



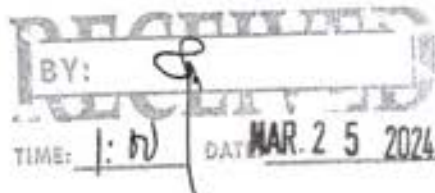
19 March 2024



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
(046) 419-3311



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 Orders issued by the undersigned, for your review and appropriate action, to wit:

EO NO.	DATE	TITLE
EO No. 67-2024	19 March 2024	AN ORDER ADOPTING THE IMPLEMENTING RULES AND REGULATIONS FOR CITY ORDINANCE NO. 333-2024 OR THE PWD ID REGULATION ORDINANCE OF THE CITY OF BACOR.

Thank you.

Very truly yours,

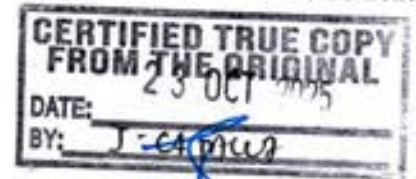

STRIKE B. REVILLA
City Mayor

 Office of the Mayor
Strike B. Revilla



SBR20241520





**EXECUTIVE ORDER NO. 67 - 2024
SERIES OF 2024**

**AN ORDER ADOPTING THE IMPLEMENTING RULES
AND REGULATIONS FOR CITY ORDINANCE NO. 333-
2024 OR THE PWD ID REGULATION ORDINANCE OF
THE CITY OF BACOOR**

WHEREAS, the Sangguniang Panlungsod approved City Ordinance No. 333-2024 entitled "AN ORDINANCE REGULATING THE ISSUANCE, RENEWAL, AND USE OF PERSONS WITH DISABILITY (PWD) IDENTIFICATION CARDS IN THE CITY OF BACOOR, CAVITE AND FOR OTHER PURPOSES.";

WHEREAS, the ordinance aims to ensure that Persons with Disabilities (PWDs) fully enjoy the benefits and privileges provided for under R.A. 9442, the National Council on Disability Affairs (NCDA) Administrative Order No. 001, series of 2008, and NCDA Administrative Order No. 003 which provides guidelines for the computerization of the issuances of the said ID card;

WHEREAS, Section 16 of R.A. 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 general welfare;

WHEREAS, Republic Act No. 10160 or the Charter of the City of Bacoor empowered the City Mayor as Chief executive to exercise powers expressly granted to him by law and those necessarily implied therefrom and essential to the promotion of general welfare;

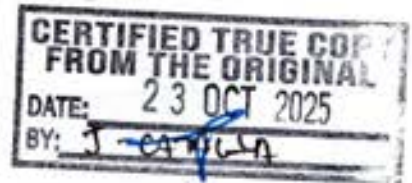
WHEREAS, the City Mayor is further empowered by the same Act to enforce all laws, and ordinances relative to the governance of the City and to issue executive orders for the faithful and appropriate enforcement and execution of laws and ordinances;

WHEREAS, the Office of the City Mayor, in coordination with the concerned departments/agencies, issued the above-mentioned Implementing Rules and Regulations that shall govern City Ordinance No. 333-2024;

NOW THEREFORE, I, STRIKE B. REVILA, Mayor of the City of Bacoor, do hereby order the adoption and implementation of the Implementing Rules and Regulations of City Ordinance No. 333-2024 herein attached.

SECTION 1. TITLE. This Executive Order shall be known as the Implementing Rules and Regulations of City Ordinance No. 333-2024.

SECTION 2. IMPLEMENTING RULES AND REGULATIONS (IRR). Attached herein is the Implementing Rules and Regulations of City Ordinance No. 333-2024 which shall form part of this Executive Order.



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 3. REPEALING CLAUSE. All previously issued orders and directives inconsistent with any provision herein shall be deemed repealed, revoked or amended accordingly.

SECTION 4. 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.

