EXECUTIVE ORDER No. 128-A - 2023 Series of 2023

AN ORDER ADOPTING THE IMPLEMENTING RULES AND REGULATIONS OF CITY ORDINANCE NO. 298-2023, OTHERWISE KNOWN AS THE "DEPARTMENT OF PUBLIC SAFETY ORDINANCE"

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 including the promotion of safety of its constituents and provision of adequate transportation facilities;

WHEREAS, the Sangguniang Panlungsod enacted and passed City Ordinance No. 298-2023, which created the Department of Public Safety in the City of Bacoor, the office that will primarily uphold the public order and safety in the city and in charge of improving the efficiency of the City's numerous protective and emergency services by coordinating planning and implementation efforts of various city units or offices;

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

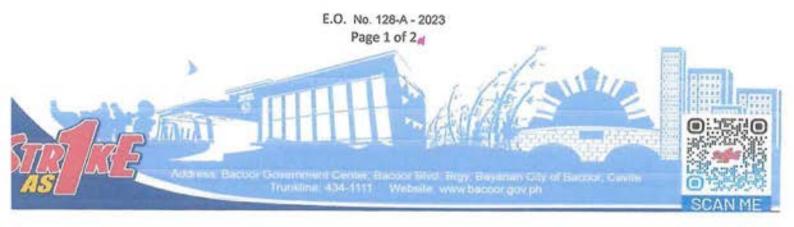
WHEREAS, the Office of the City Mayor of Bacoor, in coordination with the concerned city government offices, issued the above-mentioned Implementing Rules and Regulations that shall govern the "Department of Public Safety Ordinance";

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 of City Ordinance No. 298-2023 herein attached.

Section 1. Implementing Rules and Regulations (IRR).

Attached herein is the Implementing Rules and Regulations of City Ordinance No. 298-2023 which shall form part of this Executive Order. This shall be known as the "Implementing Rules and Regulations for the Department of Public Safety Ordinance"

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.

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 7th day of December 2023 in the City of Bacoor, Province of Cavite.

STRIKE B. REVILLA





IMPLEMENTING RULES AND REGULATIONS OF CITY ORDINANCE NO. 298-2023

AN ORDINANCE CREATING THE DEPARTMENT OF PUBLIC SAFETY IN THE CITY OF BACOOR, IDENTIFYING ITS FUNCTIONS AND DUTIES, SPECIFYING THE QUALIFICATIONS OF ITS VARIOUS OFFICERS, AND PROVIDING FUNDING FOR THE SAME.

RULE I GENERAL PROVISIONS

Section 1. TITLE. These Rules shall be known and cited as the "Implementing Rules and Regulations of the City Ordinance No. 298-2023."

Section 2. PURPOSE. These Rules and Regulations are promulgated to prescribe the procedures and guidelines for the effective implementation of Bacoor City Ordinance No. 298-2023, which aims to establish and promote peace, safety, and public order in the City of Bacoor and to improve the efficiency of the City's numerous protective and emergency services through the creation of the Department of Public Safety.

Section 3. CONSTRUCTION. These Rules shall be construed and applied in accordance with and in furtherance of the policies and objectives of the City Ordinance No. 298-2023.

Section 4. IMPLEMENTING OFFICE. The Office of the City Mayor, in conjunction with the BDRRMO, BTMD, and CICU, shall be the lead implementing agency for implementing this IRR. As may be directed by the City Mayor, other city government departments, units, or offices shall assist in effectively implementing this IRR.

Section 5. DECLARATION OF POLICY. The City Government of Bacoor recognizes that maintaining peace and order, protecting life, liberty, and property, and promoting the general welfare are essential for the enjoyment of all of its constituents.

It shall ensure to uphold the general welfare of the constituents through regulation of activities relative to the use of land, buildings, and structures within the City and, for said purpose, shall declare, prevent, or abate any nuisance and require that buildings, and the premises thereof, and any land within the City be kept and maintained in a sanitary condition to follow and observe standards as defined by laws and ordinances. It shall also include the regulation of the use of streets, avenues,



alleys, sidewalks, bridges, parks, and other public places and approve the construction, improvement, repair, and maintenance of the same, establish bus and vehicle stops and terminals or regulate the use of the same by privately-owned vehicles which serve the public, regulate garages and the operation of conveyances for hire, designate stands to be occupied by public vehicles when not in use, regulate the putting up of signs, signposts, awnings and awning posts on the streets, and provide for the lighting, cleaning, and sprinkling of streets, and public places.

