



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



EXECUTIVE ORDER No. 138 - 2024
Series of 2024

AN ORDER ADOPTING THE REVISED IMPLEMENTING RULES AND REGULATIONS OF CORPORATE SOCIAL RESPONSIBILITY INCENTIVE ORDINANCE OF BACOOR, AS AMENDED BY CITY ORDINANCE NO. 363-2024

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. 363-2024, entitled "An Ordinance Amending, Modifying, and Repealing Certain Provisions of City Ordinance No 242-2022 (Corporate Social Responsibility Incentive Ordinance of Bacoor";

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 Revised Implementing Rules and Regulations that shall govern the Corporate Social Responsibility Incentive Ordinance of Bacoor, as amended by City Ordinance No. 363-2024;"

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 Revised Implementing Rules and Regulations of City Ordinance No. 363-2024 herein attached.

Section 1. Implementing Rules and Regulations (IRR). Attached herein is the Implementing Rules and Regulations of City Ordinance No. 363-2024, which shall form part of this Executive Order. This shall be known as the "Revised Implementing Rules and Regulations of Corporate Social Responsibility Incentive Ordinance of Bacoor, as amended by City Ordinance No. 363-2024".

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.

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SECTION 2. Repealing Clause. All Orders, rules and regulations, and other issuances or parts thereof inconsistent with the provisions of this Order, are hereby repealed or modified accordingly.

SECTION 3. Separability Clause. If any provision contained herein is judicially determined to be unlawful or invalid, the remaining provisions shall continue to be fully effective and enforceable.

SECTION 4. Effectivity. This Executive Order shall take effect immediately upon signing.

SO ORDERED.

DONE this 20th day of August 2024 in the City of Bacoor, Province of Cavite.


STRIKE B. REVILLA
City Mayor



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**REVISED IMPLEMENTING RULES AND REGULATIONS OF CORPORATE
SOCIAL RESPONSIBILITY INCENTIVE ORDINANCE OF BACOOR, AS AMENDED
BY CITY ORDINANCE NO. 363-2024**

**RULE I
GENERAL PROVISIONS**

Section 1. TITLE. This shall be known and cited as the "Revised Implementing Rules and Regulations of the Corporate Social Responsibility Incentive Ordinance of Bacoor."

Section 2. PURPOSE. The Implementing Rules and Regulations of the Corporate Social Responsibility Incentive Ordinance of Bacoor (CO 242-2024) is hereby revised pursuant to amendments and modification of the said ordinance under City Ordinance No. 363-2024 ("An Ordinance Amending, Modifying, and Repealing Certain Provisions of City Ordinance No 242-2022").

Section 3. COVERAGE. The provisions of This IRR and Regulations shall apply to all business establishments, professionals, and institutions (such as schools and hospitals) doing business, working, or operating within the City of Bacoor, Cavite.

Section 4. IMPLEMENTING OFFICE. The Business Permit and Licensing Department (BPLD), the Local Economic Development and Incentives Promotions Office (LEDIPO), and other concerned offices or departments under the supervision of the Office of the City Mayor and the Office of the City Administrator, shall be the lead implementing agencies for the implementation of this IRR. Other city government departments, units, or offices, as may be directed by the City Mayor, shall assist in the effective implementation of this IRR.

Section 5. RULES OF CONSTRUCTION. In construing the provisions of this IRR, 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 rule.** All words and phrases shall be construed and understood according to the standard and approved usage of the language, but technical words and phrases and such others which may have acquired a peculiar appropriate meaning in This IRR shall be construed and understood according to such technical, peculiar, or appropriate meaning.
2. **Gender and number.** Every word in This IRR importing the masculine gender shall extend to both females and males. Every word importing the singular number shall extend and apply to

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several persons or things, and every word importing the plural number shall also extend and apply to one person or thing.

3. **Computation of time.** The time within which an act is to be done as **provided** in This IRR or in any rule or regulation issued pursuant to the provisions thereof when expressed in days shall be computed by excluding the first day and including the last day, except if the last day falls on a Sunday or a holiday in which case the same shall be excluded from the computation, and the next business day shall be considered the last day.
4. **References.** All references to Articles and Sections are to the Articles, and Sections in This IRR, unless otherwise specified.
5. **Conflicting provisions of the section.** If the provisions of different sections conflict with or contravene each other, the provisions of each section shall prevail as to all specific matters and questions involved therein.