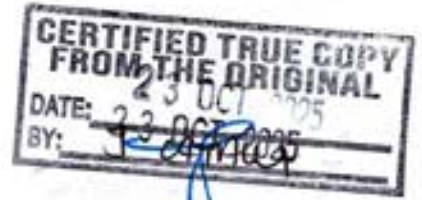
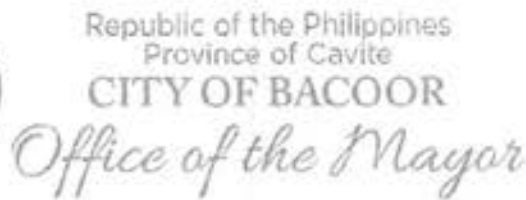
SECTION 5. EFFECTIVITY CLAUSE. This Executive Order shall take effect immediately upon its signing and remain in full force and effect until repealed, revoked or amended accordingly.

SO ORDERED.

DONE this 19th day of March 2024 in the City of Bacoor, Province of Cavite.


STRIKE B. REVILLA
City Mayor





THE IMPLEMENTING RULES AND REGULATIONS
FOR CITY ORDINANCE NO. 333-2024

AN ORDER ADOPTING THE IMPLEMENTING RULES AND REGULATIONS FOR CITY ORDINANCE NO. 333-2024 OR THE PWD ID REGULATION ORDINANCE OF THE CITY OF BACOR

RULE 1

GENERAL PROVISIONS

SECTION 1. TITLE. This shall be known as the "Implementing Rules and Regulations to City Ordinance No. 333-2024 or The PWD ID Regulation Ordinance of The City of Bacoor".

SECTION 2. PURPOSE. This IRR is promulgated to prescribe a framework for effectively implementing and enforcing City Ordinance No. 333-2024 Series of 2024.

SECTION 3. CONSTRUCTION. This IRR shall be construed and applied to effectively implement and enforce City Ordinance No. 333-2024 Series of 2024.

RULE 2

GENERAL PROVISIONS

SECTION 4. COVERAGE. This Implementing Rules and Regulations shall apply to the issuance, renewal and use of the Persons with Disability (PWD) identification card being issued and renewed by the Persons with Disability Affairs Office (PDAO) to be assisted by the City Social Welfare and Development Department (CSWD), and by the City Health Office (CHO) of the City of Bacoor, Cavite.

SECTION 5. OBJECTIVES. This IRR aims to:

1. Provide guidelines in the issuance of PWD-IDC for the privileges and incentives to PWDs;
2. Facilitate monitoring by the PWD Office, the CSWDO, and the CHO on the use of PWD-IDC.





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3. Protect business establishments from illegitimate claims or fraudulent practices involving the issuance, renewal, and use of the PWD-IDC and
4. Ensure that PWDs can easily avail of the privileges to which they are entitled by providing business establishments a way to immediately identify the beneficiaries of the said privileges.

SECTION 6. ACRONYMS. The following acronyms, as used in this IRR, shall pertain to the following:

1. CHO - City Health Office
2. COD - Certificate of Disability;
3. CSWDO - City Social and Welfare Development Office
4. DILG - Department of the Interior and Local Government;
5. DOH - Department of Health
6. DOH-PPWDRS- Department of Health Philippine PWD Registry System
7. DSWD - Department of Social Welfare and Development
8. MC - Medical Certificate
9. NCDA - National Council on Disability Affairs
10. PDAO - Persons with Disability Affairs Office
11. PWD -IDC/PIC - PWD Identification Card
12. PWD- Person with Disability
13. PWD-RF - PWD Registration Form

SECTION 7. DEFINITION OF TERMS. The following terms shall be defined as follows:

1. Issuance of PWD ID Card —the release of a PWD ID by the aforementioned offices after the applicant has complied with the various requirements for issuing the said proof of identity. The issuance of the said ID signifies that the holder of the same is entitled to the various privileges granted to PWDs by various laws and City Ordinances;
2. Persons With Disability —are differently abled individuals, regardless of race, gender, creed, or other personal attributes, whose disabilities are permanent in nature and who are suffering from any of the illnesses and/or conditions listed under Department of Health Administrative Order No. 2013- 0005-A [Amendment to Administrative Order No. 2013-0005 dated February 7, 2013 entitled "National Policy on the Unified Registry Systems of the Department of Health (Chronic NonCommunicable Diseases, Injury Related Cases, Persons with Disabilities and Violence Against Women and Children Registry System)], DILG Memorandum Circular No. 017, Series of 2022 [Inclusion of Cancer and Rare disease Under Type of Disability] and DILG Memorandum Circular No. 2021-041 [Strengthening the Functionality

