

**AN ORDER ADOPTING THE IMPLEMENTING RULES AND REGULATIONS OF
CITY ORDINANCE NO. 312-2023, OR THE "PERSONNEL CAREER
ENHANCEMENT ORDINANCE OF THE CITY OF BACOR"**

WHEREAS, Section 16 of Republic Act 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...xxx;

WHEREAS, the Sangguniang Panlungsod enacted and passed City Ordinance No. 312-2023, entitled "An Ordinance Institutionalizing the Masteral Education and Training Program for Various City Officials and Employees of the Local Government of the City of Bacoor, Cavite," with the end in mind of promoting a high standard of ethics in public service; establishing a career service and adopting measures to promote morale, efficiency, integrity, responsiveness, progressiveness, and courtesy in the civil service; and strengthening the merit and rewards system, integrating all human resources development programs for all levels and ranks, and institutionalizing a management climate conducive to public accountability;

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 said 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 Implementing Rules and Regulations of City Ordinance No. 312-2023 herein attached.

Section 1. Implementing Rules and Regulations (IRR).

Attached herein is the Implementing Rules and Regulations of City Ordinance No. 312-2023 which shall form part of this Executive Order. This shall be known as the "Implementing Rules and Regulations of the Personal Career Enhancement Ordinance of the City of Bacoor"

All affected offices and departments are hereby ordered to adopt the said implementing rules and regulations and be guided accordingly.





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CITY OF BACOR

Office of the Mayor



Strict compliance and observance of all city government officials and employees to this IRR 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 18th day of January 2024 in the City of Bacoor, Province of Cavite.


STRIKE B. REVILLA
City Mayor



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Republic of the Philippines
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CITY OF BACOR

Office of the Mayor



**THE IMPLEMENTING RULES AND REGULATIONS OF
CITY ORDINANCE NO. 312-2023, OTHERWISE KNOWN
AS THE "PERSONNEL CAREER ENHANCEMENT
ORDINANCE OF THE CITY OF BACOR."**

RULE I – GENERAL PROVISIONS

SECTION 1. TITLE. These Implementing Rules and Regulations shall be known and cited as the "Implementing Rules and Regulations of the Personnel Career Enhancement Ordinance of the City of Bacor."

SECTION 2. PURPOSE. These Implementing Rules and Regulations are promulgated to prescribe a framework for effectively implementing and enforcing City Ordinance No. 312-2023, Series of 2023.

SECTION 3. CONSTRUCTION. These Implementing Rules and Regulations (IRR) shall be liberally construed to carry out the policies embodied herein. In their interpretation and application, the provisions of this IRR shall be held to be the minimum requirements for the protection of the public and shall be construed to achieve the purposes for which this IRR was adopted.

These Implementing Rules and Regulations shall interfere with, abrogate, and annul any other ordinance, rule, order, memorandum, or guideline prevailing in the City of Bacor prior to its approval that is inconsistent with the provisions of this ordinance. Where any provision of this IRR imposes restrictions different from those imposed under other provisions of this IRR, the provision that is more restrictive or that imposes higher standards shall be controlled.

RULE II – DECLARATION OF POLICY

SECTION 4. It shall be the policy of the City of Bacor to:

1. Promote a high standard of ethics in public service. Public officials and employees shall at all times be accountable to the people and shall discharge their duties with utmost responsibility, integrity, competence, and loyalty, act with patriotism and justice, lead modest lives, and uphold public interest over personal interest.

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Address: Bacor Government Center, Bacor Blvd., Brgy. Bayanan City of Bacor, Cavite
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2. Establish a career service and adopt measures to promote morale, efficiency, integrity, responsiveness, progressiveness, and courtesy in the civil service.
3. Strengthen the merit and rewards system, integrate all human resources development programs for all levels and ranks, and institutionalize a management climate conducive to public accountability.

RULE III – DEFINITION OF TERMS

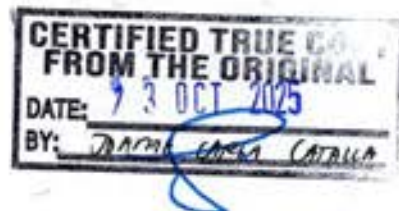
SECTION 5. DEFINITION OF TERMS. – The following terms shall be defined as follows:

1. **Masteral Education** – is a type of education program by which one obtains a Master's Degree to be given by a university or college, usually after at least one or two years following a Bachelor's Degree.
2. **Skills Training Program** – refers to an employer-provided program that teaches or develops proficiencies for the workplace. The aim of skills training is to equip employees with the knowledge and attributes necessary to carry out their duties at the optimal level.
3. **HRDMD** – refers to the Human Resources Development and Management Department of the City of Bacoor.

RULE IV – COVERAGE

SECTION 6. COVERAGE. These Implementing Rules shall apply to all permanent employees and all elected officials of the City Government of Bacoor who are qualified to participate in the above-mentioned program, subject to the availability of funds.





RULE V – MASTERAL EDUCATION PROGRAM

SECTION 7. WHO ARE QUALIFIED. All permanent employees and all elected officials of the City Government are qualified to participate in the above-mentioned program subject to the availability of funds, the requirements of the educational/vocational institutions who shall participate in the said program as will be set forth in these IRR, and the pertinent civil service regulations. The HRDMD is hereby authorized to enumerate the various qualifications that interested city officials and employees must meet in order to qualify for the said programs.

SECTION 8. MASTERAL EDUCATION PROGRAM. The Masteral Education Program under City Ordinance No. 312-2023 shall apply to courses related to the Bachelor's Degree of the employee eligible for the said program.

SECTION 9. COMPREHENSIVE SKILLS TRAINING PROGRAM. The comprehensive skills training program shall apply to the skills related to the plantilla position the employee currently possesses when availing of this program. Existing training programs provided by the City Government prior to the effectivity of City Ordinance No. 312-2023 and these IRR shall not apply here in these IRR.

SECTION 10. SERVICE OBLIGATION. Subject to the provisions of the Civil Service Commission (CSC) Omnibus Rules on Omnibus Leave as amended, the employee shall render the following service obligations to the office or department where he or she belongs:

Period of Grant	Service Obligation
One (1) month	Six (6) months
Two (2) to three (3) months	One (1) year
More than three (3) months to six (6) months	Two (2) years

RULE VI - MISCELLANEOUS PROVISIONS

SECTION 11. REPEAL. All orders, implementing rules, and regulations inconsistent with the IRR are expressly repealed or modified.





Republic of the Philippines
Province of Cavite

CITY OF BACOR

Office of the Mayor

**CERTIFIED TRUE COPY
FROM THE ORIGINAL**

DATE: 03 OCT 2025

BY: JAMES L. CATALAN

SECTION 12. SEPARABILITY. In case any provision of this IRR is declared void by a court of law, the remaining provisions of this IRR, not affected by the said judicial declarations, shall remain valid and enforceable.

SECTION 13. EFFECTIVITY. This IRR shall take effect immediately upon its approval.

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