



Republic of the Philippines
Province of Cavite

CITY OF BACOR

Office of the Mayor

EXECUTIVE ORDER No. 57 - 2023
Series of 2023

**AN ORDER ADOPTING THE IMPLEMENTING RULES AND REGULATIONS
OF CITY ORDINANCE NO. 261-2023, OR THE "CITIZEN'S PARTICIPATION IN
COMMUNITY DEVELOPMENT"**

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 January 30, 2023, the Sangguniang Panlungsod enacted and passed City Ordinance No. 261-2023, entitled "*An Ordinance Authorizing the City Mayor to Deputize the Officers of Accredited Homeowners Association, Members of Neighborhood Associations, and Persons of Good Moral Character Operating or Residing in the City of Bacoor, Cavite, in the Implementation of Various City Ordinances and providing Penalties for Violations hereof;*"

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 "Citizen's Participation in Community Development."

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. 261-2023 herein attached.

Section 1. Implementing Rules and Regulations (IRR).

Attached herein is the Implementing Rules and Regulations of City Ordinance No. 261-2023 which shall form part of this Executive Order. This shall be known as the "**Implementing Rules and Regulations of Citizen's Participation in Community Development.**"

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All previously issued orders and directives inconsistent with any provision found herein shall be deemed repealed, revoked or amended accordingly.

**STRIKE
AS**

E.O. No. 57 - 2023

Page 1 of 2

Address: Bacoor Government Center, Bacoor Blvd. Brgy. Bayanan City of Bacoor, Cavite
Trunkline: 434-1111 Website: www.bacoor.gov.ph



SCAN ME



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

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 16th day of May 2023 in the City of Bacoor, Province of Cavite.


STRIKE B. REVILLA
City Mayor

cc:

Sangguniang Panlungsod
Liga ng mga Barangay
BHOACI/FOSCHAI
All other City Government departments/offices/units concerned



Office of the Mayor
Strike B. Revilla



SBR20230688

STR1KE
AS

E.O. No. 57 - 2023
Page 2 of 2

Address: Bacoor Government Center, Bacoor Blvd. Brgy. Bayanan City of Bacoor, Cavite
Trunkline: 434-1111 Website: www.bacoor.gov.ph



SCAN ME



Republic of the Philippines
Province of Cavite

CITY OF BACOR

Office of the Mayor

THE IMPLEMENTING RULES AND REGULATIONS OF CITY ORDINANCE NO. 261-2023 OR AN ORDINANCE AUTHORIZING THE CITY MAYOR TO DEPUTIZE THE OFFICERS OF ACCREDITED HOMEOWNERS ASSOCIATIONS, MEMBERS OF NEIGHBORHOOD ASSOCIATIONS, AND PERSONS OF GOOD MORAL CHARACTER OPERATING OR RESIDING IN THE CITY OF BACOR, CAVITE IN THE IMPLEMENTATION OF VARIOUS CITY ORDINANCES AND PROVIDING PENALTIES FOR VIOLATIONS HEREOF.

RULE I - GENERAL PROVISIONS

SECTION 1. TITLE. - These Implementing Rules and Regulations shall be known and cited as the **"Implementing Rules and Regulations of City Ordinance No. 261-2023, Series of 2023 ("IRR")**, the *"Citizens' Participation in Community Development (CPCD) Ordinance of Bacoor."*

SECTION 2. PURPOSE. - These Implementing Rules and Regulations are promulgated to prescribe a framework for the effective implementation and enforcement of City Ordinance No. 261-2023, Series of 2023.

SECTION 3. CONSTRUCTION. - The Implementing Rules and Regulations shall be construed and applied in compliance with and in furtherance of the policies and objectives of the above Ordinance.

RULE II - DECLARATION OF POLICY

SECTION 4. It shall be the policy of the City of Bacoor:

1. To recognize the duty of every Filipino to obey the laws of the land and participate in the arduous task of nation-building;
2. To ensure that the city ordinances enacted by the City be implemented effectively;
3. To recognize the needs of the City concerning its lack of manpower and personnel to implement the city ordinances;
4. To ensure that the City promote the welfare of the nation through the help of non-governmental, community-based, or sectoral organizations;
5. To give Homeowners Associations and other members of the community the opportunity to actively participate in the implementation of various city ordinances;
6. To give the said groups more opportunities to raise funds that will come from the fines to be collected from persons who would deign to violate the said local legislative measures.





