



Republic of the Philippines
Province of Cavite
CITY OF BACOR
Office of the City Mayor
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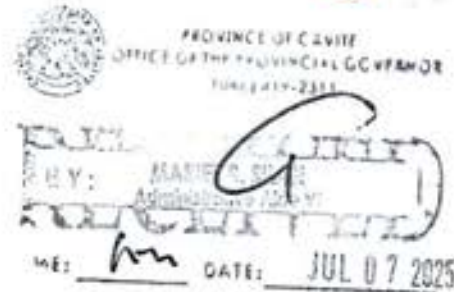
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01/15/2025



7 JULY 2025

Hon. FRANCISCO GABRIEL 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 submit the attached Executive Order issued by the undersigned, for your review and appropriate action:

EO NO.	DATE	TITLE
MSBR-003-2025	JULY 07, 2025	AN ORDER ADOPTING THE IMPLEMENTING RULES AND REGULATIONS OF CITY ORDINANCE NO. 394-2024, OTHERWISE KNOWN AS THE "STRIKE-AS-1 ONLINE ORDINANCE OF THE CITY OF BACOR"

Thank you.

Very truly yours,


HON. STRIKE B. REVILLA
City Mayor





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EXECUTIVE ORDER
EXECUTIVE ORDER No. MSBR-003-2025
Series of 2025

**AN ORDER ADOPTING THE IMPLEMENTING RULES AND REGULATIONS
OF CITY ORDINANCE NO. 394-2024, OTHERWISE KNOWN AS
THE "STRIKE-AS-1 ONLINE ORDINANCE OF THE CITY OF BACOR"**

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 the general welfare including the promotion of safety of its constituents and provision of adequate transportation facilities;

WHEREAS, the Sangguniang Panlungsod enacted and passed City Ordinance No. 394-2025, entitled "*An Ordinance Automating the System and Process for Application of and Issuance of Permits Issued by the City Government of Bacoor,*" which aims to consistently enhance the City's permitting and payment system, as well as its accreditation programs in line with its dedication to deliver complete quality public service and achieve customer satisfaction;

WHEREAS, the City Government of Bacoor recognizes the need to issue the 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 City Ordinance No. 394-2024;

NOW, THEREFORE, I, STRIKE B. REVILLA, City Mayor of Bacoor, Cavite, by virtue of the powers vested in me by law, do hereby order the adoption of the Implementing Rules and Regulations of City Ordinance No. 394-2024, herein attached.

Section 1. Implementing Rules and Regulations (IRR). Attached herein are the Implementing Rules and Regulations of City Ordinance No. 394-2024, which shall form part of this Executive Order. This shall be known as the "Implementing Rules and Regulations of Strike-as-1 Online Ordinance of 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 by all city government officials and employees with these Implementing Rules and Regulations is hereby ordered.

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

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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 23 day of July 2025 in the City of Bacoor, Province of Cavite.


STRIKE B. REVILLA
City Mayor





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**IMPLEMENTING RULES AND REGULATIONS OF
CITY ORDINANCE NO. 394-2024, SERIES OF 2024**

**AN ORDINANCE AUTOMATING THE SYSTEM AND PROCESS
FOR THE APPLICATION OF AND ISSUANCE OF PERMITS ISSUED BY
THE CITY GOVERNMENT OF BACOR.**

**RULE I
GENERAL PROVISIONS**

SECTION 1. Title. These Rules shall be known and cited as the *"Implementing Rules and Regulations of Strike-as-1 Online Ordinance of the City of Bacoor."*

SECTION 2. Purpose. These Implementing Rules and Regulations (IRR) are promulgated to prescribe the procedures and guidelines for the implementation of Bacoor City Ordinance No. 394-2024, Series of 2024 (the "Ordinance"), which aims to consistently enhance the City's permitting and payment system, as well as its accreditation programs in line with its dedication to deliver complete quality public service and achieve customer satisfaction.

