WITHIN THE CITY OF BACOR, AND PRESCRIBING PENALTIES FOR VIOLATIONS HEREOF.

Proposed by:
Mayor Strike B. Revilla

Sponsored by:
Councilor Randy Francisco
LNB Vice President

WHEREAS, under Republic Act No. 10361 (otherwise known as the "Domestic Workers Act"), it was expressly declared that:

1. The State strongly affirms labor as a primary social force and is committed to respect, promote, protect and realize the fundamental principles and rights at work including, but not limited to, abolition of child labor, elimination of all forms of forced labor, discrimination in employment and occupation, and trafficking in persons, especially women and children;
2. The State adheres to internationally accepted working conditions for workers in general and establishes labor standards for domestic workers in particular towards decent employment and income, enhanced coverage of social protection, respect for human rights, and strengthened social dialogue;
3. The State recognizes the need to protect the rights of domestic workers against abuse, harassment, violence, economic exploitation, and performance of work that is hazardous to their physical and mental health; and
4. The state, in protecting domestic workers and recognizing their special needs to ensure safe and healthful working conditions, promotes gender-sensitive measures in the formulation and implementation of policies and programs affecting local domestic work.

WHEREAS, Section 16 of RA 10361 mandates that employers shall register all domestic workers under their employment in the Registry of Domestic Workers in the barangay where the employer's residence is located. The Department of the Interior and Local Government (DILG) shall, in coordination with the DOLE, formulate a registration system for this purpose.

WHEREAS, the DILG issued Memorandum Circular No. 2013-61, released on 8 July 2013, to provide the guidelines for the barangay registration of all Kasambahays or Domestic Workers nationwide.

WHEREAS, the DILG issued another Memorandum Circular, MC No. 2022-100, mandating the conduct of continuous registration of Kasambahay, preparation and submission of monthly reports, and other related activities, in accordance with RA 10361, otherwise known as the "Kasambahay Law" and its Implementing Rules and Regulations (IRR).

WHEREAS, the City of Bacoor has yet to implement the above-mentioned law and government regulations related to the salient provisions of RA 10361. Thus, there is an

urgent need for the local government of the City of Bacoor to pass an ordinance enjoining all barangays within the City to create a Registry of Domestic Workers and to establish a Kasambahay Desk within their respective jurisdictions.

NOW THEREFORE, be it ORDAINED by the ___ Sangguniang Panlungsod of the City of Bacoor, Cavite, that:

SECTION 1. SHORT TITLE. This Ordinance shall be known as the "**Kasambahay Welfare Promotion Ordinance of the City of Bacoor**".

SECTION 2. SCOPE. This ordinance shall govern the City Government of Bacoor's implementation of the provisions of Republic Act No. 10361, including but not limited to the registration of Domestic Helpers or Kasambahay, institutionalization of a Kasambahay Desk in the Barangay, the establishment of a Kasambahay Masterlist and the various assistance that may be extended to the Kasambahays by the City of Bacoor intended to promote the welfare of domestic helpers.

SECTION 3. DEFINITION OF TERMS. Words and phrases as used in this Ordinance shall mean as follows:

- a. **Abuse** shall refer to any act or a series of acts committed by an employer or any member of his/her household against any Kasambahay which results in or is likely to result in physical, sexual, psychological harm or economic abuse including threats of such acts, battery, assault, coercion, harassment or arbitrary deprivation of liberty. It includes, but is not limited to, the following acts:
 - (1) **Physical violence** refers to acts that include bodily or physical harm;
 - (2) **Sexual violence** refers to an act that is sexual in nature, committed against a Kasambahay. It includes, but is not limited to:
 - i. Rape, sexual harassment, acts of lasciviousness, treating the Kasambahay as a sex object, making demeaning and sexually suggestive remarks, physically attacking the sexual parts of the Kasambahay's body, forcing him/her to watch obscene publications and indecent shows or forcing him/her to do indecent acts and/or make films thereof.
 - ii. Acts causing or attempting to cause the Kasambahay to engage in any sexual activity, including prostitution by force, threat of force, physical or other harm, or threat of physical or other harm or coercion.
 - (3) **Psychological violence** refers to acts or omissions causing or likely to cause mental or emotional suffering to the Kasambahay, such as but not limited to intimidation, threats, harassment, stalking, damage to property, public ridicule or humiliation, and repeated verbal abuse;
 - (4) **Economic abuse** refers to the withholding of the Kasambahay's wage or a part of it or any act that induces the Kasambahay to give up any part of the wage by force, stealth, intimidation, threat, or by any other unlawful means whatsoever; and
 - (5) Any other act that limits the Kasambahay's exercise of his/her rights as provided for in the law.