Republic of the Philippines
Province of Cavite

CITY OF BACOR

Office of the Mayor

RULE IV - DEFINITION OF TERMS.

SECTION 5. The following terms shall be defined as follows:

1. **Homeowners Associations** — are groups comprising of owners or purchasers of houses situated inside gated residential subdivisions within the City of Bacoor. *Provided that*, they are Duly Accredited Homeowners Associations such as non-stock, non-profit corporations duly registered with the Housing and Land Use Regulatory Board (HLURB), or the Securities and Exchange Commission (SEC), organized by owners or purchasers of a lot in a subdivision/village or other residential real property located within the jurisdiction of the association; or awardees, usufructuaries, legal occupants and /or lessees of a housing unit and/or lot in a government socialized or economic housing or relocation project and other urban estates; or underprivileged and homeless citizens as defined under existing laws in the process of being accredited as usufructuaries or awardees of ownership rights under the Community Mortgage Program (CMP), Land Tenure Assistance Program (LTAP) and other similar programs in relation to a socialized housing project actually being Implemented by the national government or the LGU.
2. **Neighborhood Associations** — are groups comprised of residents of communities outside of gated residential subdivisions within the City of Bacoor who work together to maintain or improve the quality of life in their neighborhood.
3. **Persons of good moral character** — are persons who have never been convicted of any crime, possesses a sound mind and a healthy body, well-known in the community where he/she resides for his/her honesty, trustworthiness, sense of fairness, reliability, and integrity, who had been residing within the City of Bacoor for at least five (5) years prior to the effectivity date of this Ordinance.

RULE IV - AUTHORITY OF THE CITY MAYOR

SECTION 6. Authority of City Mayor to Deputize Accredited HOAs, Neighborhood Associations, and Persons of Good Moral Character in Implementing Various Ordinances. - The City Mayor is hereby empowered to issue orders deputizing the duly elected officers of homeowners associations, members of neighborhood associations, and persons of good moral character operating and/or residing in the City of Bacoor, Cavite in the implementation of various city ordinances that are related to the maintenance of peace and order, traffic management, the promotion of public health, safety and sanitation, environmental protection, and the development of local trade and industry.





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

The said power includes:

- a.) the power to identify the provisions of the said ordinances to be implemented,
- b.) the length of time of the said deputation,
- c.) the conditions of the said deputation,
- d.) the grounds that can be used to revoke the powers delegated to the said HOAs, and
- e.) the deputation of the security guards employed by the said HOAs that are actually working in the residential subdivisions where the said associations operate.

Provided that: no HOA shall be deputized to implement a city ordinance if majority of the officers and members of the said association refused to accept the said responsibility expressed through a Board Resolution and to undergo training necessary for the effective implementation of the said legislative measures.

The persons who will be deputized by the City Mayor by virtue of this Ordinance shall henceforth be referred to as a “**deputy**” or as “**deputies**”.

SECTION 7. QUALIFICATIONS OF A DEPUTY. – Determination of the officers, members and persons who shall be deputized shall meet the following minimum qualifications, namely:

- a.) Must be of legal age and at least a high school graduate or must be at least twenty-one (21) years old and not more than sixty (60) years old;
- b.) Bona fide resident of the City of Bacoor;
- c.) A registered voter of the City of Bacoor;
- d.) Able to read and write;
- e.) Physically and mentally fit to perform the attendant duties and responsibilities;
- f.) Honest, fair and one who values integrity;
- g.) Must not have been convicted of a crime involving moral turpitude.

SECTION 8. DEPUTIZATION PROCESS. – The President or any authorized representative of the duly accredited association and neighbor association or the Punong Barangay, shall endorse to the Office of the Mayor the names of the associations or individuals for deputization with the following:

- a.) Endorsement letter containing their recommendation and attestation of the qualification of the officers or individuals;
- b.) A valid government-issued Identification (ID) Card bearing the full name, age and complete residential address of the officers or individuals;
- c.) Proof of educational attainment such as diplomas or transcript of records (at least a high school graduate);
- d.) Relevant documents such as barangay clearance, voter's identification, police clearance and NBI clearance.





