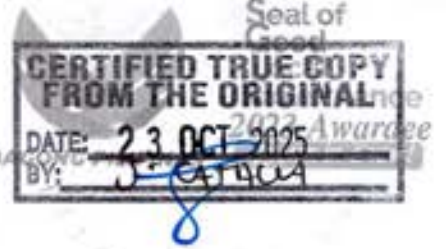




Republic of the Philippines
Province of Cavite
CITY OF BACOOR
Office of the Mayor



EXECUTIVE ORDER No. 96 - 2024
Series of 2024

AN ORDER ADOPTING THE IMPLEMENTING RULES AND REGULATIONS OF CITY ORDINANCE NO. 348-2024, OR THE "UNIFORM IMPLEMENTATION PROCEDURE ORDINANCE 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. 348-2024, entitled "*An Ordinance Amending and Modifying Sections 3,4,5,6,15,16 and 17 of City Ordinance No. 228-2022, series of 2022, otherwise known as the Uniform Implementation Procedure Ordinance of Bacoor,*" with the end in mind of uniform implementation procedure of issuance of violation receipts aligned and coordinated with the Single Ticketing System of the Land Transportation Office (LTO) to harmonize fines and penalties for common traffic violations and recognize the use of technology in apprehending violators;

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. 348-2024 herein attached.

Section 1. Implementing Rules and Regulations (IRR). Attached herein is the Implementing Rules and Regulations of City Ordinance No. 348-2024, which shall form part of this Executive Order. This shall be known as the "**Implementing Rules and Regulations of the Uniform Implementation Procedure Ordinance**".

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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CITY OF BACOOR
Office of the Mayor



Section 2. Repealing Clause. All previously issued orders and directives inconsistent with any provision found herein shall be deemed repealed, revoked, or amended accordingly.

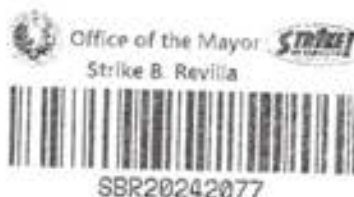
Section 3. Separability Clause. In the event that any provision found herein shall be judicially or administratively declared illegal or infirm, the remaining provisions shall remain in full force and effect.

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.

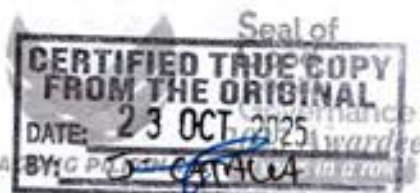
Done this 2nd day of May 2024 in the City of Bacoor, Province of Cavite.


STRIKE B. REVILLA
City Mayor





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CITY OF BACOR
Office of the Mayor



IMPLEMENTING RULES AND REGULATIONS OF CITY ORDINANCE NO. 348-2024

AN ORDINANCE AMENDING AND MODIFYING SECTIONS 3, 4, 5, 6, 15, 16 AND 17 OF CITY ORDINANCE NO. 228-2022, SERIES OF 2022, OTHERWISE KNOWN AS THE "UNIFORM IMPLEMENTATION PROCEDURE ORDINANCE OF BACOR" AND INCORPORATING NEW PROVISIONS THEREOF.

RULE I

GENERAL PROVISIONS

Section 1. TITLE. These Rules shall be known and cited as the "Implementing Rules and Regulations of the Amended Uniform Implementation Procedure Ordinance".

Section 2. PURPOSE. These Rules and Regulations are promulgated to prescribe the procedures and guidelines for the effective implementation of Bacoor City Ordinance No. 348-2024 governing the uniform implementation procedure of issuance of ordinance violation receipts aligned and coordinated with the Single Ticketing System of the Land Transportation Office (LTO) to harmonize fines and penalties for common traffic violations and recognize the use of technology in apprehending violators.

Section 3. SCOPE AND APPLICATION. The provisions of these Rules shall cover all motorists and/or registered owners of the vehicles passing through various roads within the City of Bacoar. It shall also cover the personnel of the Bacoar Traffic Management Department (BTMD), the concerned city department responsible for implementing traffic regulations within the City of Bacoar.

Section 4. IMPLEMENTING OFFICE. The Office of the City Mayor, in conjunction with the Bacoor Traffic Management Department, shall be the lead office for implementing the Ordinance and these Rules. As may be directed by the City Mayor, other city government departments, units, or offices shall assist in effectively implementing the Ordinance and this IRR.

Section 5. RULES OF CONSTRUCTION. In construing the provisions of this Code, the following rules of construction shall be observed unless inconsistent with the manifest intent of the provision, or when applied, they would lead to absurd or highly improbable results.

1. **General rule.** — All words and phrases shall be construed and understood according to the standard and approved usage of the language, but technical words and phrases and such others which may have acquired a peculiar appropriate meaning in this Code shall be construed and understood according to such technical, peculiar, or appropriate meaning.

