

EXECUTIVE ORDER No. 18 - 2024  
Series of 2024

AN ORDER ADOPTING THE IMPLEMENTING RULES AND REGULATIONS  
OF CITY ORDINANCE NO. 294-2023, OTHERWISE KNOWN AS  
THE "BACOR CITY NGO ACCREDITATION 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. 294-2023, otherwise known as the "Bacoor City NGO Accreditation Ordinance" which aims to provide guidelines governing the accreditation of non-governmental organizations, people's organizations, and civil society organizations that intend to partner with the City Government of Bacoor for implementation of various programs and activities;

**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 "Bacoor City NGO Accreditation 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. 294-2023.

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

Attached herein is the Implementing Rules and Regulations of City Ordinance No. 294-2023 which shall form part of this Executive Order. This shall be known as the "Implementing Rules and Regulations of Bacoor City NGO Accreditation Ordinance".

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

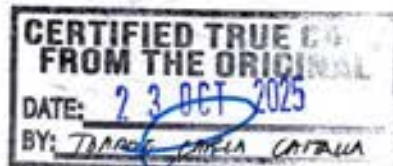
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Republic of the Philippines  
Province of Cavite  
**CITY OF BACOR**

*Office of the Mayor*



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 17<sup>th</sup> day of January 2024 In the City of Bacoor, Province of Cavite.

  
**STRIKE B. REVILLA**  
City Mayor

 Office of the Mayor  
Strike B. Revilla



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**IMPLEMENTING RULES AND REGULATIONS  
OF CITY ORDINANCE NO. 294-2023**

**AN ORDINANCE REQUIRING ALL NON-GOVERNMENTAL ORGANIZATIONS (NGOs), CIVIL SOCIETY ORGANIZATIONS (CSOs), AND PEOPLE'S ORGANIZATIONS (POs) THAT WISH TO PARTNER WITH THE CITY GOVERNMENT OF BACOOR TO BE DULY ACCREDITED BY THE SANGGUNIANG PANLUNGSOD, PROVIDING THE STANDARDS GOVERNING SUCH ACCREDITATION, AND PROVIDING PENALTIES FOR VIOLATIONS HEREOF**

**RULE I  
GENERAL PROVISIONS**

**Section 1. TITLE.**

These Rules shall be known and cited as the "Implementing Rules and Regulations of the Bacoor City NGO Accreditation Ordinance."

**Section 2. PURPOSE.**

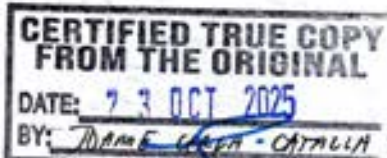
These Rules and Regulations are promulgated to prescribe the procedures and guidelines for the effective implementation of Bacoor City Ordinance No. 294-2023 governing the accreditation of various non-governmental organizations (NGOs), people's organizations (POs), and Civil Society Organizations (CSOs) that intend to partner with the City in the implementation of latter's various projects, programs and activities, aside from the purpose of selection of their representatives to local special bodies as mandated by R.A. No. 7160.

**Section 3. SCOPE AND APPLICATION.**

These Rules shall apply to all non-governmental organizations (NGOs), people's organizations (POs), and civil society organizations (CSOs) that desire to partner with the City Government of Bacoor, Cavite, for the implementation of any project, program, or activity. This encompasses all NGOs, POs, and CSOs regardless of their scale, scope, or area of operation. For brevity, the said NGOs, POs, and CSOs shall be referred to collectively as "organizations".

The provisions of these Rules shall also apply to other persons affected by implementing and enforcing the Bacoor City NGO Accreditation Ordinance.