The City Government of Bacoor, in pursuit of the promotion of the general welfare, recognizes the importance of efficiency and economy in exercising the powers vested unto it by the law as such consolidation of the functions of any office with those of another.

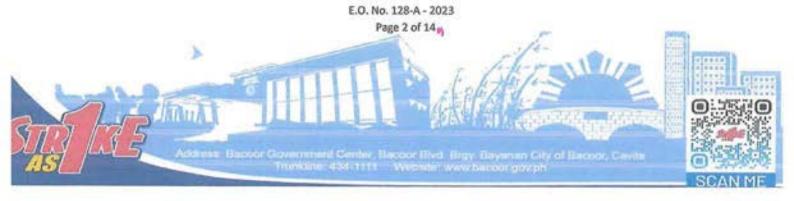
RULE II THE DEPARTMENT OF PUBLIC SAFETY

Section 6. CREATION AND MANDATE OF THE DEPARTMENT OF PUBLIC SAFETY. The Department of Public Safety (DPS) is hereby created, which shall be directly under the control and supervision of the City Mayor.

The Department of Public Safety shall:

- Act as the primary city office responsible for managing safety and public order in the City of Bacoor.
- Serve as the implementing office, program coordinator, and performance monitoring entity for all public safety and public order concerns, primarily focusing on the inspection of various public and private establishments, regulation of the use of roads, sidewalks, and other public places, and ensuring that the same is in accordance with the existing laws and issuances of the DILG and other national agencies concerned;
- Develop and adopt a local strategy to address the provision of services necessary to ensure the promotion of public safety and public order aligned with the policies, programs, and projects of all its units to facilitate the achievement of this objective.
- 4. Formulate plans and programs to ensure a safe and healthful workplace for all working people in the City of Bacoor by affording them full protection against all hazards in their work environment.
- Promote Occupational Safety and Health Standards as mandated by law and local ordinances. Ensure adherence to said standards by conducting site visits and compliance audits.

Section 7. RATIONALE FOR THE CREATION OF DPS. The DPS was established to promote peace, adherence to Occupational Safety and Health (OSH)

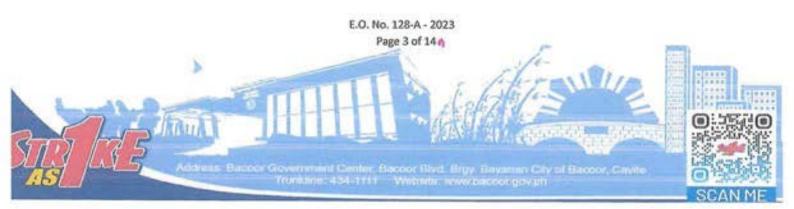


Standards, and public order in the City of Bacoor. It is directed to uphold public order by strictly applying all rules and regulations related to its functions and responsibilities. The DPS shall also improve the efficiency of the City's numerous protective and emergency services by coordinating planning efforts, clearly defining roles and responsibilities, improving resource allocation, and streamlining resource and asset collection.

Section 8. FUNCTIONS AND SCOPE. The DPS shall have the following functions:

- Formulate plans and programs that improve public safety services in the City of Bacoor.
- Undertake continuing studies and research on public security problems and make appropriate recommendations.
- Coordinate with national and local law enforcement agencies, affiliate organizations, and related offices of the city government on properly implementing laws and ordinances.
- 4. Secure public facilities and provide civil security assistance.
- Conduct training for members of the various units operating in the City of Bacoor performing public safety functions.
- 6. Recommend other measures to the City Mayor to improve public safety, peace, and order in the City of Bacoor. Recommend new legislation and amendments to existing ordinances as may be necessary for the attainment of the city government's objectives of improving public safety and order.
- Promote OSH Standards among establishments within the city through programs targeted at spreading awareness of employee rights and employer duty as defined by DOLE Department Order on OSH.
- Monitoring of compliance to minimum OSH Standards as defined in R.A. No. 11058 and its IRR (DO 198-18).
- Perform such other related functions as may be mandated by law, ordinance, or issuances by the national agencies or by the City Mayor.