E.O. No. 96 - 2024
Page 1 of 16



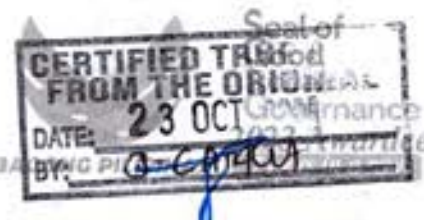
SCAN ME

STRIKE 1

Address: Bacoar Government Center, Bacoar Blvd.,
Brgy. Bayanan, City of Bacoar, Cavite
Trunkline: 434-1111
Website: www.bacoar.gov.ph



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Province of Cavite
CITY OF BACOOR
Office of the Mayor



2. **Gender and number.** — Every word in this Code importing the masculine gender shall extend to both females and males. Every word importing the singular number shall extend and apply to several persons or things, and every word importing the plural number shall also extend and apply to one person or thing.
3. **Computation of time.** — The time within which an act is to be done as **provided** in this code or in any rule or regulation issued pursuant to the provisions thereof when expressed in days shall be computed by excluding the first day and including the last day, except if the last day falls on a Sunday or a holiday in which case the same shall be excluded from the computation, and the next business day shall be considered the last day.
4. **References.** — All references to Chapter, Articles, Sections are to the Chapter, Articles, Sections in this Code, unless otherwise specified.
5. **Conflicting provisions of the section.** — If the provisions of different sections conflict with or contravene each other, the provisions of each section shall prevail as to all specific matters and questions involved therein.

RULE II
OBJECTIVES AND DEFINITIONS

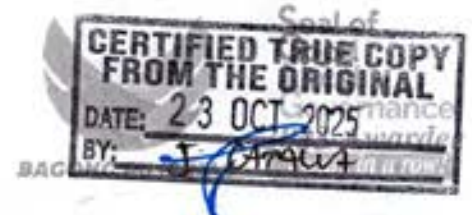
Section 6. OBJECTIVES. In enacting the City Ordinance No. 348-2024, the City Government of Bacoor intends to:

1. Enhance the agency's efficiency, improving client-focused services, promoting transparency and accountability in its transactions, and increasing inter-agency coordination, cooperation, and public partnership.
2. Effectively comply with the requirements of the Land Transportation and Traffic Code (R.A. 10930) and its IRR, as well as fulfill its mandate to serve as the repository of all traffic violation records, the LTO desires to implement the interconnectivity with the LGUs, the MMDA or other agencies lawfully issuing traffic violation to its Land Transportation Management System ("LTMS") to facilitate the qualification and verification of alarm and apprehension.
3. Supplement and amend the Uniform Implementation Procedure Ordinance of Bacoor (City Ordinance No. 228-2022) to conform to the national government's direction to digitalize and to make use of technology to ensure the efficiency and reliability in the performance of public functions and delivery of services to the public, and to comply with the requirements of R.A. 10930 and its IRR.





Republic of the Philippines
Province of Cavite
CITY OF BACOOR
Office of the Mayor



Section 7. DEFINITIONS. As used in these Rules, the following terms shall mean as follows:

1. **Law Enforcers** – Any individual employed or affiliated with the City government, any barangay official, a traffic enforcer, any police officer or barangay tanod, authorized by law or by a city ordinance to implement a particular city ordinance;
2. **Offender/Violator** - Any individual or entity, whether natural or juridical, who violates an Ordinance of the City of Bacoor, either intentionally or negligently;
3. **Ordinance/s** - A legislation passed by the Sangguniang Panlungsod that remains valid and binding, not repealed, amended, or superseded by subsequent legislation, and is still being implemented in Bacoor City, Cavite.
4. **Ordinance Violation Receipt (OVR)** - A ticket issued to an Offender/Violator by a law enforcer of a department, unit, or office of the City Government of Bacoor following a violation of a City Ordinance being implemented by the same department, unit, or office where the law enforcer is employed.
5. **Interconnectivity** - Refers to an arrangement of the Local Government Units, MMDA, and LTO toward a connected data system for collecting, monitoring, tagging, and recording traffic violations committed by or cited to the erring operator of the vehicle or the registered owner thereof.
6. **Single Ticketing System** - A system that seeks to harmonize the existing national and local laws on traffic enforcement to establish an effective transport and traffic management system in Metro Manila and adjoining cities, including the City of Bacoor, together with the Land Transportation Office.
7. **No Contact Apprehension Program (NCAP)** - a policy that utilizes CCTV, digital cameras, and/or other gadgets or technology to capture videos and images to apprehend vehicles violating traffic laws, rules, and regulations.
8. **Point System** - A method of accruing demerit points over a period of time that serves as the basis for determining conditions for driver's license renewal, prohibition from the availment of certain transactions, and revocation of a driver's license. It has as its basic element a graduated scale of points giving relative values or weights to the various traffic violations depending on their gravity.
9. **Demerit Point** – An arithmetical value, specified by integer numbers, assigned to and accumulated by a driver-violator for every corresponding traffic violation committed as used in the Point System.