#### **Section 4. IMPLEMENTING OFFICE.**

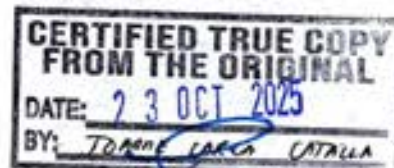
The Office of the City Mayor-Secretariat and the Office of the City Administrator shall be the lead offices for implementing the Bacoor City NGO Accreditation Ordinance. As may be directed by the City Mayor, other city government departments, units, or offices shall assist in effectively implementing the Ordinance and this IRR.

### **RULE II DECLARATION OF POLICY**

#### **Section 5. DECLARATION OF POLICY.**

It is the policy of the City Government of Bacoor to:

1. Promote the establishment and operation of people's and non-governmental organizations to become active partners in pursuing local autonomy.
2. Enter into cooperative arrangements with non-government organizations, people's organizations, and civil society organizations to engage in the delivery of certain basic services, capability-building, and livelihood projects, and to develop local enterprises designed to improve productivity and income, diversify agriculture, spur rural industrialization, promote ecological balance, and enhance the economic and social well-being of the people.
3. Ensure and safeguard that only organizations operating within the standards of good governance and ethical practice are granted the privilege of partnering with the city government.
4. Protect the City's resources and promote the interests and general welfare of the City's constituents and residents.
5. Enhance the City's capacity to deliver quality public services through partnering with duly accredited non-government organizations, people's organizations, and civil society organizations.
6. Provide accreditation standards that will serve as benchmarks that align the said organizations' activities with the City's developmental goals and pave the way for equal opportunity to all NGOs, Pos, and CSOs, sustainable partnerships while fostering transparency and accountability, thereby enhancing the trust and confidence of the citizens in the City Government and its partnerships.
7. Promote responsible organizational conduct of various NGOs, POs, and CSOs operating within the City of Bacoor and wish to partner with the City Government by providing the accreditation standards.



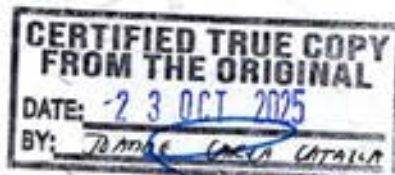
**RULE III**  
**DEFINITION OF TERMS AND INTERPRETATION**

**Section 6. DEFINITION OF TERMS.**

The following terms used in these Rules shall have the respective meanings:

1. **Civil Society Organization (CSO)** is a non-state and nonprofit association that works to improve society and the human condition. Basic types of CSOs include non-governmental organizations, people's organizations, civic organizations, cooperatives, social movements, professional groups, business groups, and people's councils.
2. **Non-Governmental Organization (NGO)** - refers to a non-stock, non-profit organization that works with different sectors and communities, promoting their general welfare and development, providing a wide range of services for people's organizations, foundations, and independent research institutions.
3. **People's Organization (PO)** - refers to an independent, bonafide association of citizens with a demonstrated capacity to promote public interest and with an identifiable leadership, membership, and structure. People's organizations are often formed among the disadvantaged sectors of society, such as the farmer-peasant, artisanal fisherfolk, workers in the formal sector and migrant workers, workers in the informal sector, indigenous people and cultural communities, women, persons with disabilities, senior citizens, victims of calamities and disasters, youth and students, children, and urban poor.
4. **Accreditation** - the process of granting recognition to an NGO, CSO, or PO by the Sangguniang Panlungsod based on the satisfaction of standards provided under Section 9 of these Rules. It is an official endorsement that the organization can carry out specific functions, including partnership with the City Government of Bacoor.
5. **Community-based Activities** - refers to activities conducted by NGOs, POs, and CSOs rooted in local communities within the City of Bacoor. This means that their initiatives or projects and their implementation are based in the local areas where they are established, and their operations and activities are focused primarily on serving the local population.
6. **Sectoral-based Activities** - refers to activities conducted by NGOs, POs, and CSOs that focus their efforts on a specific sector or field of activity, such as health, education, environment, social welfare, development, and other purposes in line with the development goals of the City of Bacoor.
7. **Track record** - refers to the past achievements, performance, or success of NGOs, POs, and CSOs in project development and implementation. It





is often used to measure the organization's ability to deliver on its commitments.

