



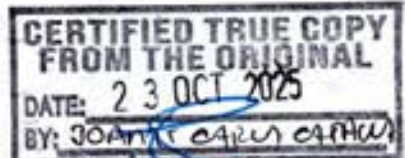
Republic of the Philippines
Province of Cavite
CITY OF BACOR
Office of the City Mayor
EXECUTIVE ORDER



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

EXECUTIVE ORDER No. 169- 2024
Series of 2024



**AN ORDER ADOPTING THE IMPLEMENTING RULES AND REGULATIONS OF
CITY ORDINANCE NO. 359-2024, OTHERWISE KNOWN AS THE "2024 BACOR
CITY INTENSIFIED DIGITIZATION ROADMAP 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. 359-2024, entitled "An Ordinance Expediting and Intensifying Digitization Efforts for Improved Public Service Delivery in the City of Bacoor, Cavite and Providing Funds Therefore," to provide a roadmap that will enable the City Government to rapidly and efficiently digitalize its various processes and transactions;

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 City Ordinance No. 359-2024;

NOW, THEREFORE, I, ROWENA BAUTISTA-MENDIOLA, Acting 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. 359-2024 herein attached.

Section 1. Implementing Rules and Regulations (IRR). Attached herein are the Implementing Rules and Regulations of City Ordinance No. 359-2024, which shall form part of this Executive Order. This shall be known as the "Implementing Rules and Regulations of City Ordinance No. 359-2024." 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 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.

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**IMPLEMENTING RULES AND REGULATIONS OF
CITY ORDINANCE NO. 359-2024, SERIES OF 2024**

**AN ORDINANCE EXPEDITING AND INTENSIFYING
DIGITIZATION AND DIGITALIZATION EFFORTS FOR
IMPROVED PUBLIC SERVICE DELIVERY IN THE CITY
OF BACOR, CAVITE, AND PROVIDING FUNDS,
THEREFORE**

**RULE I
GENERAL PROVISIONS**

SECTION 1. Title. These Rules shall be known and cited as the **"Implementing Rules and Regulations of City Ordinance No. 359-2024, Series of 2024"**.

SECTION 2. Purpose. These Implementing Rules and Regulations (IRR) are promulgated to prescribe the procedures and guidelines for the implementation of Bacoor City Ordinance No. 359-2024, Series of 2024, which aims to provide a roadmap that will enable the City Government to rapidly and efficiently digitalize its various processes and transactions.

SECTION 3. Scope and Application. The provisions of these Rules shall apply to cover all frontline and back-end transactions of the City Government of Bacoor and to implement and execute such other purposes and provisions of City Ordinance No. 359-2024.

SECTION 4. Implementing Office. The Bacoor Digitalization Task Force, as provided for in the Ordinance and these Rules, shall be the lead organization in ensuring the implementation of the above-mentioned City Ordinance and these Rules. As may be directed by the City Mayor in the exigency of public service, other city government departments, units, or offices shall assist in effectively implementing the Ordinance and 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.





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1. Provide an affordable, efficient, and cost-effective digital public service to Bacoor City residents through the deployment of modern information technologies in the delivery of public services;
2. Integrate and interconnect the City Government departments, offices, and units; and improve and streamline;
3. Preserve the integrity and confidentiality of data collected or acquired from clients of the City Government in the delivery of services and governmental transactions.

SECTION 7. Objective. – It is the objective of the City Ordinance to institutionalize digitalization and digitization by providing a roadmap and guidelines in the delivery of public service to the constituents of the City of Bacoor and in support of the objective of the National Government to fully embrace a transformative policy direction to support data-driven and science-based planning and decision making.

