



EXECUTIVE ORDER No. 13 - 2024
Series of 2024

**AN ORDER ADOPTING THE IMPLEMENTING RULES AND REGULATIONS
OF CITY ORDINANCE NO. 001-2022, OTHERWISE KNOWN AS
THE "EQUAL ACCESS TO FINANCIAL ASSISTANCE
ORDINANCE OF BACOOR"**

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. 001-2022, otherwise known as the "Equal Access to Financial Assistance Ordinance of Bacoor" which aims to simplify procedure in application for financial assistance from the City Government by removing the Certificate of Indigency requirement;

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 "Equal Access to Financial Assistance Ordinance 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 of City Ordinance No. 001-2022 herein attached.

Section 1. Implementing Rules and Regulations (IRR).

Attached herein is the Implementing Rules and Regulations of City Ordinance No. 001-2022 which shall form part of this Executive Order. This shall be known as the "Implementing Rules and Regulations for the "Equal Access to Financial Assistance 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All previously issued orders and directives inconsistent with any provision found herein shall be deemed repealed, revoked or amended accordingly.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 10th day of January 2024 in the City of Bacoor, Province of Cavite.


STRIKE B. REVILLA
City Mayor



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**IMPLEMENTING RULES AND REGULATIONS
OF CITY ORDINANCE NO. 001-2022**

AN ORDINANCE NO LONGER REQUIRING THE SUBMISSION OF A CERTIFICATE OF INDIGENCY AS A PREREQUISITE FOR THE RECEIPT OF FINANCIAL ASSISTANCE FROM THE LOCAL GOVERNMENT OF THE CITY OF BACOR, CAVITE, AND GIVING ALL BACOREÑOS EQUAL ACCESS TO SUCH ASSISTANCE

**RULE I
GENERAL PROVISIONS**

Section 1. TITLE. This shall be known and cited as the "Implementing Rules and Regulations of the Equal Access to Financial Assistance Ordinance of Bacor."

Section 2. PURPOSE. These Rules and Regulations are promulgated to prescribe the procedures and guidelines for the effective implementation of Bacor City Ordinance No. 001-2022, which aims to provide the Bacooreños equal access to financial assistance from the City Government by removing the Certificate of Indigency requirement.

Section 3. APPLICATION. The provisions of these Rules and Regulations shall apply to all residents of the City of Bacor, Cavite, regardless of economic status, educational background, profession, gender, religion, or age.

Section 4. CONSTRUCTION. These Rules shall be construed and applied in accordance with and in furtherance of the policies and objectives of the City Ordinance No. 001-2022.

Section 5. IMPLEMENTING OFFICES. The Office of the City Mayor, in coordination with the City Social Welfare and Development Office, shall be the lead implementing agency 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
IMPLEMENTING PROVISIONS**

Section 6. DISCONTINUANCE OF CERTIFICATE OF INDIGENCY REQUIREMENT. No resident of the City of Bacor, Cavite shall be required by any



department, unit, or office under the City Government to submit a "certificate of indigency" as a prerequisite to receiving financial assistance from the local government.

For purposes of this IRR, a "certificate of indigency" is any certification that declares the holder of the said document to appear poverty-stricken, jobless, or incapable of supporting himself/herself or his/her family.

The removal of the certificate of indigency as a requirement to receive financial assistance is made pursuant to the directive of Republic Act No. 11032, or the Ease of Doing Business and Efficient Government Service Delivery Act of 2018 to all LGUs and NGAs to initiate a review of existing policies and operations and commence with the reengineering of their systems and procedures in compliance with the provisions of the said Act.

Section 7. EQUAL ACCESS TO FINANCIAL ASSISTANCE. Subject to the availability of funds, all residents of the City of Bacoor, Cavite, shall have equal access to various financial assistance packages being given by the local government to those in need. Provided that it must be understood that "equal access" does not mean that all Bacooreños will receive the same amount of financial assistance as the amount of assistance that one will receive from the City Government under City Ordinance No. 001-2022 shall depend upon the reason/s why such assistance is needed. Provided further that: "equal access" shall also not be understood as a license to defraud the government.

Section 8. FINANCIAL ASSISTANCE. Financial Assistance shall refer to cash or Guarantee Letters provided to qualified beneficiaries or through the service providers, namely:

1. Medical Assistance. It shall cover hospitalization expenses, the cost of medicines, and other medical treatment or procedures such as implants, common laboratory tests, diagnostics imaging procedures for any illness or ailment, including postpartum complications, and provision of assistive devices.

A client may be given assistance based on a hospital bill only once. Additionally, an in-patient beneficiary may request other assistance if the needed medicine/s or treatment of the patient is not available at the hospital of confinement. This assistance shall not cover other health care expenses such as immunization, birthing, and purchase of vitamins and other supplements unrelated to medical treatment or aftercare.

