

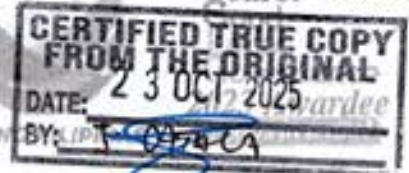


Republic of the Philippines
Province of Cavite
CITY OF BACOR
Office of the Mayor

BACOR

CGBCR-MO-05-F04.01

Seal of 04/05/2024



EXECUTIVE ORDER No. 104- 2024
Series of 2024

AN ORDER ADOPTING THE IMPLEMENTING RULES AND REGULATIONS OF CITY ORDINANCE NO. 137-2020, OR THE "BACOR OFW HELP DESK ORDINANCE"

WHEREAS, Section 16 of Republic Act No. 7160 provides that every local government unit shall exercise the powers expressly granted, those necessarily implied therefrom, as well as powers necessary, appropriate, or incidental for its efficient and effective governance, and those which are essential to the promotion of the general welfare...xxx;

WHEREAS, the Sangguniang Panlungsod enacted and passed City Ordinance No. 137-2020, entitled "AN ORDINANCE CREATING THE BACOR CITY OVERSEAS FILIPINO WORKERS (OFW) HELP DESK AND ITS COORDINATING COUNCIL, DEFINING ITS POWERS AND FUNCTIONS AND FOR OTHER PURPOSES OTHERWISE KNOWN AS BACOR OFW HELP DESK ORDINANCE," with the end in mind of providing assistance, intervention, reintegration, and such other support necessary in addressing the concerns of OFWs and their families.

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

WHEREAS, the Office of the City Mayor of Bacoar, in coordination with the concerned city government offices, issued the above-mentioned Implementing Rules and Regulations that shall govern the said Ordinance.

NOW, THEREFORE, I, STRIKE B. REVILLA, City Mayor of Bacoar, 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. 137-2020 herein attached.

Section 1. Implementing Rules and Regulations (IRR). Attached herein is the Implementing Rules and Regulations of City Ordinance No. 137-2020, which shall form part of this Executive Order. This shall be known as the "Implementing Rules and Regulations of Bacoar OFW Help Desk 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 this IRR by all city government officials and employees is hereby ordered.





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



Section 2. Repealing Clause. All previously issued orders and directives inconsistent with any provision found herein shall be deemed repealed, revoked, or amended accordingly.

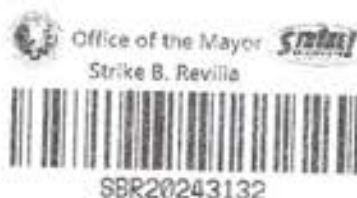
Section 3. Separability Clause. In the event that any provision found herein shall be judicially or administratively declared illegal or infirm, the remaining provisions shall remain in full force and effect.

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 28th day of May 2024 in the City of Bacoor, Province of Cavite.


STRIKE B. REVILLA
City Mayor





**THE IMPLEMENTING RULES AND REGULATIONS OF CITY
ORDINANCE NO. 137-2020 SERIES OF 2020**

OR

**"AN ORDINANCE CREATING THE BACOR CITY
OVERSEAS FILIPINO WORKERS (OFW) HELP DESK AND
ITS COORDINATING COUNCIL, DEFINING ITS POWERS
AND FUNCTIONS, AND FOR OTHER PURPOSES"**

**Rule 1
GENERAL PROVISIONS**

Section 1. Title. – This serves as the Implementing Rules and Regulations ("IRR" of City of Bacoor Ordinance No. 137-2020, Series of 2020, entitled the "*City of Bacoor OFW Help Desk Ordinance*," also known as the "Ordinance." Henceforth, the IRR shall be referred to as the "Rules."

Section 2. Purpose. – These Rules are promulgated to prescribe the procedure and guidelines for the effective implementation of Bacoor City Ordinance No. 137-2020, Series of 2020. The Ordinance is enacted to enable the City Government of Bacoor to proactively provide a higher standard of protection and welfare for all migrant workers, their families, and overseas Filipinos in distress. The Overseas Filipino Workers (OFW) Help Desk is also tasked with developing and implementing programs and services to address the needs and concerns of OFWs and their families in the City of Bacoor.

Section 3. Scope and Application. – These Rules shall apply to all OFWs, their families, and overseas Filipinos in distress. The Rules are intended to promptly address their problems and concerns and to provide essential information regarding overseas employment, including their rights, employment opportunities, and available support services. The OFW Help Desk is hereby established to assist OFWs in managing the challenges of working abroad and to ensure their well-being and protection.