RULE III
PROCEDURE IN THE ISSUANCE OF ORDINANCE VIOLATION RECEIPT

Section 8. MANDATORY USE OF OVR DESIGN TEMPLATE. All departments/units under the Office of the City Mayor tasked to implement an ordinance are required to design an OVR subject to the approval of the City Mayor. The OVR contains the following features: the logo and the specific and distinctive serial numbers of the City Government of Bacoor. The OVR shall be recognized by authorized or deputized traffic personnel as a valid traffic citation within the City of Bacoor.

Provided, however, that the said OVR design must be in accord with or contain the necessary information or data to be filled out, as per the template provided under the Ordinance.

Provided, finally, that after an LTO-LGU Interconnectivity Agreement is signed, the City of Bacoor shall temporarily allow the issuance of an electronic OVR or citation ticket that is issued through the handheld device during the pilot implementation of the interconnectivity. A sample citation ticket is provided in the Ordinance.

Section 9. WHO MAY CONDUCT PHYSICAL APPREHENSION. Only those authorized or deputized personnel shall apprehend and issue citations in accordance with these Rules. All authorized or deputized traffic personnel shall observe the proper decorum and rules when issuing a citation ticket.

Section 10. PROCEDURE IN THE ISSUANCE OF ORDINANCE VIOLATION RECEIPT (OVR) FOR PHYSICAL APPREHENSION. The following procedures shall be observed by all law enforcers in the physical apprehension of any person who violates any City Ordinance:

A. Conduct of Physical Apprehension.

1. In case of traffic violations involving vehicles, instruct the vehicle to pull over through a hand signal or by the aid of available devices;
2. Introduction of the personnel's authority;
3. Inform the violator of his/her violation;
4. Politely request for the driver's license of the motorists.
5. Issue the OVR, either by filling out a printed copy thereof or by using a handheld device, indicating therein the name, address, and other pertinent data of the person apprehended, as may be required in the OVR, including the violation committed;
6. Inform the violator of his/her right to avail of the No Contest Provision, as provided in Section 5, hereof or to contest or





Republic of the Philippines
Province of Cavite
CITY OF BACOOR
Office of the Mayor



appeal the traffic violation within ten (10) working days from the date of apprehension before the Bacoor City Traffic Adjudication Board.

B. Transmittal

1. Transmit the copy of the OVR to the designated office within twenty-four (24) hours from issuance.

C. Failure to Settle or Contest the Traffic Violation Notice

1. After the lapse to the ten-day period, there being no commencement of traffic violation contest/protest, nor availment of the No Contest Provision, nor settlement, or payment of the imposed fines and/or penalties in the traffic violation notice. The same shall become incontestable.
2. Additionally, the license plate or registration of the subject motor vehicle shall be forwarded to the LTO for its inclusion in the Alarm's List pursuant to Rule IV of these Rules. This action also serves as a request for the non-renewal of the motor vehicle's registration until fines and penalties are fully settled.

Section 11. PROCEDURES IN NO-PHYSICAL CONTACT APPREHENSION.

The following procedures shall be observed in the no-physical contact apprehension of any person who violates any traffic-related City Ordinance:

A. No-Physical Contact Notice and Apprehension Guidelines.

1. Non-contact apprehension may be effected or made through video recording of the actual motor vehicle violating traffic laws, rules, and regulations by using CCTV, handheld digital cameras, and/or other technological devices that can capture or record videos and images.
2. The video footage containing the recorded traffic violation or infraction shall be reviewed by designated traffic personnel, and thereafter, the propriety of the initial citation/s and, if warranted, imposed additional traffic violation/s shall be determined.
3. A notice of violation containing the circumstances surrounding the non-contact apprehension, such as date, time, location, traffic violations committed, the assessed fines and penalties, and the photo clip of the motor vehicle depicting the actual act of committing a traffic violation or infraction, shall be prepared and addressed to the registered owner of the vehicle. Further, the traffic violation notice shall conform with the requirements set forth under Section 4(b)(1) of the Ordinance or Rule 4, Section 13(1) of these Rules.





Republic of the Philippines
Province of Cavite
CITY OF BACOOR
Office of the Mayor



4. The notice shall be attested by a law enforcer or a designated traffic personnel who reviewed the video footage by affixing his/her signature thereto and shall be approved by the Head of Bacoor Traffic Management Department (BTMD) or duly appointed or designated personnel.
5. The notice is akin to an OVR issued during physical and actual apprehension and, therefore, shall contain the actual photo when the violation was committed, the name of the registered owner of the motor vehicle and personal circumstances, the license plate number, and the classification and other details of the motor vehicle.
6. The notice shall also contain a statement that the person against whom the notice is addressed has the right to contest or appeal the cited traffic violation/s before the Bacoor City Traffic Adjudication Board within ten (10) working days from receipt thereof and extendible for another ten (10) working days on meritorious ground but shall not exceed twenty (20) days in total. The failure to seasonably file the same shall constitute a waiver to present evidence in relation thereof.

