



Republic of the Philippines  
Province of Cavite  
**CITY OF BACOR**  
*Office of the Mayor*

**EXECUTIVE ORDER No. 66**  
**Series of 2022**

**AN ORDER ADOPTING THE IMPLEMENTING RULES AND REGULATIONS OF THE  
"LOCAL ECONOMIC AND INVESTMENTS PROMOTION ORDINANCE OF THE CITY  
OF BACOR"**

**WHEREAS**, Section 16 of R.A. No. 7160 provides that every local government unit shall exercise the powers expressly granted, those necessarily implied therefrom, as well as powers necessary, appropriate, or incidental for its efficient and effective governance, and those which are essential to the promotion of the general welfare...xxx;

**WHEREAS**, on May 31, 2021, the Sangguniang Panlungsod enacted and passed the City Ordinance No. 157-2021 entitled, the "Local Economic and Investments Promotion Ordinance of the City of Bacoor";

**WHEREAS**, the City Government of Bacoor recognizes the need to issue an Implementing Rules and Regulations pertinent to the above-mentioned Ordinance;

**WHEREAS**, the Office of the City Mayor, in coordination with the concerned departments and agencies, issued the above-mentioned Implementing Rules and Regulations that shall govern the "Local Economic and Investments Promotion Ordinance of the City of Bacoor";

**NOW, THEREFORE, I, STRIKE B. REVILLA**, City Mayor of Bacoor, Cavite, by virtue of the powers vested in me by law, do hereby order for the adoption and implementation of the Implementing Rules and Regulations for the City Ordinance No. 157-2021 herein attached.

**Section 1. Implementing Rules and Regulations (IRR).**

Attached herein is the Implementing Rules and Regulation of the City Ordinance No. 157-2021 which shall form part of this Executive Order. This shall be known as the "Implementing Rules and Regulations of the Local Economic and Investments Promotion Ordinance of the City of Bacoor".

All affected offices and departments are hereby ordered to adopt the said implementing rules and regulations and be guided accordingly.

Strict compliance and observance of all city government officials and employees to this IRR is hereby ordered.

**Section 2. Repealing Clause.**

All previously issued orders and directives inconsistent with any provision found herein shall be deemed repealed, revoked or amended accordingly.

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**Section 3. Separability Clause.**

In the event that any provision found herein shall be judicially or administratively declared illegal or infirm, the remaining provisions shall remain in full force and effect.

**Section 4. Effectivity Clause.**

This Executive Order shall take effect immediately upon its signing, and it shall remain in full force and effect until repealed, revoked or amended accordingly.

**SO ORDERED.**

Issued this 07 day of December 2022 in the City of Bacoor, Province of Cavite.

  
**STRIKE B. REVILLA**  
City Mayor

CC:

Sangguniang Panlungsod  
Office of the City Vice Mayor  
Local Economic and Investments Promotion Office  
City Administrator's Office  
Human Resources Development and Management Department  
Business Permit and Licensing Office  
Office of the Building Official  
City Engineering Office  
City Environment and Natural Resources Office  
City Budget Office  
City Treasurer Office  
City Budget Office  
City Treasurer Office  
City Health Office  
Bureau of Fire Protection  
City Assessor's Office  
Office of the Congresswoman  
Bacoor Chamber of Commerce and Industry  
All other City Government offices/departments/units concerned



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Address: Bacoor Government Center, Bacoor Blvd., Brgy. Bayanan, City of Bacoor, Cavite  
Trunkline: 434-1111 Website: [www.bacoor.gov.ph](http://www.bacoor.gov.ph)



