



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

EXECUTIVE ORDER

EXECUTIVE ORDER No. 149 - 2024
Series of 2024



**AN ORDER ADOPTING THE IMPLEMENTING RULES AND REGULATIONS
OF CITY ORDINANCE NO. 368-2024, OTHERWISE KNOWN AS THE
"CONTRACTORS SPECIAL PERMIT ORDINANCE
OF THE CITY OF BACOR"**

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. 368-2024, entitled "An Ordinance Mandating Contractors to Secure Special Permit Prior to Project Engagement in the City of Bacoor", which intends to regulate contractors operating on behalf of national agencies or private utility service providers, ensuring they maintain high standards and adhere to secure and safe business practices, as well as comply with various regulations and safety standards required in their operations;

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 Contractors Special Permit 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 Revised Implementing Rules and Regulations of City Ordinance No. 368-2024 herein attached.

SECTION 1. Implementing Rules and Regulations (IRR). Attached herein is the Implementing Rules and Regulations of City Ordinance No. 368-2024, which shall form part of this Executive Order. This shall be known as the "Implementing Rules and Regulations of the Contractors Special Permit Ordinance of Bacoor." 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.

E.O. No. 149 - 2024
Page 1 of 2



SCAN ME



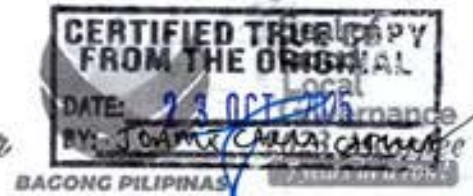
Address: Bacoor Government Center, Bacoor Blvd.,
Brgy. Bayanan, City of Bacoor, Cavite
Trunkline: 434-1111
Website: www.bacoor.gov.ph



Cert. no. 24/181809



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



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 11th day of September 2024 in the City of Bacoor, Province of Cavite.


STRIKE B. REVILLA
City Mayor



E.O. No. 149 - 2024
Page 2 of 2



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



Cert. no. 24/181809



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



**THE IMPLEMENTING RULES AND REGULATIONS OF CITY
ORDINANCE NO. 368-2024 SERIES OF 2024**

OR

**"AN ORDINANCE MANDATING CONTRACTORS TO
SECURE SPECIAL PERMIT PRIOR TO PROJECT
ENGAGEMENT IN THE CITY OF BACOR"**

**Rule 1
GENERAL PROVISIONS**

Section 1. Title. – This shall be the Implementing Rules and Regulations ("IRR" of City of Bacoor Ordinance No. 368-2024, Series of 2024, entitled the "**Contractors Special Permit Ordinance**," also known as the "Ordinance." Henceforth, the IRR shall be referred to as the "Rules."

Section 2. Purpose. – This IRR is promulgated to prescribe the procedure and guidelines for the effective implementation of Bacoor City Ordinance No. 368-2024, Series of 2024. The Ordinance is enacted to regulate and ensure the proper documentation and compliance of contractors operating within the jurisdiction of the City of Bacoor to various city ordinances promoting public health, safety, and general welfare by requiring them to obtain a valid business permit prior to engaging in any project.

Section 3. Scope and Application. – This IRR shall apply to all contractors engaged by national agencies, including but not limited to the Department of Public Works and Highways (DPWH), the National Housing Authority (NHA), and other government agencies requiring contractor services for project delivery. Additionally, this IRR extends to private utility service providers such as the Manila Electric Company (MERALCO), Maynilad, PLDT, Globe, Smart, and other similar entities operating within the City of Bacoor.

Section 4. Implementing Offices. – The Business Permit and Licensing Department, shall assume primary responsibility for enforcing the aforementioned City Ordinance and this IRR. 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 this IRR.





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



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 Interpretation.** – All words and phrases used in this IRR should be understood according to their usual meaning, but technical terms or those with specific meanings in this IRR 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 this IRR 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 this IRR 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. Regulating and ensuring proper documentation and compliance of contractors operating within the jurisdiction.
2. Promoting public health, safety, and general welfare by requiring these contractors to obtain a valid business permit before commencing any project.
3. Protect the community by ensuring that all construction activities are conducted in a manner that does not compromise public safety and general welfare.
4. Maintaining high standards and ensuring that contractors adhere to secure and safe business practices as well as to various regulations and safety standards required in their operations.

The Implementing Rules and Regulation of City Ordinance No. 368-2024
Page 2 of 8



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



Cert. no. 24/181809



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



Section 7. Definitions. – As used in this Ordinance, the following terms shall mean as follows:

1. **Administrative Office** refers to offices that house office departments such as, but not limited to, treasury, internal audit, administration, purchasing, and finance. It is neither a branch, sales, or project office and does not operate any aspect of its business or primary purposes, nor does it handle the invoices or records of sales to its customers, nor are there any transactions or sales made thereat.
2. **Branch or Sales Office** refers to a fixed place in a locality that conducts operations of the business as an extension of the principal office. A warehouse that accepts orders and/or issues sales invoices independently of a branch with a sales office shall be considered a sales office.
3. **Contractor** - Any individual, partnership, corporation, or entity engaged in construction, renovation, or any related projects. Service Contractor refers to persons, natural or juridical, not subject to professional tax under Section 139 of the LGC, whose activity consists essentially of all kinds of services for a fee, regardless of whether or not the performance of the service calls for the exercise or, use of the physical or mental faculties of such contractor or his employees.

