

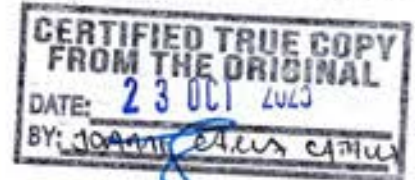


Republic of the Philippines
Province of Cavite

CITY OF BACOR

Office of the Mayor

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

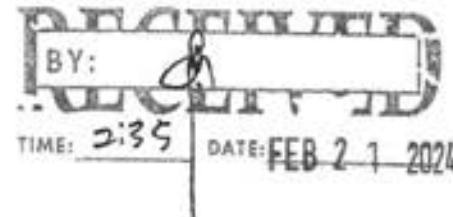


13 February 2024



PROVINCE OF CAVITE
OFFICE OF THE PROVINCIAL GOVERNOR
(046) 419-2311

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



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 resubmit the attached Executive Order issued by the undersigned, for your review and appropriate action, to wit:

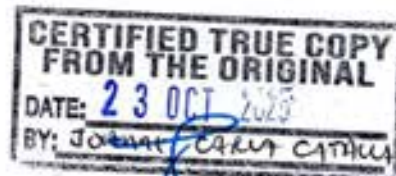
EO NO.	DATE	TITLE
58-2024	February 13, 2024	AN ORDER ADOPTING THE IMPLEMENTING RULES AND REGULATIONS OF CITY ORDINANCE NO. 313-2023, OR "AN ORDINANCE ESTABLISHING A UNIFORM INFORMATION MANAGEMENT SYSTEM IN THE BARANGAYS IN THE CITY OF BACOR."

Thank you.

Very truly yours,


STRIKE B. REVILLA
City Mayor





EXECUTIVE ORDER No. 58 - 2024
Series of 2024

AN ORDER ADOPTING THE IMPLEMENTING RULES AND REGULATIONS OF CITY ORDINANCE NO. 313-2023, OR "AN ORDINANCE ESTABLISHING A UNIFORM INFORMATION MANAGEMENT SYSTEM IN THE BARANGAYS IN 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. 313-2023, entitled "AN ORDINANCE ESTABLISHING A UNIFORM INFORMATION MANAGEMENT SYSTEM IN THE BARANGAYS IN THE CITY OF BACOR.";

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. 313-2023 herein attached.

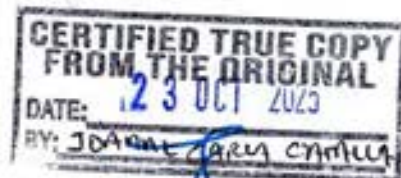
Section 1. Implementing Rules and Regulations (IRR). Attached herein is the Implementing Rules and Regulations of City Ordinance No. 313-2023 which shall form part of this Executive Order. This shall be known as the "Implementing Rules and Regulations of Ordinance Establishing a Uniform Information Management System in the Barangays in the City of Bacoor."

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 this IRR by all city government officials and employees is hereby ordered.





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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 13th day of February 2024 in the City of Bacoor, Province of Cavite.


STRIKE B. REVILLA
City Mayor

 Office of the Mayor 
Strike B. Revilla



SBR20240565

E.O. No. 58 - 2024
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Republic of the Philippines
Province of Cavite
CITY OF BACOOR
Office of the Mayor



**THE IMPLEMENTING RULES AND REGULATIONS
OF CITY ORDINANCE NO. 313-2023, ENTITLED
"AN ORDINANCE ESTABLISHING A UNIFORM
INFORMATION MANAGEMENT SYSTEM IN THE
BARANGAYS IN THE CITY OF BACOOR."**

RULE I – GENERAL PROVISIONS

SECTION 1. TITLE. This Implementing Rules and Regulations shall be known and cited as the "Implementing Rules and Regulations of City Ordinance No. 313-2023".

SECTION 2. PURPOSE. These Rules and Regulations are promulgated to prescribe a framework for effectively implementing and enforcing City Ordinance No. 313-2023, Series of 2023.

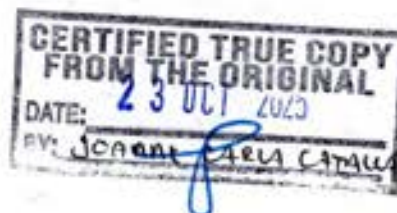
SECTION 3. CONSTRUCTION. This Implementing Rules and Regulations (IRR) shall be liberally construed to carry out the policies embodied herein. In their interpretation and application, the provisions of this IRR shall be held to be the minimum requirements for the protection of the public and shall be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

These 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 IRR. 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 is hereby declared the policy of the City of Bacoor to establish an efficient and responsive barangay information management system in all the barangays under the jurisdiction of the City to further strengthen local government capability for development administration.