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Address: Bacoor Government Center, Bacoor Blvd. Brgy. Bayanan City of Bacoor, Cavite
Hotline: 434-1111 Website: www.bacoor.gov.ph



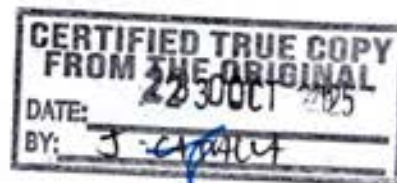
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of Persons with Disability Affairs Offices (PDAO) and Persons with Disabilities Focal Person];

3. PWD ID Card — is an identification card issued by, or made to appear to have been issued by, the PWD Office or CHO of the City of Bacoor for the exclusive use of persons with disability;
4. Renewal of PWD ID Card — is the renewal of the privilege of using a validly issued PWD ID by the local government of the City of Bacoor. The renewal of the said ID signifies that the holder of the same is still entitled to the various privileges granted to PWDs by various laws and the City Ordinances.

RULE 3 MANDATORY PROVISIONS

SECTION 8. EFFECTIVITY OF THE PWD ID. A PWD ID shall remain valid for only four (4) years and shall be issued free of charge. The PWD ID shall be renewable thereafter.

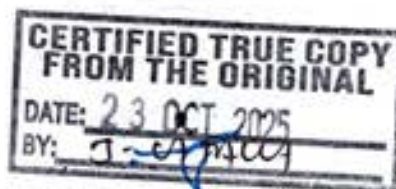
SECTION 9. USE OF THE PWD ID. Only the PWD to whom the PWD ID was issued shall be entitled to use the same for identification purposes and for the availment of all privileges granted to persons with disabilities by law or by pertinent city ordinances. The use of the said PWD-IDC by any other person in availing any privilege or benefit granted to a PWD by law or city ordinance shall be deemed a criminal act and a violation of this Ordinance.

SECTION 10. IMPLEMENTING LEAD OFFICE. The CSWDO shall take the lead in the issuance and renewal of PWD-IDC, but only while the PDAO does not have the personnel to perform the task of issuing and renewing the said IDs.

Once the PDAO becomes fully capable of performing the duty of issuing and renewing the PWD IDs, the City Mayor shall issue an executive order directing the PDAO to take over the duty of issuing and renewing PWD IDs and the CSWDO to assist PWDs who hold the said identification cards.

All records related to the issuance and renewal of the said identification cards and all questions on the validity of a card and the manner by which it should be used shall be settled by the PDAO with finality.





SECTION 11. Creation of the PWD ID Technical Working Group. A technical working group to implement City Ordinance 333-2024 and this IRR shall be created and shall be composed of the following officials or their duly authorized representatives:

Chairperson: **HON. STRIKE B. REVILLA**
City Mayor

Co-chairperson: **ATTY. AIMEE TORREFRANCA-NERI**
City Administrator

Secretariat: **MR. JORWIN BAUTISTA**
Head – Persons with Disability Affairs Office

Members: **MS. EMILIANA UGALDE RSW**
City Social Welfare and Development Officer

MR. LODGENE ASUNCION
Head – E-Governance Department

DR. IVY MARIE YRASTORZA
City Health Officer

SECTION 12. DUTIES AND RESPONSIBILITIES OF THE PWD ID TWG. The TWG for implementing City Ordinance No. 333-2024 and this IRR shall perform the following duties and responsibilities.

