



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

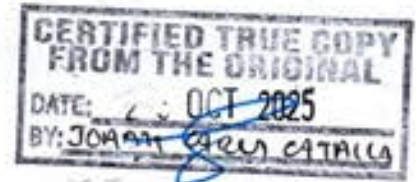


Seal of
Good
Local
Governance
2023 Awardee
7 years in a row!

CGBCR-MO-05-F03.02
05/30/2024

18 November 2024

Hon. ATHENA BRYANA TOLENTINO
Provincial Governor
Province of Cavite
Cavite Provincial Capitol Building
Trece Martires, Cavite



Dear Gov. Tolentino,

Good day!

In compliance with Art. 59 (b) (1) Rule XII of Administrative Order 270, Series of 1992, this is to respectfully submit the attached Executive Orders issued by the undersigned, for your review and appropriate action, to wit:

EO NO.	DATE	TITLE
170-2024	November 18, 2024	"AN ORDER ADOPTING THE IMPLEMENTING RULES AND REGULATIONS OF CITY ORDINANCE NO. CO 152-2021 OTHERWISE KNOWN AS RULES OF PROCEDURE ON ADMINISTRATIVE CASES AGAINST ELECTED SANGGUNIANG KABATAAN (SK) OFFICIALS OF THE CITY OF BACOR, CAVITE"

Thank you.

Very truly yours,


HON. STRIKE B. REVILLA
City Mayor



SCAN ME



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



Cert. no. 24/181809



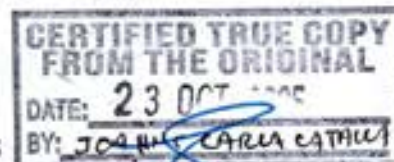
Republic of the Philippines
Province of Cavite
CITY OF BACOOR
Office of the City Mayor
EXECUTIVE ORDER



Seal of
Good
Local
Governance
2023 Awardee
7 years in a row

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

EXECUTIVE ORDER No. 170 - 2024
Series of 2024



**"AN ORDER ADOPTING THE IMPLEMENTING RULES
AND REGULATIONS OF CITY ORDINANCE NO. CO 152-
2021 OTHERWISE KNOWN AS RULES OF PROCEDURE
ON ADMINISTRATIVE CASES AGAINST ELECTED
SANGGUNANG KABATAAN (SK) OFFICIALS OF THE
CITY OF BACOOR, CAVITE"**

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. 152-2021, entitled "An Ordinance Amending Certain Provisions of City Ordinance No. Co 140-2020 Entitled: "An Ordinance Adopting the Rules and Procedures On Administrative Actions Arising from Complaints Filed Against Elected Sangguniang Kabataan Officials Before the Sangguniang Panlungsod of the City of Bacoor, Cavite";

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. 152-2021;"

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. 152-2021 series of 2021 herein attached.

Section 1. Implementing Rules and Regulations (IRR).

Attached herein is the Implementing Rules and Regulations of City Ordinance No. 152-2021, which shall form part of this Executive Order. This shall be known as the "The Implementing Rules and Regulations of City Ordinance No. 152-2021 Series of 2021".

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. 170 - 2024
Page 1 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
EXECUTIVE ORDER



Seal of
Good
Local
Governance
2023 Awardee
7 years in a row!

**CERTIFIED TRUE COPY
FROM THE ORIGINAL**
DATE: 23 OCT 2024
BY: JOSE CARLOS A. MUA

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 18th day of November 2024 in the City of Bacoor, Province of Cavite.


