



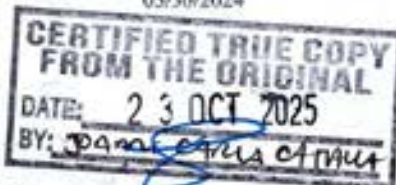
Republic of the Philippines
Province of Cavite
CITY OF BACOOR
Office of the City Mayor
EXECUTIVE ORDER



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CGBCR-MO-05-F04.02
05/30/2024

EXECUTIVE ORDER No. 161 - 2024
Series of 2024



**AN ORDER ADOPTING THE IMPLEMENTING RULES
AND REGULATIONS OF CITY ORDINANCE NO. 358-2024
SERIES OF 2024 OTHERWISE KNOWN AS MAYOR'S
SOCIALIZED BENEFITS FOR RESIDENTS (MSBR)
COMMITTEE ORDINANCE OF 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. 358-2024, entitled "An Ordinance Strengthening the Strike sa Serbisyo Action Center (SSAC) as the Frontline Service Delivery to the City of Bacoor Residents through the Creation of the Mayor's Socialized Benefits for Residents (MSBR) Committee Under the Office of the City Mayor for the Improvement of the Delivery of Social Services to All Qualified Residents of the City of Bacoor"; which aims to keep residents informed about local programs and services, provide timely notifications about available benefits, and enhance community access to essential services by establishing additional Mayor's Socialized Benefits for Residents (MSBR) Committees in various barangays;

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 City Ordinance No. 358-2024;"

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 Implementing Rules and Regulations of City Ordinance No. 358-2024 herein attached.

Section 1. Implementing Rules and Regulations (IRR).

Attached herein is the Implementing Rules and Regulations of City Ordinance No. 358-2024, which shall form part of this Executive Order. This shall be known as the "Implementing Rules and Regulations of City Ordinance No. 358-2024".

E.O. No. 161 - 2024
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Brgy. Bayanan, City of Bacoor, Cavite
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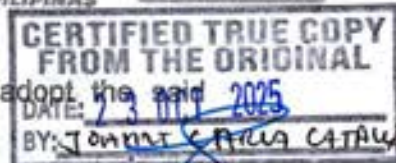
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EXECUTIVE ORDER

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 Implementing Rules and Regulations 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 October 2024 in the City of Bacoor, Province of Cavite.


STRIKE B. REVILLA
City Mayor



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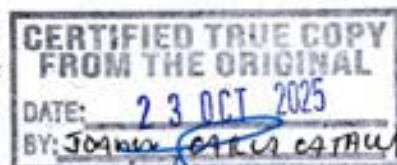
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**THE IMPLEMENTING RULES AND REGULATIONS OF
CITY ORDINANCE NO. 358-2024 SERIES OF 2024**



OR

**"AN ORDINANCE STRENGTHENING THE STRIKE SA
SERBISYO ACTION CENTER (SSAC) AS THE
FRONTLINE SERVICE DELIVERY TO THE CITY OF
BACOOR RESIDENTS THROUGH THE CREATION OF
THE MAYOR'S SOCIALIZED BENEFITS FOR
RESIDENTS (MSBR) COMMITTEE UNDER THE
OFFICE OF THE CITY MAYOR FOR THE
IMPROVEMENT OF THE DELIVERY OF SOCIAL
SERVICES TO ALL QUALIFIED RESIDENTS OF THE
CITY OF BACOOR"**

**Rule 1
GENERAL PROVISIONS**

Section 1. Title. – This serves as the Implementing Rules and Regulations ("IRR") of City of Bacoor Ordinance No. 358-2024, Series of 2024, entitled the *"Mayor's Socialized Benefits for Residents (MSBR) Committee Ordinance of 2024,"* also known as the "Ordinance." The IRR shall be referred to as the "Rules."

Section 2. Purpose. – The Ordinance and this IRR aim to achieve the following:

1. Ensures that residents of the City of Bacoor receive timely announcements about local programs and initiatives, hence keeping the community informed about community events and services;
2. Provide prompt notification and necessary information to residents about the available benefits they may access, whether it is financial assistance, medical support, burial assistance, or any other types of services; and
3. Empower the community by establishing additional Mayor's Socialized Benefits for Residents (MSBR) Committee in various barangays in the City of Bacoor, aiming to bring social services closer to the community and ensure better access to essential services.