1. Facilitate the proper implementation of the City Ordinance, the IRR, and other related laws and issuances of the National Government;
2. Coordinate and review all processes and documents in the implementation of the City Ordinance, the IRR, and other related laws and issuances;
3. Oversee and monitor the implementation and conduct regular reporting to the City Mayor on the same;
4. Provide recommendations of necessary measures to be taken;
5. Perform such other functions as may be deemed necessary by the City Mayor.

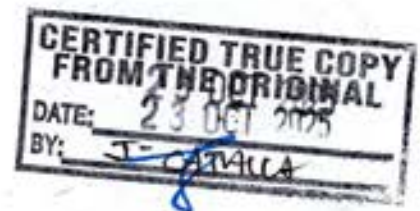
SECTION 13. SPECIFIC FUNCTIONS OF THE CSWDO. The City Social Welfare and Development Office shall:

1. Reproduce/print the PWD-RFs to be filled out by the PWDs in accordance with the DOH Philippine Registry Form for Persons with Disability;





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2. Reproduce/print the PWD-IDs;
3. Enter or encode the data from the approved PWD-RF as forwarded by the Punong Barangay where the applicant resides;
4. Provide the PWD-RFs (i.e., application forms) to applicants free of charge;
5. Assist PWDs who hold valid PWD IDs residing in the City of Bacoor, Cavite, and
6. Perform other related tasks as may be mandated by law, city ordinance, or by order of the City Mayor.

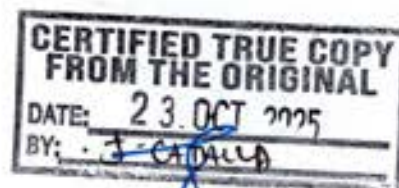
SECTION 14. SPECIFIC FUNCTIONS OF THE CHO. The City Health Office shall:

1. Issue the appropriate document to confirm the medical condition of the applicant;
2. Require the applicant to submit the following documents:
 - a. Proof of Disability. For APPARENT DISABILITIES, the applicant shall be required to submit a full-body photo that shows physical disability. For NON—APPARENT DISABILITY, the applicant shall be required to submit a Certificate of Disability from the specialist who examined/treated him/her and/or the medical certificate;
 - b. Certificate of Disability or Medical Certificate. The Certificate of Disability or Medical Certificate for the following disabilities shall be issued by the following:

Disability	Issuing Authority
Deaf/Hard of Hearing	EENT, ORL-HN
Intellectual Disability	Developmental Pediatrician, Neurologist
Learning Disability	Developmental Pediatrician, Psychiatrist, Neurologist
Psychosocial Disability	Psychiatrist
Mental Disability	Neurologist, Psychiatrist
Non-apparent Speech and Language	ENT, Developmental Pediatrician, ORLHNS, Neurologist
Cancer and rare diseases	Attending Physician

SECTION 15. SPECIFIC FUNCTIONS OF THE E-GOVERNANCE DEPARTMENT. The City E-Governance Department shall:





1. Create a website for the application and/or renewal of the PWD ID. The website shall receive data or information from the PWD applicants themselves or through their representatives in case the applicant is unable to process the application themselves because of their impairment or disability.
2. Maintain a database of all the data or information of the applicants relative to the PWD ID. The database shall contain the following information: name of the PWD, the ID number, complete address, and date of birth. The information or data stored in the database may be available to business establishments that validate the PWD ID presented but are only limited to the specific information and situation.
3. Ensure that the data or information is secured and protected in accordance with Republic Act 11073 (RA 11073) or the Data Privacy Act of 2012 and other related issuances, as mentioned in Section 21 of these Rules.

RULE 4 APPLICATION PROCESS

SECTION 16. KINDS OF APPLICATION. The PWD ID application shall be either in person (personal application) or online (online application).

