

**EXECUTIVE ORDER No. 24 - 2024**  
**Series of 2024**

**AN ORDER ADOPTING THE IMPLEMENTING RULES AND REGULATIONS OF CITY ORDINANCE NO. 301-2023, SERIES OF 2023, OTHERWISE KNOWN AS THE "BACOR PUBLIC SAFETY OFFICER ORDINANCE"**

**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;

**WHEREAS**, the Sangguniang Panlungsod enacted and passed City Ordinance No. 301-2023, Series of 2023 on 23 August 2023, entitled "*An Ordinance Requiring the Designation of Safety Officer In All Barangays, Schools, And Businesses Situated Within The City Of Bacoor, Cavite, And Providing Penalties For Violations Hereof*,"

**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 "*Bacoor Public Safety Officer 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. 301-2023 herein attached.

**Section 1. Implementing Rules and Regulations (IRR).**

Attached herein is the Implementing Rules and Regulations of City Ordinance No. 301-2023 which shall form part of this Executive Order. This shall be known as the "**Implementing Rules and Regulations of Bacoor Public Safety Officer Ordinance**."

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

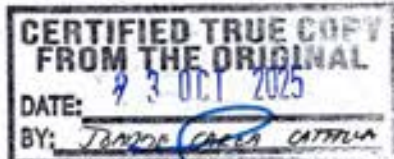
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Strict compliance and observance of all city government officials and employees to this IRR is hereby ordered.

**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All previously issued orders and directives inconsistent with any provision found herein shall be deemed repealed, revoked or amended accordingly.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 18<sup>th</sup> day of January 2024 in the City of Bacoor, Province of Cavite.

  
**STRIKE B. REVILLA**  
City Mayor



Office of the Mayor  
Strike B. Revilla



SBR20240343

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**STRIKE**  
**AS**

Address: Bacoor Government Center, Bacoor Blvd, Brgy. Bayanan City of Bacoor, Cavite  
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**THE IMPLEMENTING RULES AND REGULATIONS  
OF CITY ORDINANCE NO. 301-2023, Series of 2023**

**"AN ORDINANCE REQUIRING THE DESIGNATION OF A SAFETY OFFICER IN ALL BARANGAYS, SCHOOLS, AND BUSINESSES SITUATED WITHIN THE CITY OF BACOR, CAVITE, AND PROVIDING PENALTIES FOR VIOLATIONS HEREOF."**

**RULE I - GENERAL PROVISIONS**

**SECTION 1. TITLE.**

These Implementing Rules and Regulations shall be known and cited as the **"Implementing Rules and Regulations of City Ordinance No. 301-2023, Series of 2023 ("IRR")**, the **"BACOR PUBLIC SAFETY OFFICER ORDINANCE."**

**SECTION 2. PURPOSE.**

These Implementing Rules and Regulations are promulgated to prescribe a framework for effectively implementing and enforcing City Ordinance No. 301-2023, Series of 2023.

**SECTION 3. CONSTRUCTION.**

The Implementing Rules and Regulations shall be construed and applied in compliance with and in furtherance of the policies and objectives of the above Ordinance.

**RULE II – POLICIES AND OBJECTIVES**

**SECTION 4. DECLARATION OF POLICY.**

It shall be the policy of the City of Bacoor to ensure a safe and healthful workplace for all working people by affording them full protection against all hazards in their work environment.

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## SECTION 5. OBJECTIVE.

Consistent with the above policies, it is the objective of this IRR to delineate the duties and responsibilities of the public safety officer in compliance with Republic Act No. 11058, also known as an "An Act Strengthening Compliance with Occupational Safety and Health Standards and Providing Penalties for Violations Thereof."

## RULE III – SCOPE AND COVERAGE

## SECTION 6. COVERAGE.

This Ordinance shall only apply to all Sangguniang Barangays, public and private schools, and all business establishments within the City of Bacoor.