Official Website



Republic of the Philippines  
Province of Cavite

**CITY OF BACOR**

*Office of the Mayor*

**IMPLEMENTING RULES AND REGULATIONS OF  
CITY ORDINANCE NO. 157-2021**

**AN ORDINANCE CREATING THE LOCAL ECONOMIC AND INVESTMENTS PROMOTION OFFICE (LEIPO) OF THE CITY OF BACOR, REWARDING CITY EMPLOYEES WHO PROVIDE EXCELLENT CUSTOMER SERVICE IN FAVOR OF INVESTORS AND BUSINESS OWNERS, IMPROVING THE EASE OF DOING BUSINESS WITHIN THE CITY, AND PROVIDING INCENTIVES IN FAVOR OF INVESTORS IN THE LOCAL ECONOMY OF THE CITY.**

**RULE 1: IMPLEMENTING PROVISIONS**

**Section 1. Enactment.** – The City Ordinance No. 157-2021, otherwise known as “Local Economic and Investments Promotion Ordinance of the City of Bacoor” is approved and enacted.

**Section 2. Purposes.** – The purposes and objectives of the enactment of this Ordinance are as follows, to wit:

- a. Create the Local Economic and Investments Promotion Office of the City of Bacoor;
- b. Promote the delivery of excellent customer services to persons applying for various permits, clearances, and certificates;
- c. Promote the local economy by providing an innovative, aggressive, and customer-satisfaction oriented local investment policy to be implemented and observed by all of the employees and officials of the city government; and
- d. Provide incentives to business entities that would invest, or that have invested, into the local economy of the City of Bacoor.

**Section 3. Rule on Interpretation in Case of Conflict with Filipino Translation.** – In case of conflict in the interpretation hereof between the English version of this Ordinance and its Filipino translation, the provisions appearing in English shall prevail.

The following rules shall be also be observed in the interpretation of this ordinance:

- 3.1. Words used in singular also include the plural. The reverse is also true;
- 3.2. Words used in the present tense shall also include the past tense. The reverse is also true;
- 3.3. The words “must”, “shall”, “will” and “may not” as used in this ordinance are mandatory;





3.4. The word *"may"* is permissive while *"should"* is advisory and not mandatory or required;

3.5. When used with numbers, *"Up to X," "not more than X"* and *"a maximum of X"* all include X;

3.6. Words or phrases not defined herein shall be interpreted in the context it was used in this ordinance and in consideration of the reason why the Sangguniang Panlungsod used the said terms;

3.7. In interpreting words and phrases not defined herein, the meaning of the said terms as popularly understood at the time the ordinance was approved shall be used;

3.8. Any word, phrase, or term not enumerated above but used in this ordinance shall be interpreted by taking into account the context in which it was used, its meaning as popularly understood, or its definition in either Black Law Dictionary or in the 2015 edition of Merriam -Webster Dictionary; and

3.9. Unless otherwise specified, any reference to the male gender in any provision of this ordinance shall also include the female gender and vice versa.

**Section 4. Effectivity.** – Upon approval of the Sangguniang Panlalawigan of the Province of Cavite and after publication of the Ordinance at least twice in a newspaper of general circulation, this Ordinance shall take effect immediately.

**Section 5. Automatic Review.** – The Sangguniang Panlungsod shall automatically review this Ordinance once every three (3) years after its approval or whenever the need for such review arises.

**Section 6. Due Process Requirements.** – Prior to the imposition of any of the penalties specified in this Ordinance, the rudimentary requirements of procedural due process shall be strictly observed and followed. Before imposition of the corresponding penalty/ies against the person being charged of violation of this Ordinance, the City and all other city employees under them shall ensure that the following procedure shall be observed, to wit:

- a. Notified in writing of the acts committed or not committed that constitute a violation of this Ordinance;
- b. Given at least 24 hours from receipt of the notice within which to comply with the particular provision of the Ordinance that was allegedly violated or to explain why he should not be held accountable for such offense/s;
- c. Exempted from facing criminal prosecution after the suspected offender voluntarily pays the corresponding fine for the offense/s allegedly committed; and
- d. Allowed to defend himself in a proper court of law before the imposition of any fine in case the suspected offender chooses to challenge the allegations against him.