RULE II
DECLARATION OF POLICY AND DEFINITIONS

Section 6. DECLARATION OF POLICY. It is the policy of the City Government of Bacoor to:

1. Provide the private businesses, regardless of size, professionals, and institutions, the opportunity to contribute to improving the community in which they operate, making it a better place to live and work;
2. Encourage private businesses to take a more active role in improving the City of Bacoor. This will not only benefit the public but will also ease the financial burden of the city government in providing various services to its constituents.
3. Promote voluntarism, generosity, and altruism among private businesses, entrepreneurs, professionals, or institutions by engaging in corporate social responsibility activities beneficial to their fellow citizens and the community as a whole.

Section 7. DEFINITION OF TERMS. The following terms, as used in this Implementing Rules and Regulations, shall mean:

1. **Business Establishments** — any natural or juridical person not engaged in the practice of the profession that is duly registered as a business with the Business Permits and Licensing Department (BPLD) of the City of Bacoor and is engaged in the trade or delivery of goods and services to any member of the public.

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2. **Corporate Social Responsibility or Citizen's Social Responsibility (CSR) Activities** — any activity conducted within the City of Bacoor by any business establishment, professional, or institution that aims to improve society, the environment, the lives of the poor, the sick, the victims of injustice, or the underprivileged.
- Urban renewal or community infrastructure projects aligned with the development plan of the City of Bacoor; greening or re-greening or landscaping of major roadsides or street islands in the City of Bacoor, key biodiversity areas, areas with historical or tourism value, or open spaces in residential or commercial areas and the like;
 - Social welfare activities such as charitable or education/scholarship projects, cultural revivals, health development projects, programs for women, children, elderly, disabled, out-of-school youth of the marginalized, disaster relief assistance; and the like.

Only those projects proposed by the LEDIPO, CSWDO, BPLD, PESO, and BCCHATO shall be considered as the City Government's Corporate Social Responsibility (CSR).

3. **Institutions** — any school, hospital, or charitable organization operating within the City of Bacoor, Cavite.
4. **Professionals** — any resident of the City of Bacoor duly registered with the Professional Regulation Commission (PRC) or the Supreme Court of the Philippines as a professional who is practicing their profession within the City.

RULE III
IMPLEMENTING PROVISIONS

Section 8. GRANT OF INCENTIVES. All business establishments, professionals, and institutions that will conduct CSR activities in the City of Bacoor in coordination with the Local Economic Development and Investments Promotion Office (LEDIPO), City Social Welfare and Development Office (CSWDO), Business Permit and Licensing Department (BPLD), Public Employment Service Office (PESO), and Bacoor City Culture, History, Arts and Tourism Office (BCCHATO) or any other department under the Office of the City Mayor prior to the holding of such activities shall be entitled to the following incentives:

1. Free advertising of their products or services to all free cable television channels airing in the City of Bacoor for a period of thirty (30) calendar days.
2. Public recognition of the business establishments, professionals, and institutions that will conduct CSR activities in all social media accounts owned by the city government.

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3. Free use of selected advertising spaces owned by the city government for not more than ten (10) calendar days.
4. 10% discount on their Mayor's Permit and Sanitation Permit fee for the year following the conduct of the CSR activity/ies.
5. Use of an express lane at the Business One-Stop Shop facility at the Bacoor City Hall for their transactions with the city government; and
6. Assistance to be provided by the LEDIPO in the processing of their applications for various permits to be issued by the city government.

Section 9. CONDITIONS FOR THE GRANT OF INCENTIVES. The incentives mentioned above shall only be granted if the business establishment, professional, or institution applying for the same complies with the following conditions:

1. It has no unpaid taxes or other accountabilities to the city government;
2. It is consistently complying with all city ordinances and has not filed suit against the city government or is not the subject of a legal action filed against it by the city government;
3. The proposed CSR activity/activities were duly coordinated with the LEDIPO, CSWDO, BPLD, PESO, and BCCHATO or with any department/unit under the Mayor's Office or with the Office of the Vice Mayor before the CSR activity/ies was/were conducted;
4. It employs Senior Citizens, Persons with Disability (PWDs), and former Persons Deprived of Liberty (PDLs); and
5. The business establishment, institution, or professional applied for the grant of the said incentive in the manner to be provided herein.