SECTION 3. Scope and Application. These Rules shall apply to all permits issued by the City Government of Bacoor required by law, rules, regulations, or ordinances. Notwithstanding thereto, this online service program may be applied and extended to include other documents not called permits but having the same function as a permit.

SECTION 4. Implementing Office. The following city departments, namely: E-Governance Department, Office of the City Health Services, City Finance Department, Office of the City Building Official, City Assessor's Department, Business Permit and Licensing Department, City Zoning and Land Development Department, and Bacoor Disaster Risk Reduction and Management Office, under the direct supervision of the Office of the City Mayor and the Office of the City Administrator, shall assume primary responsibility for ensuring the implementation of the Ordinance. Other city government departments, units, or offices may be called upon by the directive of the City Mayor to provide auxiliary support in the effective implementation of both the Ordinance and these Rules.

SECTION 5. Rules of Construction. In construing the provisions of this IRR, the following rules of construction shall be observed unless inconsistent with the manifest





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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 the Ordinance and this IRR shall be construed and understood according to such technical, peculiar, or appropriate meaning.
2. **Gender and number.** — Every word in this IRR 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 IRR 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 Chapters, Articles, Sections are to the Chapters, Articles, Sections in this IRR or the Ordinance, 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
DECLARATION OF POLICY AND DEFINITION OF TERMS

SECTION 6. Declaration of Policy. The City recognizes the move for Electronic Governance (E-Governance) as a means of interaction by the Government with its Citizens (G2C), the private or business sectors (G2B), and also other government agencies/entities (G2G). The implementation and execution of the Ordinance shall be guided by the following policies:

1. Provide an affordable, efficient, and cost-effective automated system and process for the application and release of permits;
2. Provide a convenient, efficient, and secure process of applying for permits without compromising the integrity of the data and documents;





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3. Integrate the interconnectivity of the City Government departments, offices, units, and other institutions related to the issuance of permits; and
4. Preserve the integrity and confidentiality of data collected or acquired from clients of the City Government in the delivery of services and governmental transactions.

SECTION 7. Definition of Terms. The following terms, as used in the Ordinance and these Rules, shall have the following meanings:

1. **Automation** refers to the use of technology to perform tasks or processes with minimal human intervention, particularly in the processing, evaluation, and issuance of permits.
2. **Automated Permitting System** refers to a digital platform or application developed, adopted, or utilized by the city government to facilitate the online application, processing, payment, and issuance of permits.
3. **Permit** refers to a written official approval or authorization issued by the City Mayor or his duly authorized representative, which allows applicants to undertake specific activities subject to compliance with applicable laws, rules, and regulations. This includes, but is not limited to, business permits, building permits, occupancy permits, locational clearances, working permits, and accreditation permits.
4. **Accreditation** refers to the process by accreditation for a business entity becomes an accredited payment provider, delivery provider, diagnostic or testing center, or other third-party service provider that allows the processing of permits.
5. **Data Privacy** refers to the protection of personal and sensitive information collected, stored, and processed within the automated system in accordance with the Data Privacy Act and its implementing rules and regulations, and other related issuances of the National Privacy Commission.
6. **System Administrator** refers to the E-Governance Department tasked with the responsibility to manage, maintain, and provide technical support or assistance to applicants or the City Government staff encountering issues or queries related to the automated system.

RULE III
IMPLEMENTING PROVISIONS





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confirmation of payment, an official receipt shall be issued by the City Finance Department as proof of payment and must be submitted or referenced in subsequent steps in permit processing.

The City Finance Department shall ensure that the issuance of an electronic official receipt (e-OR) is made available to the applicants to provide a more convenient and accessible way for both individuals and businesses to process their permit or accreditation applications, and to enable them to receive confirmation of their online payment transactions.

The integrated electronic payment systems and procedures should be designed to be easily understood to facilitate easy payment processing by the applicants.