SECTION 8. Definition of Terms. As used in these Rules, the following terms and phrases shall be understood as follows:

1. **Digitization** – the technical conversion of physical, analog originals to digital copies using electronic devices.
2. **Digitalization** -the adoption of digital technologies to upgrade processes and systems in order to create innovative ways of providing better public service and obtaining better benefits.
3. **Digital Transformation** – the cultural, organizational, and operational change in an organization, industry, or ecosystem through the smart integration of digital technologies, processes, and competencies across all levels and functions in a staged and strategic way.
4. **Digital Skills** - a range of skills encompassing a combination of behaviors, expertise, know-how, work habits, character traits, dispositions, and critical understanding of the use of digital devices, communication applications, and networks to access and manage information.
5. **Digital Services** - public or private services that are communication, such as the Internet and mobile phone networks, that might include delivery of digital information, data or content, or transactional services.





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6. **Digital Technology** - any product or service that can be used to create, view, distribute, modify, store, retrieve, transmit, and receive information electronically in a digital form, such as personal computers and devices like desktops, and laptops, netbooks, tablet computers, smartphones, games consoles, media players, e-book readers, as well as digital television, robots, personal assistant smart devices, and smart boards.
7. **Digital Tools** - technologies used for a given purpose or for carrying out a particular function of information processing, communication, content creation, safety, or problem-solving.
8. **E-readiness** (electronic readiness) – a measure of the degree to which the City is prepared to partake in electronic activities and, thus, benefit from ICT in education and
9. **Innovation** - refers to the creation of new ideas using new or existing technologies that result in the development of new or improved products, processes, or services, which are then spread or transferred across the market.

Words and phrases embodied in the Ordinance that are not specifically defined herein shall have the same definitions found in R.A. No. 7160, also known as the Local Government Code of 1991.

RULE III
IMPLEMENTING PROVISIONS

SECTION 9. The Bacoor Digitalization Task Force. The Bacoor Digitalization Task Force is hereby created and shall be comprised of the following:

- Chairperson:** **HON. STRIKE B. REVILLA**
City Mayor
- Co-Chairperson:** **ATTY. AIMEE TORREFRANCA-NERI**
City Administrator
- Vice-Chairperson:** **MR. LODGENE ASUNCION**
OIC – E-Governance Department
- Secretariat:** **MS. RHOWENA ALCANTARA**
OIC – City Planning and Development Coordinator's Office
- Members:** **HON. ROGELIO NOLASCO**

The Implementing Rules and Regulation of City Ordinance No. 359-2024
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Chairman – Sangguniang Panlungsod Committee on
Information and Communication Technology

MS. ELVINIA GUERRERO
City Budget Officer

ATTY. EDITH NAPALAN
City Treasurer

MS. NATIVIDAD LUDWIG OPLE
Head – Human Resources Development and Management
Department/ Quality Management Team Leader

ATTY. KIM NYCA R. LOFRANCO
City Legal Officer

MS. SLANEY SUE REYES
Bacoor ARTA Officer

ATTY. MARVIE KATE ENCARNADO
OIC- Office of the City Accounting and Internal Audit
Services



SECTION 10. DUTIES AND FUNCTIONS OF THE BACOOR DIGITALIZATION TASK FORCE (BDTF). The BDTF shall be primarily in charge of planning and implementing the 2024 Bacoor Digitalization Roadmap and shall have the following duties and functions:

1. To meet once a month or as needed to fulfill the goals and objectives of the Ordinance and these Rules;
2. To request the assistance and expertise of national government agencies or local offices to implement the Ordinance and these Rules effectively and efficiently;
3. To prepare a three-year Information System Strategy Plan for information, communication, and technology programs and projects in the City of Bacoor;
4. To recommend policies and formulate digital government development plans to the City Mayor and the Sangguniang Panlungsod;
5. To specify the principle of government data governance as a foundation and guideline to ensure compliance with RA 10173 or the Data Privacy Act;

The Implementing Rules and Regulation of City Ordinance No. 359-2024
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6. To determine the standards, regulations, and rules in relation to digital systems in achieving the objectives of the Ordinance and these Rules;
7. To formulate guidelines on the development of city government personnel capabilities for the benefit of public administration and service delivery through digital systems;
8. To recommend to the City Mayor or the Sangguniang Panlungsod the issuance of regulations or notifications for the execution of the Ordinance and these Rules;
9. To ensure the City Government's compliance with any and all appropriate laws, rules and regulations, and issuances of National Government Agencies in furtherance of the purposes of the Ordinance and these Rules;
10. Review the business process of every department and recommend the necessary improvements to the City Mayor.