SECTION 17. COMMON PROVISIONS TO PERSONAL APPLICATION AND ONLINE APPLICATION. Common to personal and online applications is the submission of the following documents:

1. Application Form;
2. Updated Medical Certificate or Proof of Disability per DOH-NCDA AO2013-0005-B;
3. Barangay Clearance;
4. Clear, updated, and unaltered photograph;
5. Birth Certificate or Valid ID;

SECTION 18. GENERAL GUIDELINES ON ONLINE APPLICATION PROCESS. The minimum steps of the Online Application Process shall be as follows:

1. The applicant shall register at the website to be created by the E-Governance Department;
2. The applicant shall use personal email. Only one email per registrant;

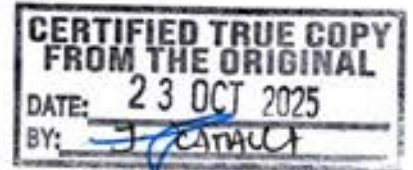




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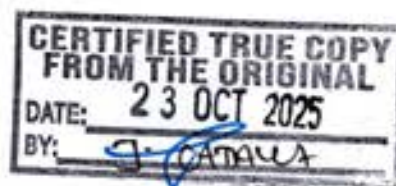
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Office of the Mayor



3. If the applicant is unable to send an email because of his/her disability, he/she may be assisted by a close relative who must execute a sworn affidavit attesting to the truth of all the information he/she will send on behalf of the applicant;
4. The applicant shall confirm and validate receipt of the application by answering the various security questions contained in an email to be sent to the applicant by the E-Governance Department;
5. The applicant shall complete and confirm details of personal information and make sure to tick "Yes" for the Persons With Disability Sector;
6. The applicant shall upload all requirements;
7. Upon submission, the virtual ID will show. If the information is correct, the applicant shall agree and submit;
8. After the process, an email will be sent to confirm the application;
9. The E-Governance Department shall endorse the application and related documents to the CSWDO or the PWDAO, who shall then confirm the validity of the same;
10. The CSWDO or the PWDAO shall endorse the proof of disability to the CHO for the proper determination of the latter of the validity and veracity of the document;
11. After the confirmation by the CHO, the CSWDO or the PWDAO shall endorse the same to the E-Governance Department for finalization;
12. The applicant shall wait for the email to be sent by the E-Governance Department on the status of the application and the manner by which the applicant will receive the PWD-IDC;
13. The PWD ID shall be released by either the CSWDO or the PWDAO upon showing by the PWD Applicant or his/her duly authorized representative of the printed copy of the email sent by the E-Governance Department and the authorization issued by the PWD Applicant in favor of his representative;
14. In case of unavailability of the PWD applicant to receive the PWD ID, the CSWDO or the PWDAO may endorse the delivery of the PWD ID to the Barangay having jurisdiction over the residence of a PWD who applied for an identification card under the Ordinance, with the approval of the City Mayor;





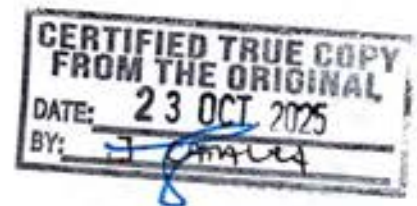
The foregoing shall be without prejudice to any additional steps as may be recommended by the E-Governance Department and as may be approved by the PWD ID TWG.

SECTION 18.1. SPECIFIC GUIDELINES ON THE ONLINE APPLICATION PROCESS. The following are the specific guidelines on the online application process for the implementation of the E-Governance Department following the general guidelines provided in the preceding section:

1. Go to the online registration link for the SBR Card;
2. Fill in the necessary details;
3. Choose the option for PWDs;
4. Upload the necessary requirements for PWDs;
5. Check the box to confirm if the information is true and correct before submitting;
6. The E-Governance Department will send a confirmation that your application is under review;
7. The CSWDO and CHO will have access to the website to review the uploaded documents and validate if the applicant is a PWD;
8. After review and validation, the applicant will receive an email notification if his/her application is approved or rejected;
9. If approved, the card will be printed and will be delivered by CSWDO or PWD AO.

