

**AN ORDER ADOPTING THE IMPLEMENTING RULES AND REGULATIONS OF
CITY ORDINANCE NO. 324-2023, OR THE "JOB ORDER EMPLOYMENT
REGULATION ORDINANCE OF THE CITY OF BACOOR"**

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. 324-2023, entitled "*An Ordinance Regulating the Engagement, Work, and Termination of Job Orders and Contract of Services Employees of the Various Departments and Offices of the Local Government of the City of Bacoor, Cavite and Imposing Penalties for Violations Hereof*," 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.

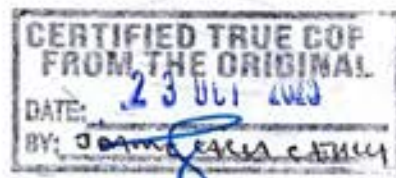
NOW, THEREFORE, I, STRIKE B. REVILLA, City Mayor of Bacoor, Cavite, by virtue of the powers vested in me by law, do hereby order for the adoption and implementation of the Implementing Rules and Regulations of City Ordinance No. 324-2023 herein attached.

Section 1. Implementing Rules and Regulations (IRR).

Attached herein is the Implementing Rules and Regulations of City Ordinance No. 324-2023 which shall form part of this Executive Order. This shall be known as the "**Implementing Rules and Regulations of the Job Order Employment Regulation Ordinance of the City of Bacoor**"



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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.

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 1st day of February 2024 in the City of Bacoor, Province of Cavite.


STRIKE B. REVILLA
City Mayor





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Province of Cavite

CITY OF BACOOR

Office of the Mayor



**IMPLEMENTING RULES AND REGULATIONS OF CITY ORDINANCE NO. 324-2023,
OTHERWISE KNOWN AS THE "JOB ORDER EMPLOYMENT REGULATION
ORDINANCE OF THE CITY OF BACOOR."**

**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 Job Order Employment Regulation Ordinance of the City of Bacoor."

SECTION 2. PURPOSE. – These Implementing Rules and Regulations are promulgated to prescribe a framework for effectively implementing and enforcing City Ordinance No. 324-2023, 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 IRR shall interfere with, abrogate, and annul any other ordinance, rule, order, memorandum, or guideline prevailing in the City of Bacoor 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. DECLARATION OF POLICY. – It shall be the policy of the City of Bacoor to:

1. Promote a high standard of ethics in public service. Public officials and employees shall always be accountable to the people and 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.

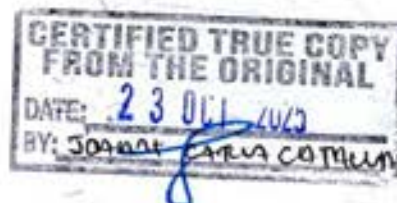
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2. Establish a career service and adopt measures to promote morale, efficiency, integrity, responsiveness, progressiveness, and courtesy in the civil service.
3. Strengthen the merit and rewards system, integrate all human resources development programs 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. **Appointment** - an essentially discretionary power on the part of the appointing authority and must be performed by him according to his best lights, the only condition being that the appointee should possess the minimum qualifications required by law.
2. **Appointing Authority** - the person or body duly authorized to issue appointments and other human resource actions in the civil service.
3. **Contract of Services** - the engagement of the services of a person, private firm, non-governmental agency, or international organization to undertake a specific work or job requiring special or technical skills not available within the hiring agency to be accomplished within a specific period not exceeding one (1) year.
4. **Conditions of Work** - the rules, requirements, and policies an employer and employee agree to abide by during the employee's service to the city government.
5. **Engagement of Services** - the appointment of an employee.
6. **Employer-Employee Relationship** - the legal link between an employer and an employee.
7. **Job Order Employees** - the hiring of a worker for piece work or intermittent job of short duration not exceeding six (6) months, and pay is on a daily or hourly basis.
8. **Termination of Employment** - the dismissal, firing, or removal from the role of employees of a particular employee.