SECTION 11. Minimum Requirements of Digitization. The BDTF is hereby ordered to study and provide recommendations as concrete steps in order to achieve the following requirements of digitization and digitalization as provided for the Ordinance and as further required by these Rules:

1. A secured computer platform or software connecting all City Government departments, offices, and units where transfer and endorsement of information, data, files, and documents may be had;
 - a. The computer platform or software or computer system must be able to handle all the data, information, and papers that the City Government is currently in possession of and that which will be required for future use;
 - b. The computer platform or software or computer system must be easily used or could easily be adapted by the employees and personnel of the City Government;
 - c. The computer platform or software must be secured, encrypted, or protected to avoid any unauthorized or malicious disclosure of the data, information, and papers of the City Government;
 - d. The computer platform or software shall be primarily used in lieu of paper transactions between and among City Government offices;



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- e. The secured computer platform or software must be available 24/7 and may be remotely accessed by permitted officers and personnel of the City Government.
2. Ensure that the most common and available mobile wallets, online banking, and other forms of digital financial services will be available for use to electronically pay taxes, fees, and other charges due to the City Government.
- a. The BDTF is hereby enjoined to establish communications with the most common and available mobile wallets, online banking institutions, and other forms of digital financial services in pursuance with the above-mentioned minimum requirement and determine or study how to enable such electronic payments for taxes, fees, and other charges due to the City Government;
3. Transform or convert existing original paper-based files of the City Government's departments, offices, and units to digital formats that are accessible using a computer or another digital device.
- a. For this purpose, the BDTF may recommend to the City Mayor regulations to enjoin all City Government departments, offices, and units to begin the digitalization or the technical conversion of physical, analog originals to digital copies using electronic devices of all files in possession of the departments, offices, and units;
- b. The BDTF shall prescribe the format of the file subject to digitalization and the computer or device or system that shall store the digitalized files;
- c. The BDTF shall also recommend to the City Mayor the appropriate timetable when to enjoin all City Government departments, offices, and units to immediately digitalize any and all incoming documents, papers, and files. Necessarily, any and all receiving copies or proof of receipt of all outgoing files, papers, and documents shall also be digitalized.
4. Establish and institutionalize the electronic payouts of financial assistance and payments of charges, fees, taxes, and other payments in the City of Bacoor through electronic cash cards, mobile wallets, and other online systems;
- a. In relation to item no. 2 of this Section, the BDTF may recommend that electronic payouts of financial assistance may likewise be used



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for commercial or personal transactions of beneficiaries in enterprises located or doing business primarily in the City of Bacoor, and other jurisdictions for the ease of use of the beneficiaries and to develop the local economy of the City;

- b. Electronic cash cards, mobile wallets, and other online systems may be integrated into the Special Bacoor Resident's Card to enhance its functionalities;
 - c. The Special Bacoor Resident's Card integrated with the electronic payouts and payments using the same by the beneficiaries should be available even for offline cashless transactions without the need for an internet connection or smartphone usage to make it easier for beneficiaries to utilize;
 - d. The integrated Special Bacoor Resident's Card should be interoperable and flexible so that the intended beneficiaries may likewise utilize the same as a payment method for various transport networks and enterprises within and outside the City of Bacoor.
5. Conduct a data privacy impact assessment and secure a seal of registration from the National Privacy Commission and ensure the integrity of data and information acquired by the City Government in compliance with Republic Act No. 10173 or the Data Privacy Act of 2012 and relative issuances of the National Privacy Commission;
 6. Recommend to the City Mayor the necessary funding requirements in fulfillment of the goals, objectives, and milestones of the Ordinance and the IRR;

SECTION 12. The 2024 Bacoor Digitalization Road Map. The BDTF is hereby enjoined to issue work in achieving the key areas or milestones with specific estimated dates of the realization of each item in the Road Map as provided for under Section 5 of the Ordinance.