RULE III – COVERAGE

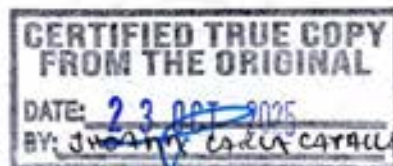
SECTION 5. COVERAGE. These Rules and Regulations shall apply to all Barangay Units in the City of Bacoor.

RULE IV – DEFINITION OF TERMS

SECTION 6. DEFINITION OF TERMS. – The following terms shall be defined as follows:

1. **Barangay** – refers to the smallest political unit into which the City of Bacoor is divided, created in accordance with the provisions of the Local Government Code of the Philippines.
2. **Management Information System** – refers to an information system used for decision-making, delivery of services, monitoring of services conducted, and coordination, control, analysis, and visualization of information in an organization.
3. **Barangay Information System or System** – refers to the centralized database of all the residents, an all-in-one tool for data, tasks, disaster and resilience, budget, file management, analytics needs, and decision making.
4. **Information** – Shall mean any records, documents, papers, reports, letters, contracts, minutes, and transcripts of official meetings, maps, books, photographs, data, research materials, films, sound and video recordings, magnetic or tapes, electronic data, computer-stored data, any other like or similar data or materials recorded, stored or archived in whatever format, whether offline or online, which are made, received, or kept in or under the control and custody of any government office pursuant to law, executive order, and rules and regulations or in connection with the performance or transaction of official business by any government office.
5. **Confidential Information** – shall refer to information produced or received by a public officer or employee or by a government office in an official capacity or pursuant to a public function or duty. It shall also mean information and/or data provided by the data subject to the Information Controller and/or Information Processor during the disclosure of





information, which is to be kept confidential by the Information Controller and/or Information Processor.

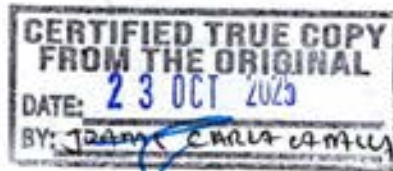
6. **Data Subject** – refers to an individual whose personal, sensitive personal, or privileged information is processed.
7. **Information Controller** – refers to a natural or juridical person or any other body who controls the processing of confidential information or instructs another to process confidential information on its behalf.
8. **Information Processor** – refers to any natural or juridical person or any other body to whom an information controller may outsource or instruct the processing of confidential information.
9. **Custodian** – means the government office, the public officer or employee, including the Punong Barangay, the Barangay Secretary, automated data processing personnel of the barangay, and any barangay personnel currently in possession of the information and confidential information, and who will obtain information and confidential information in the future by official capacity or pursuant to a public function or duty.
10. **Processing** – refers to any operation or any set of operations performed upon information and confidential information including, but not limited to, the collection, recording, organization, storage, updating or modification, retrieval, consultation, use, consolidation, blocking, erasure, or destruction of data. Processing may be performed through automated means or manual processing if the personal data are contained or are intended to be contained in a filing system.

RULE V – SYSTEM

SECTION 7. THE BARANGAY INFORMATION MANAGEMENT SYSTEM.

The centralized system is to be utilized by all Barangay Units in implementing its programs, projects, and activities with special access to the Local Chief Executive of the City Government of Bacoor for tasking and monitoring the delivery of basic services to the Barangay's constituents.





SECTION 8. CONTENTS

SECTION 8.1. The System will be composed of the following information:

1. Number of Residents;
2. Number of Households;
3. Number of families;
4. Areas;
5. Business Establishments;
6. Transactions of People in the Barangay;
7. Budget and Expenses;
8. Cases/Incidents Reported and Actions Taken;
9. Activities and Projects;
10. Transactions of People with the Rural Health Taken;
11. Donors and Volunteers;
12. Scholarship.
13. Other Services delivered and functions performed by the Barangay; and
14. Other relevant data necessary for the efficient and accurate service delivery to the residents.

SECTION 8.2. The BMS will encompass the following key features and functionalities:

1. **Resident Information Management:**
Record and update resident data, including personal details, family relationships, and contact information. This will also enable residents to request updates or corrections to their information.
2. **Permits and Clearances:**
Process and issue barangay permits and clearances (e.g., permits and residency certificates). This will allow residents to apply for permits and clearances online.
3. **Financial Management:**
Maintain financial records, including budgets, expenses, and revenue collection. Enable electronic payment of barangay dues and fees.



4. Communication and Announcement:

Send notifications, announcements, and circulars to residents through SMS and email. This will provide a platform for residents to submit feedback and concerns.

5. Appointment Scheduling:

This function will allow residents to schedule appointments with barangay officials and services and manage the appointment calendar for barangay staff.