RULE III ORGANIZATIONAL STRUCTURE



Section 9. ORGANIZATIONAL STRUCTURE. The DPS shall consist of five divisions, namely:

- 1. The Administrative Division
- 2. The City Inspection Division
- 3. The City Force Multiplier Division
- 4. The City Abatement and Eviction Division and
- The Public Safety Regulation Division.

The DPS shall be headed by the City Public Safety Officer, which shall serve as the Department Head. There shall be five (5) Unit Heads who shall lead each of the five divisions of the DPS.

Section 10. THE DEPARTMENT HEAD. The Department Head of the DPS shall be called the City Public Safety Officer (CPSO), who shall be appointed by the City Mayor, shall be deemed a permanent employee, and shall receive compensation equivalent to Salary Grade 25.

Section 10.1. QUALIFICATIONS OF THE PUBLIC SAFETY OFFICER. The Public Safety Officer shall have the following qualifications:

- Must be a Filipino citizen and a resident of the City of Bacoor.
- Must be a college graduate with a degree related to public management, public administration, public safety, and/or public order.
- Must have at least a master's degree related to any of the following fields: public management, public administration, public safety, and/or public order.
- 4. Must possess a good moral character evidenced by their latest and updated National Bureau of Investigation Clearance, Philippine National Police Clearance, Regional Trial Court of the City of Bacoor Clearance, Municipal Trial Court in the Cities Clearance, and Office of the City Prosecutor's Clearance.
- Must have practiced a profession involving public management and supervision, security, and public safety for at least five (5) years.
- Must be a Civil Service Exam passer or a professional with civil service eligibility.

Section 10.2. DUTIES AND RESPONSIBILITIES OF THE CITY PUBLIC SAFETY OFFICER. The City Public Safety Officer shall perform the following roles and responsibilities:

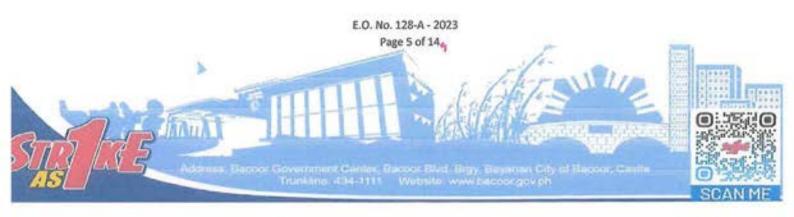
- The CPSO shall ensure the proper, effective implementation and execution of the City Ordinances, issuances, plans, and programs on Public Safety.
- Formulate plans and recommend measures that will improve the public order and safety situation of the City of Bacoor.
- Supervise the overall security and orderliness during all authorized city activities.
- Assist the Philippine National Police and other national government agencies in enforcing laws related to maintaining peace and order in the City of Bacoor.
- Be at the forefront in the implementation and execution of City Ordinances of the City of Bacoor.
- Directly manage and supervise the personnel under his department in executing their respective duties and functions.
- Perform other duties and functions as may be assigned by the City Mayor or by law, local ordinance or resolution, and different relevant rules and regulations.

Section 11. THE UNIT HEADS OF THE DPS. There shall be five (5) Unit Heads for the DPS. Each unit Head shall supervise the five (5) different divisions under the DPS.

Section 11.1. QUALIFICATION OF THE UNIT HEAD.

The following are the qualifications of the Unit Head:

- Must possess a bachelor's degree relevant to the position to which he/she shall be appointed from a reputable educational institution.
- Must have at least two (2) years of relevant work experience to the position to which he/she shall be appointed.
- Must have at least eight (8) hours of training relevant to the position to which he/she shall be appointed.



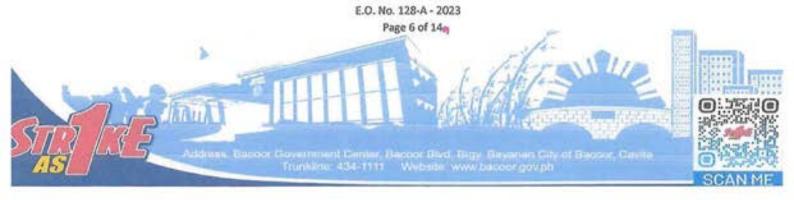
- With updated Mandatory Continuing Legal Education (MCLE) units.
- Must have not been previously convicted of any crime involving moral turpitude.
- 6. Must have good moral character evidenced by their latest and updated National Bureau of Investigation Clearance, Philippine National Police Clearance, Regional Trial Court of the City of Bacoor Clearance, Municipal Trial Court in the Cities Clearance, and Office of the City Prosecutor's Clearance.