As used in this Article, the term contractor shall include general engineering, general building and specialty contractors as defined under applicable laws; filling, demolition and salvage works contractors; proprietors or operators of mine drilling apparatus; proprietors or operators of dockyards; persons engaged in the installation of water system, and gas or electric light, heat, or power, proprietors or operators of smelting plants; engraving, plating, and plastic lamination establishments; proprietors or operators of establishments for repainting, repairing, upholstering, washing or greasing of vehicles, heavy equipment, vulcanizing, recapping and battery charging; proprietors or operators of furniture shops and establishments for planning or surfacing and recutting of lumber, and sawmills under contract to saw or cut logs belonging to others; proprietors or operators of dry-cleaning or dyeing establishment, steam laundries, and laundries using washing machines; proprietors or owners of shops for the repair of any kind of mechanical and electrical devices, instruments, apparatus, proprietors or operators of arrastre and stevedoring, warehousing, master plumbers, smiths, and house or sign painters.

4. **Fee** refers to a charge fixed by law or ordinance for the regulation or inspection of a business or activity.





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



BAGONG PILIPINAS

5. **General Engineering Contractor** refers to a person whose principal contracting business is in connection with fixed works requiring specialized engineering knowledge and skill, including the following divisions or subjects: irrigations, drainage, water power, water supply, flood control, inland waterways, harbors, docks, wharves shipyards and ports, dams, hydroelectric projects, levees, river control and reclamation works, railroads, highways, street and roads, bridges, overpasses, underpasses, and other similar works; pipelines and other systems for the transmission of petroleum and other liquid or gaseous substances; land leveling and earth moving projects, excavating, grading, trenching, paving and surfacing works.
6. **General Building Contractor** refers to a person whose principal contracting business is in connection with any structure built, being built, or to be built for the support, shelter, and enclosure of persons, animals, chattels, or movable property of any kind, requiring in its construction the use of more than two unrelated building trades or crafts, to do or superintended the whole of any part thereof. Such structure includes sewers and sewerage disposal plants and system, parks, playgrounds, and other recreation works, refineries, chemical plants, and similar industrial plants requiring specialized engineering knowledge and skill, powerhouses, power plants, and other utility plants and installations, mines and metallurgical plants, cement, and concrete works in connection with the above-mentioned fixed works.

A person who merely furnishes materials or supplies without fabricating them into or consuming them in the performance of the work of the general building contractor does not necessarily fall within this definition.
7. **Mayor's Permit and Business License** - A legal document issued by the [City/Municipality] authorizing a contractor to conduct business within its jurisdiction. Refers to a local license required for a business or company to operate in the City of Bacoor.
8. **Principal Office** refers to the head or main office of the business appearing in the pertinent documents submitted to the Securities and Exchange Commission, the Department of Trade and Industry, or other appropriate agencies, as the case may be.
9. **Project Office** refers to an office used in administering the project or construction being undertaken in pursuit of the business, which may not be a fixed place but one that may be transferred from one project site to another.
10. **Specialty contractor** refers to a person whose operations pertain to the performance of construction work requiring special skills and training and



SCAN ME



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



Cert. no. 24/181809



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



whose principal contracting business involves the use of specialized building trades and crafts.

11. **Special Permit Fee** refers to a charge imposed upon contractors for the issuance of a special permit. This permit authorizes a contractor to perform certain types of work within the jurisdiction of the City of Bacoor.
12. **Private Utility Service Provider** refers to a private entity engaged in public service that operates, manages, or controls for public use any of the following: distribution or transmission of electricity; petroleum and petroleum products pipeline transmission systems; water pipeline distribution systems and wastewater pipeline systems, including sewerage pipeline systems; seaports, including telecommunication systems.
13. **National Agency** refers to government entities engaged in public works, construction activities, and the utilization of contractors to fulfill their function and delivery of public service. This includes, but is not limited to DPWH, NHA, and other similar agencies.

Rule 3 IMPLEMENTING PROVISIONS

Section 8. Mandatory Requirement for Special Permit For Contractors and Special Permit Fee. All contractors intending to undertake construction, renovation, or related projects within the City of Bacoor must obtain a valid Contractor's Special Permit from the Business Permit and Licensing Department (BPLD) before commencing any project work within the City of Bacoor. Each permit issued by the City Mayor must show the name of the applicant, the nationality, address, nature of the organization, whether a sole proprietorship, corporation, or partnership, the location of the business, number of the permit, date of issue, and other information required by the City Mayor.