SECTION 8.3. Minimum system requirements for the BMIS are the following:

Hardware:

5th gen i3

Memory: 4 GB RAM

Storage: 256 GB SSD (optional if offline)

Internet bandwidth: at least 5mbps

Peripherals:

Pc

Monitor

Keyboard

Mouse

Webcam (1080p)

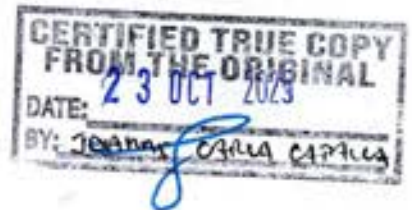
Printer

Signature pad (optional)

SECTION 9. ACCESS TO THE SYSTEM. The system shall grant full access to the Barangay Chairman and limited access to his authorized representatives, who will be granted unique access codes that shall be personal and exclusive to them alone. Each barangay shall assign a dedicated personnel who will be the system's primary user.

The System shall also grant special access to the Mayor of the City Government of Bacoor, whereby he can view the data and information of the respective barangay units in the City of Bacoor. Access may also be given to special offices upon the directive or approval of the City Mayor.





SECTION 10. UPDATING OF THE SYSTEM. Initially, the system software shall be updated by the E-Governance Department or the Management Information System Office of the City Government of Bacoor. A series of training sessions with one (1) authorized representative of each respective barangay shall be conducted by the same department/office in order to delegate the software updates and basic troubleshooting of the system to the barangay. Major repair and intrusive access to the said system shall be limited only to the above-named department or office.

SECTION 11. PROCEDURE FOR UPDATING THE SYSTEM. The procedure for updating the system shall be scheduled and in accordance with the software's required specifications. The general guidelines are to update the firmware and software as soon as possible when there is a security update, regularly when there is a performance or compatibility update, and cautiously when there is a feature or bug fix update to be determined and in accordance with the rules set by the E-Governance Department or the Management Information System Office of the City Government of Bacoor.

SECTION 12. TECHNICAL ASSISTANCE. Technical assistance is the process of providing targeted guidance and support to the concerned Barangay with a development need or problem in the operation, repairs, maintenance, and implementation of its Barangay Management Information System. Technical assistance may involve sending experts into the field to guide, instruct, teach skills, and help solve problems in their areas of specialization. When needed, the Office of the City Legal Services, the City Information Office, the E-Governance Office, and other offices may provide technical assistance to the Barangay to implement this IRR properly. Technical assistance may also be requested from other national government agencies, private companies, non-governmental organizations, and subject matter experts.

SECTION 13. PROCEDURE FOR REQUEST OF TECHNICAL ASSISTANCE. The following procedures shall govern the requests for technical assistance:

1. The Punong Barangay may formally file a request for technical assistance with the City Information Officer, Office of the City Legal Services, the E-Governance Office, and other offices that may provide technical assistance. A request may be submitted through a signed written letter by way of personal delivery, postal mail, or courier. Provided that the request clearly identifies the situation and/or issues requiring technical assistance and how the receiving office may resolve the same.



Provided, further, that the City Information Officer may provide an optional form that may be used instead of a letter;

2. Upon request, the city government shall have fifteen (15) working days to act.

RULE VI – DATA PRIVACY LAW

SECTION 14. APPLICABILITY OF THE DATA PRIVACY ACT OF 2012 AND RELATED LAWS. In implementing these Rules and Regulations, the City Government of Bacoor and all the officials and employees of the Barangay shall ensure that all relevant laws and issuances will be strictly followed and complied with. As such, the City Government of Bacoor and all the officials and employees of the Barangay shall ensure that there will be no violation of the Republic Act No. 10173, otherwise known as the "Data Privacy Act of 2012".

Further, all persons who gather and access the data shall be required to sign a Confidentiality and Non-Disclosure Agreement. In case a law on barangay or local information management system is enacted, the City Government of Bacoor and the Barangay shall guarantee that the rules, regulations, and protocols placed for implementing and enforcing these Rules and Regulations will adhere to and comply with the provisions of such law.

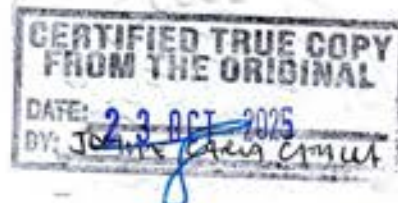
RULE VII – RESTRICTIONS ON DISCLOSURE AND PROTECTION OF PRIVACY

SECTION 15. NON-DISCLOSURE. The Custodian, the Information Controller, and the Information Processor shall keep strictly confidential and shall not publish or otherwise disclose, or cause or permit to be disclosed, to any person or entity any Information and Confidential Information except to the extent that it can be established by competent proof that such information:

1. Was generally available to the public or otherwise part of the public domain at the time of its disclosure;
2. That such information was mandated by law to be disclosed to the public.