8. **Reliability** - refers to the dependability of NGOs, POs, and CSOs as evidenced by their consistent performance, their fulfillment of commitments, and their preparedness to meet regulatory and legal requirements, such as preparing annual reports and conducting annual meetings.
9. **Financial Stability** - refers to the ability of NGOs, POs, and CSOs to sustain their operations, meet their obligations, and absorb shocks resulting from economic conditions or sudden changes in their financial situation.
10. **Ethical Practices** - refer to the moral principles that govern the behavior of NGOs, POs, and CSOs. This might include a commitment to transparency, accountability, fair dealing, respect for the rights of all stakeholders, and the avoidance of any form of corruption.

#### Section 7. RULES OF INTERPRETATION.

In interpreting the provisions of this Implementing Rules and Regulations, the following rules shall apply:

1. These Rules shall be interpreted as a whole to make all parts harmonious and to give effect to each. Every part of these Rules should be interpreted in relation to the whole and shall be construed in compliance with and in furtherance of the policies and objectives of the City Ordinance No. 294-2023.
2. The express mention of one thing implies the exclusion of another. When a thing is expressly provided for, then everything not included in the express provision should be understood to have been intentionally omitted.
3. General words that follow an enumeration of persons or things by words of a particular and specific meaning are not to be construed to their widest extent. Rather, they are to be held as applying only to persons or things of the same kind or class as those specifically mentioned.
4. In case of doubt, the provisions should be interpreted in a manner that would give effect to the intent of the Sangguniang Panlungsod.
5. The words and phrases used in these Rules should be read and understood in their plain and ordinary sense unless technical terms are used, in which case they should be understood in their technical sense.





6. No provision of these Rules shall be interpreted to allow its application in a manner that contravenes the Constitution, any statute, or any other Ordinance enacted by the Sangguniang Panlungsod.
7. These Rules shall be interpreted in a manner that is not unfair, partial, or discriminatory. All NGOs, POs, and CSOs shall be treated alike under similar circumstances and conditions.
8. Interpretations of this IRR should not have the effect of prohibiting trade. Interpretations are limited only to the regulation of business activity.
9. Provisions of this IRR should be interpreted in a manner that promotes reasonableness and efficiency in the operation of the City Government.

#### **RULE IV IMPLEMENTING PROVISIONS**

##### **Section 8. REQUIREMENT OF ACCREDITATION.**

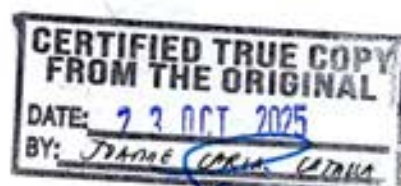
Before entering into any partnership or undertaking any project, program, or activity with the City Government of Bacoor or with any of the barangays within the City, all NGOs, POs, and CSOs must first be duly accredited by the Sangguniang Panlungsod. Accreditation shall be granted based on the fulfillment of the said organizations of the standards provided in Section 6 of these Rules. Non-compliance with the requirement of accreditation shall be grounds for the disqualification of the NGO, PO, or CSO concerned from partnering with the City Government of Bacoor.

##### **Section 9. STANDARDS FOR ACCREDITATION.**

The accreditation of NGOs, POs, and CSOs for the purpose of partnering with the City Government shall be guided by the following standards:

1. The NGOs, POs, and CSOs must be registered with any of the following bodies:
  - a. the Securities and Exchange Commission;
  - b. the Cooperatives Development Authority;
  - c. the Department of Labor and Employment;
  - d. the Department of Social Welfare and Development;
  - e. Any other recognized governmental that accredits people's organizations, NGOs, POs, and CSOs, or the private sector or with
  - f. Any recognized non-governmental agency that accredits people's organizations, NGOs, POs, CSOs, or the private sector.
2. If the NGO, PO, or CSO is not formally registered in compliance with paragraph (1) of this Section, the said NGO, PO, or CSO may be recognized by the Sanggunian for purposes only of meeting the minimum





requirements for membership of such organizations in local special bodies mandated under RA No. 7160.