## RULE IV - DEFINITION OF TERMS

## SECTION 7. DEFINITION OF TERMS

For purposes of this Implementing Rules and Regulations, these terms are defined as follows:

1. **Business Establishment** – any person, natural or juridical, whether single proprietorship, partnership or corporation, including a government-owned-and-controlled corporation or a government entity exercising its proprietary functions, engaged in, or doing business in the Philippines, either in selling goods or providing services established and/or operating within the City of Bacoor.
2. **Employer** – refers to any person, natural or juridical, including the principal employer, contractor, or subcontractor, if any, who directly or indirectly benefits from the services of the employee (Section 3 (d) of R.A. No. 11058).
3. **National Government** – refers to the entire machinery of the central government as distinguished from the different forms of local governments.
4. **Occupational Safety and Health (OSH) standards** – refer to the Occupational Safety and Health Standards issued by the Secretary

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of Labor and Employment pursuant to Articles 168 and 171, Chapter 2, Title I of Book Four of Presidential Decree No. 442, as amended, otherwise known as the Labor Code of the Philippines, and such other standards as may be issued pursuant to R.A. No. 11058. The set of rules, guidelines, and measures for the prevention and control of occupational hazards to safeguard the workers' social and economic well-being as well as their physical safety and health (Civil Service Commission - Department of Health - Department of Labor and Employment Joint Memorandum Circular No. 1, Series of 2020).

5. **Sangguniang Barangays** – refers to the legislative body of the Barangay and shall be composed of the Punong Barangay as presiding officer and the seven (7) regular Sangguniang Barangay members elected at large and Sangguniang Kabataan chairman as members.
6. **Safety and Health Officer** - refers to a person responsible for ensuring adherence to safety regulations, rules, and policies and for assessing unsafe acts and environment and hazardous situations/circumstances in the workplace (Civil Service Commission - Department of Health - Department of Labor and Employment Joint Memorandum Circular No. 1, Series of 2020).
7. **Safety Officer** - any company employee or officer trained by DOLE or DOLE-Accredited Training Organization and tasked by the employer to implement an OSH program (Department of Labor and Employment Department Order No. 198, Series of 2018).
8. **Schools** – are duly established institutions of learning or educational institutions or institutions recognized by the State that undertake educational operations.
9. **Public Schools** – are educational institutions established and administered by the government.
10. **Private Schools** – are educational institutions maintained and administered by private individuals or groups.
11. **Workplace** - any site or location where workers need to be present or to go to by reason of their work and which are under the direct or indirect control of the employer, including, but not limited to, work areas, employee lounges, and restrooms, conference and classroom spaces, employee cafeterias, hallways, and emergency access.





12. **Worker**- any member of the labor force, regardless of employment status.

## **SECTION 8. APPLICABLE LAW.**

Only the provisions of laws, rules, and regulations, and related circulars and issuances appropriate to circumstances shall apply.

## **RULE VI – MANDATORY GUIDELINES**

## **SECTION 9. DESIGNATION OF A SAFETY OFFICER.**

Within six (6) months from the effective implementation of the Ordinance, there shall be at least one (1) designated Safety Officer in private schools and all business establishments, or a Safety Health Officer in Sangguniang Barangays and public schools.

Pursuant to the Department of Labor and Employment (DOLE) Department Order (D.O.) No. 198, Series of 2018, a Safety Officer shall be known as any employee or officer of the company trained by DOLE or DOLE-Accredited Training Organization and tasked by the employer to implement an OSH program.

Meanwhile, a Safety and Health Officer shall refer to a person responsible for ensuring adherence to safety regulations, rules, and policies and for assessing unsafe acts and environment and hazardous situations/circumstances in the workplace pursuant to Civil Service Commission (CSC) - Department of Health (DOH) - Department of Labor and Employment (DOLE) Joint Memorandum Circular (JMC) No. 1, Series of 2020.

## **SECTION 10. QUALIFICATIONS.**

The qualifications of the Safety Officer or a Safety Health Officer shall comply with applicable health and safety laws, rules and regulations, policies, programs, related issuances, and circulars.