**Section 7. Repeal Clause.** – All existing Ordinances, Resolutions, Implementing Rules and Regulations (IRR) and Executive Orders that either duplicate or contravene or in conflict with any of the provisions of City Ordinance No. CO 157-2021 is hereby repealed and/or modified.



**Section 8. Separability Clause.** – In case a court of law declares any provision of this Ordinance void or unconstitutional, the validity or enforceability of any other provisions of this Ordinance not affected by such declaration shall not be affected.

## **RULE 2: THE LOCAL ECONOMIC AND INVESTMENT PROMOTIONS OFFICE**

**Section 9. Creation of the Local Economic and Investments Promotions Office.** – The Local Economic and Investments Promotions Office (LEIPO) is created as a department under the direct control and supervision of the City Mayor. It shall operate as a one-stop shop that will expeditiously receive, review, and process all applications for permits, clearances, and certificates related to land development, business, investment and commercial activities covered by this Ordinance.

The department shall be headed by the City Government Department Head I who shall be appointed by, and shall be under the direct control and supervision of the City Mayor. After confirmation by the Sangguniang Panlungsod of his/her appointment, the Local Economic and Investment Promotions Officer shall be considered a regular employee of the city government with the rank of a Department Head.

**Section 10. Qualifications of the City Government Department Head I.** The City Government Department Head I who shall head the Local Economic and Investment Promotions Office should have the following qualifications, to wit:

- 10.1. A resident of the City of Bacoor for at least two (2) years prior to the date of his/her appointment;
- 10.2. No prior conviction for any crime involving moral turpitude and who has not been formally charged for any crime or offense involving dishonesty;
- 10.3. Graduate of any four-year college course from any college or university or with at least 36 hours relevant experience in owning or managing a multi-million peso business and in doing public relations work;
- 10.4. Excellent oral and written communications and public relations skills;
- 10.5. Professional civil service eligibility; and
- 10.6. Willing to formally divest any interest in any business enterprise or company doing business with the City of Bacoor within thirty (30) days after his/her appointment by the City Mayor but before the confirmation of such appointment by the Sangguniang Panlungsod.

The City Government Department Head I shall receive a salary grade of 25.

**Section 11. Duties and Responsibilities of the City Government Department Head I.** – The duties and responsibilities of the City Government Department Head I who shall head the Local Economic and Investment Promotions Office are as follows, to wit:

- 11.1. Prepare a Local Economic and Investments Promotions Plan for the City of Bacoor to be submitted to the Sangguniang Panlungsod and to the Office of the Mayor prior to his/her appointment by the City Mayor together with his/her application letter and other credentials. **Provided that:** the said plan shall be subject to the approval of the City Development Council and the Sangguniang Panlungsod;



11.2. Closely coordinate with the City Mayor and the Sangguniang Panlungsod in the implementation of this Ordinance and in the promotion of direct investments and business growth in the City of Bacoor;

11.3. Submit recommendations to the Sangguniang Panlungsod on any revision or modifications to this Ordinance;

11.4. Implement policies and procedures that would enhance customer satisfaction and eliminate graft and corruption in the acquisition of various permits, certificates and clearances related to land development, business, investment, and commercial activities within the City of Bacoor;

11.5. Coordinate and establish linkages with the private sector, foreign government, and foreign chambers of commerce on possible investment opportunities within the City of Bacoor;

11.6. Prepare a business directory which would contain the name, contact details, nature of business, number of employees, gross/net income per year and business growth potentials of all businesses and commercial enterprises within the City of Bacoor;

11.7. Coordinate with the Public Employment and Services Office (PESO) on any job vacancies related to business or commercial enterprises already operating, or those that intends to operate, in the City of Bacoor;

a. Design and formulation of procedures that would speed up the process of obtaining various permits, clearances and certificates related to land development, business, investments, and commercial activities; and

b. Assist the city government in creating more jobs for its constituents, achieving a zero unemployment rate within the city, increasing the income of ordinary individuals residing or working within the city, and in increasing the profits of business enterprises operating within the city.