B. Service of Notice

The traffic violation notice shall be sent to the vehicle's registered owner at his/her address appearing in the LTMS through personal service, registered or ordinary mail, private or government couriers, or other modes of service that may be deemed sufficient.

1. **Personal Service** — Whenever practicable, the notice shall be served by handing the copy thereof to the person against whom the notice is addressed in person.
2. **Service by Mail** — It shall be made by depositing a copy of the notice in the post office in a sealed envelope addressed to the person named therein, with payment of necessary postal fees. Service by mail may be conducted through registered or ordinary mail and shall be deemed as valid and sufficient when the notice is delivered, tendered, or a copy thereof is left at the address of the registered owner of the vehicle at his/her address appearing in the LTMS.
3. **Other Modes of Service** — The service of traffic violation notice may also be made through electronic mail or via text message if an email address or contact number has been provided by the registered owner to the LTO or is made available for such purpose. A complete video recording of the non-contact apprehension must be sent or made accessible, including the traffic violation notice, within a reasonable period.





Republic of the Philippines
Province of Cavite
CITY OF BACOR
Office of the Mayor



4. Other modes of service may also be utilized, provided that they are practical and convenient or deemed sufficient to inform the registered owner of the vehicle about the incurred traffic violation/s.
5. The service to the person against whom the notice was issued who refuses to receive and sign the traffic violation notice herein mentioned, without any justifiable and unlawful ground, shall be deemed as valid and sufficient service of the notice provided that a copy of the notice was tendered to the person against whom the notice was issued and the execution of an affidavit of service explaining the refusal of the same.

C. Settlement or Protest of the Cited Violation/s.

Within ten (10) working days from the receipt of the notice of violation, the person against whom it was issued may settle or pay the imposed fine and penalties or file a traffic violation contest/appeal.

D. Failure to Settle or Contest the Traffic Violation Notice.

After the lapse to the ten-day period, there is no commencement of traffic violation contest/appeal, nor settlement or payment of the imposed fines in the traffic violation notice. The same shall become incontestable. Add to that, the license plate or registration of the subject motor vehicle shall be endorsed to the LTO for its inclusion in the Alarm's List pursuant to Section 4(b) of the Ordinance or Rule 4, Section 13 (1) of these Rules and operates as a request for the non-renewal of the motor vehicle's registration until fines and penalties are fully settled.

Section 12. APPLICATION OF THE NON-CONTACT APPREHENSION PROVISIONS. The procedure for non-contact apprehension shall be applied once the Supreme Court lifts the temporary restraining order suspending the implementation of the No-Contact Apprehension Policy (NCAP).

RULE IV
ALARM TAGGING ON MOTOR VEHICLES AND DRIVER'S LICENSE

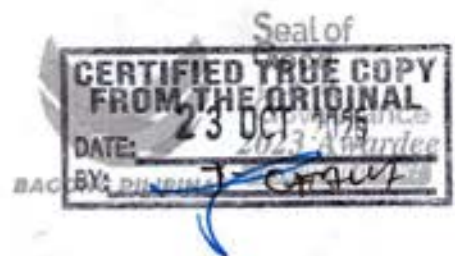
Section 13. PROCEDURES FOR TAGGING OF ALARM ARISING FROM TRAFFIC VIOLATIONS. The following shall be the procedures for tagging alarms arising from traffic violations.

1. **Non-Contact Apprehension Policy (NCAP)** - For non-contact apprehensions, the license plate, conduction sticker, or file number of the motor





Republic of the Philippines
Province of Cavite
CITY OF BACOOR
Office of the Mayor



vehicle shall be verified in the LTMS by the authorized personnel through biometric sign-off.

i. To validate the data of the motor vehicle, the following details may be accessed, if available:

- a) motor vehicle plate number;
- b) motor vehicle file number;
- c) motor vehicle year, make, and model;
- d) motor vehicle classification;
- e) motor vehicle's date of last registration;
- f) motor vehicle registered owner's name;
- g) motor vehicle registered owner's address;
- h) motor vehicle registered owner's mobile number; and
- i) motor vehicle registered owner's email address.

ii. A notice of violation shall be sent within five working (5) days from the date and time of apprehension through any of the following modes of service, whichever is the most appropriate and viable. The notice violation shall include the following details:

- a) specific traffic violation committed, including legal basis;
- b) date and time of the violation;
- c) specific location where the violation was committed;
- d) picture(s) which shows how the violation was committed, among others;
- e) link or process to access the video, if any, showing how the violation was committed;
- f) instruction to identify the driver at the time of apprehension within the period to contest the violation ticket;
- g) the period to contest the apprehension which shall be reckoned from the receipt of the notice;
- h) procedure on how to contest or appeal the apprehension; and,
- i) procedure on how to settle the apprehension.