SECTION 12. Issuance of Approved Permit. Upon approval of the application and confirmation of payment, the City Government shall notify the applicant of the fact and issue the permit through any of the following modes, chosen during the application process:

- Personal pick-up. The applicant or his/her duly authorized representative may personally claim the original printed permit at a designated releasing city department.
- Electronic copy. A scanned copy of the signed permit shall be made available for download through the online system or sent to the applicant's registered email address.
- Courier delivery. The original printed permit may be delivered to the applicant's registered address via courier service, subject to additional payment of the corresponding delivery fee.

SECTION 13. Accredited Diagnostic Centers, Accredited Online Payment Systems, and Output Delivery Through Private Delivery Service Providers. In accordance with the automation of the declared policies of the Ordinance and these Rules, the City Government of Bacoor shall accredit diagnostic centers, accredit online payment systems, and accept other modes of payment of all taxes, fees, and charges corresponding to the availment of permits.

The City Government of Bacoor shall endeavor to improve and enhance its business processes and services. In addition, it shall allow its clients/customers to have access to a range of choices for the delivery of Permit/s via recognized, reliable, technically competent, and accredited private delivery service providers that have been approved by the City Government of Bacoor. The City of Bacoor will also collect delivery fees from the client's/customer's preferred delivery service provider and process payments online by employing technological advancements and other system advances.

SECTION 14. Authorization to Enter into Agreements or Contracts. To realize the program objectives of the Ordinance and these Rules, the City Mayor is hereby





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authorized to enter into corresponding Agreements or Contracts with recognized, technically capable, and reputable companies, entities, or institutions (either private or government) in relation to the implementation of the Ordinance and these Rules subject to compliance to the provisions of Section 8, (1) (b) (vi) of Republic Act No. 10160 (the "Charter of the City of Bacoor").

SECTION 15. Authorization To Accredit Service Providers. To accomplish the program objectives of the Ordinance and these Rules, the City Mayor is authorized to accredit service providers that will assist the City Government of Bacoor in providing the permits.

The Service Providers shall include, but not be limited to, payment providers, delivery providers, diagnostic/testing centers, among others, and other third-party services that allow the processing of permits subject to compliance to the provisions of Section 8, (1) (b) (vi) of Republic Act No. 10160 (the "Charter of the City of Bacoor").

SECTION 16. Required Accreditation. No Service Provider shall be allowed to participate in the Strike-as-1 Online Ordinance process unless they are authorized by the City Mayor. The following shall be the Documentary Requirements:

1. Duly accomplished Application Form
2. Signed and dated application letter addressed to the City Mayor signifying its intention to be accredited as a service provider
3. Company and Business Profile
4. Authenticated Certificate of Registration/ License to Operate duly issued by either of the following government agencies: DTI, SEC, CDA
5. Certified True Copy of the Articles of Incorporation/Partnership or By-Laws
6. Certified True Copy of the latest General Information Sheet filed with the SEC or CDA.
7. Certified True Copy of updated Audited Financial Statement filed with BIR
8. Certified True Copy of updated Business Permit
9. Certified True Copy of BIR Certificate of Registration
10. Other documentary requirements may be required by the City Government of Bacoor, depending on the nature of the business of the applicant service provider

SECTION 17. Procedure for Accreditation:

1. The City Government of Bacoor shall issue or publish a Notice of Accreditation, indicating a list of documentary requirements, the prescribed manner for submission, and the deadline for submission of applications. The said notice shall be posted in at least three (3) conspicuous public places within the City, including but not limited to the City's bulletins, website, social media, and/or print media.





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2. Any interested service provider applicant shall:
 - i. Accomplish the online application form available at the Bacoor City official website
 - ii. Upload scanned copies of all required documentary requirements within the online system.
3. The E-Gov Department shall acknowledge the receipt of the application and forward the application documents to the Implementing Team for review and validation.
4. Determine and verify whether the applicant has no derogatory records with any department or office of the City Government of Bacoor.
5. Once the application is deemed complete, the applicant may be invited to a deliberation meeting for further evaluation and to discuss the terms and conditions of the Accreditation Agreement.
6. Upon conclusion of the deliberation process, the Implementing Team shall submit a formal recommendation to the City Mayor for approval of the application.
7. Upon approval of the City Mayor, a Certificate of Accreditation shall be issued to a qualified service provider.
8. An applicant whose accreditation has been denied or revoked may file an appeal to the Office of the City Mayor within ten (10) days of receipt of notice of denial or revocation, stating the grounds and justifications for reconsideration.