**Section 12. Assignment of Existing Personnel to the LEIPO.** – The City Mayor may assign existing personnel from various departments of the city government who are familiar and skilled in the processing of various permits, clearances, and certificates being issued by the city government in relation to the various land development, business, and commercial activities subject of this Ordinance so as to minimize the expenses of the city government in the implementation of this Ordinance.

In order to prevent familiarization between the personnel assigned with the LEIPO and applicants for such permits, clearances, and certificates, such assignments shall be for not more than three (3) months for every one (1) fiscal year period.

In order to familiarize other employees with the overlapping functions of the various departments of the city government in relation to the issuance of the said certificates, permits, and clearances, the City Mayor may assign any employee from any department under the Office of the City Mayor to the LEIPO upon the recommendation of the department heads concerned and the Head of the Human Resources Development and Management Department. **Provided, that** no assignment to the LEIPO shall exceed three (3) months per fiscal year unless authorized by the Sangguniang Panlungsod by way of a Resolution.



**RULE 3: THE ENHANCED PROGRAM ON AWARDS AND INCENTIVES FOR  
SERVICE EXCELLENCE (E-PRAISE)**

**CHAPTER 1: CREATION OF E-PRAISE AND BASIC POLICIES**

**Section 13. Creation of the Enhanced Program on Awards and Incentives for Service Excellence (E-PRAISE).** - The Sangguniang Panlungsod adopts the Enhanced Program on Awards and Incentives for Service Excellence (PRAISE) to be referred to as E-PRAISE in line with the Revised Policies on Employee Suggestions and Incentive Awards System (ESIAS) provided under Civil Service Commission (CSC) Resolution No. 010112 and CSC MC No. 01, s. 2001.

The E-PRAISE program shall not, however, supplant the existing Program on Awards and Incentives for Service Excellence (PRAISE) of the city government but would supplement it whenever applicable.

**Section 14. Objectives of E-PRAISE.** – The objectives of E-PRAISE are the following, to wit:

- 14.1. Enhance the productivity of city government employees;
- 14.2. Provide incentives for all city government employees to seek ways of making it easier for investors to do business in the City of Bacoor and/or to expand their existing businesses;
- 14.3. Eradicate graft, corruption, and inefficiency in the issuance of permits, clearances, and certificates related to land development projects and business activities; and
- 14.4. Provide an equitable incentives distribution system for all city government employees.

**Section 15. Basic Policies of E-PRAISE.** – The basic policies of E-PRAISE are the following, to wit:

- 15.1. Every Department or Unit of the city government shall establish its own employee suggestions and incentive awards system. **Provided**, that such incentive awards system shall be subject to the approval of the City Mayor and the Sangguniang Panlungsod by way of a city ordinance and would not violate any existing policy or regulation of the national government.
- 15.2. The E-PRAISE shall be designed to encourage creativity, innovativeness, efficiency, integrity and productivity in the public service by recognizing and rewarding officials and employees, individually or in groups for their efforts which contribute to the efficiency, economy, or other improvement in city government operations, or for other extraordinary acts or services in the public interest particularly in the expediting the processes involved in starting or running a business in the City of Bacoor.
- 15.3. The E-PRAISE shall adhere to the principle of providing incentives and awards based on performance, innovative ideas and exemplary behavior especially in the field of eliminating bureaucratic red tape, graft and corruption, and government inefficiency geared towards attracting more investments into the local economy of the City of Bacoor.



15.4. The E-PRAISE shall give emphasis on the timeliness of giving award or recognition. Aside from conferment of awards during the traditional or planned awarding ceremonies, the spirit of the on-the-spot grant of recognition shall be institutionalized. The City Mayor and City Vice Mayor are hereby given the power to recognize the exemplary performance of the duties of their respective subordinates during the flag raising ceremonies of the city government.