Section 3. Scope and Application. – This IRR applies to all resident natural persons of the City of Bacoor who are in dire need of the social services offered by the City Government.





Section 4. Implementing Offices. – The Mayor's Socialized Residents (MSBR) Committee composed of the Office of the City Mayor, City Administrator's Office, City Social Welfare and Development Office, City Cemetery Office, City Inspection and Compliance Unit, Office of the Population Development, Public Employment Service Office, Office of the City Health Services, City Livelihood and Development Department, Office of the City Civil Registry, Office of the Senior Citizen's Affairs, City Cooperative Development Office, City Veterinary Services Office, Bacoor City Transformation Office, Sports Development Unit, Department of Education – City Schools Division of Bacoor, Persons with Disability Office, Local Youth Development Office and Office of the City Legal Services shall assume primary responsibility for the enforcement of 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.

Section 5. Rules of Construction. – The following rules of construction shall be observed when construing the provisions of this IRR unless they are inconsistent with the provision's manifest intent or would lead to absurd or highly improbable results when applied.

- 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, as well as 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

The Implementing Rules and Regulation of City Ordinance No. 358-2024
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Section 6. Declaration of Policy. – It is the policy of the City Government of Bacoor to implement guidelines aimed at serving the community, with the following aspects:

1. **Service Delivery.** The MSBR Committee strives to provide reliable, honest, and genuine services to the residents of the City of Bacoor and to address the needs of the Bacooreños effectively.
2. **Transparency.** The program emphasizes transparency in its operations. By keeping residents informed about the available programs and benefits, the MSBR Committee ensures that every resident has equal access to essential services.
3. **Community Engagement.** Through the MSBR Committee, residents may register and receive announcements about the various programs the City of Bacoor offers, fostering a sense of community and encouraging active participation in local initiatives.

Section 7. Objectives. – It is the objective of the City Ordinance and this IRR to:

1. **Timely Announcements of Programs.** The MSBR Committee ensures that residents receive announcements about local programs and initiatives, such as health services, education, community events, and other social activities.
2. **Benefit Notifications.** Residents are informed about the available services and benefits they can access, including, but not limited to, financial assistance, medical support, and other services provided by the City Government of Bacoor.
3. **Community Empowerment.** By establishing the MSBR Committee in various barangays in the City, the social services program brings closer to the residents, aiming to empower local communities and better access to essential services.

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

1. **Social Services** – encompass a wide range of public services intended to provide support and assistance to specific groups, often including the disadvantaged, distressed, or vulnerable individuals or groups, aiming to promote social well-being and improve the lives of those in need by addressing various social challenges and promoting community welfare.





2. **STRIKE Program** – refers to Sustainable social service towards a Responsive and Immersive social service program, Key to a more progressive city for every Bacooreños.
3. **STRIKE sa Kalusugan** – refers to all those Health and Wellness programs, projects, and services by the Office of the City Health Services and City Social Welfare and Development Office to be augmented or extended through the MSBR Committee.
4. **STRIKE sa Kaalaman** – refers to the activities of the City Government of Bacoor intended for immediate mass information dissemination or call for action, which aim at capacitating local government unit partners and non-governmental organizations.
5. **STRIKE sa Karapatan** – refers to the activities of the City Government intended to attend to the needs of less fortunate families and individuals, not only confined to legal services and/or case-related impediments that need immediate action but also social inclusion activities.
6. **STRIKE sa Kaayusan** – refers to the initiatives or innovative projects or services of the City Government intended to enhance and heighten public order, security, and the safety of every Bacooreños.
7. **STRIKE sa Kabuhayan** – refers to the barangay-based activities aiming to create income-generating opportunities and support the food security efforts of the local government unit.

Rule 3

MAYOR'S SOCIALIZED BENEFITS FOR RESIDENTS (MSBR) COMMITTEE

Section 9. Creation of the MSBR Committee. – The Mayor's Socialized Benefits for Residents Committee is hereby created and will be manned by concerned offices or agencies that provide various social programs and services that respond IMMEDIATELY to the issues and concerns of the people in the community.