2. Staging Process: Provisional Alarms in the LTMS.

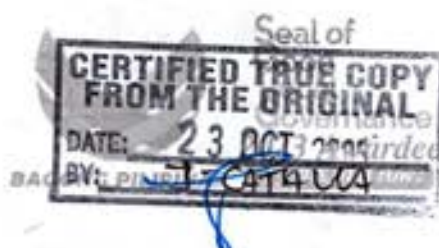
2.1. For Private Motor Vehicles. A provisional alarm shall be placed against the record of the motor vehicle and motor vehicle registered owner in the LTMS once the notice of violation has been sent to the latter through the biometric sign-off of two (2) authorized personnel of the LGU or agency who attest and certify that the notice of violation has been sent to the registered owner at his/her address appearing in LTMS and that due process has been observed. Relevant information on how the notice of violation was sent must also be provided.

The registered owner or other third party shall be allowed to transact with LTO matters relating to the subject motor vehicle within 30 days of tagging the provisional alarm in the LTMS. However, upon the lapse of the said 30-





Republic of the Philippines
Province of Cavite
CITY OF BACOOR
Office of the Mayor



day period, the registered owner shall be barred from registering or transferring the motor vehicle until the alarm is settled and lifted.

2.ii. For Public Utility Vehicles (For-Hire Vehicles). Considering that operators are not customarily the ones driving their public utility vehicles/for-hire units, in addition to the above, the operator will be given an opportunity to present proof of identity of the driver by providing a clear picture of the valid LTO driver's license of the driver and a logbook/log sheet, indicating the name and signature of the driver, the details of the PUV as well as the route shall be kept by the operator which could serve as a basis to identify the identity of the authorized driver as of the time of no contact apprehension. Failure on the part of the operator/owner to establish the identity of the driver operating the PUV during the time of the offense shall hold the operator/owner liable to pay the penalty charged.

3. Permanent Alarms in LTMS

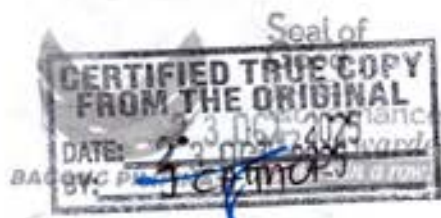
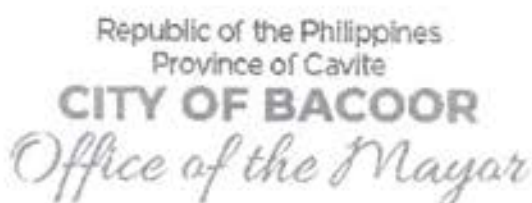
By placing a permanent alarm, the City of Bacoor, Cavite, through its authorized representatives, attests and certifies that the driver's identity has been duly established or that the period to contest or appeal has lapsed after the receipt of the notice of violation, but no contest or appeal was filed by the registered owner of the subject vehicle.

A permanent alarm against the record of the motor vehicle and motor vehicle registered owner in the LTMS shall be tagged in the LTMS under any of the following circumstances:

- i. When the notice of violation has been delivered to the registered address of the registered motor vehicle owner appearing in the LTMS, and no contest or appeal was filed within the reglementary period to contest the apprehension;
- ii. For mailed notice of violation, when the mail is returned to the sender for failure to locate the addressee;
- iii. In the case of personal delivery, when reasonable efforts have been made to deliver the notice of violation to the address of the motor vehicle owner but to no avail. Reasonable efforts shall mean at least two (2) attempts on two (2) separate days to deliver the notice of violation to the registered address of the motor vehicle owner appearing in the LTMS and
- iv. When a contest or appeal on the apprehension was filed but was given an unfavorable resolution.

In cases falling under paragraphs ii and iii, the running of the period to contest or appeal shall be suspended. The period shall commence upon the knowledge of the vehicle owner of such violation. The vehicle owner shall be deemed notified when, upon application for any vehicle-related transaction with LTO, the said vehicle owner or his/her





Section 14. SUSPENSION OF THE RUNNING OF PERIOD. In cases falling under paragraphs ii and iii, the running of the period to contest or appeal shall be suspended. The period shall commence upon the knowledge of the vehicle owner of such violation. The vehicle owner shall be deemed notified when, upon application for any vehicle-related transaction with LTO, the said vehicle owner or his/her agent is informed by the LTO of the traffic violation/s. Thereafter, a permanent alarm shall be tagged on the record of the motor vehicle and the registered vehicle owner.

ii. After the lapse of the contest or appeal period, no contest or appeal was filed by the apprehended driver.