15.5. E-PRAISE shall provide both monetary and non-monetary awards and incentives to recognize, acknowledge and reward productive, creative, innovative and ethical behavior of employees through formal and informal mode.

15.6. E-PRAISE shall provide a system of equitable distribution of incentives to all regular and co-terminous employees of the city government to motivate employees who have contributed ideas, suggestions, inventions, discoveries, superior accomplishments and other personal efforts that would lead to a significant increase in the amount of direct investments into the local economy and in the achievement of the city government's revenue collection goals.

## CHAPTER 2: DEFINITION OF TERMS

For purposes of this Implementing Rules and Regulations, the following terms or words or phrases shall mean or understood as indicated hereunder unless the context of a particular section clearly indicates that a different meaning is intended:

a. **Awards** – recognition which may be monetary or non-monetary conferred on individual or group of individuals for ideas, suggestions, invention, discoveries, superior accomplishments, exemplary behaviors, heroic deeds, extraordinary acts or services in the public interest which contribute to the efficiency, economy, improvement in government operations which lead to organizational productivity.

b. **Career** – positions in the civil service characterized by: (1) entrance based on merit and fitness to be determined as far as practicable by competitive examination, or based on highly technical qualifications; (2) opportunity for advancement to higher career positions; and (3) security of tenure.

c. **Contribution** – any input which can be in the form of an idea or performance. Under E-PRAISE, there are three (3) types of contributions that would entitle an employee to an award:

(1) **Idea type contribution** – this shall refer to an idea, a suggestion, or an invention or discovery for improvement to effect economy in operation, to increase production and improve working conditions;

(2) **Performance type contribution** – this shall refer to: (i) performance of an extraordinary act or service in the public interest in connection with or related to one's official employment; (ii) outstanding community service or heroic acts in the public interest; or (iii) sustained work performance for a minimum period of one (1) year which is over and above the normal position requirement of the individual or group; and (4) exemplary service and conduct; and

(3) **Excellent Customer Service contribution** – the consistent delivery of excellent customer service by all regular and co-terminous employees of the city government that led to a significant increase in direct investments into the City of Bacoor or that contributed greatly to the



collection of the various revenue collection goals of the city government, or both, within a certain period or fiscal year.

d. **Discovery** – is the uncovering of something previously existing but found or learned for the first time that will improve public service delivery.

e. **Incentive** – monetary or non-monetary motivation or privilege given to an official or employee for contributions, suggestions, inventions, ideas, satisfactory accomplishment/s or demonstration of exemplary behavior based on agreed performance standards and norms of behavior.

f. **Invention** – the creation of something previously non-existing that will benefit the government.

g. **Non-career** – positions expressly declared by law to be in the non-career service; or those whose entrance in the service is characterized by :(1) entrance on bases other than those of the usual tests of merit and fitness utilized for the career service and (2) tenure which is limit to the duration of particular project for which purpose employment was made.

h. **Suggestion** – idea or proposal that improves work performance, systems and procedures and economy in operations that will benefit the government.

### **CHAPTER 3: TYPES OF AWARDS AND REWARDS**

**Section 16. Awards.** - The following awards to be created and distributed in consonance with this Ordinance are the following, to wit:

16.1. **The Excellent Customer Service Award** – Given to any career and/or non-career city government employee who consistently provided excellent customer service to the investors or business owners. To qualify for this award, the recipient must have been the subject of at least ten (10) letters of commendation or thanks from any investor or business owner that was either sent via regular mail or courier, text message, email, or social media posting to the City Mayor or City Vice Mayor within one (1) calendar year. The recipient should also not be the subject of any complaint from any member of the general public who is not under the employ of the city government within the same time frame.