STRIKE B. REVILLA
City Mayor

E.O. No. 170 - 2024
Page 2 of 2



**STRIKE
AS**

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



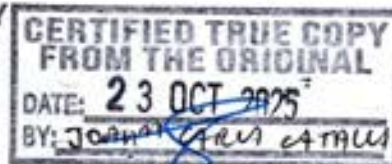
Cert. no. 24/181809



**THE IMPLEMENTING RULES AND REGULATIONS OF CITY
ORDINANCE NO. CO 152-2021 SERIES OF 2021**

OR

**"AN ORDINANCE AMENDING CERTAIN PROVISIONS OF
CITY ORDINANCE NO. CO 140-2020 ENTITLED: 'AN
ORDINANCE ADOPTING THE RULES AND PROCEDURES
ON ADMINISTRATIVE ACTIONS ARISING FROM
COMPLAINTS FILED AGAINST ELECTED SANGGUNIANG
KABATAAN OFFICIALS BEFORE THE SANGGUNIANG
PANLUNGSOD OF THE CITY OF BACOR, CAVITE"**



**Rule I
GENERAL PROVISIONS**

Section 1. Title. – This shall be the Implementing Rules and Regulations ("IRR") of City of Bacoor Ordinance No. CO 152-2021, Series of 2021, entitled the **"Rules of Procedure on Administrative Cases Against Elected Sangguniang Kabataan (SK) Officials of the City of Bacoor, Cavite,"** 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. CO 152-2021, Series of 2021. The Ordinance on the Rules of Procedure on Administrative Cases Against Elected Sangguniang Kabataan Officials of the City of Bacoor, Cavite, serves several important purposes:

- 1. Ensuring Accountability.** The IRR provides a clear framework for investigating and addressing administrative misconduct by the elected SK officials, ensuring that they are held accountable for their actions.
- 2. Maintaining Integrity.** By establishing rules and procedures, the Ordinance and this IRR help maintain the integrity of the elected SK in promoting transparency and good governance.
- 3. Protecting Public Interest.** The Ordinance and this IRR safeguard the interests of the community by ensuring that any administrative issues are handled fairly and efficiently.





4. **Promoting Fairness.** The Ordinance and this IRR ensure that all parties involved in an administrative case are treated fairly and that due process is followed.



Section 3. Scope and Application. – The Ordinance and this IRR shall apply to all elected SK Officials of the City of Bacoor. The Rules shall govern the filing of complaints, the conduct of investigations, and the resolution of administrative cases against any Sangguniang Kabataan officials before the Sangguniang Panlungsod pursuant to Section 18 of Republic Act (RA) No. 10742 or the "Sangguniang Kabataan Reform Act of 2015," ensuring that due process is followed and that the rights of both the complainants and the accused are protected.

Section 4. Implementing Offices. – The Sangguniang Panlungsod, particularly the Committee on Ethics, Appointments, and Government Reorganization, with the assistance of the Office of the City Legal Service, Local Youth Development Office, and the City Administrators Office 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.

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 II
DECLARATION OF POLICY AND DEFINITIONS



Section 6. Declaration of Policy. – It is the policy of the City Government of Bacoor to emphasize the importance of accountability, transparency, and integrity in the administration of the elected SK officials. Further, the city aims to ensure that these officials uphold the values of patriotism, nationalism, and honor and that any administrative misconduct will be addressed promptly and fairly.

Section 7. Objectives. – It is the objective of the City Ordinance and these Rules to:

1. **Ensure Accountability.** Hold the elected SK officials accountable for any administrative misconduct or violations of their duties and responsibilities.
2. **Promote Transparency.** Provide a clear and transparent procedure for investigating and resolving administrative cases involving the elected SK officials.
3. **Uphold Integrity.** Maintain the integrity and credibility of the elected SK officials by addressing any issues promptly and fairly.
4. **Protect Public Interest.** Safeguard the interests of the community by ensuring that administrative cases filed against any elected SK officials are handled efficiently and justly.
5. **Foster Responsible Leadership.** Encourage responsible and ethical behavior among elected SK officials, reinforcing the values of patriotism, nationalism, and honor.

These objectives aim to create a fair and effective system for handling administrative cases, ensuring that elected SK officials are held to high standards of conduct.

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

1. **Administrative Actions** – An investigation and/or hearing conducted by the Sangguniang Panlungsod arising from a complaint filed against an elected SK official.
2. **Answer** – The verified written response of an elected SK official to a complaint filed against him/her is to be submitted by the SK official





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



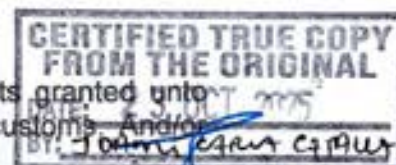
Seal of
Good
Local
Governance
2023 Awardee
7 years in a row!



concerned within fifteen (15) calendar days from his/her receipt of subpoena.