The Custodian, the Information Controller, and the Information Processor shall take all actions reasonably necessary to ensure that the Confidential Information remains strictly confidential and is not disclosed to or seen, used, or obtained by any





person or entity except in accordance with the law, existing ordinances and its implementing rules and regulations.

In the event that either the Custodian, the Information Controller, or the Information Processor is requested or required (by oral questions, interrogatories, requests for information or documents in legal proceedings, subpoena, civil investigative demand, or other similar process or by any law, rule or regulation of any governmental agency or regulatory authority) to disclose any of the Confidential Information, such Custodian, Information Controller, and Information Processor shall provide the concerned person or the data subject with prompt written notice of any such request or requirement so that such other party may seek a protective order or other appropriate remedy and/or waive his/her rights to confidentiality, and allow for the release of the same.

SECTION 16. CONFIDENTIALITY. The Punong Barangay and the Barangay Secretary shall ensure that the entries in the information system are kept confidential and accessible only by authorized barangay personnel and solely for official purposes.

SECTION 17. PRESCRIBED CONFIDENTIALITY AND NON-DISCLOSURE AGREEMENT FORM. The confidentiality and non-disclosure form required under Section 11 of this IRR shall contain:

1. The definition of Confidential Information is stated in Section 5 of this IRR;
2. The obligations not to disclose Confidential Information stated in the 11 of this IRR;
3. Notice of Breach clause, which shall state that the "Barangay Personnel shall notify the data subject in writing immediately upon the discovery of any unauthorized use or disclosure of Confidential Information and will cooperate with efforts by the data subject to help regain possession of Confidential Information and prevent its further unauthorized use.";
4. The Data Privacy clause states that "The undersigned acknowledges that it may receive or have access to Information and Confidential Information. To the extent that the undersigned acquires, collects, discloses, uses or processes in any manner any such Information, it warrants and agrees that it shall (i) keep and maintain all Information in strict confidence and with utmost care to avoid unauthorized access, use or disclosure; (ii) comply with all Data Privacy laws and other applicable





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enactments, regulations, orders and standards; (iii) process such Information and Confidential Information only to the extent and in such a manner as is necessary for the purpose of fulfilling its obligations under the law and not to use, share, distribute or otherwise disclose or make available the Information and Confidential Information for own purpose or for the benefit of anyone, and in cases necessary, without the consent of the data subject and/or the concerned persons; and (iv) not disclose in any manner such Information and Confidential Information to any person other than its authorized persons, without the consent of the data subject and/or the concerned persons, unless required by law, order, court or any government authority. If at any time during the term of office or upon the termination or expiration of the term of office of the undersigned, the Information ceases to be required or necessary for purposes of these rules and regulations. The undersigned shall promptly return, destroy, remove, or otherwise dispose of all copies of such Information in its possession or control, as requested or as necessary.

This Confidentiality and Non-Disclosure Agreement shall remain in full force and effect during the term of office and even after the termination or expiration of the term of office of the undersigned.";

5. The penal clause shall state that "This agreement is constructed, interpreted, and applied in accordance with the laws of the Republic of the Philippines, and any violation of the provisions of this Agreement shall give cause for the institution of appropriate criminal, administrative, and/or civil actions;
6. The signature of the Barangay Personnel, which shall be subscribed before a Notary Public.

SECTION 18. IMPOSITION OF ADDITIONAL PROVISIONS. The Barangay may, by ordinance, impose additional necessary provisions in confidentiality and non-disclosure agreements to protect the Information effectively.

RULE VIII – MISCELLANEOUS PROVISIONS

SECTION 19. FUNDING. The funding for procuring the information management system and other related expenses shall be taken from the General Fund of the City of Bacoor. Thereafter, the barangays shall include in their Annual Budget

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CITY ORDINANCE NO. 313-2023
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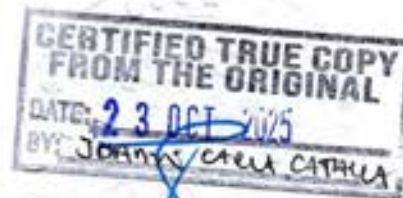




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an allocation for updating the information management system, hardware requirements, and related expenses.

SECTION 20. REPEAL. All orders, implementing rules, and regulations inconsistent with the IRR are expressly repealed or modified.

SECTION 21. 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 22. EFFECTIVITY. This IRR shall take effect immediately upon its approval.

THE IMPLEMENTING RULES AND REGULATIONS OF
CITY ORDINANCE NO. 313-2023

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



SCAN ME