Section 11.2. DUTIES AND RESPONSIBILITIES OF THE UNIT HEADS: The Unit Heads shall:

- Assist the Department Head in the formulation and execution of all plans and policies in furtherance of this Ordinance and all other laws, statutes, ordinances, and rules and regulations as may be determined to be the function of this Department.
- Ensure the strict implementation of the processes provided for in this Ordinance and all other relative laws, statutes, ordinances, and rules and regulations.
- Be empowered to prosecute all offenders under this Ordinance and all other laws, ordinances, rules, and regulations to be implemented by this Department.
- Perform such other duties and functions as may be assigned by the City Mayor or by the Department Head under law, ordinance, resolution, and other relevant rules and regulations.

SECTION 12. THE ADMINISTRATIVE DIVISION. The Administrative Division shall be composed of the following personnel with the corresponding position titles, salary grades, and qualification standards:

Position	Number of Positions to be created	Education	Experience	Training	Eligibility
Administrative Officer V (SG-18)	1	Bachelor's Degree relevant to the job	2 years of relevant experience	8 hours of relevant training	Career Service Professional/2 nd level of Eligibility



The Administrative Division shall provide efficient administrative services related to personnel management, supplies inventory and logistics, and legal services support and shall have the following duties and responsibilities:

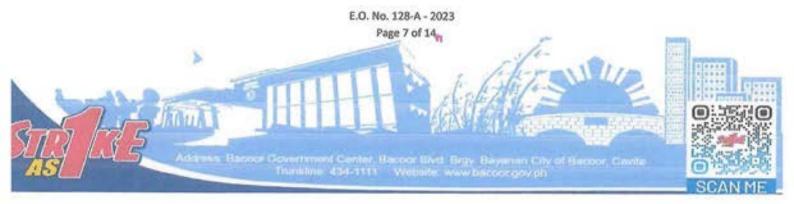
- Assist the CPSO in formulating policies and measures for the review and approval of the City Mayor that will improve the public order and safety situation in the City of Bacoor.
- Provide administrative support on human resources management, budget management, planning and crisis management, supplies and logistics management, records management, and other related functions.
- Prepare Department and/or Office Orders relative to the implementation
 of the City Ordinance No. 298-2023 or any other ordinances related to
 public safety, public order, and public management subject to the
 review and approval of the City Mayor.
- Coordinate with the various departments/units under the Office of the City Mayor that have overlapping functions with the Division and comply with the policies and regulations being implemented by the said departments/units; and
- Perform such other functions as may be mandated by the City Mayor, by a city ordinance or resolution, or by-laws pertinent to the functions of the DPS.

SECTION 13. THE CITY INSPECTION DIVISION. The City Inspection Division shall be composed of the following personnel with the corresponding position titles, salary grades, and qualification standards:

Position	Number of Positions to be created	Education	Experience	Training	Eligibility
Administrative Officer V (SG-18)	1	Bachelor's Degree relevant to the job	2 years of relevant experience	8 hours of relevant training	Career Service Professional/2 nd Level of Eligibility

The City Inspection Division shall have the following responsibilities and functions:

 Conduct field inspection on the compliance of natural and juridical persons residing or doing business at the City of Bacoor to relevant laws, city ordinances, resolutions, and government rules and regulations related to public safety, peace, and public order.



- Prepare the necessary staff work for the conduct of field inspections, supervise and manage field inspection operations, monitor and supervise the work performance of Division personnel, and report the outcome of field inspection operations to the Department Head and to the City Mayor.
- Perform such other functions as may be mandated by the City Mayor, by a city ordinance or resolution, or by-laws pertinent to the functions of the DPS.