- b. **Domestic work** refers to work performed in or for a household or households.
- c. **Domestic worker, domestic helper or "Kasambahay"** refers to any person engaged in domestic work within an employment relationship such as, but not limited to, the following: general household, nursemaid or "Yaya", cook, gardener, or laundry person, but shall exclude any person who performs domestic work only occasionally or sporadically and not on an occupational basis.

The term shall not include children who are under foster family arrangement and are provided access to education and given an allowance incidental to education, i.e., "baon", transportation, school projects, and school activities.

- d. **Employer** refers to any person who engages and controls the services of a domestic worker and is a party to the employment contract.
- e. **Household** refers to the immediate members of the family or the occupants of the house that are directly provided services by the domestic worker.
- f. **Private Employment Agency (PEA)** refers to any individual, legitimate partnership, corporation, or entity licensed to engage in the recruitment and placement of domestic workers for local employment.

SECTION 4. REGISTRATION OF KASAMBAHAY. – Every employer shall register a Kasambahay under his/her employment in the barangay where his/her residence is located. Private Employment Agencies, either conducting its business within the City or elsewhere, are likewise mandated to register in the respective Barangay of the City all Kasambahays or Domestic Workers deployed in the City of Bacoor. The Punong Barangay shall be responsible for the Registry of Kasambahay within his/her jurisdiction.

SECTION 5. START-UP REGISTRATION. - The Public Employment Services Office (PESO), with the assistance of the E-Governance or the Management Information System, of the City Government of Bacoor shall coordinate with the Barangays in the City of Bacoor in the conduct of a common registration system of all Kasambahay employed in households located within the City.

The start-up registration shall be organized by the PESO and shall be held in the City Hall or in such other place as may be designated by the PESO. The Registration Form and Protocols, which may contain personal, education, family, and work information, shall be based on the prescribed form and protocols under the Circular issued by the Department of Interior and Local Government (DILG) through the National Barangay Operations Office (NBOO).

The common registration organized by PESO shall include partnership with the SSS, PhilHealth, and Pag-IBIG for assistance in registration with these national government agencies.

SECTION 6. INSTITUTIONALIZATION OF A KASAMBAHAY DESK IN THE BARANGAYS. – *Within thirty (30) calendar days from the date of effectivity of the IRR of this Ordinance, the Punong Barangay of each barangay within the City of Bacoor shall establish a Kasambahay Registration Desk and designate a Barangay employee as*

Kasambahay Desk Officer in the Barangay Hall to accommodate continuous registration by the employers, among others.

The Sangguniang Barangay and the Punong Barangay shall ensure that the modified Kasambahay Registration Flow Chart is properly posted in a conspicuous manner near the Kasambahay Desk as mandated by DILG Memorandum Circular No. 2017-33. Provided further, the Kasambahay Desk Officer shall print and make available to the public copies of the following forms: (a) Form BK-1: Kontrata sa Paglilingkod sa Tahanan; (b) Form BK-2: Pay Slip; Form BK-3: (c) Certificate of Employment; and (d) KR Form-1: Kasambahay Registration Form.

SECTION 7. KASAMBAHAY MASTERLIST. – The Punong Barangay shall maintain and update the registry of Kasambahay or Domestic Workers within his/her jurisdiction every month. The barangay - through the Kasambahay Desks, after updating the registry of Kasambahay or Domestic Workers - shall submit the registry and monthly reports to the PESO on data collected regarding the registration of the Kasambahay or Domestic Workers.

To ensure the Barangay's commitment, the obligation to submit an updated registry to PESO shall be submitted not later than the first seven (7) days of every month. Thereafter, PESO shall consolidate all of the registry of Kasambahay or Domestic Worker submitted by the Barangays within the City of Bacoor.