Section 17. PERMANENT ALARMS ON THE DRIVER'S LICENSE. A permanent alarm shall be tagged on the driver's license of the apprehended driver when, after the contest or appeal process, the apprehension is upheld as valid or after the lapse of the period to file a contest or appeal and no contest or appeal was filed by the apprehended driver.

Section 18. DEMERIT POINTS. For every traffic violation committed by a driver, a corresponding demerit point shall be recorded against the driver's record in the Law Enforcement and Traffic Adjudication System (LETAS) of the LTMS in accordance with provisions of the Implementing Rules and Regulations (IRR) of Republic Act No. 10930 (RA 10930). For NCAP apprehension, the registered vehicle owner is presumed to be the driver. For violations settled prior to the lapse of the contest period, only the demerit point shall be tagged in the LTO database.



Republic of the Philippines
Province of Cavite
CITY OF BACOOR
Office of the Mayor



In accordance with the Violation-Demerit Point Schedule under Section 11 of the Implementing Rules and Regulations of RA 10930, the corresponding demerit point depending on the gravity of the traffic violation and habituality of its commission based on the succeeding table, to wit:

Categories of Violations	Demerit Point/s
a. Grave Violations	5
b. Less Grave Violations	3
c. All other violations not otherwise enumerated as grave or less grave shall be considered light	1

Traffic violations not included in the schedule, such as, but not limited to, number coding schemes and truck bans, shall be assigned a demerit point equivalent to light violation.

A Copy of the Violation Demerit Point Schedule is attached hereto as Appendix 1 for reference.

Section 19. LIFTING OF ALARM. The City Government of Bacoor, Cavite, through the BTMD, has the authority to request the removal of alarms after due settlement of the apprehension or when the citation is reversed upon contest or appeal. However, the LTO is not prohibited from lifting such alarms in cases with justifiable circumstances and with notice to the City Government of Bacoor, Cavite.

RULE V
NO CONTEST PROVISION

SECTION 20. No Contest Provision. Any person apprehended for violating a City Ordinance who does not wish to contest or appeal the violation and is willing to pay voluntarily the fine imposed upon him/her the filing of a formal complaint against him/her with the office the City Prosecutor or inclusion to the alarm's list for traffic-related violations shall be allowed to pay the said fine at the City Treasurer's Office or through other modes of payment to avoid being criminally prosecuted and/or subjected to applicable civil or administrative remedies."

The City of Bacoor, Cavite, through the City Mayor, is hereby authorized to enter into agreements with third-party institutions or entities for purposes of establishing modes of payment or settlement of violations other than physical payment, such as with established banks, Maya, GCash, Bayad Center or other online platforms."





Republic of the Philippines
Province of Cavite
CITY OF BACOOR
Office of the Mayor



Section 21. PROCEDURE IN THE AVAILMENT OF THE NO CONTEST PROVISION. The following provisions shall be used before the "No Contest Provision" of the Ordinance, and these Rules can be availed of:

a. The violator shall be given ten (10) working days from the issuance of the Ordinance Violation Receipt (OVR) or service of the traffic violation notice within which to pay the fine.

a.1. The fine involved shall be the minimum imposable under the Ordinance violated;

a.2. Where the Ordinance violated imposed fines for the first, second, and third offenses and the law enforcer has no way of determining how many times the offender has violated the ordinance - the fine for the second offense shall be imposed against the offender.

a.3. If the violator already availed of the No Contest Provision three (3) times within one (1) calendar year, he/she can no longer avail of the same and the corresponding complaint for the violation of the Ordinance, with the maximum penalty imposed should be filed against the violator before the Office of the City Prosecutor.

b. A violator who avails of the No Contest Provision in this Ordinance must first secure an "Order of Payment" from the city government department/unit implementing the ordinance he/she violated before paying the fine at the City Treasurer's Office;

c. After payment of the fine, the violator shall present the Official Receipt to the city government department/unit implementing the ordinance he/she violated, which shall then attach a Certified True Copy of the receipt to the documents of the case and the case shall be considered closed.

d. If after the lapse of five (5) ten (10) days, the violator has failed to present the Official Receipt of the payment of the fine, the city government department/unit, implementing the ordinance he/she violated, shall have the case filed with the City Prosecutor's Office, attaching an Affidavit or Certification from the said department/unit that the violator failed or did not avail of the No Contest Provision.