SECTION 14. THE CITY FORCE MULTIPLIER DIVISION. The City Force Multiplier Division shall be composed of the following personnel with the corresponding position titles, salary grades, and qualification standards:

Position	Number of Positions to be created	Education	Experience	Training	Eligibility
Administrative Officer V (SG-18)	1	Bachelor's Degree relevant to the job	2 years of relevant experience	8 hours of relevant training	Career Service Professional/2 nd Level of Eligibility

The City Force Multiplier Division shall have the following functions:

- Support the Philippine National Police, barangay officials, and City Government departments and units in implementing peace and order plans/programs of the City of Bacoor during all relevant public activities, during public emergencies, and other instances as may be ordered by the City Mayor.
- Ensure the safety of all city government personnel, officials, and stakeholders as may be ordered by the City Mayor.
- 3. Secure all properties, facilities, and buildings owned, operated, managed, maintained, and/or funded by the City Government of Bacoor, including vital institutions within the city such as but not limited to the City Government Center, the City Library, the City Hall of Justice, School Buildings, Hospitals, and other facilities and its peripheral areas.
- Secure all real properties owned by the City Government of Bacoor, including but not limited to open spaces, public easements, and other places requiring security, like danger zones.



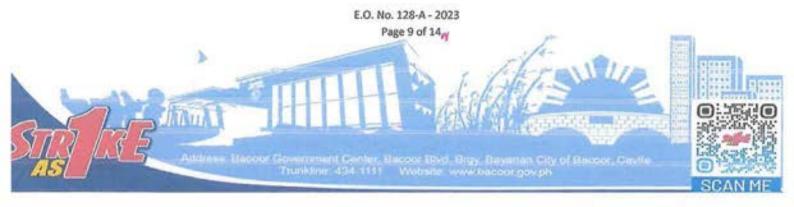
- Provide security and promote orderliness during all public activities authorized or organized by the City Government.
- Issue Ordinance Violation Receipts to apprehended violators of city ordinances.
- Prepare the necessary staff work to implement peace and order plans and report conducted peace and order operations.
- Assist the various departments and units under the Office of the Mayor in performing their respective official functions.
- Perform such other functions as may be mandated by the City Mayor, by a city ordinance or resolution, or by-laws pertinent to the functions of the DPS.

SECTION 15. THE CITY ABATEMENT AND EVICTION DIVISION. The City Abatement and Eviction Division shall be composed of the following personnel with the corresponding position titles, salary grades, and qualification standards:

Position	Number of Positions to be created	Education	Experience	Training	Eligibility
Administrative Officer V (SG-18)	1	Bachelor's Degree relevant to the job	2 years of relevant experience	8 hours of relevant training	Career Service Professional/2 nd Level of Eligibility

The City Abatement and Eviction Division shall have the following official functions:

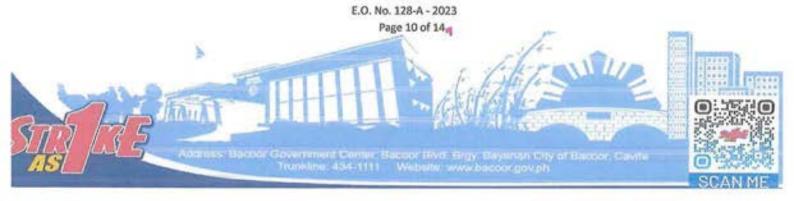
- Conduct clearing operations of all sidewalks, roads, bridges, and other thoroughfares in the City of Bacoor pursuant to City Ordinance No. CO 47-2019 and relevant laws, ordinances, resolutions, rules, and regulations from all obstructions and illegal structures or installations.
- Apprehend street hawkers or other persons who obstruct, defile, pollute, or vandalize public thoroughfares and enforce lawful orders related to closing business establishments operating without business permits.
- Remove illegal structures along public thoroughfares and public easements, such as along creeks, canals, rivers, and shorelines.