Section 9. Exemption. Contractors providing services to national agencies or entities engaged in public utilities who are duly registered with their principal business address within the City of Bacoor are exempt from obtaining the Contractor's Special Permit. However, these contractors must hold a valid Mayor's Permit and Business License.

Section 10. Special Permit Fee. An applicant for a Contractor's Special Permit shall be required to pay the following fee depending on the total project cost:

Total Project Cost	Fees
Not more than P3,000,000.00	P5,000.00





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



P3,000,001.00 – P15,000,00.00	P27,500.00
P15,000,001.00 – P100,000,000.00	P55,000.00
In excess of P100,000,000.00	P100,000.00

Section 11. Issuance and Validity Of The Permit. Special Permit shall become effective on the date of issuance and will remain valid until the expiration date specified, which corresponds to the duration of the project. The permit's validity is strictly tied to the project's timeline, and any extension or modification of the project's duration will require the issuance of a new permit or an amendment to the existing one.

Section 12. Fulfillment of Other Obligations. The issuance of the Special Permit shall not exempt or relieve the permitholder from complying with the requirements of the other departments of the City Government pertaining to contracting business operations or activities prescribed under the Bacoor City Revenue Code.

Section 13. Documentary Requirements. The following are the documentary requirements for applying for a Mayor's Permit prior to engagement in its contracting business:

1. Proof of business registration, incorporation, or legal personality (i.e. DTI/ SEC/Cooperative Development Authority (CDA) registration) including the basis for computing taxes, fees, and charges (e.g., business capitalization). For franchisees, a copy of the Franchise Agreement. Information on its principal address/office shall be included;
2. If maintaining a warehouse or branch office in the City of Bacoor; a Contract of Lease and Lessor's Mayor's Permit and Business License (for those renting/leasing);
3. Certified true copy of a contractor's license duly issued by the Philippine Contractor's Accreditation Board (PCAB);
4. Name of the principal project proponent for which it is rendering contract service;
5. Name, duration, and location of its project/s within the City of Bacoor;
6. List of ongoing and completed projects;
7. The total number of employees of the business and the number of employees residing in the City of Bacoor, if any. This shall include registered engineers and licensed architects, as the case may be;
8. Proof of payment of Special Permit;
9. Other supporting documents may be required.

Section 14. Application Process. The following shall be the application process that shall be followed:





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



1. Applicant shall submit a duly accomplished Contractor's Special Permit unified application form along with the required supporting documents to the Business Permit and Licensing Department.
2. Pay the required fees for the Special Permit application.
3. The Business Permit and Licensing Department shall process the application within three (3) working days from the date of submission.
4. Upon approval, the contractor shall be issued a Contractor's Special Permit valid for a period of ninety (90) days or the period specified in the project duration as applied by the contractor, whichever is longer.

Section 15. Extension of Permit. Should the completion of the project not be met within the 90-day period or extended beyond the given project duration due to the contractor's fault, the contractor shall notify the BPLD of such fact and apply for a new Special Permit.

Section 16. Revocation of Permit. Upon proper and written notice, the City Mayor, through the BPLD, may revoke the permit and close the establishment for any of the following reasons:

1. Violation of any condition set forth in the permit;
2. Abuse of privilege to do business or pursuit of activity to the injury of public morals, disruption of peace and order, and the endangerment of the health of the community;
3. Refusal to pay an indebtedness or liability to the City;
4. Deliberate submission of false or inaccurate documents, data, or information that led to the grant of the permit;
5. Performing activities in order to avoid compliance with this Ordinance; and
6. Other analogous acts.

Section 17. Penalties for Non-Compliance. Any contractor found operating without a valid special permit before undertaking its contracted project shall be imposed a fine of P2,500.00 after inspection and issuance of a Notice of Violation.

Section 18. Compliance Monitoring. The City Business Permit and Licensing Department (BPLD) shall conduct regular inspections to ensure compliance with this ordinance. It shall coordinate with the City Engineering Office in monitoring the compliance of the service contractors prior to the actual commencement of their respective project work.

If a contractor is found operating without a valid Special Permit or in violation of other regulatory requirements, a Notice of Violation will be issued and the contractor will be required to pay the corresponding fine. Additionally, the contractor must secure the necessary Special Permit in accordance with the procedures and guidelines provided in these Rules.





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



Rule 4
FINAL PROVISIONS

Section 19. 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 20. Changes or Modifications of the Implementing Rules and Regulations. – In order to ensure the efficient and effective implementation of City Ordinance No. 368-2024, the Office of the City Mayor, in consultation with relevant offices, may propose amendments to said Ordinance and, consequently, to this IRR, as deemed necessary.

Section 21. Separability. – Should any section or provision of this IRR be deemed unconstitutional or invalid, the unaffected sections or provisions shall continue in full force and effect.

Section 22. Repeal. – All local rules or regulations inconsistent with or contrary to the provisions of this IRR are hereby repealed and modified accordingly.

Section 23. Effectivity. – This IRR shall take effect immediately upon its approval.