RULE VI
THE BACOOR CITY TRAFFIC ADJUDICATION BOARD AND
PROCEDURES BEFORE THE BOARD

Section 22. THE BACOOR CITY TRAFFIC ADJUDICATION BOARD. Pursuant to Section 167 of the City Ordinance. 2013-047, as amended by City Ordinance No. 11-2019, Series of 2019, a Bacoor City Traffic Adjudication Board (BCTAB) is established to adjudicate all disputes and protests concerning violations of the Revised Traffic Code of the City of Bacoor. The BCTAB shall have the authority to hear and decide complaints, contests, or protests lodged by motorists contesting traffic violations and issued traffic citations by the traffic enforcer.





Republic of the Philippines
Province of Cavite
CITY OF BACOOR
Office of the Mayor



Section 23. PRESCRIPTION. A traffic violation may be contested by filing a complaint/contest/protest with the BCTAB within ten (10) working days from the time of apprehension or the knowledge of the issuance of a traffic citation, pursuant to Section 167 of City Ordinance No. 11-2019. After the lapse of the said period, any complaint/contest/Protest shall no longer be entertained, and traffic citation shall be considered affirmed.

Section 24. SUFFICIENT IN FORM AND SUBSTANCE. All complaints/contests/protests filed with the BCTAB shall be in writing, dated and signed, subscribed and sworn to by the complainant/contestant/protestant, and attaching therewith the documents/evidence relied upon in support of his/her claim. An un-notarized or unsworn written complaint/contest/protest may still be allowed, provided that the protestant or his/her authorized representative shall personally subscribe and swear to such complaint/contest/protest before the designated hearing officer prior to the start of the hearing. Otherwise, the same shall be considered un-notarized or unsworn.

Any un-notarized or unsworn complaint/contest/protest shall not be entertained and shall be dismissed accordingly, without prejudice to the re-filing of the same upon compliance with all the formal requirements for validity.

SECTION 25. CONTENTS OF A COMPLAINT OR PROTEST. Any complaint/contest/protest shall contain the following details:

- i. Complete name of the complainant/ contestant/ protestant or his/her/its authorized representative;
- ii. Complete address of the complainant/ contestant/ protestant or his/her/its authorized representative;
- iii. Official contact number complainant/ contestant/ protestant or his/her/its authorized representative;
- iv. Date of the complaint/contest/protest;
- v. Date of apprehension;
- vi. Ultimate facts of the apprehension, including the ground and for the complaint/contest/protest and/or
- vii. The fact that the vehicle was impounded or not, or if the driver's license was confiscated or not, whenever applicable.

The absence of any of the foregoing information on the complaint/contest/protest may constitute grounds for its dismissal without prejudice to the re-filing of thereof after compliance with the said requirement/s.

Section 26. SUMMONS. Upon the filing of complaint/contest/protest, the summons shall be issued to the complainant/ contestant/ protestant and respondent containing the date and time of the scheduled hearing.





Republic of the Philippines
Province of Cavite
CITY OF BACOOR
Office of the Mayor



Section 27. HEARING. It shall be the duty of the parties to appear on the scheduled hearing date.

Failure of the complainant/contestant/protestant to appear on the scheduled hearing date without justifiable ground shall cause the dismissal of the complaint/contest/ protest for lack of interest, with prejudice to the refiling of the same. The traffic citation shall be considered affirmed.

Failure on the part of the respondent to appear in like manner shall cause the forfeiture of the respondent's right to present evidence on his/her behalf or rebut the complainant's evidence, and the complaint shall be allowed to submit evidence ex parte. Thereafter, the case shall be resolved based solely on the evidence presented by the complainant.

Section 28. HEARING PROPER. Hearings before the BCTAB shall be summary in nature and akin to preliminary investigation proceedings in criminal cases. As such, trial-type proceedings are not required, and the hearing officer may resolve the case based solely on photos and video footage, testimonies of the parties during the hearings, as well as pleadings and evidence, documentary or otherwise submitted by the parties or in possession with BCTAB.

The Hearing Officer shall take note in the minutes of the case of the substantial matters taken up during the hearing, which shall be signed by the parties at the end of the hearing.

Section 29. QUANTUM OF PROOF REQUIRED. As in other administrative and quasi-judicial proceedings, the quantum of proof necessary is substantial evidence or such amount of relevant evidence that a reasonable mind accepts as adequate to justify a conclusion.

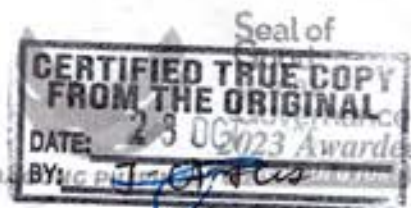
Section 30. BURDEN OF PROOF. The duty of a party to present evidence on the facts in an issue necessary to establish his or her claim or defense by the amount of evidence required by law.

Section 31. RESOLUTION OF THE CONTEST. The Hearing Officer, appreciation of all evidence submitted by the parties, shall resolve in writing, citing the reasons therefor, to affirm or reconsider the citation. In case the citation is affirmed, the Hearing Officer shall mete out the proper fine and penalty corresponding to the traffic citation pursuant to applicable traffic laws, ordinances, rules, and regulations. In case the citation is reconsidered, the Hearing Officer shall absolve the complainant/contestant/protestant from the traffic citation or cancel the entire traffic ticket altogether.