1. Integration of government services, processes, and information of all City Government departments, offices, and units from front-line to back-end functions under a system that allows the coordination by and among departments, offices, and units where facts and circumstances relative to the progress or status of such document or transaction may be tracked;
2. Availability of online, digital, remote, and mobile payment systems for payment of taxes, fees, and charges due to the City Government;



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3. Significant reduction of analog paper-based files, documents, and papers while transitioning to a majority paperless City Government unless otherwise required by law or ordinance;
4. Preservation of accumulated data and its appropriate utilization for empirical-based decision-making;
5. Implementation of an appropriate digital system in the public administration of and provision of services to improve its efficiency and ensure optimized and cost-effective utilization of the Digital system;
6. Development of standards, rules, and procedures on a digital system and the development of essential digital infrastructure in order to meet international standards and to create and improve the work process of the City Government in a way that promotes mutual compatibility, interconnectivity, data sharing as well as security and credibility, integration and unity between offices through cooperation leading to the development of efficient services delivery and integrated public administration and services, and allowing for easy access by the people;
7. Creation and development of a practical and credible security system to be implemented within the digital system and a protection measure for data privacy;
8. Disclosure of public data or announcements produced and possessed by the government through digital means for the purpose of creating easy access to the public, promoting their involvement in and inspection of governmental operations, and enabling them to further use the data to develop innovations and services that would be beneficial to the City of Bacoor;
9. Maintenance of governmental financial and fiscal discipline and enhancement of the efficiency in government spending and budgeting in order to ensure their optimization and effectiveness, including monitoring, inspection, and cost-effectiveness evaluation, through a digital means of operations in carrying out public administration and services, as well as developing a mechanism which utilizes data to reduce redundancy and enhance mutual compatibility, to the working plans and projects;
10. Enable the use of reloadable electronic money cards or e-wallets, in partnership with or without the public sector, for the distribution of financial assistance and other benefits and for the payment of taxes, fees, and charges due to the city government as may be provided for by law or ordinance in compliance with relevant accounting and auditing rules and regulations of the national government.



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SECTION 13. Partnership. The BDTF is enjoined to determine the appropriate steps to establish collaboration between and among public and private service providers to ensure the effective implementation of the objectives outlined in the Ordinance and these Rules. Should the contractual arrangement between the City Government and a private service provider fall under the coverage of RA 11966 or the Private-Public Partnership Code of the Philippines, the BDTF shall proceed to refer to the appropriate City Government office as provided for in the law and the relative local ordinances on PPP.

**RULE IV
FINAL PROVISIONS**

SECTION 14. Budget Appropriations. The funding for the implementation of the Ordinance and these Rules shall be appropriated from the General Fund of the City Government or from other lawful sources.

SECTION 15. Changes or Modifications of the Implementing Rules and Regulations. To appropriately administer the efficient and effective implementation of the City Ordinance No. 334-2024, Series of 2024, the Office of the City Mayor, after consultation with the concerned offices, may recommend to the Sangguniang Panlungsod amendments to the said Ordinance and, consequently, this IRR.

SECTION 16. Separability Clause. If, for any reason, any section or provision of this IRR is declared unconstitutional or invalid, the remaining sections or provisions not affected thereby shall continue to be in full force and effect.

SECTION 17. Repealing Clause. All local rules or regulations which are inconsistent or contrary to the provisions of this IRR are hereby repealed or modified accordingly.

SECTION 18. Effectivity. This IRR shall take effect immediately upon approval.



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