3. **Affidavit** – The verified written allegations of a person directed by the Sangguniang Panlungsod to provide evidence in an ongoing administrative action.
4. **Censure** – Expression of severe disapproval of an act or omission committed by an elected SK official appearing in a Resolution passed by a majority vote of all the members of the Sangguniang Panlungsod.
5. **Complaint** – an allegation of wrongdoing against an elected SK official, which may be in the form of a sworn written statement in English or Filipino or an anonymous complaint endorsed by the Office of the President, the Office of the Ombudsman, or any national agency to the Sangguniang Panlungsod for appropriate action.
6. **Contempt** – Defiance of the authority, integrity, or dignity of the Sangguniang Panlungsod or any of its members that tends to bring the authority and administration of the law into disrespect or to interfere with or prejudice parties or their witnesses during a hearing being conducted by the Sangguniang Panlungsod pursuant to Section 18 of RA No. 10742, or to obey a subpoena issued by the Sangguniang Panlungsod pursuant to Section 18 of RA No. 10742.
7. **Counsel of Respondent's Own Choosing** – A lawyer whose services were personally engaged by the SK official who is the subject of the administrative action.
8. **Evidence** – The written or digital documents, material objects, oral testimonies, audio or video recordings presented to the Sangguniang Panlungsod by the complainant or by the various government offices, government officials, or private natural or juridical persons upon the direction of the Sangguniang Panlungsod through a subpoena.
9. **Hearing** – A formal examination of facts relevant to an administrative action filed in the Sangguniang Panlungsod in relation to a complaint filed against an elected SK official.
10. **Juridical Persons** – Corporations, partnerships, cooperatives, or any other legal entity duly organized and existing under Philippine law.
11. **Majority Vote** – The affirmative vote of at least eight (8) of the fourteen (14) regular and ex-officio members of the Sangguniang Panlungsod. Provided that the City Vice Mayor shall only be allowed to vote in case of a tie where the affirmative or negative side on any issue before the Sanggunian garnered seven votes.





12. **Natural Persons** – An individual born with inherent rights granted unto him/her by law, treaties, international conventions, and customs. And/or public policy.
13. **Preliminary Conference** – A meeting called by the Committee on Rules held before the trial starts that is intended to accomplish any or all of the following:
 - A. Simplify the issues involved in the case;
 - B. Allow the parties to mark their respective pieces of evidence and to identify their witnesses;
 - C. Limit the number of issues, evidence, and witnesses to be presented to those identified during the preliminary hearing;
 - D. Determine if the parties agree on the resolution of the administrative action by the Sangguniang Panlungsod based on the complaint and the answer without having to conduct a hearing or series of hearings and
 - E. Give the parties the opportunity to arrive at an amicable settlement.
14. **Preliminary Investigation** – Process of examination of the various allegations contained in the complaint and the counter-allegations contained in answer to be conducted by the Committee on Rules and Privileges, Laws and Ordinances to determine the existence of prima facie evidence sufficient to schedule the administrative action to a hearing before all the members of the Sangguniang Panlungsod.
15. **Prima Facie** – Evidence which, after the initial assessment, appears sufficient to make an ordinary person form a belief that an SK official is probably guilty of violating the various provisions of RA No. 10742, other pertinent laws, and city ordinances.
16. **Removal** – termination of the right to hold public office of an elected SK official as ordered by the Sangguniang Panlungsod through a Resolution passed by a majority vote of all its members.
17. **Sangguniang Kabataan (SK) Official** – any person elected to occupy any of the positions in the Sangguniang Kabataan of a barangay as provided under RA No. 10742 and other pertinent laws.
18. **Subpoena** – a written order signed by the Chairperson of the Committee on Rules, Laws, and Local Ordinances of the Sangguniang Panlungsod addressed to an elected SK official who is subject to administrative action or to any natural or juridical person directing them to appear and testify before the Sangguniang Panlungsod and/or to submit any evidence pertinent to the early resolution of the administrative action.