By having offices or agencies dedicated to social programs and services, the City Government can effectively respond to issues and concerns faced by its residents. This proactive approach can make a significant difference in the lives of the local constituents.

Section 10. Duties and Responsibilities of the MSBR Committee. – The MSBR Committee shall have the following powers and duties:

1. **Validation and Assessment.** The MSBR Committee plays a crucial role in validating and assessing application forms and required documents for





specific services. This ensures that applicants meet the necessary criteria to efficiently provide assistance to those in need.

2. **Assistance and Support Services.** The MSBR Committee is committed to providing the community with immediate assistance and other support services. A prompt response in addressing the community's urgent needs, offering counseling, or facilitating access to essential resources can make a positive impact on the lives of each Bacooreño; and
3. **Case Referral.** Referring cases to the appropriate agencies, offices, or units is crucial in ensuring that individuals receive specialized assistance, if necessary. By connecting with the right resources, the MSBR Committee can effectively address diverse needs within the community. Other than the Department Head or Unit Head, each concerned department or unit may assign any qualified personnel to address diverse needs with precision and case, making sure that each case is handled by experts who are best equipped to provide the necessary support.

Section 11. Composition of the MSBR Committee. – The Mayor's Socialized Benefits for Residents (MSBR) Committee shall be composed of:

- Chairperson:** Local Chief Executive, Office of the City Mayor
- Co-Chairperson:** City Administrator, City Administrator's Office
- Members:**
- a. Head, City Social Welfare and Development Office;
 - b. Head, City Cemetery Office;
 - c. Head, City Cooperative Development Office;
 - d. Head, City Inspection Compliance Unit;
 - e. Head, City Population and Development Office;
 - f. Head, Public Employment Service Office;
 - g. Head, Office of the City Health Services;
 - h. Head, City Livelihood and Development Office;
 - i. Head, Office of the Local Civil Registry;
 - j. Head, Office of the Senior Citizen's Affairs;
 - k. Head, City Veterinary Services Office;
 - l. Head, Bacoor City Transformation Office;
 - m. Head, Sports Development Unit;
 - n. Schools Division Superintendent, Department of Education – City Schools Division of Bacoor;
 - o. Head, Persons with Disability Affairs Office;
 - p. Head, Local Youth Development Office; and
 - q. Head, Office of the City Legal Service

In conformity with Section 4 of this IRR, other city government departments, units, or offices may be called upon or designated by the directive of the City Mayor to





provide auxiliary support in the effective implementation of both the Ordinance and the IRR.

Section 12. Immediate Response Provided by MSBR Committee. – The MSBR Committee shall implement immediate services under the STRIKE Program to the residents of Bacoor City as follows:

The **STRIKE Program** stands for **Sustainable social service Towards a Responsive and Immersive social program, Key to a more progressive city for Every Bacooreños**. It consists of the following five (5) STRIKE agendas:

1. **Strike sa Kalusugan** - All those Health and Wellness programs, projects, and services by the Office of the City Health Services or the City Social Welfare and Development Office to be augmented or extended through the MSBR Committee. By filling gaps and addressing the unmet needs of the residents, the city can enhance the well-being of the community.
2. **Strike Sa Kaalaman** - activities of the City Government intended for immediate mass information dissemination or calls for action that aim to capacitate local government unit partners or non-governmental organizations.

Immediate mass information dissemination and calls for action are essential tools for empowering local government unit partners and non-governmental organizations. The following activities that the City Government can consider are as follows:

- a. **Public Awareness Campaigns.** Conduct campaigns on health, safety, environmental issues, and civic responsibilities, which may include public service announcements, workshops, and community dialogues.
- b. **Emergency Alerts.** Implement systems to disseminate urgent information during disasters, health crises, or other emergencies to ensure timely communication with residents and stakeholders.
- c. **Community Workshops and Training.** Organize workshops on topics like disaster preparedness, health education, and sustainable practices. Non-governmental organizations and local government unit partners can collaborate to deliver these sessions.
- d. **Collaborative Events.** Host events that bring together non-governmental organizations, local government unit partners, and the community.





