



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

EXECUTIVE ORDER No. 103
Series of 2023

**AN ORDER ADOPTING THE IMPLEMENTING RULES AND REGULATIONS
OF CITY ORDINANCE NO. 242-2022, OR THE "CORPORATE SOCIAL
RESPONSIBILITY INCENTIVE ORDINANCE OF BACOR"**

WHEREAS, Section 16 of Republic Act 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, the Sangguniang Panlungsod enacted and passed City Ordinance No. 242-2022, entitled "*An Ordinance Granting Special Incentives to Business Establishments, Professionals, and Institutions That Will Conduct Corporate Social Responsibility Activities in the City of Bacoor, Cavite to be Known as the Corporate Social Responsibility Incentive Ordinance of Bacoor*," with the end in mind of encouraging the private business to take a more active role in improving the City of Bacoor through the conduct of various activities which will address social, health, economic, and environmental concerns among others;

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 of Bacoor, in coordination with the concerned city government offices, issued the above-mentioned Implementing Rules and Regulations that shall govern the "Corporate Social Responsibility Incentive Ordinance of Bacoor."

NOW, THEREFORE, I, ROWENA BAUTISTA-MENDIOLA, Acting 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 of City Ordinance No. 242-2022 herein attached.

Section 1. Implementing Rules and Regulations (IRR).

Attached herein is the Implementing Rules and Regulations of City Ordinance No. 242-2022 which shall form part of this Executive Order. This shall be known as the "**Implementing Rules and Regulations of Corporate Social Responsibility Incentive Ordinance of Bacoor**."

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

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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.

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 remain in full force and effect until repealed, revoked or amended accordingly.

SO ORDERED.

Done this 11th day of September 2023 in the City of Bacoor, Province of Cavite.


ROWENA BAUTISTA-MENDIOLA
Acting City Mayor 



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**IMPLEMENTING RULES AND REGULATIONS OF
CITY ORDINANCE NO. 242-2022**

**AN ORDINANCE GRANTING SPECIAL INCENTIVES TO BUSINESS
ESTABLISHMENTS, PROFESSIONALS, AND INSTITUTIONS THAT WILL
CONDUCT CORPORATE SOCIAL RESPONSIBILITY ACTIVITIES IN THE CITY
OF BACOR, CAVITE TO BE KNOWN AS THE "CORPORATE SOCIAL
RESPONSIBILITY INCENTIVE ORDINANCE OF BACOR"**

**RULE I
GENERAL PROVISIONS**

Section 1. TITLE.

These Rules shall be known and cited as the "Implementing Rules and Regulations of the Corporate Social Responsibility Incentive Ordinance of Bacoor."

Section 2. PURPOSE.

These Rules and Regulations are promulgated to prescribe the procedures and guidelines for the effective implementation of Bacoor City Ordinance No. 242-2022 to encourage more private businesses, professionals, and institutions to take a more active role in improving the City of Bacoor through engaging in various corporate social responsibility activities, to which may entitle them to incentives.

Section 3. COVERAGE.

These Rules and Regulations shall apply to all business establishments, professionals, and institutions (such as schools and hospitals) doing business, working, or operating within the City of Bacoor, Cavite.

Section 4. CONSTRUCTION.

These Rules shall be construed and interpreted liberally in order to carry out the objectives and policies of City Ordinance No. 242-2022.

Section 5. IMPLEMENTING AGENCIES.

The Business Permit and Licensing Department (BPLD) and the Local Economic Development and Investment Promotions Office (LEDIPO), under the supervision of the City Administrator, shall be the lead implementing agencies for the implementation of this IRR. As may be directed by the City Mayor, other city government departments, units or offices shall assist in effectively implementing this IRR.





RULE II
DEFINITION OF TERMS

Section 6. DEFINITION OF TERMS.

The following terms, as used in this Implementing Rules and Regulations, shall mean:

1. **Business Establishments** — any natural or juridical person not engaged in the practice of the profession that is duly registered as a business with the Business Permits and Licensing Department (BPLD) of the City of Bacoor and is engaged in the trade or delivery of goods and services to any member of the public.
2. **Corporate Social Responsibility or Citizen's Social Responsibility (CSR) Activities** — any activity conducted within the City of Bacoor by any business establishment, professional, or institution that aims to improve society, the environment, the lives of the poor, the sick, the victims of injustice, or the underprivileged. These activities may include:
 - a. Urban renewal or community infrastructure projects aligned with the development plan of the City of Bacoor, greening or re-greening or landscaping of major road sides or street islands in the City of Bacoor, key biodiversity areas, areas with historical or tourism value, or open spaces in residential or commercial areas and the like;
 - b. Social welfare activities such as charitable or education/scholarship projects, cultural revivals, health development projects, programs for the women, children, elderly, disabled, out-of-school youth or the marginalized, or disaster relief assistance, and the like.
3. **Institutions** — any school, hospital, or charitable organization operating within the City of Bacoor, Cavite.
4. **Professionals** — any resident of the City of Bacoor duly registered with the Professional Regulation Commission (PRC) or the Supreme Court of the Philippines as a professional who are practicing their profession within the City.





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RULE III
IMPLEMENTING PROVISIONS

Section 7. GRANT OF INCENTIVES.