16.2. **The Fastest Permit Processor Award** – Given to the career or non-career city government employee who consistently managed to assist prospective investors or business enterprises doing business in the city to secure various permits, clearances and certificates from any department of the city government within 24 hours after the submission of all the documentary requirements and payment of all fees for such permits within one fiscal year without asking for, or receiving, any favor, benefit, or payment for his/her personal gain.

16.3. **The Gantimpala Agad Award** – Given outright by the City Mayor or Vice Mayor to employees under their respective offices who were commended by clients for their courtesy, promptness, efficiency and dedication to duty.

**Section 17. Rewards.** – The following rewards shall be given to the winners of the above-mentioned awards:



17.1. **Excellent Customer Service Award** winner shall receive a P10,000.00 cash plus a Certificate of Commendation signed by the Mayor, Vice-Mayor and Representative of the City to the House of Representatives;

17.2. **Fastest Permit Processor Award** winner shall receive a P5,000.00 plus a Certificate of Commendation signed by the Mayor, Vice-Mayor and Representative of the City to the House of Representatives; and

17.3. **Gantimpala Agad Award** winner shall receive a Token gift the value of which shall not exceed P3,000 or cash amounting to P2,000 at the option of the City Mayor or Vice Mayor plus a Certificate of Commendation signed by the Mayor, Vice-Mayor and Representative of the City to the House of Representatives.

**Section 18. Criteria, Selection Process, and Funding Sources for Awards.** - The HRDMD and the City Budget Office shall submit to the Sangguniang Panlungsod its recommendations on the various criteria, selection process, and funding sources for the awards and rewards mentioned above within 120 days after the date of effectivity of this Ordinance.

#### **RULE 4: THE EASE OF DOING BUSINESS CODE IN THE CITY OF BACOR**

**Section 19. Principles to be followed.** – Each department and every employee of the City Government shall follow these principles in dealing with prospective investors and/or persons already doing business in the City of Bacor:

19.1. Helping entrepreneurs conduct their business with the least amount of hassle is the duty of every Bacooreño;

19.2. Satisfying customers is the only reward that a city government employee or official should expect from investors into the local economy and from businesses operating within the city;

19.3. A permit issued beyond 24 hours after an application has been duly submitted is a source of shame for the whole city government;

19.4. An act of dishonesty or corruption perpetrated by a city government employee or official against an investor into the local economy is an affront against the entire city government;

19.5. A business enterprise that became profitable because of the city government will hire more Bacooreños; and

19.6. The revenues of the city government will increase if the income of ordinary individuals and businesses residing or operating with the City of Bacor increases.

**Section 20. Mandate to Streamline Procedures and Rationalize Fees.** - Each department of the city government is hereby mandated to submit to the Sangguniang Panlungsod and to the City Mayor written reports that dwell on such measures as may be needed to streamline the various procedures such departments are using in relation to the issuance of various permits, clearances, or certificates to prospective investors or to persons already doing business in the city pursuant to the relevant provisions of Republic Act No. 11032 and its implementing guideline.

The said departments are likewise mandated to submit to the Sangguniang Panlungsod and to the City Mayor written recommendations on how to rationalize or



decrease the amount of fees being paid by prospective investors or to persons already doing business in the city to encourage them to do more business within the city.

The said reports must be submitted to the Sangguniang Panlungsod and to the City Mayor within 120 days after the effectivity of this Ordinance. The head of each department are hereby mandated to consult with his/her subordinates regarding the measures he/she shall recommend to the Sangguniang Panlungsod and to the City Mayor before finalizing the same for submission.

In formulating the measures to be recommended to the Sangguniang Panlungsod and to the City Mayor, the various department heads must be guided by the principles mentioned in Section 19 hereof and by the various provisions of RA 11032 and its implementing guidelines.