Section 4. Implementing Offices. The Public Employment and Service Office (PESO), which manages and supervises the OFW Help Desk of the City of Bacoor, shall assume primary responsibility for enforcing the aforementioned City Ordinance and these Rules. Other city government departments, units, or offices may be called upon by the directive of the City Mayor to provide auxiliary support in the effective implementation of both the Ordinance and these Rules.





Section 5. Rules of Construction. In construing the provisions of these Rules, the following rules of construction shall be observed unless inconsistent with the manifest intent of the provision, or when applied, they would lead to absurd or highly improbable results.

1. **General Interpretation.** – All words and phrases used in these Rules should be understood according to their usual meaning, but technical terms or those with specific meanings in these Rules should be interpreted accordingly.
2. **Gender and Number.** – Words indicating gender or number should be interpreted inclusively, acknowledging all gender identities and expressions and all numerical interpretations.
3. **Calculation of Time.** – When determining timeframes for actions as outlined in these Rules or related regulations, the first day is excluded, and the last day is included unless it falls on a Sunday or a holiday, in which case the following business day is considered the final day.
4. **References.** – Any mention of chapters, articles, or sections refers to those within these Rules unless otherwise specified.
5. **Resolution of Conflicts.** – In the event of conflicting provisions within different sections, each section's specific details should prevail.

Rule 2

DECLARATION OF POLICY AND DEFINITIONS

Section 6. Declaration of Policy. – It is the policy of the City Government of Bacoor to:

1. **Protection and Welfare of OFWs.** Acknowledge the significant contributions of OFWs to the Philippine economy and nation-building. Commit to safeguarding and promoting their welfare through accessible services, information dissemination, and assistance, ensuring protection from exploitation and abuse.
2. **Empowerment and Support.** Empower OFWs and their families by educating them about their rights, responsibilities, and available support systems. Emphasize collaboration with government agencies and stakeholders to address OFW's needs effectively, conducting regular educational programs and outreach efforts.





Republic of the Philippines
Province of Cavite
CITY OF BACOOR
Office of the City Mayor



3. **Responsive Services.** Ensure the OFW Help Desk delivers timely and relevant services, including legal advice and counseling, conveniently located for easy access. Utilize technology to provide remote and extend services to a broader audience.
4. **Coordination and Preparation.** Promote cooperation among government agencies to tackle challenges faced by OFWs, fostering a unified approach with entities such as the Department of Foreign Affairs (DFA), Department of Labor and Employment (DOLE), Technical Education and Skills Development Authority (TESDA), Philippine Overseas Employment Administration (POEA), Department of Migrant Workers (DMW), Department of Trade and Industry (DTI), and the Overseas Workers Welfare Administration (OWWA). Enhance efficiency through streamlined services.

Section 7. Objectives. – It is the objective of the City Ordinance and these Rules that the OFW Help Desk shall serve as a one-stop shop for OFW assistance, which shall coordinate the initiatives of the various stakeholders addressing psycho-social, moral, and economic concerns of Bacooreño OFWs and their families, the protection of their rights, promotion of their welfare, safety and support. The OFW Help Desk aims to provide assistance, intervention, reintegration, and other support necessary to address the concerns of OFWs and their families.

Section 8. Definition of Terms. – The following terms shall be defined as follows, in accordance with the Ordinance and these Rules:

1. **CSWD** – refers to the City of Bacoor Social Welfare and Development Department.
2. **DFA** – refers to the Department of Foreign Affairs, the agency that integrates migration issues with foreign policies, national security, economic diplomacy, and service to nationals;
3. **Documented Migrant Worker**
 - a. One who possesses a valid passport and visa or permit to stay in the host country and whose contract of employment has been processed by the POEA, as required by law or regulation or
 - b. One who is registered by the Migrant-Workers and other Overseas Filipinos Resource Center or by the Embassy.
4. **DOLE** – refers to the Department of Labor and Employment, which pursues programs for OFWs as provided by the Labor Code of the Philippines.