**Rule IV
COVERAGE**

SECTION 6. COVERAGE. – These IRR shall cover the manner by which a job order or contract of service employee of all departments and offices of the local government of the City of Bacoor, Cavite, is engaged, the conditions of such employment, the manner by which such an employee renders work, the nature of such employment, the manner by which such employment may be terminated, as well as the legal consequences of such engagement and termination.

**Rule V
JOB ORDER AND CONTRACT OF SERVICES EMPLOYEES**

SECTION 7. NON-ESTABLISHMENT OF EMPLOYER-EMPLOYEE RELATIONSHIP. – The engagement of the services of a job order or contract of services employee, regardless of the type of work to be rendered and the department or office of the city government that will require the services of such employee, creates no "employer-employee" relationship between the City Government and the said employee.

SECTION 8. QUALIFICATIONS FOR ENGAGEMENT. – Only persons who possess the following qualifications shall be engaged as job order or contract of services employees:

1. Must be of legal age but not exceeding 65 years old on the day the appointing authority signs his/her appointment;
2. Must not have been convicted of any crime prior to his/her appointment;
3. Must not have been found guilty of violating any civil service regulation, city government ordinance, or city government policy prior to his/her appointment;
4. If the job to be performed by the appointee is related to the security of a city government official or of the public, he/she must have passed a neuropsychiatric evaluation conducted by the City Health Office (CHO) and by the Human Resources Development and Management Department (HRDMD) prior to his/her appointment. *Provided*, that the cost of the said evaluation shall be funded by the City Government;





5. Must have passed a random drug test to be conducted by the CHO prior to his/her appointment;
6. Must not be related to the appointing authority by affinity or consanguinity up to the fourth civil degree and
7. Must have signed a Contract of Employment where the various conditions of his/her employment shall be provided.
8. Residents of and/or registered voters of the City of Bacoor shall be given preference in employment.

SECTION 9. PROCEDURE FOR THE ENGAGEMENT OF SERVICES OF JOB ORDER AND CONTRACT OF SERVICE EMPLOYEES. – Only the City Mayor or the City Vice Mayor may appoint a job order or contract of service employee for their respective offices. Heads of departments under the Mayor's Office or members of the Sangguniang Panlungsod may request the hiring of job orders or contracts of service employees, but the approval of such requests is subject to the following procedure:

1. The number of employees to be engaged is subject to the availability of funds as certified by the City Budget Officer.
2. The request must be in writing and signed by the department head or by the city councilor concerned and must contain a detailed description of what the duties and responsibilities of the employees would be, how the performance of the employee to be engaged shall be measured, how long he/she would work for the city government, and who shall be his/her immediate supervisor in case he/she is engaged.
3. If the request is approved by the City Mayor and/or the City Vice Mayor, the HRDMD and the CHO shall conduct due diligence to make sure that the applicant possesses all the qualifications and none of the disqualifications mandated by City Ordinance No. 324-2023, these IRR, and by pertinent civil service rules; and
4. Job orders and contracts of service employees must be engaged based on the needs of the city government and their work performance. Any job order or contract of services employee who fails to meet those two criteria shall not be engaged or, if they are already under the city government's employ, shall be terminated.

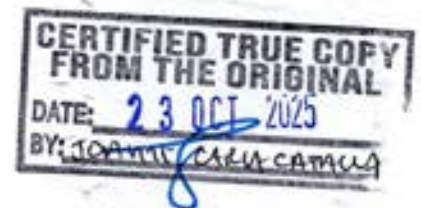


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**Rule VI
PENAL PROVISIONS**



SECTION 10. PENALTIES. – Any job order or contract of services employee who fails to fulfill their official duties, commits absenteeism, fails to deliver the job they were engaged to do, commits a crime, or violates any city ordinance, city government policy/regulation, or any civil service regulation while under the employment of the city government, he/she shall be terminated by the appointing authority pursuant to relevant civil service regulations without prejudice to the filing of the appropriate civil, criminal, or administrative actions against him/her.

**Rule VII
MISCELLANEOUS PROVISIONS**

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

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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