Section 10. PROCEDURE IN APPLICATION FOR GRANT OF INCENTIVES. The following procedures for the application for grant of incentives shall be as follows:

1. The business establishment, professional, or institution shall submit to the LEDIPO a written application/notification to undertake its CSR activities indicating the intended date, time, and place of the activity. The applicant shall also submit a brief description of the CSR activity including its purpose, the target community sector involved, and the expected outcomes or community impact;
2. Submit an Affidavit of Undertaking that it has no unpaid taxes and accountabilities with the city government, that it is compliant with all the city ordinances, and that it has not filed any suit against the city government;
3. The LEDIPO, in consultation with the BPLD, shall verify the registration records of the applicant business establishment, professional, or institution. Depending on the nature of the proposed CSR activity, LEDIPO

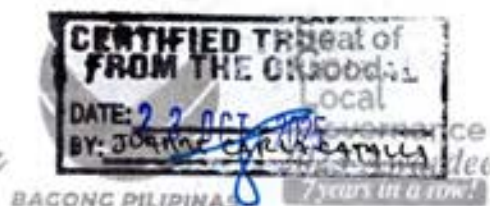
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shall also consult and seek endorsement from the CSWDO, PESO, or BCCHATO, as the case may be. Thereafter, LEDIPO shall recommend the grant of incentives.

4. In case of duplication of CSR activities, the LEDIPO shall inform the applicant of such fact. The applicant shall be given a reasonable time, not exceeding 30 days, to decide whether to change, amend, or revise their proposal.
5. The LEDIPO then shall write a report within three (3) working days from receipt of the application to the Office of the City Mayor, copy furnishing the Office of the City Administrator with its recommendation.
6. The Office of the City Mayor shall then decide within three (3) working days whether CSR activity/ies can avail the incentives under City Ordinance No. 242-2022, as amended by City Ordinance No. 363-2024. Once approved, a letter to the CSR activity proponent shall be sent immediately.

Section 11. MONITORING. The LEDIPO shall monitor the progress and conduct of the CSR activities to ensure they meet the purpose and timelines. Depending on the nature of the CSR activity, the BPLD, CSWDO, PESO, BCCHATO, and other concerned offices, as the case may be, will closely monitor and coordinate with the proponent of the CSR activity during its conduct.

Section 12. REPORTING. Within thirty (30) days from the conclusion of the CSR activity/ies, the business establishment, professional, or institution concerned shall submit a report to the City Government of Bacoor, through the LEDIPO, on the conduct of the CSR activity/ies. The LEDIPO shall also submit a quarterly report to the Office of the City Mayor, on the incentives granted to the business establishments, professionals, or institutions that conducted CSR activity/ies in the City of Bacoor.

RULE IV VIOLATION AND PENALTIES

Section 13. PENALTY. Any city government employee that refuses with justifiable cause to grant the incentives mentioned above to qualified business establishments, professionals, or institutions shall be deemed to have violated this Ordinance and shall be required - upon conviction by a court of competent jurisdiction - to pay a fine of Five Thousand Pesos (P5,000.00).

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CERTIFIED TRUE AND CORRECT
FROM THE ORIGINAL
DATE: **23 OCT 2023**
BY: **JOHNNIE A. C. CATHUL**

RULE V
MISCELLANEOUS PROVISIONS

Section 14. CHANGES IN MODIFICATIONS TO THE IMPLEMENTING RULES AND REGULATIONS. To appropriately manage the orderly administration of City Ordinance No. 242-2024, as amended by City Ordinance No. 363-2024, the Office of the City Mayor, after consultation with the BPLD, LEDIPO, PESO, CSWDO, and BCCHATO, may recommend to the Sangguniang Panlungsod amendments to the said Ordinance, and consequently, this IRR.

Section 15. REPEAL CLAUSE. All existing rules and regulations or parts thereof, that are in conflict, inconsistent, or contravene with any of the provisions of This IRR and regulations are hereby repealed, amended, or modified accordingly.

Section 16. SEPARABILITY CLAUSE. In case a court of competent jurisdiction declares any provision of this Implementing Rules and Regulations void, contrary to law or unconstitutional, or suspended, or revoked by the Sanggunian, the validity or enforceability of any other provisions hereof not affected by such declaration shall not be affected and remain in full force and effect.

Section 17. EFFECTIVITY. This Revised Implementing Rules and Regulations shall take effect immediately upon its approval.

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