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

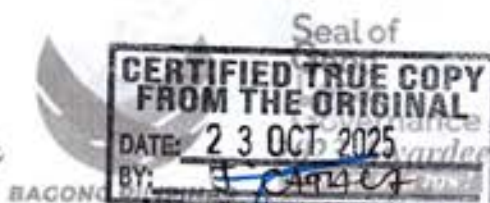


5. **DTI** – refers to the Department of Trade and Industry; integrates migration issues with business and investments funded by OFWs and their remittances and facilitates the conduct of skills and entrepreneurial trainings and linkages with other agencies/institutions for market assistance.
6. **Migrant Worker or Overseas Filipino Worker** - a person who is to be engaged or has been engaged in a remunerated activity in a State where she or he is not a legal resident. A person to be engaged in a "remunerated activity" refers to an applicant worker who has been promised or assured employment overseas, and acting on such promised or assured employment overseas sustains damage and/or injury;
7. **Overseas Filipinos** – are migrant workers, other Filipino nationals, and their dependents abroad;
8. **OWWA** – refers to Overseas Workers Welfare Administration, the agency under DOLE that manages migrant workers' welfare fund;
9. **PESO** – refers to the City of Bacoor Public Employment Service Office, which manages and supervises the OFW Help Desk of the City of Bacoor, is a non-fee charging multi-employment service facility or entity established or accredited by DOLE in the City of Bacoor, state universities and colleges, and non-governmental organizations and community-based organizations pursuant to Republic Act No. 8759, otherwise known as the PESO Act of 1999, and its Implementing Rules and Regulations;
10. **PIO** –now referred to as the CICRD ("City Information and Community Relations Department"), this Office is responsible for promoting all programs and services for OFWs provided by the City Government of Bacoor through various communication channels, including social media platforms and other forms of communication;
11. **TESDA** – refers to Technical Education and Skills Development Authority, through the City of Bacoor R.E.V.I.L.L.A. Center that develops and implements competency standards and administers accredited programs as well as trainings and testing centers;
12. **UNDOCUMENTED FILIPINOS**
 - a. Those who have acquired their passports through fraud or misrepresentation;
 - b. Those who possess expired visas or permits to stay;
 - c. Those who have no travel documents whatsoever; or
 - d. Those who have valid but inappropriate visas.





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



Rule 3
IMPLEMENTING PROVISIONS

Section 9. The City of Bacoor OFW Help Desk Coordinating Council. – The City of Bacoor OFW Help Desk Coordinating Council shall be the local policy-making and coordinating body for OFW concerns and shall be composed of the following:

1. REPRESENTATIVES FROM THE CITY GOVERNMENT OF BACOR:

- A. Chairperson - City Mayor;
- B. Vice-Chairperson & Secretariat - Public Employment Service Office Manager
- C. Members:
 - a. Chairman, Sangguniang Panlungsod Committee on Labor and Employment;
 - b. CSWD Department Head
 - c. R.E.V.I.L.L.A. Center manager/City Livelihood Officer
 - d. City Information Officer
 - e. City Legal Officer
 - f. City Health Officer
 - g. City Budget Officer

2. REPRESENTATIVES FROM RELATED NATIONAL GOVERNMENT AGENCIES:

- A. Department of Foreign Affairs (DFA);
- B. Overseas Workers Welfare Administration (OWWA);
- C. Philippine Overseas Employment Administration (POEA);
- D. Department of Labor and Employment (DOLE);

The Implementing Rules and Regulation of City Ordinance No. 137-2020
Page 5 of 9 ✓





Republic of the Philippines
Province of Cavite
CITY OF BACOOR
Office of the City Mayor



- E. Department of Migrant Workers (DMW)
- F. Department of Trade and Industry (DTI)
- G. National Reintegration Center for OFWs

3. REPRESENTATIVES FROM NON-GOVERNMENT (NGO) AND COMMUNITY-BASED ORGANIZATION

- A. NGOs with the primary objective of addressing the concerns of OFWs and their families;
- B. OFW Associations and People's Organizations with programs and services for OFWs and their families.

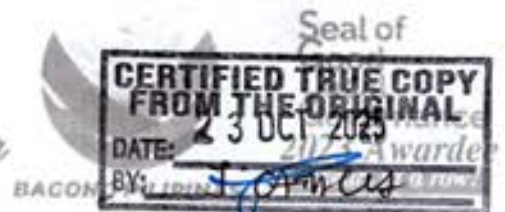
Section 10. Functions and Responsibilities of the City of Bacoor OFW Help Desk Coordinating Council. – The City of Bacoor OFW Help Desk Coordinating Council shall perform the following functions and shall:

1. **Promotion of OFWs Welfare and Well-being.** The City of Bacoor OFW Help Desk Coordinating Council shall undertake the responsibility of promoting the welfare and well-being of Overseas Filipino Workers (OFWs) and their families. Reorganizing that OFWs' welfare extends beyond physical safety, encompassing mental health, financial stability, and overall quality of life, the Council shall implement comprehensive policies and programs aimed at genuinely enhancing their welfare and maximizing their contributions to the nation.
2. **Coordination of Services.** The City of Bacoor OFW Help Desk Coordinating Council shall synchronize the efforts of the City Government of Bacoor, the DFA, DOLE, POEA, NRCO, DTI, OWWA, PESO, DMW, and TESDA as well as manpower and other necessary services and counseling provided by non-governmental and community-based organizations, for the benefit of the OFWs and their families. This coordinated effort aims to establish a comprehensive support system to effectively address the needs of OFWs and their families.
3. **Formulation and Implementation of Policies.** The Council shall develop and execute holistic policies, plans, and programs aimed at promoting the welfare of OFWs, with the goal of significantly enhancing the lives of these modern-day heroes.
4. **Enhanced Program Delivery.** There will be a heightened delivery of programs and services to OFWs and their families through collaboration with network partners.