The PESO shall submit a monthly report to the City Mayor every 10th of the month and to the following Field Offices: CILGOO of the City, DOLE, Pag-IBIG, SSS, and PhilHealth for monitoring and data analysis not later than the fifteenth (15th) day of every month. In addition, the consolidated monthly report shall be emailed to the DOLE-Bureau of Workers with Special Concerns (BWSC) through bwsc@dole.gov.ph.

All Kasambahays or Domestic Workers included in the Barangay registry and duly transmitted to PESO by the Barangay shall be issued an Identification Card, to be known as Kasambahay ID. The E-Governance Department or the Management Information System Office shall produce the said Kasambahay ID three (3) month/s after the effectivity of this Ordinance. This Identification Card shall be used and presented to avail of the benefits to which the registered Kasambahays or Domestic Workers are entitled under this Ordinance.

SECTION 8. DECLARATION OF KASAMBAHAY DAY. It is hereby declared that every second Sunday of December of every year following the effectivity date of this Ordinance shall be known as "Kasambahay Day".

SECTION 9. DISCLOSURE OF INFORMATION. – The processing of personal information under this Ordinance, both in the Barangay and the PESO, shall be collected, stored and disclosed only in accordance with the requirements of Republic Act No. 10173 (Data Privacy Act of 2012) and other laws allowing disclosure of information to the public and adherence to the principles of transparency, legitimate purpose and proportionality.

SECTION 10. RESCUE OF ABUSED KASAMBAHAY. – Any abused Kasambahay or Domestic Worker shall be immediately rescued by the City Social Welfare and Development Office in coordination with the concerned barangay officials and the proper law enforcement personnel.

SECTION 11. PARTIES WHO CAN REPORT THE ABUSE. – The following may report any act of abuse committed against a Kasambahay:

- (a) Offended Kasambahay;
- (b) Parents or guardians of the offended Kasambahay;
- (c) Ascendants, descendants, or collateral relatives within the fourth civil degree of consanguinity or affinity;
- (d) Social workers from the LSWDOs or the DSWD Field Office;
- (e) Police officers from the Women and Children Protection Desk;
- (f) Barangay Officials;
- (g) Lawyer, counsellor, therapist, or healthcare provider of the offended Kasambahay; or
- (h) At least two (2) concerned responsible citizens of the city or municipality where the abuse occurred and who have personal knowledge of the offense committed.

SECTION 12. PERSONS TO WHOM REPORTS SHALL BE MADE. – Any act of abuse committed against a Kasambahay may be reported to the following:

- (a) Any official of the barangay where the abuse occurred;
- (b) Any social worker from the CSWDO or the DSWD Field Office;
- (c) Any police officer from the Women and Children Protection Desks; or
- (d) Any officer of the PESO.

SECTION 13. CONDUCT OF RESCUE OPERATIONS. – Upon receipt of any report of abuse, the abused Kasambahay shall be immediately rescued by the City Social Welfare Officer himself/herself, in coordination with the concerned barangay officials and the proper law enforcement personnel.

At all times, the rescue team shall ensure the full protection of the rights of the abused Kasambahay and the accused while under its custody and control.

SECTION 14. ROLE OF THE CITY SOCIAL WELFARE AND DEVELOPMENT OFFICE IN THE REHABILITATION OF ABUSED KASAMBAHAY. – The CSWDO, in coordination with concerned government units, shall make available the following services for an abused Kasambahay:

- (a) Temporary shelter;
- (b) Counseling;
- (c) Free Legal Services;
- (d) Medical or Psychological Services;
- (e) Livelihood and Skills Training; and
- (f) Other relevant services as necessary.

In the event that the above-mentioned services are not available at the local level, the CSWDO may seek assistance from the DSWD Field Offices to provide such services to the abused Kasambahay.

At all times, the CSWDO shall adopt a gender responsive, right-based, and culture-sensitive approach to service delivery to facilitate the recovery, rehabilitation, and reintegration of the Kasambahay in mainstream society. The CSWDO shall also ensure that the necessary after-care services are made available at least for the next six (6) months for the reintegrated Kasambahay.