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- e. **Online Platforms.** The City Government's social media websites, and mobile apps should be utilized for information sharing to keep each Bacooreños informed and engaged.
3. **Strike Sa Karapatan** - activities of the City Government intended to attend to the needs of less fortunate families and individuals not only confined to legal services and/or case-related impediments that need immediate actions but also social inclusion activities.

The City Government of Bacoor's commitment to addressing the needs of less fortunate families and individuals may consider the following activities:

- a. **Legal Services and Case Assistance.** Provide free legal aid to those facing challenges, including free legal advice and assistance in navigating legal processes.
- b. **Social Inclusion Initiatives.** Organize community events that foster social cohesion and inclusivity, promote awareness about the rights and dignity of marginalized groups, and facilitate programs that encourage interaction and understanding among diverse communities.
- c. **Basic Needs Support.** Offer food drives, clothing distribution, and shelter assistance through collaboration with non-governmental organizations and local partners to provide essential resources.
- d. **Skills Development and Employment Opportunities.** Provide vocational training, job placement services, and entrepreneurship support to improve the economic well-being of each individual.
4. **Strike sa Kaayusan** - initiatives or innovative projects or services of the City Government intended to enhance and heighten public order, security, and the safety of every Bacooreños.

Enhancing public order, security, and safety within a community is essential for the welfare of the residents. Innovative initiatives and projects that the city may implement are as follows:

- a. **Smart City Project.** The city opts to embrace data analytics and artificial intelligence, as these initiatives cover various aspects, including tourism management, public safety, traffic control, disaster risk reduction, environmental preservation, and citizen welfare.
- b. **Alternative Crisis Response.** By investing in crisis intervention teams, the City of Bacoor can address emergencies more effectively and compassionately.





- c. **Quality-of-Life Improvements.** These include advancements in healthcare security, intelligent mobility, energy management, waste reduction, and digital citizen services.

5. **Strike sa Kabuhayan** - barangay-based activities that aim to create income-generating opportunities and support the food security efforts of the LGU. To enhance income-generating opportunities and support food security efforts at the barangay level, the City Government can consider the following initiatives:

Rule 4
AVAILMENT OF THE BENEFITS OF THE PROGRAM

Section 13. Persons Entitled to Avail the Benefits of the Program. – The following are entitled to avail of the benefits of the program offered by the MSBR Committee:

1. All residents who are registered voters of the City Government of Bacoor, except those who are less than eighteen (18) years of age; or
2. Others who are assessed as qualified for the services and approved by the City Mayor.

Section 14. Where to Avail the Program. The Mayor's Socialized Benefits for Residents (MSBR) Committee shall have six (6) offices and one (1) sub-office that will serve six (6) clusters of barangays grouped together based on their population and location.

The location of the MSBR Committee Offices and the barangay clusters are as follows:

MSBR 1 Location: WOMEN'S CENTER - ALIMA	MSBR 2 Location: OLD SALINAS 4 BARANGAY HALL
1. Barangay Maliksi 1 2. Barangay Maliksi 2 3. Barangay Kaingin-Digman 4. Barangay Poblacion 5. Barangay Sinbanali 6. Barangay Mabolo 7. Barangay Salinas 1 8. Barangay Dulong Bayan 9. Barangay Habay 1	1. Barangay Panapaan 1 2. Barangay Panapaan 2 3. Barangay Panapaan 3 4. Barangay Panapaan 4 5. Barangay Panapaan 5 6. Barangay Panapaan 6 7. Barangay Habay 2 8. Barangay Real 9. Barangay Salinas 2

