

**AN ORDER ADOPTING THE IMPLEMENTING RULES AND REGULATIONS OF
CITY ORDINANCE NO. 293-2023, OR THE "20 MINUTES FOR HEALTHIER
EMPLOYEES LEADS TO QUALITY SERVICE"**

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. 293-2023, entitled "*An Ordinance Seeking to Improve the Health of the Employees and Personnel of the City Government of Bacoor by Adopting the City Health Board Resolution No. 1, series of 2023 and Institutionalizing Guidelines for its Implementation*," with the end in mind of improving the health and well-being of the City Government of Bacoor employees and personnel, as well as the quality of services the City Government provides with healthier employees and personnel;

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. 293-2023 herein attached.

Section 1. Implementing Rules and Regulations (IRR).

Attached herein is the Implementing Rules and Regulations of City Ordinance No. 293-2023 which shall form part of this Executive Order. This shall be known as the "**Implementing Rules and Regulations of the 20 Minutes for Healthier Employees Leads to Quality Service.**"

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



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Province of Cavite

CITY OF BACOOR

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


STRIKE B. REVILLA
City Mayor



E.O. No. 44 - 2024
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Republic of the Philippines
Province of Cavite

CITY OF BACOR

Office of the Mayor



**THE IMPLEMENTING RULES AND REGULATIONS OF CITY ORDINANCE
NO. 293-2023, OTHERWISE KNOWN AS THE "20 MINUTES FOR
HEALTHIER EMPLOYEES LEADS TO QUALITY SERVICE."**

**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 20 Minutes for Healthier Employees Leads to Quality Service."

SECTION 2. PURPOSE. – These Implementing Rules and Regulations are promulgated to prescribe a framework for effectively implementing and enforcing City Ordinance No. 293-2023, 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 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 is the policy of the City of Bacoor to achieve the following objectives:

1. To improve the health and well-being of the City Government of Bacoor employees and personnel;
2. To decrease the percentage of the City Government of Bacoor employees and personnel who are hypertensive;





3. With healthier employees and personnel, to improve the quality of services the City Government provides.

Rule III COVERAGE

SECTION 5. COVERAGE. – These IRR shall cover all employees and personnel of the City Government of Bacoor, regardless of their employment status.

Rule IV GUIDELINES

SECTION 6. GUIDELINES. – This Ordinance shall be implemented based on the following guidelines:

1. The Human Resource Development and Management Division (HRDMD) shall formulate a plan for the conduct of the daily 20-minute exercise based on the following parameters:
 - a. There shall be two sessions, one in the morning and one in the afternoon.
 - b. The session in the morning may be conducted before or after 10:00 AM.
 - c. The session in the afternoon may be conducted before or after 3:00 PM.
 - d. Each session shall be for ten minutes only, and
 - e. There must be two (2) sessions each day and must total 20 minutes.
2. The HRDMD shall identify, tap, or procure resource person/s who will manage and conduct the daily 20-minute exercise.
3. The HRDMD shall be in charge of information dissemination and monitoring all of the City Government employees' and personnel's compliance with this Ordinance and
4. The HRDMD shall ensure that public services will not be unduly disrupted or prejudiced; the personnel complement may be divided into such groups as may be necessary, which shall undertake such activities at different times of the day.

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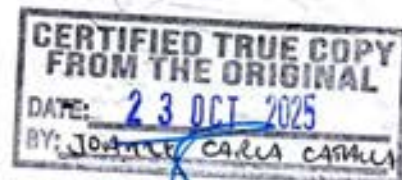




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**Rule V
MONITORING PROCEDURE**

SECTION 7. MANDATORY CHECKUP. – Immediately upon effectivity of City Ordinance No. 293-2023 (hereinafter referred to as the "Ordinance"), the HRDMD shall submit a list of employees and personnel with hypertension. Thereafter, such persons shall be required to undergo monthly check-ups to monitor the status of their hypertension.

SECTION 8. REPORTING. – The HRDMD shall submit the following reports:

1. A report on the status of the 20-minute exercise activities, data on compliance, and penalties given, if any. This shall be submitted monthly or when required by the local chief executive.
2. A report on the compliance of the hypertensive employees and personnel with the monthly check-ups along with the status of their illness. This shall be submitted quarterly or when required by the local chief executive.
3. A bi-annual evaluation of the effect or effectiveness of the 20-minute exercise.

SECTION 9. PUBLIC SERVICE PRIORITY. – Nothing in the Ordinance and these IRR shall allow any City Government of Bacoor employees or personnel to disregard their public duty to the residents of the City of Bacoor. Public service shall remain the priority of all City Government of Bacoor employees or personnel.

SECTION 10. STRICT COMPLIANCE. – Despite the preceding Section, no City Government of Bacoor employees or personnel shall disregard the Ordinance and these IRRs. The HRDMD shall ensure compliance of all employees with the Ordinance and these IRR.

**Rule VI
PENAL PROVISIONS**

SECTION 11. PENALTY. – Any employee or personnel of the City Government of Bacoor who fails or refuses to comply with the Ordinance and these IRR shall be penalized in accordance with the following:

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1. Two (2) consecutive instances of noncompliance:
 - a. First instance - verbal warning
 - b. Second instance – verbal warning
 - c. Third instance - written warning
 - d. Fourth instance - Suspension for one day with no pay.
 - e. Fifth instance — Suspension for two days with no pay.
 - f. Succeeding instances - add a day to the number of days for suspension.
2. The total of non-compliance per month is five (5) instances or more, regardless of whether consecutive or not:
 - a. First instance - Written warning
 - b. Second instance - Suspension for five days with no pay.
 - c. Third Instance - Suspension for ten days with no pay.
 - d. Fourth Instance - Suspension for fifteen days with no pay.
 - e. Fifth Instance - Suspension for thirty days with no pay.
 - f. Sixth Instance - Termination from employment pursuant to pertinent civil service regulations.
3. The cleansing period shall be after two (2) years from the occurrence of the violation or non-compliance.
4. The HRDMD may, upon approval of the local chief executive, suggest to the Sangguniang Panlungsod to revise the penalties mentioned above based on a review of the manner by which the Ordinance was implemented.

Rule VII MISCELLANEOUS PROVISIONS

SECTION 12. REPEAL. All orders, implementing rules, and regulations inconsistent with the IRR are expressly repealed or modified.





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Office of the Mayor

CERTIFIED TRUE COPY
FROM THE ORIGINAL

DATE: 23 OCT 2023

BY: *[Signature]*

SECTION 13. 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 14. EFFECTIVITY. This IRR shall take effect immediately upon its approval.

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CITY ORDINANCE NO. 293-2023

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