**Section 21. Mandate of the City Mayor to Use Recommendations to Improve the Ease of Doing Business within the City.** The City Mayor is hereby mandated to use any of the measures submitted to him/her by the various departments of the city government to improve the ease of doing business within the City of Bacoor such that it would be comparable to the standards of economically advanced cities abroad. The said measures, once implemented, shall be constantly monitored by the LEIPO to assess how effective they are and whether they should be revised, tweaked, or discarded.

**RULE 4: THE INVESTMENTS AND INCENTIVES CODE OF THE CITY OF BACOOOR**

**Section 22. Qualifications and Incentives for New Investors.** - All businesses established after the date of effectivity of this ordinance that possesses the following qualifications shall be entitled to receive, upon approval of its written application to the LEIPO, the corresponding incentives, to wit:

Type of Business	Total Capital	Filipino Equity %	Business Location	# of Employees Residing in Bacoor	Incentive/s	Period of Availment
Manufacturing	P100 M and above	65% or more	Molino IV, V, VI or VIII, Bayanan, Niog, San Nicolas 1, 2, and 3, Panapaan 1-7, Talaba 1-7, Zapote 1-5	70% or more but not less than 2,000 employees	30% discount on business taxes on gross sales; Exemption from Truck Ban Ordinance from 11-am to 3:00 pm Monday-Friday	within 3 years from start of business operation



Green Technologies	P50M and above	65% or more	Sineguelas an, Talaba 1-7, Zapote 1-7, Molino 1-7	70% or more	40% discount on business taxes on gross sales; 50% discount on environmental permits fees	within 3 years from start of business operation
Business Process Outsourcing	P100 M and above	70% or more	All barangays	70% or more but not less than 1,000 employees	60% discount on business taxes on gross sales	within 4 years from start of business operation
Retail	P50M and above	65% or more	All barangays	70% or more but not less than 1,000 employees	10% discount on business taxes on gross sales; Exemption from Truck Ban Ordinance from 11-am to 3:00 pm Monday-Friday	within 2 years from start of business operation
Construction	P2M and above	80% or more	All barangays	100% but not less than 30 employees	20% discount on business taxes on gross sales	Year-to-year depending on compliance to various local ordinances



Environmental Protection/ Agri-business	P2M and above	65% or more	All barangays	100% but not less than 20 employees	40% discount on business taxes on gross sales; 50% discount on environmental permits fees	within 3 years from start of business operation
Others	P10M and above	65% or more	All barangays	100% but not less than 20 employees	10% discount on business taxes on gross sales	One year from start of business operation

**Section 23. Qualifications and Incentives for Expanding Businesses.** - All businesses that increased the number of its employees who are registered voters of the City of Bacoor or who are SBR (Special Bacoor Resident) Card Holders after the date of effectivity of this ordinance that possess the following qualifications is entitled to receive, upon approval of its written application to LEIPO, the following incentives, to wit:

Type of Business	Total Capital	Filipino Equity %	% Increase in number of Employees Residing in Bacoor starting 2017	Incentive/s	Period of Availment
Manufacturing	P100M and above	65% or more	20% or more	30% discount on business taxes on gross sales; Exemption from Truck Ban Ordinance from 11-am to 3:00 pm Monday-Friday	within 3 years from start of business expansion
Green Technologies	P50M and above	65% or more	20% or more	40% discount on business taxes on gross sales; 50% discount on	within 3 years from start of business expansion



				environmental permits fees	
Business Process Outsourcing	P100M and above	70% or more	20% or more	60% discount on business taxes on gross sales	within 4 years from start of business expansion
Retail	P50M and above	65% or more	30% or more	10% discount on business taxes on gross sales; Exemption from Truck Ban Ordinance from 11-am to 3:00 pm Monday-Friday	within 2 years from start of business expansion
Construction	P2M and above	80% or more	30% or more	20% discount on business taxes on gross sales	Year-to-year depending on compliance to various local ordinances
Environmental Protection/Agri-business	P2M and above	65% or more	30% or more	40% discount on business taxes on gross sales; 50% discount on environmental permits fees	within 3 years from start of business expansion
Others	P10M and above	65% or more	30% or more	10% discount on business taxes on gross sales	Within one year from start of business expansion