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

SECTION 9. ASSESSMENT AND ORIENTATION. – All the officers and individuals deputized shall attend an orientation discussing the terms and conditions of the deputization as well as the duties and responsibilities to be performed and thereafter, undergo an assessment conducted by an authorized representative of the City Mayor. The method of assessment shall be determined by the same authorized representative. Only officers and individuals who have completely accomplished the required orientation and assessment shall be included in the deputization order to be issued by the City Mayor.

SECTION 10. DEPUTIZATION ORDER. –All duly elected officers of homeowners' associations, members of neighborhood associations, and persons of good moral character operating and/or residing in the City of Bacoor, Cavite deputized by the City Mayor shall be itemized in a Deputization Order signed and issued by the Office of the City Mayor.

Once signed and issued, a copy of the Deputization Order shall be transmitted to the City Administration's Office for purposes of record-keeping and monitoring.

SECTION 11. DUTIES AND RESPONSIBILITIES. –Officers and individuals deputized shall perform the following duties and responsibilities, namely:

- a.) Enforce the pertinent provisions deemed included in the Ordinance Violation Receipt (OVR) pursuant to City Ordinance No. 228-2023, Series of 2023, otherwise known as *An Ordinance Establishing the Uniform Procedure in the Implementation of City Ordinances in the City of Bacoor, Cavite*;
- b.) Inform the offender of the act committed constituting an ordinance violation;
- c.) Issue a filled-out OVR to the offender, indicating:
 - i. The full name, age and residential address of the violator/offender;
 - ii. The ordinance violated and the act of violation committed;
 - iii. the date, time and place of commission;
 - iv. The number of times the said offender committed a violation;
 - v. Whether the violator/offender availed of the No Contest provision
 - vi. The fine to be paid by the violator; and
 - vii. The pictures of the violator showing the front and side view of the person.
- f.) Inform the offender of his/her right to avail of the No Contest Provision, pursuant to Section 5 of CO No. 228-2022
- g.) Submit copies of the issued OVR to the concerned unit/department, Management Information System Office and the City Treasurer's Office;
- h.) Be in proper attire, carry his/her identification (ID) card and Deputization Order at all times;
- i.) Participate in court processes, such as providing a testimony under oath, when warranted, for the expeditious and proper prosecution of any charge against the alleged offender; and





Republic of the Philippines
Province of Cavite

CITY OF BACOR

Office of the Mayor

- j.) Perform such other actions necessary and incidental to his/her duties and responsibilities, subject to the limitations under the Deputization Order and applicable national and local laws, rules and regulations.

SECTION 12. LIMITATIONS ON THE EXERCISE OF AUTHORITY BY DEPUTIZED OFFICERS. – The exercise of authority by deputized officers shall be subject to the following limitations:

- a.) The Deputization Order shall be valid for not more than the period indicated therein, unless revoked, or renewed accordingly;
- b.) It shall only be exercised between 8:00 in the morning to 5:00 in the afternoon;
- c.) It shall only be exercised in compliance with conditions specified in the Deputization Order;
- d.) It shall not include the exercise of the power to arrest offenders, to conduct investigations or to prosecute the offenders in court.

SECTION 13. GROUNDS FOR REVOCATION. – The Deputization Order may be revoked by the Office of the City Mayor, as recommended by the Citizen Complaints Adjudication Board, even prior to the lapse of the period indicated therein on the following grounds:

- a.) Inaction of the deputized officer in implementing the provisions indicated in the OVR;
- b.) Ineffective execution of duties and responsibilities provided;
- c.) Commission of any act in contravention with the duties and responsibilities to be performed;
- d.) Abuse of authority by the deputized officers of the powers warranted by the Deputization Order;
- e.) **Three Strike Rule** – When the deputized officer issued an OVR for three instances where in fact no violation was committed;

The City Mayor shall the issue a Revocation Order upon commission of any of the preceding acts by the deputized officers or individuals.