19. **Suspension** – temporary withholding of an elected SK official's right to perform the duties of an elected public official or to receive the various salaries, allowances, perquisites, or benefits that an elected public official is entitled to during the period of suspension as ordered by the Sangguniang Panlungsod through a Resolution passed by a majority vote of all its members. Provided that the suspension of an elected SK official shall not exceed six (6) months.
20. **Verification** – Allegations made under oath and signed in front of a duly commissioned notary public written in a complaint, answer, or affidavit that are based on the personal knowledge of the person who signed the said document/s or based on authentic records.

Rule III IMPLEMENTING PROVISIONS

Section 9. Section 19, Rule 7 of City Ordinance No. CO 140-2020 Series of 2020. – Section 19, Rule 7 of City Ordinance No. CO 140-2020 is hereby amended and shall henceforth read as follows:

"Section 19. Preliminary Conference. After the preliminary investigation, the Committee on Rules shall order the parties to attend a preliminary conference with the assistance of their respective counsels, if any. In case the complainant is anonymous or if the complainant does not have legal counsel, the respondent shall be allowed to be assisted by counsel during the preliminary conference.

During the preliminary conference, the Committee on Rules shall accomplish any or all of the following:

- a. Simplify the issues involved in the case;
- b. Allow the parties to mark their respective pieces of evidence and to identify their witnesses;
- c. Limit the number of issues, evidence, and witnesses to be presented to those identified during the preliminary hearing;
- d. Determine if the parties agree on the resolution of the administrative action by the Sanggunian based on the complaint and the answer without having to conduct a hearing or series of hearings and
- e. Give the parties the opportunity to arrive at an amicable settlement.





The preliminary conference shall only be held once and shall be concluded in one day. The parties and their counsels shall act with proper decorum during the conference and shall answer the questions of the members of the Committee on Rules honestly and concisely.

Everything mentioned and discussed during the preliminary conference shall form part of the records of the administrative action and shall be used by the Sanggunian in resolving necessary.

All documentary evidence or exhibits shall be properly marked by letter (A, B, C, etc.) if presented by the complainant and by numbers (1, 2, 3, etc.) if presented by the respondent. They shall be attached to the records or, if voluminous, kept in separate folders which shall also be attached to the records."

Section 10. Section 24 of City Ordinance No. CO 140-2020 Series of 2020. –
Section 24 of City Ordinance No. CO 140-2020 is hereby amended and shall henceforth read as follows:

"Section 24. Powers of the Presiding Officer. In presiding over the hearing, the Presiding Officer shall have the following powers:

- 24.1 To make and issue all orders, subpoenas, and notices of meetings and hearings authorized by the Sanggunian through this Ordinance;
- 24.2 To enforce the various regulations of the Sangguniang Panlungsod;
- 24.3 To direct all necessary preparations for the proper, smooth, and orderly conduct of the proceedings;
- 24.4 To rule on all questions, objections, motions, requests, and manifestations raised by all parties during the proceedings, which ruling shall stand as the ruling of the Sanggunian unless a member thereof shall ask and move, duly seconded, that formal vote be taken thereon;
- 24.5 To direct the City Legal Officer to file the appropriate case for contempt under Rule 71 of the Rules of Court (as amended) against any person who violates any provision of these Rules through a Resolution passed by a majority vote of all the members present during a hearing constituting a quorum;
- 24.6 To summon any police officer assigned at the nearest Bacoor City police station and require him/her to main during the proceedings and





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



Seal of
Good
Local
Governance
2023 Awardee
BACOR



- 24.7 To preserve order and decorum during the proceeding and to prevent from all present due to respect and proper deportment, prevent disturbance and disorder, and to order the hall cleared of any or all persons behaving improperly."