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

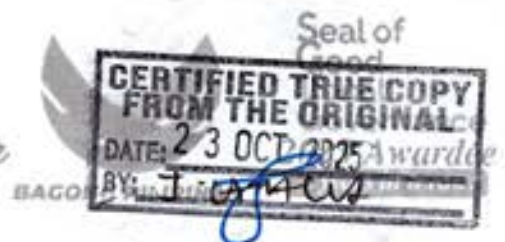


5. **Database Establishment.** The Council shall create and maintain a database containing a master list of OFWs residing in the City of Bacoor. This database shall categorize OFWs according to occupation, job category, civil status, gender, country or state of destination, visa classification, and employer details in compliance with the provisions of Republic Act No. 10173 or the "Data Privacy Act of 2012."
6. **Integration of Government Programs.** The Council shall integrate various government programs and services to ensure the inclusion of OFWs, serving as a centralized hub for all programs and services for OFWs and their families in the City of Bacoor.
7. **Establishment of Overseas Filipino Resource Linkages.** The Council shall establish connections with overseas Filipino resources to facilitate the development of migrants, their families, and communities, empowering OFWs and their families, promoting sustainable development, and strengthening the community.
8. **Incorporation of Migrant Workers' Resources.** The Council shall integrate migrant workers' resources issues and concerns into the development plan of the City of Bacoor, contributing to sustainable growth and community well-being.
9. **Provision of Legal Advice.** Legal advice on matters concerning the welfare of OFWs and their families shall be provided through the Office of the City Legal Service Office.
10. **Collaboration with Other Agencies.** The City Government of Bacoor shall collaborate with other agencies to enhance the support system for Bacooreño OFWs, ensuring their prosperity both abroad and upon their return.
11. **Facilitation of Reintegration.** The Council shall facilitate the reintegration of returning Bacooreño OFWs by assisting livelihood, entrepreneurship, savings, investments, and financial literacy. Tailored literacy programs for returning OFWs and their families will be provided to ensure their resilience and prosperity as they reintegrate into the community.
12. **Accommodation of OFW Concerns.** Services such as processing employment abroad applications, OWWA benefits, and addressing other OFW concerns will be accommodated.





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



13. **Additional Services.** The Council shall offer additional services to OFWs, such as pre-departure and pre-employment training and anti-illegal recruitment seminars, empowering OFWs with the necessary knowledge, skills, and resources to protect themselves while working abroad.
14. **Education and Information Campaign.** Education and information campaigns against illegal recruitment and anti-trafficking in persons will be conducted through sustained efforts, continuous monitoring, and active participation from all stakeholders. The city aims to create a safer environment for OFWs through collaborative efforts to prevent possible exploitation and other mistreatment.

The City of Bacoor OFW Help Desk Coordinating Council may assign/designate specific functions and/or responsibilities to a particular member in accordance with the member's field of expertise. It may also conduct orientation seminars, lectures, and other training for OFWs and their families, subject to the accreditation requirements of the proper government agencies.

Section 11. Data Privacy. In accordance with Section 10 (5) of these Rules, the PESO is mandated to uphold the data privacy rights concerning the master list of the OFWs residing in the City of Bacoor. This master list is categorized based on occupation, job category, civil status, gender, country or state of destination, and visa classification and includes the names, addresses, and contact numbers of employers.

Section 12. Physical Office. The City of Bacoor OFW Help Desk Coordinating Council shall hold office at the Public Employment Service Office (PESO) in the City of Bacoor, with an Officer-in-Charge as the focal person responsible for its day-to-day activities.

Rule 4 FINAL PROVISIONS

Section 13. Budget Appropriations. – The City Government of Bacoor shall allocate the necessary funds in its annual budget or any subsequent supplemental budget to implement the provisions outlined in the Ordinance.

Section 14. Changes or Modifications of the Implementing Rules and Regulations. – In order to ensure the efficient and effective implementation of the Ordinance, the Office of the City Mayor, in consultation with relevant offices, may propose amendments to said Ordinance and, consequently, to these Rules, as deemed necessary.





Republic of the Philippines
Province of Cavite
CITY OF BACOOR
Office of the City Mayor



Section 15. Separability. – Should any section or provision of these Rules be deemed unconstitutional or invalid, the unaffected sections or provisions shall continue in full force and effect.

Section 16. Repeal. – All local rules or regulations inconsistent with or contrary to the provisions of these Rules are hereby repealed and modified accordingly.

Section 17. Effectivity. – These Rules shall take effect immediately upon its approval.


STRIKE B. REVILLA
City Mayor