RULE V - CITIZEN COMPLAINTS ADJUDICATION BOARD

SECTION 14. CREATION OF THE CITIZEN COMPLAINTS ADJUDICATION BOARD. - A body empowered to investigate and adjudicate complaints leveled against persons deputized by the City Mayor under this Ordinance to implement various city ordinances is hereby created. The said body shall be known as the CitizenComplaints Adjudication Board (the Board) and shall be comprised of the following individuals:

GO No. 261-2023 "Implementing Rules and Regulations of Citizens' Participation in Community Development (CPCD) Ordinance of Bacoar"

Page 5 of 7

Address: Bacoar Government Center, Bacoar Blvd, Brgy. Bayanan City of Bacoar, Cavite
Trunkline: 434-1111 Website: www.bacoar.gov.ph



SCAN ME

STR1KE
AS



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

- a.) **Chairperson** – shall be the officer in charge or head of the City Legal Services Office
- b.) **Members** – shall compose of The Head of the City Inspection and Compliance Unit (CICU) and the City Administrator

SECTION 15. POWERS OF THE BOARD. - The Board shall have the following powers:

1. Assist the City Mayor in assessing the performance of the deputies;
2. Formulate policies subject to the approval of the Mayor related to the day-to-day implementation of this Ordinance;
3. Submit proposed amendments to this Ordinance whenever the need to do so arises;
4. Hear all complaints filed against any deputy;
5. Formulate its own rules of procedures;
6. Summon deputies and other persons who may have knowledge or information related to a complaint;
7. Recommend the appropriate penalty/ies against any deputy who violated the terms of his/her deputation subject to the final approval of the Mayor; and
8. Perform such other duties as may be ordered by the City Mayor related to the implementation of this Ordinance.

RULE VI - DUTIES OF OFFICES AND AGENCIES.

SECTION 16. DUTY OF CITY GOVERNMENT DEPARTMENTS TO MONITOR AND SUPERVISE ORDINANCE IMPLEMENTATION. - All city government departments are hereby mandated to monitor and supervise the manner by which the deputies shall implement various city ordinances identified by the City Mayor in the deputation order he/she will issue. The said departments are likewise mandated to provide technical, material, and personnel support to the said deputies whenever necessary.

SECTION 17. INCENTIVE SCHEME. – The City of Bacoor shall be authorized to grant a form of monetary incentive to the deputized officers or individuals, drawn from the fines collected, subject to availability of funds and to existing and applicable accounting and auditing laws, rules, and regulations.

SECTION 18. REVENUE SHARING. – Pursuant to the recommendation of the City Accounting Office, City Budget Office, and Office of the City Treasurer, the deputized officers or individuals shall be granted a FIVE PERCENT (5%) incentive based on the apprehensions he/she made. The remaining NINETY-FIVE PERCENT (95%) of collections shall be credited to the general fund account to finance various programs and projects of the City Government. The incentive shall be taken from the collected fines and penalties and may be paid on a quarterly basis after submission of verified and certified Summary of Apprehensions by the implementing office.

SECTION 19. ANNUAL REVIEW. – The Sangguniang Panlungsod shall review how the City Ordinance No. 2023-261 is being implemented every year to ensure that it is not being abused and that the legislative objectives mentioned above are being achieved.





Republic of the Philippines
Province of Cavite

CITY OF BACOR

Office of the Mayor

RULE VII - PENALTIES

SECTION 20. PENALTIES. – Any person who violates the terms and conditions of the powers delegated unto him/her by the City Mayor and any city government employee or barangay official who refuses to assist any deputy appointed by the City Mayor in the enforcement of any ordinance covered by the said delegation shall either – upon conviction by a court of law – pay a fine of P5,000.00, be imprisoned for three (3) months, or shall be made to pay the said fine and be imprisoned for the said period upon the discretion of a court of competent jurisdiction.

RULE VIII - MISCELLANEOUS PROVISIONS

SECTION 21. SEPARABILITY. – In case any provision of this Implementing Rules and Regulations is declared unconstitutional or void by a competent court of law, the remaining provisions hereof not affected by the said declaration shall remain valid.

SECTION 22. EFFECTIVITY. – This Implementing Rules and Regulations shall take effect immediately.