The respective qualifications of safety officers, according to the Implementing Rules and Regulations of R.A. No. 11058, are as follows:



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| CATEGORY     |         |   | PREScribed TRAINING ON OSH                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | MINIMUM OSH EXPERIENCE                               |
|--------------|---------|---|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------|
| Safety (SO1) | Officer | 1 | (a) Mandatory eight (8)-hour OSH orientation course and<br>(b) Two (2)-hour trainers' training                                                                                                                                                                                                                                                                                                                                                                                                                                        | -                                                    |
| Safety (SO2) | Officer | 2 | Mandatory forty (40)-hour basic OSH training course applicable to the industry                                                                                                                                                                                                                                                                                                                                                                                                                                                        | -                                                    |
| Safety (SO3) | Officer | 3 | (a) Mandatory forty (40)-hour basic OSH training course applicable to the industry<br>(b) Additional forty-eight (48) hours of advanced/specialized occupational safety training course relevant to the industry; and<br>(c) Other requirements as prescribed by the OSH standards.                                                                                                                                                                                                                                                   | At least two (2) years of experience in OSH          |
| Safety (SO4) | Officer | 4 | (a) Mandatory forty (40)-hour basic OSH training course applicable to the industry<br>(b) Additional eighty (80) hours of advanced/specialized occupational safety training course relevant to the industry;<br>(c) An aggregate of three hundred twenty (320) hours of OSH related training or experience (additional training may be converted to years of experience where eighty (80) hours of training may equal to one (1) year of experience and vice versa; and<br>(d) Other requirements as prescribed by the OSH standards. | Actual experience as SO3 for at least four (4) years |

The number and qualification of safety officers shall be proportionate to the total number of workers and equipment, size of work, workplace classification, and such other criteria as required by the OSH standards.



#### SECTION 11. TRAINING.

The Safety Officers designated in the private sectors shall undertake the prescribed DOLE-BOSH training orientation or course, advanced occupational safety training courses, and/or other OSH-related training or learning as necessary in the effective performance of its duties and responsibilities.

All safety officers must possess the required qualifications and must complete the training course prescribed by established laws, rules, and regulations prior to their appointment in their respective places of employment.

R.A. No. 11058 provides that safety officer/s of all workplaces must possess the necessary training and experience requirements according to their category.

#### SECTION 12. DUTIES AND RESPONSIBILITIES OF A SAFETY OFFICER.

The designated Safety Officers in all private schools and business establishments, in compliance with R. A. No. 11058, shall perform the following duties and responsibilities:

1. Oversee the overall management of the safety and health program;
2. Frequently monitor and inspect any health or safety aspect of the operation being undertaken;
3. Assist in the conduct of government inspections or investigations involving accidents or disasters, whether man-made or natural;
4. Implement work stoppage or suspension of operations in cases of imminent danger, if necessary;
5. Ensure proper implementation of City Ordinances, issuances, plans, programs, and the established Occupational Safety and Health Standards policies and programs within the facility or vicinity of the organization;
6. Guide employees, officers, and staff within the organization on safety protocols and other health and safety-related topics;
7. Review existing policies and regulations for Occupational Safety and Health Standards and formulate plans and recommendations;
8. Ensure adherence of employees, officers, and staff to established policies and regulations for Occupational Safety and Health Standards; and



9. Perform other duties and functions as may be assigned by the organization and applicable laws, rules, and regulations;

### **SECTION 13. DUTIES AND RESPONSIBILITIES OF A SAFETY AND HEALTH OFFICER.**

The designated Safety Health Officers in Sangguniang Barangays and public schools, in compliance with the CSC - DOH - DOLE JMC No. 1, Series of 2020, shall perform the following duties and responsibilities:

1. Undergo training on Occupational Safety and Health and related programs;
2. Act as the focal person of the agency in the implementation of programs to eliminate hazards in the workplace and to correct and/or amend risky and/or unsafe work practices;
3. Serve as Secretary to the Safety and Health Committee, and as such, he/she shall notify members of the meetings, prepare minutes of the meeting, and submit to the head of the agency a report of the activities of the Committee, including the recommendations made thereof.
4. Report on the occurrence of accidents.
5. Coordinate all safety and health training programs for the agency management and employees.
6. Perform other duties and responsibilities.