3. The NGO, PO, or CSO's organizational purpose and objectives should include community organization and development, institution-building, local enterprise development, livelihood development, capability-building, or any similar developmental objectives and considerations that are in line with the development goals of the City of Bacoor.
4. The NGO, PO, or CSO must be community-based and sectoral-based with a project development and implementation track record in the City of at least one (1) year.
5. The NGO, PO, or CSO must exhibit reliability as evidenced by the preparation of annual reports and conduct of annual meetings duly certified by the board secretary of the organization.
6. The NGO, PO, or CSO's headquarters or base of operations must be located in the City of Bacoor.
7. The NGO, PO, or CSO must demonstrate that it is financially stable, as evidenced by the audited financial statements for the previous fiscal year.  
(h) The NGO, PO, or CSO must demonstrate commitment to ethical practices as indicated by an adopted code of conduct, ethical standards, or similar guidelines.
8. The NGO, PO, or CSO must show proof of previous successful partnerships with government agencies, if any, along with letters of recommendation or certificates of good standing.
9. The NGO, PO, or CSO must have at least twenty (20) members residing within the City of Bacoor.
10. No Certificate of Accreditation shall be issued to any NGO, PO, or CSO that fails to satisfy the above standards.

#### **Section 10. ACCREDITATION PROCEDURE.**

1. *Inventory and Directory of NGOs, Pos, and CSOs.* The Office of the City Mayor-Secretariat or a designated CSO Desk Officer shall conduct an inventory to generate and update the existing directory of NGOs, POs, and CSOs operating in the City of Bacoor.

The City shall engage the support of the DILG Field Office and the Punong Barangays in the inventory and preparation of a directory. The directory shall contain the following information for each organization:





- a. Name of Organization
  - b. Contact information
  - c. Organization's objectives or purposes
  - d. Services offered
  - e. Community or communities served or currently being served
  - f. Project development and implementation track record
  - g. Name and contact details of the focal person or responsible official of the organization
  - h. National, regional, provincial, and local affiliations, if any;
  - i. Registration and/or accreditation information (whether the organization is registered/accredited by any national government agency)
2. *Notice for Accreditation.* Within sixty (60) days upon approval of these Rules, the City shall announce the schedule of conduct and schedule of accreditation activities through posting in at least three (3) conspicuous places within the City, including the LGU bulletins, LGU website, social media and/or print media. Only the list of names of the organizations shall be posted.
3. *Conduct of Orientation on the Accreditation Guidelines.* The Office of the City Mayor-Secretariat or a designated CSO Desk Officer, in coordination with the DILG Field Office, shall hold a CSO Conference to orient participants on the accreditation guidelines and raise their awareness on the importance of civil society participation in the local governance processes.
4. *Submission of Application.* The Office of the City Mayor-Secretariat or a designated CSO Desk Officer shall receive all applications to record all participating organizations. Application for accreditation by any organization shall include the following documentary requirements:
- a. Letter of Application;
  - b. Duly accomplished Application Form for Accreditation;
  - c. Duly approved Board Resolution signifying intention for accreditation;
  - d. Certificate of registration or accreditation by any national government agency;
  - e. List of current organization members and officers;
  - f. For organizations that have been in operation for at least one (1) year, minutes of the annual meeting of the immediately preceding year as certified by the organization's board secretary, including the date, location, attendees, and agenda;
  - g. For organizations that have been in operation for at least one (1) year, annual accomplishment report for the immediately preceding year;
  - h. For organizations that have been in operation for at least one (1) year, a financial statement of the immediately preceding year signed by the executive officers of the organization and indicating therein other information such as revenue, expenses, and sources of funds;
  - i. Letter of recommendation of good standing from any government agency or barangay; and





- j. Proof that it had a successful or ongoing partnership with any government agencies, if any.