In appropriate cases where reconsideration of the issued violation is ruled but another violation was, nonetheless, established during the conduct of the hearing



Republic of the Philippines
Province of Cavite
CITY OF BACOOR
Office of the Mayor



and evaluation of the documents submitted, the Hearing Officer shall inform the complainant thereof. Thereafter, the complainant shall be accorded reasonable opportunity to adduce evidence to refute the same, after which the Hearing Officer shall render a resolution imposing the citation corresponding to the violation committed.

Section 32. APPEAL. An aggrieved party may file an appeal to the Office of the City Mayor, copy furnishing the City Administrator's Office and the Office of the City Legal Services, within fifteen (15) working days from receipt of the resolution by BCTAB otherwise. The resolution shall become final and executory.

The decision of the Office of the Chairman shall be final and executory, and no further appeal may be taken therefrom.

RULE VII
PRINTING, CUSTODY, AND ARCHIVING OF
ORDINANCE VIOLATION RECEIPTS AND SIMILAR NOTICES

Section 33. PRINTING AND CUSTODIAN OF ORDINANCE VIOLATION RECEIPT. The City General Services Office is hereby authorized to secure the printing of sufficient copies of the Ordinance Violation Receipt (OVR), the specification of which shall be prepared by the department/unit concerned. The city department/unit implementing the said ordinances shall take custody of and be accountable for all the OVRs printed for use in the enforcement of City Ordinances. The Punong Barangay of all barangays that will implement a city ordinance shall also be given copies of the OVR and shall be held accountable for their misuse or loss.

Section 34. ENGAGEMENT WITH RELEVANT STAKEHOLDERS FOR TECHNOLOGICAL INTEGRATION AND DATA PRIVACY COMPLIANCE. The City of Bacoor, Cavite, may utilize available technology or services for the enforcement of its Ordinances, issuance of OVRs and notices, and interconnectivity with the LTO and/or other government agencies through procurement, joint venture, or other appropriate modes of Public-Private Partnership. Such technologies or services may include systems, cameras, sensors, devices, and/or other gadgets in compliance with the Data Privacy Act of 2012. To ensure the integrity of any data collected, shared, or processed by the parties, the City of Bacoor, Cavite shall execute the necessary or required data privacy agreement with the LTO, government agencies, private sector partners, and/or third parties.

Section 35. ARCHIVING OF OVR AND DATA GATHERING. The E-Governance Department of the City of Bacoor is mandated to keep digital copies of all OVRs and relevant notices issued by all departments, units, and barangays that will implement city ordinances and to gather data related to the implementation of this ordinance and all other city ordinances. Moreover, the E-Governance Department is mandated to maintain a database that is accessible online by the City





Republic of the Philippines
Province of Cavite
CITY OF BACOOR
Office of the Mayor



Legal Office, various courts of law, and city prosecutors in the City of Bacoor that will show the following:

- a. The name, age, and address of a violator who was issued with an OVR or notice.
- b. The date and place where the violation or offense was committed.
- c. The ordinance that was violated.
- d. The fine paid by the violator, if any.
- e. The number of times that the said offender violated an ordinance and
- f. The pictures of the violator show the person's front and side profiles.

RULE VIII
MISCELLANEOUS PROVISIONS

Section 36. MANDATORY INFORMATION DISSEMINATION. The City Information and Community Relations Department (CICRD), formerly known as the Public Information Office of the City of Bacoor, is hereby mandated to conduct a massive information campaign for at least thirty (30) days upon approval by the City Mayor of the Ordinance. The CICRD is hereby authorized to coordinate with media organizations to ensure the widest dissemination of information regarding the implementation of City Ordinance No. 348-2024 and these Rules.

Section 37. CHANGES OR MODIFICATIONS OF THE IMPLEMENTING RULES AND REGULATIONS. To appropriately administer the efficient and effective implementation of City Ordinance No. 348-2024, Series of 2024, and these Rules, the Office of the City Mayor, in consultation with the Bacoor Traffic Management Department and other concerned offices, may recommend to the Sangguniang Panlungsod amendments to said Ordinance, and consequently, these Rules.

Section 38. REPEALING CLAUSE. All local rules or regulations that are inconsistent with or contrary to the provisions of this IRR are hereby repealed and modified accordingly.

Section 39. SEPARABILITY CLAUSE. If any section or provision of this Implementing Rules and Regulations is declared invalid or unconstitutional by a court of competent authority, the remaining provision not affected thereby shall remain valid.

Section 40. EFFECTIVITY. This Implementing Rules and Regulations shall take effect upon its approval.