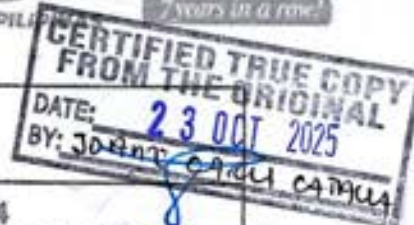




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	10. Barangay Niog
MSBR 3 Location: OLD TALABA 4 BARANGAY HALL	MSBR 4 Location: MAMBOG 3 BARANGAY HALL
1. Barangay Aniban 1 2. Barangay Aniban 2 3. Barangay Ligas 1 4. Barangay Ligas 2 5. Barangay Zapote 1 6. Barangay Zapote 2 7. Barangay Zapote 3 8. Barangay Talaba 1 9. Barangay Talaba 2 10. Barangay Talaba 3	1. Barangay Mambog 1 2. Barangay Mambog 2 3. Barangay Mambog 3 4. Barangay Mambog 4 5. Barangay Bayanan 6. Barangay San Nicolas 1 7. Barangay San Nicolas 2
MSBR 5 Location: MOLINO 1 MULTIPURPOSE HALL	MSBR 6 Location: MOLINO 4 BARANGAY HALL
1. Barangay Molino 1 2. Barangay Molino 2 3. Barangay Molino 3 4. Barangay Molino 6 5. Barangay San Nicolas 3	1. Barangay Molino 4 2. Barangay Molino 5 MSBR 6- SUB OFFICE Location: Old Queensrow West Barangay Hall 1. Barangay Molino 7 2. Barangay Queensrow Central 3. Barangay Queensrow East 4. Barangay Queensrow West

The location of the MSBR Committee Offices and the barangay clusters are not exclusive, but they maintain flexibility in their office locations and can adapt to various clusters of barangays as needed.

Having a designated focal person for each cluster and sub-office ensures that there is a clear point of contact who is knowledgeable and trained to provide the necessary services to greatly enhance the efficiency and effectiveness of the program's availment.

The City Mayor may designate other MSBR Committee offices and sub-offices to serve specific clusters of barangays to ensure responsiveness and efficient service delivery. The City Mayor's decision on additional office locations for the MSBR Committee may involve several factors:





- A. **Needs Assessment.** The City Mayor and relevant stakeholders assess the specific needs of different clusters of barangays and consider factors such as population density, existing services, and gaps in coverage.
- B. **Geographic Distribution.** The City Mayor aims for equitable distribution across the city. Offices may be strategically placed to ensure accessibility for residents in various areas.
- C. **Community Input.** Gathering input from community leaders, barangay officials, and residents helps identify priority locations. Public consultations and feedback play a crucial role.
- D. **Resource Allocation.** The availability of resources, i.e., budget, personnel, and infrastructure, influence decisions. Offices are placed where they can operate effectively.
- E. **Emergency Preparedness.** Offices can serve as emergency response hubs as proximity to disaster-prone areas or vulnerable populations may guide decisions in creating additional MSBR Committee Officers.

The review and adjustment of decisions regarding additional office locations for the MSBR Committee may vary based on local governance practices.

Rule 5 REQUEST FOR ADDITIONAL MANPOWER

Section 15. Additional Manpower. – For the effective implementation of the services covered by the MSBR Committee, each implementing department may request additional manpower or plantilla, subject to the approval of the City Mayor. This process allows flexibility in resource allocation based on specific needs and priorities.

The City Mayor evaluates requests for additional manpower or plantilla based on several factors:

- A. **Service Impact.** The City Mayor considers how the requested resources will enhance service delivery and will take into consideration if the added manpower or plantilla will improve efficiency, responsiveness, or coverage.
- B. **Budget Constraints.** As the availability of funds plays an essential role in the possible increase in plantilla or manpower, the City Mayor assesses whether the allocating resources align with the city's budget.





- C. **Community Needs.** The City Mayor weighs community needs against vulnerable resources, and priority is given to services that directly benefit the residents of the community.
- D. **Departmental Justification.** Implementing departments must justify their requests. Hence, there must be clear explanations of how additional manpower will enhance services are essential.
- E. **Strategic Goals.** The City Mayor aligns requests with the city's strategic goals; thus, resource allocation should contribute to overall development.

Rule 6 FINAL PROVISIONS

Section 16. 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 17. Automatic Review. – The Sangguniang Panlungsod shall automatically review the Ordinance once every three (3) years after its approval or whenever the need for such review arises.

Section 18. 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 this IRR, as deemed necessary.

Section 19. Separability. – Should any section or provision of this IRR be deemed unconstitutional or invalid, the unaffected sections or provisions shall remain to continue in full force and effect.

Section 20. Repeal. – All local rules or regulations inconsistent with or contrary to the provisions of this IRR are hereby repealed and modified accordingly.

Section 21. Effectivity. – This IRR shall take effect immediately upon its approval.