All applications shall be forwarded by the Office of the City Mayor-Secretariat or a designated CSO Desk Officer to the Office of the Sangguniang Panlungsod Secretariat for preliminary evaluation of the documents.

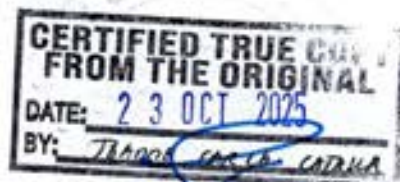
5. *Accreditation Proper.* Following its own internal rules of procedures, the Sangguniang Panlungsod shall conduct the evaluation based on the prescribed standards for accreditation. The applicant organizations may be invited for a committee hearing duly called for the purpose of accreditation for further inquiry. After evaluating the applications, the Sangguniang Panlungsod shall issue a Resolution approving the accreditation of the organizations.
6. *Issuance of Certificate of Accreditation.* A Certificate of Accreditation shall be issued to every qualified organization. Such accreditation shall be valid until the end of the term of the Sanggunian that issued such certificate and unless revoked due to grounds as provided in these Rules.

Those who fail to qualify for the criteria shall be notified to submit and complete the lacking requirements within a reasonable period of time. Thereafter, it shall be subject to the evaluation process again prior to approval of its accreditation.

## Section 11. REVOCATION OF ACCREDITATION.

- A. *Grounds.* The Sanggunian may revoke the accreditation or recognition of an organization due to, but not limited to, any of the following grounds:
1. Conduct activities without adherence to local laws, including compliance with the minimum public health standards in the locality;
  2. Unauthorized use of the name and/or logo of the City Government of Bacoor or any NGA and other unscrupulous activities;
  3. Engaging primarily in or using the organization primarily for partisan political activities;
  4. Violation by the organization, during the validity period of the Certificate of Accreditation, of any existing accounting and auditing laws, rules, and regulations.
- B. *Information and Appeal Mechanism.* The Sanggunian shall immediately inform the concerned organization of the impending revocation of its accreditation or recognition upon the incurrence of any of the aforementioned grounds for revocation. Accordingly, the organization shall be given ten (10) days within which to appeal the revocation of its accreditation or recognition.





**RULE V**  
**FEEDBACK MECHANISM, MONITORING AND REPORTING**

**Section 12. FEEDBACK MECHANISM.**

The Office of the Mayor-Secretariat or a designated CSO Desk Officer shall provide feedback forms to receive or monitor any accredited-related concerns of the organizations. Any concern or issue the organization raises shall be conferred by the designated CSO Desk Officer to the Secretary of the Sangguniang Panlungsod or the DILG Field Office to address the same.

**Section 13. MONITORING AND REPORTING.**

The Office of the Mayor-Secretariat, or the designated CSO Desk Officer, shall monitor the accreditation activities and shall prepare quarterly reports on the accreditation-related activities. The report shall reflect the list or number of newly accredited organizations, the list or number of revoked accreditations, if any, the CSO conferences conducted, and other capacity-building activities held for accredited organizations.

Reports shall be submitted to the City Mayor, the City Planning and Development Office, and the DILG Field Office. Such reports shall serve as a guide and reference for the City Government in its program planning and implementation.

**RULE VI**  
**DESIGNATION AND ROLE OF CSO DESK OFFICER**

**Section 14. DESIGNATION OF CSO DESK OFFICER.**

The City Mayor, through an executive issuance, shall designate a CSO Desk Officer who shall be in charge of monitoring the accreditation activities in the City of Bacoor. Such Officer may be a local Project Development Officer or any appointive official who shall fulfill the duties set hereunder in addition to his or her current duties and responsibilities.