**Section 24. Qualifications and Incentives for Loyal Businesses.** - All businesses that have been established prior to the date of effectivity of this ordinance that possess



the following qualifications shall receive, upon approval of its written application to the LEIPO, the following incentives, to wit:

Type of Business	# of Years Operating Prior to 2017	Incentive/s	Period of Availment
Manufacturing	10 years and above	10% discount on business taxes on gross sales; Exemption from Truck Ban Ordinance from 11-am to 3:00 pm Monday-Friday	January 30, 2022-January 30, 2024
Green Technologies	2 years and above	10% discount on business taxes on gross sales; 50% discount on environmental permits fees	January 30, 2022-January 30, 2024
Business Process Outsourcing	2 years and above	20% discount on business taxes on gross sales	January 30, 2022-January 30, 2024
Retail	15 years and above	10% discount on business taxes on gross sales; Exemption from Truck Ban Ordinance from 11-am to 3:00 pm Monday-Friday	January 30, 2022-January 30, 2024
Construction	3 years and above	10% discount on business taxes on gross sales	Year-to-year depending on compliance to various local ordinances
Environmental Protection/Agri-business	2 years and above	30% discount on business taxes on gross sales; 50% discount on environmental permits fees	January 30, 2022-January 30, 2024
Others	10 years and above	10% discount on business taxes on gross sales	January 30, 2022-January 30, 2024



**Section 25. Cumulative Effect of Incentives.** - Business enterprises that qualify for all of the incentives provided under Sections 22, 23, and 24 may avail all of the said incentives but in no instance shall the said incentives when summed up exceed a 50% discount on business taxes on gross receipts of a particular year and shall not be for more than four (4) years after the date of effectivity of this Ordinance.

**Section 26. Special Incentives.** - The Sangguniang Panlungsod shall, upon written application of the subject business entity, grant special incentives to new investors who will use high technology in the operation of their business/es, employ not less than 3,000 registered voters of the City of Bacoor, and who shall include environmental protection in all of its core business plans and operations.

#### RULE 5: PENALTIES

**Section 27. Prohibited Acts.** - The following acts shall be considered punishable under this Ordinance:

27.1. Failure of any city government official or employee to issue the permits, clearances, or certificates being applied for within the period/s indicated by any law, government regulation, executive order, or ordinance without any legal or justifiable reason;

27.2. Failure to apprise the applicant of all the documents that the applicant should submit within the same working day after the application has been submitted;

27.3. Failure to issue the permits, clearances, and/or certificates being applied for within fifteen (15) working days from the date the application was submitted or within the period promised to the applicant;

27.4. Failure to address or communicate with the applicant or any of the applicant's representatives, employees, or agents courteously and professionally;

27.5. Failure to issue an official receipt for whatever amount received from an applicant or from the applicant's representatives, employees, or agents within the same day when such payment was made;

27.6. Loss, misplacement, or destruction of any document, file, or record submitted by an applicant in support of an application for a permit, clearance, or certificate; and

27.7. Any act or omission similar or analogous to any or all of the foregoing including such acts and omissions that caused or might cause any diminution in the public's goodwill towards the city government.

**Section 28. Penalties.** - The corresponding penalties shall be imposed to the following, to wit :

28.1. Any officer or employee of the city government who violates any provision hereof *shall be imprisoned for not more than six (6) months or be required to pay a fine of not more than Two Thousand Five Hundred Pesos (PhP 2,500.00) or both.*

28.2. Any City Government employee who issues any permit, clearance, or certificate in favor of any person despite the latter's violation of this Ordinance, or any prevailing law, government regulation, ordinance related to land development, business, commercial, and investment activities shall be subjected to the appropriate administrative penalty/ies.