2. Funeral assistance. It shall cover funeral expenses such as bringing the remains of the deceased to his/her residence or hometown, interment, cremation, and/or burial. Funeral and related expenses due to a disaster, calamity, and/or critical events or similar circumstances resulting in one or multiple casualties within the family may allow the surviving family member/immediate relative of the deceased to request outright cash



assistance subject to the assessment of the CSWDO Social Worker without the need of social case study report.

3. **Transportation Assistance** – It shall cover the purchase or payment of transport (air/sea/land) tickets and/or expenses for travels of the beneficiary within the Philippines, for purposes not limited to return to home provinces permanently or seeking medical intervention/s in another place, or attendance to emergency concerns such as death or care of sick family member or relative, rescue of abused or trafficked relatives, or events of disaster/calamity that require immediate presence of the beneficiary.

Outright cash may be considered for those traveling using multiple modes of transportation. Provided that if the CSWDO procures the ticket for the beneficiary, the expenses for food and other necessary expenses for the travel shall be given to the beneficiary in cash. The Social Worker shall state in the General Intake Sheet (GIS) or in a separate justification attached to the CE his assessment to justify the provision of outright cash.

4. **Educational Assistance.** It shall cover the assistance given to a student-in-crisis to help defray school expenses and/or the cost of sending students/children to school, such as school fees, school supplies, allowances, and other related expenses. Beneficiaries may include:
 - a. those who are breadwinners, whether or not they are the heads of their families, working students, or
 - b. orphaned/abandoned and/or living with relatives,
 - c. children of solo parents with unemployed parents,
 - d. children of persons with disability-in-crisis,
 - e. children of persons deprived of liberty (PDLs),
 - f. children with HIV or those living with parents with HIV,
 - g. those who are victims of abuse or displacement or are otherwise in crisis due to human-induced or natural calamities.

This assistance shall not cover technical or vocational courses, graduate and post-graduate studies, including professional degrees, and those expenses for the review and registration fees for the licensure/bar examinations.

5. **Food Assistance.** It shall cover assistance given to beneficiaries to meet the need for food and other nutritional requirements for sustenance. The assistance may also be provided through outright cash to supplement the transportation and medical assistance.
6. **Cash assistance for other Support Services.** It shall cover assistance in the form of cash provided to individuals and families in crisis or challenging circumstances.





Section 9. MODES OF PROVIDING FINANCIAL ASSISTANCE. Financial assistance may be through cash or Guarantee Letters (GL):

1. Cash – After due assessment, all approved financial cash assistance may be claimed by the entitled beneficiary from the designated disbursing officer within the day, subject to the availability of funds.
2. Guarantee Letters (GL) – All approved medical and burial/funeral assistance shall be released through a GL, which shall be prepared by the CWSDO personnel based on the type of assistance and amount. A GL is considered an urgent document and should be prioritized for signing by the designated approving authorities.

The procedures for the grant of GL and payment of the amount indicated in the GL shall be in accordance with the procedures laid down in the Memoranda of Agreement executed by the City Government of Bacoor with various service providers such as hospitals, diagnostics centers, and funeral parlors.

Section 10. MONITORING AND REPORTING. The City Social Welfare and Development Office shall regularly monitor the implementation of this IRR in the grant of financial assistance. It shall provide a monthly report to the Office of the City Mayor on the number of beneficiaries granted financial assistance, their circumstances, and the type of assistance given to them.

RULE III PENALTIES

Section 11. PENALTIES. Any person who shall use City Ordinance No. 001-2022 as a pretext to defraud the government shall be prosecuted by the City Legal Officer for violations of the pertinent provisions of the Revised Penal Code and other applicable laws.

In addition to the penalty that might be imposed by a court of law, any appointed official or employee of the City Government who violates this IRR or who assists another to violate this IRR shall be terminated from his/her employment subject to pertinent civil service regulations.

RULE IV MISCELLANEOUS PROVISIONS

Section 12. CHANGES OR MODIFICATION OF THE IMPLEMENTING RULES AND REGULATIONS. To appropriately administer the efficient and effective implementation of the City Ordinance No. 001-2022, the Office of the City Mayor, after consultation with the City Social Welfare and Development Office, may recommend to



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the Sangguniang Panlungsod amendments to the said Ordinance and, consequently, this IRR.

Section 13. 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 14. REPEAL. All local rules or regulations inconsistent or contrary to the provisions of this IRR are hereby repealed or modified accordingly.

Section 15. EFFECTIVITY. This IRR shall take effect immediately upon approval and after it has been published at least once in a newspaper of general circulation in the Province of Cavite.