SECTION 15. REPORTING OF PRIVATE EMPLOYMENT AGENCIES. – The Business Permit and Licensing Department (BPLD) shall require all Private Employment

Agencies within the City of Bacoor to submit a list of employees recruited as Kasambahays and deployed to households located within the City of Bacoor at the end of every month, 30th or 31st of the month. Should there be no recruitment or deployment of Kasambahays, a Sworn Affidavit to that effect shall be submitted to the BPLD instead. Failure of any PEA to submit the list, or the Sworn Affidavit, with the BPLD shall be considered a violation of this City Ordinance.

The BPLD shall transmit this list submitted by the PEA to the PESO not later than the first seven (7) days of every month.

SECTION 16. PARTICIPATION OF HOMEOWNERS ASSOCIATION. – The Homeowners Associations in the City of Bacoor may conduct their own Kasambahay Registration within the Association. The list of domestic workers or employees shall be submitted by the authorized HOA Officer to the Barangay Secretary of the Barangay where the subdivision is located. At its option, the Homeowners Association may conduct the Kasambahay Registration monthly for updating, or any new Kasambahay or its employer may be directed to the Barangay for personal registration.

The PESO shall coordinate and inform Homeowners Associations regarding its option to conduct its own Kasambahay Registration and its corresponding obligation to transmit or submit it to the Barangay Secretary.

SECTION 17. ROLE OF CITY INFORMATION AND COMMUNITY RELATIONS DEPARTMENT. – The City Information and Community Relations Department shall conduct advocacy campaigns or continuous information dissemination within the City to strengthen the implementation of the Kasambahay Law.

SECTION 18. BENEFITS FOR THE REGISTERED KASAMBAHAY OR DOMESTIC WORKERS. –

The CSWD, subject to consultation and approval of the City Mayor and in coordination with other departments within the City Government of Bacoor, may provide the following benefits to the Kasambahay or Domestic Workers in possession of validly issued Kasambahay ID:

- a. *Libreng sine* that may be availed once a month;
- b. Scholarship to DepEd's Alternative Learning System education or night school, only if available;
- c. Partnership with TESDA for Skills training and improvement;
- d. Other forms of assistance or benefits from programs and projects of the City Government of Bacoor as may be determined by the City Mayor; and
- e. Other programs and projects in partnership with private organizations or institutions.

SECTION 19. PENALTY. –

1. Private Recruitment Agencies, conducting its business within the City or elsewhere, who fails to register in the Barangay the Kasambahay or Domestic Worker deployed in the City, or fails to report to the BPLD shall be liable for a fine in the amount of FIVE THOUSAND PESOS (PhP 5,000.00) for every Kasambahay or Domestic Worker that was unregistered, or for every unsubmitted report or Sworn Affidavit to the BPLD.
2. Any person or persons who shall violate any other provision of this Ordinance shall be liable for fines in this schedule:

	FINE
First Offense	P3,000.00
Second Offense	P4,000.00
Third Offense	P5,000.00

3. Any individual or entity who shall unlawfully reproduce a Kasambahay ID shall be liable for a fine of FIVE THOUSAND PESOS (PHP5,000.00) and imprisonment not less than six (6) months but not more than one (1) year, at the discretion of the Court.

If the offender is a juridical entity, the persons liable shall be its owner, officers, or manager. Any suit or action for violation of this ordinance shall not suspend or prevent the commencement of other criminal, civil, or administrative suit or action before a proper tribunal or quasi-judicial agency.

SECTION 20. BUDGET APPROPRIATION. – Costs for the implementation of this Ordinance shall be shouldered by the respective Offices herein identified. The Barangay Councils of the respective Barangays in the City of Bacoor shall include in its appropriations the necessary budget to implement Republic Act No. 10361, this Ordinance, as well as other Rules, Regulations, and Issuances related to the Batas Kasambahay.

SECTION 21. SEPARABILITY CLAUSE. If, for any reason, any provision or part of this Ordinance is declared invalid or unconstitutional, other provisions not affected thereby shall remain in full force and effect.

SECTION 22. REPEALING CLAUSE. Any provisions of ordinances, executive orders, issuances, or rules and regulations inconsistent with the provisions of this Ordinance are hereby repealed, amended, or modified accordingly.

SECTION 23. EFFECTIVITY. This Ordinance shall take effect fifteen (15) days after its publication in a newspaper of general circulation in the City of Bacoor.