**Section 15. ROLES OF A CSO DESK OFFICER.**

The CSO Desk Officer shall:

1. Take the lead on the conduct of the inventory and updating of the directory of CSOs, NGOs, and POs;
2. Ensure that the inventory covers all CSOs in the city;
3. Link with the barangays to tap all local organizations;
4. Coordinate with the City Information Office for the information campaign related to accreditation activities;



5. Coordinate with the Sangguniang during the accreditation process and selection of representatives to the local special bodies;
6. In coordination with the DILG Field Office, facilitate the conduct of the CSO Conference and the orientation/meeting among accredited CSOs after the accreditation process;
7. Keep copies of all accreditation documents submitted by the CSOs
8. Prepare and submit documentation and reports on accreditation-related activities to the CLGOO or the DILG Field Office, the City Mayor, and the City Planning and Development Office.
9. Perform any other related tasks in implementing the Bacoor NGO Accreditation Ordinance.

**RULE VII  
PROHIBITIONS AND PENALTIES**

**Section 16. PROHIBITIONS AND PENALTIES.**

1. It shall be prohibited for any barangay or city official to enter into a partnership on behalf of the City Government of Bacoor or on behalf of any Barangay in the City of Bacoor with any non-governmental organization (NGO), people's organization (PO), or civil society organization (CSO) that has not been duly accredited by the Sangguniang Panlungsod. This includes but is not limited to, initiating, signing, implementing, or endorsing any product, service, project, program, agreement, contract, memorandum of understanding, or any other instrument signifying partnership or cooperation with an unaccredited NGO, PO, or CSO.
2. It shall also be prohibited for any barangay or city official to misrepresent to the City Mayor or Punong Barangay the accreditation status of an NGO, PO, or CSO to cause the City Mayor or Punong Barangay to issue permits, request authority to sign a memorandum of agreement or memorandum of understanding, or execute any other act instrument signifying partnership or cooperation with an unaccredited NGO, PO, or CSO.
3. For the purpose of this section, it is the duty of the barangay or city official to check the accreditation status of every NGO, PO, or CSO before transacting, negotiating, endorsing, or any other act that signifies partnership or cooperation with the said organization. Provided said the official would not be held liable if the unaccredited NGO, PO, or CSO concealed the truth from them or falsified documents to make it appear that the organization was accredited and there were no readily available means for the official to verify the authenticity of such documents.
4. It shall also be prohibited for any barangay or city official to manipulate, misrepresent, falsify, or tamper with the accreditation process for an NGO, PO, or CSO with the intent to favor a particular organization or to prejudice the City Government or any of its constituents.





5. The penalty for any official found guilty of violating the City Ordinance No. 294-2023 shall be a fine not exceeding Five Thousand Pesos (Php 5,000.00), imprisonment for a period not exceeding six (6) months, or both at the discretion of the court.
6. The imposition of these penalties shall be without prejudice to any administrative or disciplinary action that may be taken against the official in accordance with existing laws, rules, and regulations.
7. In addition to the penalties provided herein, any accreditation issued violating the City Ordinance No. 294-2023 shall be revoked for being null and void.

### **RULE VIII MISCELLANEOUS PROVISIONS**

#### **Section 17. CHANGES IN MODIFICATIONS TO THE IMPLEMENTING RULES AND REGULATIONS.**

To appropriately manage the orderly administration of the implementation of the City Ordinance No. 294-2023, the Office of the City Mayor, after consultation with the designated CSO Desk Officer, may recommend to the Sangguniang Panlungsod amendments to the said ordinance and, consequently, this IRR.

#### **Section 18. SEPARABILITY.**

In case any provision of these Implementing Rules and Regulations 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 19. REPEAL.**

All implementing rules and regulations previously issued and inconsistent with the provisions of the Bacoor NGO Accreditation Ordinance are hereby modified or repealed accordingly.

#### **Section 20. EFFECTIVITY.**

These Implementing Rules and Regulations shall take effect immediately upon its approval.