All business establishments, professionals, and institutions that will conduct CSR activities in the City of Bacoor in coordination with the Local Economic Development and Investment Promotions Office (LEDIPO) or any other department under the Office of the City Mayor prior to the holding of such activities shall be entitled to the following incentives:

- a. Free advertising of their products or services to all free cable television channels airing in the City of Bacoor for a period of thirty (30) calendar days.
- b. Public recognition of the business establishments, professionals, and institutions that will conduct CSR activities in all social media accounts owned by the city government and during the conduct of event/activity itself;
- c. Free use of selected advertising spaces owned by the city government for not more than ten (10) calendar days.
- d. 10% discount on their Mayor's Permit Fee and Sanitation Fee for the year following the conduct of the CSR activity/ies.
- e. Use of an express lane at the Business One-Stop Shop facility at the Bacoor City Hall for their transactions with the city government;
- f. Assistance to be provided by the LEDIPO in the processing of their applications for various permits to be issued by the city government.
- g. Free booth setup at the event/activity venue as a way of advertising their products or services; and,
- h. Issuance of Certificate of Appreciation, duly signed by the City Mayor, to the business establishments, professionals, and institutions that will conduct CSR activities in the City of Bacoor.

Section 8. GUIDING PRINCIPLES ON CSR ACTIVITIES.

The following are the guidelines for determining the inclusion of CSR activities under City Ordinance No. 242-2022:

1. To be covered, the CSR activities should address social, economic, and environmental concerns, and in the selection of CSR activities, the focus must be on the impact of the City of Bacoor and its residents rather than output or outcomes.
2. Activities that are clearly mandated to be performed by the Government should be avoided, as it could result to unnecessary duplication unless there were prior communication and approval.





Section 9. CONDITIONS FOR THE GRANT OF INCENTIVES.

The incentives mentioned above shall only be granted if the business establishment, professional, or institution applying for the same complies with the following conditions:

1. It has no unpaid taxes or other accountabilities to the city government;
2. It is consistently complying with all city ordinances and has not filed suit against the city government or is not the subject of a legal action filed against it by the city government;
3. It coordinated with the LEDIPO or with any department/unit under the Mayor's Office or with the Office of the Vice Mayor before the CSR activity/ies was/were held; and
4. The business establishment, institution, or professional applied for the grant of the said incentive in the manner to be provided herein.

Section 10. PROCEDURE IN APPLICATION FOR GRANT OF INCENTIVES.

The following procedures for the application for grant of incentives shall be as follows:

1. The business establishment, professional, or institution shall submit to the LEDIPO the following:
 - a. Written application/notification to undertake its CSR activities indicating the intended date, time and place of the activity, as well as the intended number of recipients/beneficiaries;
 - b. Brief description of the intended CSR activity and the target community sector involved;
 - c. Previous CSR activities undertaken in coordination with the City of Bacoor;
 - d. Affidavit of Undertaking that it has no unpaid taxes and accountabilities with the city government, that it is compliant with all the city ordinances, and that it has not filed any suit against the city government;
2. The LEDIPO, in consultation with the BPLD, shall verify the records of the applicant business establishment, professional or institution and recommend the grant of incentives.
3. In case of duplication of CSR activities, the LEDIPO shall inform the applicant of such fact. The applicant shall be given a reasonable time, not exceeding 30 days, to decide whether to change, amend, or revise their proposal.





4. The LEDIPO then shall write a report within three (3) working days from receipt of the application to the Office of the City Mayor, copy furnishing the Office of the City Administrator with their recommendation.
5. The Office of the City Mayor shall then decide within three (3) working days whether CSR activity/ies can avail the incentives under City Ordinance No. 242-2022. Once approved, a letter to the CSR activity proponent shall be sent immediately.

Section 11. REPORTING.

Within thirty (30) days from the conclusion of the CSR activity/ies, the business establishment, professional, or institution shall submit a report to the City Government of Bacoor on the conduct of the CSR activity/ies.

The LEDIPO shall also submit a report to the Office of the City Mayor, copy furnishing the business establishment, professional, or institution, on the incentives granted to the business establishment as regards the CSR activity/ies.

RULE IV PENALTIES

Section 12. PENALTY.

Any city government employee that refuses with justifiable cause to grant the incentives mentioned above to qualified business establishments, professionals, or institutions shall be deemed to have violated this Ordinance and shall be required — upon conviction by a court of competent jurisdiction — to pay a fine of Five Thousand Pesos (Php5,000.00).

RULE V MISCELLANEOUS PROVISIONS

Section 13. CHANGES IN MODIFICATION TO THE IMPLEMENTING RULES AND REGULATIONS.

To appropriately manage the orderly administration of the provisions of this IRR, the Office of the City Mayor, after consultation with the Business Permit and Licensing Department and the Local Economic Development and Investment Promotions Office, may recommend to the Sangguniang Panlungsod amendments to City Ordinance No. 242-2022 and consequently, this IRR.





Section 14. REPEAL.

All implementing rules and regulations related to the grant of CSR Incentives or parts thereof, which are in conflict, inconsistent or contravene with any of the provisions of this IRR, are hereby repealed, amended or modified accordingly.

Section 15. SEPARABILITY.

In case any provision of this IRR is declared void by a court of law, the remaining provision of this IRR not affected by the said judicial declaration shall remain valid and enforceable.

Section 16. EFFECTIVITY.

This IRR shall take effect immediately upon its approval.