- 4. Abate any public nuisance and close dilapidated buildings upon lawful order by:
 - Extra judicially removing a nuisance per se or recognized as a nuisance under all circumstances because it constitutes a direct menace to public health or safety
 - b. Enforcing demolition orders of the City Building Official on buildings/structures declared dangerous and ruinous, including trees that are in danger of falling, under the National Building Code and its IRR.
 - c. Enforcing the order of demolition by the City Mayor in cases covered by the twin violation of law and ordinance.
 - d. Summarily evicting or immediately dismantling buildings and structures built over public spaces such as esteros, railroad tracks, garbage dumps, riverbanks, shorelines, waterways, and other public places such as sidewalks, roads, parks, playgrounds, and the like, upon compliance with applicable laws, ordinances, rules, and regulations.
 - Summarily evicting or immediately dismantling buildings and structures constructed on public spaces where government infrastructures are located upon compliance with applicable laws, ordinances, rules, and regulations.
 - f. Securing any public area already cleared and taking measures to prevent the re-entry of professional squatters, squatting syndicates, and/or evicted occupants, as well as any other intruders.
 - g. Coordinating with various departments/units under the Office of the City Mayor on the restoration and improvement of various public spaces within the City for public access and use.
 - h. Perform such other functions as may be mandated by the City Mayor, by a city ordinance or resolution, or by-laws pertinent to the functions of the DPS.

SECTION 16. CREATION OF THE PUBLIC SAFETY REGULATION DIVISION. A division under the DPS known as the Public Safety Regulation Division (PSRD) is hereby created.

The PSRD shall be composed of the following personnel with the corresponding position titles, salary grades, and qualification standards:



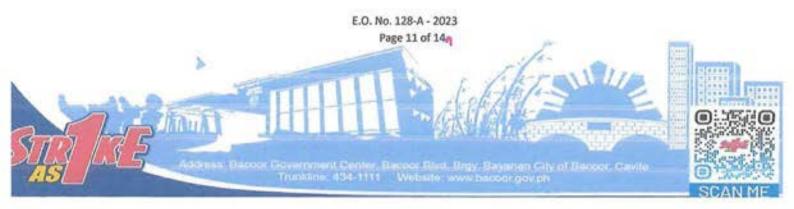
Position	Number of Positions to be created	Education	Experience	Training	Eligibility
Administrative Officer V (SG-18)	5	Bachelor's Degree relevant to the job	2 years of relevant experience	8 hours of relevant training	Career Service Professional/2 nd Level of Eligibility
Administrative Officer IV (SG-15)	5	Bachelor's Degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Career Service Professional/2 nd Level of Eligibility

SECTION 17. POWERS AND DUTIES OF THE PRSD. The PRSD shall have the following powers and duties:

- Implement R.A. No. 11058 and its Implementing Rules and Regulations.
- Submit written monthly reports to the City Mayor and the Sangguniang Panlungsod pertaining to the implementation of R.A. No. 11058.
- Design and implement a public education program instructing workers and employers on the provisions of R.A. No. 11058 and the importance of occupational safety and health standards
- Monitor compliance to minimum Occupational Safety and Health Standards, and
- Perform such other functions and tasks as may be mandated by law, ordinance, or orders issued by the City Mayor.

RULE IV DEPUTIZATION

SECTION 18. DEPUTIZATION OF THE MEMBERS OF THE DEPARTMENT OF PUBLIC SAFETY. The officers and personnel under this Department are hereby deputized to issue ordinance violation receipts, to cause the towing and impounding of vehicles, the confiscation of personal property found in violation of relative laws and ordinances, and to initiate any legal action against those who violate the same. Such deputization shall be done in the manner provided under City Ordinance No. 261-2023 (the "Citizens Participation in Community Development Ordinance of Bacoor") and its implementing rules and regulations.



The Department shall initiate the conduct of relative training or orientations among the new members/personnel of the Department to apprise them of the internal structures and operation systems of the new department. Related training shall be given specifically to those personnel who will be deputized to issue violation receipts.

RULE V TRANSITORY PROVISIONS

SECTION 19. TRANSFER OF PERSONNEL AND FUNCTIONS. Upon the effectivity of this Rules, the following offices and/or personnel whose expertise and capabilities are befitting shall be transferred under the supervision and control of the Department of Public Safety:

- 1. City Inspection and Compliance Unit
- 2. Bacoor Public Safety Unit
- 3. Task Force on Abatement, Clearing, and Preservation of Public Spaces

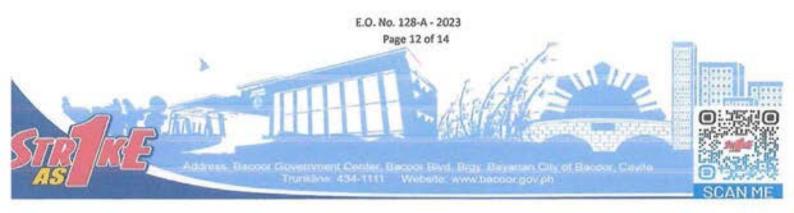
The DPS may request the transfer of employees and personnel from other departments and offices, whether temporary or permanent, as long as the functions and responsibilities of such employees and personnel are similar and complement the functions of the DPS. The DPS may also employ the services of Job Order employees upon compliance with the relative laws, ordinances, rules, and regulations promulgated or issued by the relevant National Government Agencies. All requests and employment under this Paragraph shall require the prior approval of the City Mayor.