SECTION 19. PERSONAL APPLICATION PROCESS. The following are the steps for personal application:

1. The CSWDO or the PDAO, with the assistance of the E-Governance Department, shall implement the following procedures for the issuance of the PWD-ID application of walk-in applicants.
2. The applicant must fill out the registration form and submit the necessary and appropriate documentary requirements as enumerated in this IRR.
3. Within twenty (20) minutes from complete submission by the PWD applicant or his/her duly authorized representative, the CSWDO or PWD AO shall encode the same in the program provided for by the E-Governance Department.
4. The CSWDO or the PWD AO shall inform the applicant whether his/her application is approved or disapproved. In case of disapproval of the application, the CSWDO or the PWD AO shall issue a printed Notice of Disapproval stating the reasons, therefore.



5. The CSWDO or the PWDAO shall confirm with the PWD Applicant or his/her authorized representative whether the encoded data are correct.
6. The CSWDO or the PWDAO shall inform the PWD Applicant or his/her authorized representative of the date the PWD ID was issued.
7. The PWD Applicant or his/her authorized representative may opt to deliver the PWD ID to the stated residence by expressing the same in writing before the CSWDO or the PWDAO.
8. Upon availability of the PWD ID, the CSWDO or the PWDAO shall deliver the PWD ID by endorsing the same to the Barangay, which has jurisdiction over the residence of the PWD applicant.

The foregoing shall be without prejudice to the additional steps recommended by the CSWDO, the PWDAO, and the E-Governance Department as may be approved by the PWD ID TWG.

SECTION 20. PWD ID RENEWAL PROCESS. The steps for renewal of the PWD ID are as follows:

1. Download the application form from www.bacoor.gov.ph;
2. Once the applicant has completed the form, submit it together with the original and photocopy of the expired ID at the PWD ID Issuance Section of the CSWDO (and by the PDAO eventually);
3. The applicant will also be asked to submit his/her latest 2x2 ID picture;
4. Submit all the required documents;
5. The application will be reviewed by the CSWDO processing officer;
6. Once the application is approved, the applicant will be directed to the PWD ID Issuance Section of the CSWDO.

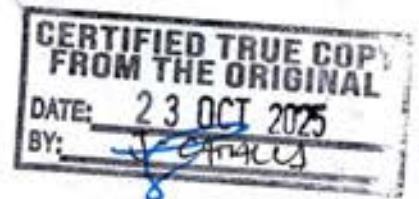
The foregoing shall be without prejudice to any additional steps as may be recommended by the CSWDO or the PDAO, as the case may be, by the E-Governance Department for online application and approved by the PWD ID TWG.

SECTION 21. DATA PRIVACY. The privacy rights of PWDs shall be protected when implementing the Ordinance and these IRRs. The PWD ID TWG shall take the necessary precautions to ensure the protection of the said rights.

RULE 5 PENALTIES

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SECTION 22. ISSUANCE OF FAKE PWD ID. Any city government employee who issues, or who assists in the issuance, of a fake PWD-IDC shall be deemed to have committed the crime of Falsification of Public Documents as defined and penalized under Article 172 of the Revised Penal Code. He/she shall also be deemed to have violated this ordinance.

SECTION 23. PENALTIES. The following penalties shall be imposed against anyone who violates the ordinance or this IRR:

- First Offense: Imposition of fine amounting to P3,000.00.
- Second Offense: Imposition of fine amounting to P4,000.00 and imprisonment for 30 days up to 90 days upon conviction.
- Third Offense: Imposition of fine amounting to P5,000.00 and imprisonment for 90 days up to 180 days upon conviction.

A City Government or barangay employee who violates the Ordinance or this IRR shall, upon final conviction, be terminated from service and shall be perpetually disqualified from appointment to any position in the plantilla of the City Government. The filing of any legal action against a person for violation of this Ordinance shall not preclude the filing of a separate legal action against him/her for violation of the Revised Penal Code and other laws.

RULE 6 MISCELLANEOUS PROVISIONS

SECTION 24. SEPARABILITY CLAUSE. If any provision of this Order will be declared invalid or unconstitutional, the other provisions hereof not affected thereby shall remain in full force and effect.

SECTION 25. REPEALING CLAUSE. All executive orders and relevant issuances are hereby repealed or modified accordingly.

SECTION 26. EFFECTIVITY CLAUSE. This Order shall take effect immediately.