Section 11. Section 32 of City Ordinance No. CO 140-2020 Series of 2020. –
Section 32 of City Ordinance No. CO 140 2020 is hereby amended and shall henceforth read as follows:

"Section 32. Effect of Suspension of Elected SK Official. If the SK Chairperson of a barangay is suspended, the Sangguniang Kabataan member who obtained the highest number of votes in the election immediately preceding shall assume the office of the chairperson for the unexpired portion of his or her term. In case said member refuses to assume the position or fails to qualify, the Sangguniang Kabataan member obtaining the next highest number of votes shall assume the position of the chairperson for the unexpired portion of the term. If the Sangguniang Panlungsod orders the forfeiture of the salaries and other benefits of the SK Chairperson during his/her suspension - the said salaries and benefits shall be given to the acting SK Chairperson."

Section 12. Section 33 of City Ordinance No. CO 140-2020 Series of 2020. –
Section 33 of City Ordinance No. C0140 2020 is hereby amended and shall henceforth read as follows:

"Section 33. Effect of Removal from Office or Suspension of Elected SK Chairperson.

- a. In case a Sangguniang Kabataan chairperson refuses to assume office, fails to qualify, voluntarily resigns, dies, is permanently incapacitated, or is removed from office, the Sangguniang Kabataan member who obtained the highest number of votes in the election immediately preceding shall assume the office of the chairperson for the unexpired portion of his or her term. In case said member refuses to assume the position or fails to qualify, the Sangguniang Kabataan member obtaining the next highest number of votes shall assume the position of the chairperson for the unexpired portion of the term.
- b. After the vacancy has been filled, the Sangguniang Kabataan chairperson shall, within thirty (30) days, call for a special Katipunan ang Kabataan assembly to elect a Sangguniang Kabataan member to complete the membership of the said

The Implementing Rules and Regulation of City Ordinance No. 152-2021 Series of 2021
Page 8 of 10.



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



Seal of
Good
Local
Governance
2023 Awardee



Sanggunian, provided that such special assembly is coordinated with the Office of the Local Government Operations Officer and the COMELEC of the city or municipality where the concerned barangay belongs. Such Sangguniang Kabataan member shall hold office for the unexpired portion of the term of the vacant seat. For this purpose, any citizen of the Philippines residing in the said barangay for at least six 161 months who attains the age of fifteen (15) years old at the time of the special election and who registers as a member of the Katipunan ng Kabataan before the Sangguniang Kabataan secretary shall be entitled to vote in the said special election.

- c. All other vacancies in the office of the Sangguniang Kabataan shall be filled in accordance with the immediately preceding provision.
- d. Vacancies that are temporary in nature due to physical or legal reasons such as, but not limited to, leave of absence and travel abroad, shall be filled up in accordance with the following:
 1. If the vacancy is within a three-day period, the SK Chairperson shall designate an Officer-in-Charge (OIC) from among the SK members and
 2. If the vacancy is more than a three-day period, the next SK member who obtained the highest number of votes in the election immediately preceding shall assume the office of the chairperson on the fourth day.
- e. In case of suspension of the SK chairperson, the successor, as determined in subsection (a) of this section, shall assume the position during the period of such suspension."

Section 13. Deleted Sections of City Ordinance No. CO 140-2020 Series of 2020. – Sections 34, 35, 36, and 37 of City Ordinance No. CO 140-2020 are hereby deleted. The Sangguniang Panlungsod Secretariat is hereby directed to re-number the amended version of City Ordinance No. CO 140-2020 and attach the same to the Ordinance and this IRR as Annex "A."



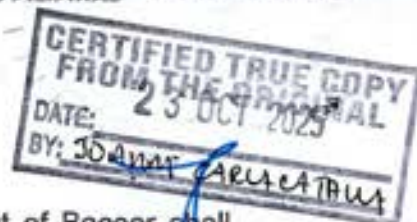


Republic of the Philippines
Province of Cavite
CITY OF BACOR
Office of the City Mayor



Seal of
Good
Local
Governance
2023 Awardee
7 years in a row!

Rule IV
FINAL PROVISIONS



Section 14. 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 15. 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 16. 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 17. Repeal. – All local rules or regulations inconsistent with or contrary to the provisions of This IRR are hereby repealed and modified accordingly.

Section 18. Effectivity. – This IRR shall take effect immediately upon its approval.



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