The City Mayor is hereby empowered to immediately cause the transfer of available personnel in existing offices of the CICU, the BPSU, and the Task Force on Abatement, Clearing, and Preservation of Public Spaces (ACPOPS) to this Department to avoid duplication of functions and duties.

The Human Resource Development and Management Department (HRDMD) shall note the changes in its records of the transferred personnel and/or newly appointed personnel to the Department.

The City Mayor is also empowered to employ or hire Fifteen (15) Job Order personnel to serve under this Department to augment the human resources needed to implement its mandate and functions. This number may be increased as the need arises and upon approval of the City Mayor.

The pertinent Civil Service Rules and Regulations shall be followed in all transfer, deployment, and transfer under this Section.



SECTION 20. TRANSFER OF EQUIPMENT AND PROPERTIES. All the records and pertinent transactions of the CICU, BPSU, and Task Force on Abatement, Clearing, and Preservation of Public Spaces (ACPOPS) shall be consolidated into the Department for proper recording, safekeeping, and distribution according to the respective mandates of each unit.

The various supplies and equipment assigned to (a) the City Inspection and Compliance Unit, (b) the Bacoor Public Safety Unit, and (c) the Task Force on Abatement, Clearing, and Preservation of Public Spaces shall be transferred to the DPS upon written order of the City Mayor.

The Department may recommend for the creation of additional positions and augment its budget appropriations, as may be necessary for its operation, with the approval of the City Mayor and as authorized by the Sangguniang Panlungsod through an appropriation ordinance.

SECTION 21. ABSORPTION OR SEPARATION FROM SERVICE OF EMPLOYEES OF THE CONSOLIDATED UNITS. The existing employees of CICU, BPSU, and Task Force on ACPOPS shall enjoy the security of tenure and shall be absorbed by the Department in accordance with their staffing patterns and the selection process as prescribed under RA 6656, otherwise known as the "Government Reorganization Law."

SECTION 22. TRANSITION PERIOD. The transition period shall commence upon the effectivity of these Rules and shall end on June 30, 2024. Thereafter, the Ordinance shall be in full force and effect.

All transfer of functions, assets, funds, personnel, equipment and properties, and transactions in the affected units and task force and the formulation and implementation of the internal structures, staffing patterns, operations systems, and revised budgets of the Department shall be completed within six (6) months from the effectivity of this Rules, during which existing personnel shall continue to assume their posts in holdover capacities until new appointments are issued.

RULE VI APPROPRIATIONS

SECTION 23. APPROPRIATIONS. The funds to cover the salaries and emoluments and all other benefits of this newly created Department and positions shall be taken from any available funds of the City Government subject to existing laws and Commission on Audit regulations. The Department shall include in its proposed budget the necessary amount for its operations to enable it to fulfill its mandate under the City Ordinance No. 298-2023.



RULE VII FINAL PROVISIONS

Section 24. CHANGES OR MODIFICATION OF THE IMPLEMENTING RULES AND REGULATIONS.

To appropriately administer the efficient and effective implementation of the City Ordinance No. 298-2023, the Office of the City Mayor, after consultation with the Department of Public Safety, may recommend to the Sangguniang Panlungsod amendments to the said ordinance, and consequently, this IRR.

Section 25, SEPARABILITY.

If, for any reason, any section or provision of this IRR is declared unconstitutional or invalid, the remaining sections or provisions not affected thereby shall continue to be in full force and effect.

Section 26. REPEAL.

All local rules or regulations inconsistent or contrary to the provisions of this IRR are hereby repealed or modified accordingly.

Section 27. EFFECTIVITY.

This IRR shall take effect immediately upon approval.