### **SECTION 14. OCCUPATIONAL SAFETY AND HEALTH INFORMATION.**

Employers, contractors, or subcontractors, if any, shall provide the workers in all establishments, projects, sites, and all other places where work is being undertaken adequate and suitable information on the following:

- a. Workplace hazards and the risk posed on the safety and health of the workers such as chemical safety data sheets;
- b. Control mechanism in place that reduces or minimizes the risk of exposure to hazards and other preventive strategies (e.g., training on specific hazards, medical monitoring tests, immunization and control of lifestyle-related diseases);



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c. Appropriate measures, including the probable location of workers, for the prevention, control and protection against those hazards; and

d. Emergency and disaster management protocols including proper evacuation and shut-down procedures.

## **RULE VII - PENALTIES**

### **SECTION 15. PENALTIES.**

The following sanctions and penalties shall be imposed, as follows:

| <b>PROHIBITED ACTS</b>                                                                                                                                              | <b>PENALTIES OR SANCTIONS</b>                                                                                                                                                                                                      |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Unjustified failure of any barangay, or business establishment to comply with the Ordinance                                                                         | An administrative fine of Five Thousand Pesos (Php 5,000.00) against the Sangguniang Barangay, or Owner/President/General Manager of the barangay, or business enterprise concerned subject to pertinent city ordinances and laws. |
| Refusal of the members of a Sangguniang Barangay to comply with the Ordinance after it has already been declared to have been in violation hereof by the City Mayor | Filing of the appropriate legal action against the members of the said Sanggunian that may result in their suspension or removal from office in accordance with law.                                                               |
| Refusal of the Owner/President/General Manager to comply with the Ordinance after he/she has already received a Notice of Violation from the City Government        | Suspension of the business establishment he/she own or manage for as long as he/she refuse to comply hereto or to the closure of the said business enterprise.                                                                     |

For purposes of this Section, the Office of the City Legal Service shall conduct a fact-finding investigation and shall be responsible for filing the appropriate legal action.

## **RULE VIII - MISCELLANEOUS PROVISIONS**

### **SECTION 16. SEPARABILITY CLAUSE.**

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If, for any reason, any provision or part of this IRR is declared invalid or unconstitutional, other provisions not affected thereby shall remain in full force and effect.

#### **SECTION 17. REPEALING CLAUSE.**

All Ordinances, Resolutions, local, Executive Orders, or Administrative Issuances or parts inconsistent with the IRR's provisions are hereby repealed, amended, or modified accordingly.

#### **SECTION 18. EFFECTIVITY.**

This IRR shall take effect immediately.

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CGBCR-MO-05-F03.00  
10/20/2023



18 January 2024

**HON. JUANITO VICTOR C. REMULLA**  
Provincial Governor  
Province of Cavite  
Cavite Provincial Capitol Building  
Trece Martires, Cavite



PROVINCE OF CAVITE  
OFFICE OF THE PROVINCIAL GOVERNOR  
(044) 411-2311



Dear Gov. Remulla,

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                                                                                                                                                          |
|---------|-----------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 19-2024 | 18 January 2024 | AN ORDER ADOPTING THE IMPLEMENTING RULES AND REGULATIONS OF CITY ORDINANCE NO. 263-2023, OR THE "PUBLIC EVENTS REGULATION ORDINANCE OF THE CITY OF BACOOR"     |
| 20-2024 | 18 January 2024 | AN ORDER ADOPTING THE IMPLEMENTING RULES AND REGULATIONS OF CITY ORDINANCE NO. 312-2023, OR THE "PERSONNEL CAREER ENHANCEMENT ORDINANCE OF THE CITY OF BACOOR" |

Thank you.

Very truly yours,

  
**STRIKE B. REVILLA**  
City Mayor



Office of the Mayor   
Strike B. Revilla



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