SECTION 18. Validity of Accreditation. Such accreditation shall be valid for one (1) year from the issuance of the Certificate unless revoked or suspended due to grounds provided in these Rules.

SECTION 19. Revocation or Suspension of Accreditation. The City Government of Bacoor, through the Strike-as-1 Online Ordinance Implementing Team, may revoke the accreditation of a service provider due to, but not limited to, any of the following grounds:

1. Conduct activities in violation of national laws, rules and regulations, and ordinances;
2. Submission of fraudulent documents or false information in procuring or maintaining its accreditation;
3. Unauthorized use of the name and/or logo of the City Government of Bacoor or any national government agency;





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4. Engaging in unscrupulous activities or commission of acts prejudicial to the interest of the City;
5. Failure to submit the periodic reports required to be submitted to the City Government of Bacoor, as may be required under the Accreditation Agreement
6. Failure to maintain any of the qualifications for accreditation;
7. Upon lawful order of the court;
8. Insolvency, suspension, or closure of business;
9. Violation of any existing accounting and auditing laws, rules, and regulations;
10. Change in the ownership of the accredited service provider.

SECTION 20. Continuing Right to Information. The issuance of accreditation shall be without prejudice to the continuing authority of the City Government of Bacoor, through the Implementing Team as herein provided, to request information which it may deem necessary for the maintenance of the accreditation.

SECTION 21 Strike-as-1 Online Ordinance Implementing Team. For the effective implementation of the Ordinance and these Rules, there shall be organized an Implementing Team composed of the following:

Chairperson	Hon. Strike B. Revilla <i>City Mayor</i>
Co-Chairperson	Atty. Aimee Tomefranca-Neri <i>City Administrator</i>
Members	Mr. Lodgene G. Asuncion <i>Head, E-Governance Department</i>
	Dr. Ivy Marie C. Yrastorza <i>City Health Officer</i>
	Atty. Edith C. Napalan <i>City Treasurer</i>
	Engr. Jicky D. Jutba <i>OIC-City Building Official</i>
	Ms. Elmine C. Dela Cruz <i>OIC-City Assessor</i>
	Mr. Lawrence San Jose <i>OIC-Business Permit and Licensing Department</i>

The Implementing Rules and Regulation of City Ordinance No. 394-2024
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Address: Bacoor Government Center, Bacoor Blvd.,
Brgy. Bayanan, City of Bacoor, Cavite
Trunkline 434-1111



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Engr. Arthur San Jose
Head, Zoning and Land Development
Department

SECTION 22. Duties of the Strike-as-1 Online Ordinance Implementing Team.
The Implementing Team shall be in charge of:

1. Drafting the implementing rules and regulations of the Ordinance and this IRR;
2. Ensuring that the changes in the Citizen's Charter are made and implemented; and
3. Taking the necessary steps for the smooth implementation of the Ordinance.
4. Periodically monitor the performance and compliance of the accredited service provider/s and require them to submit accomplishment reports or regular updates, as necessary.

RULE IV
FINAL PROVISIONS

SECTION 23. Budget Appropriations. The funding for the implementation of the Ordinance and these Rules shall be appropriated from the General Fund of the City Government or other lawful sources.

SECTION 24. Changes or Modifications of the Implementing Rules and Regulations. To appropriately administer the efficient and effective implementation of City Ordinance No. 394-2024, Series of 2024, the Office of the City Mayor, after consultation with the concerned offices, may recommend to the Sangguniang Panlungsod amendments to the said Ordinance and, consequently, this IRR.

SECTION 25. Separability Clause. If, for any reason, any section or provision of this IRR is declared unconstitutional or invalid, the remaining sections or provisions not affected thereby shall continue to be in full force and effect.

SECTION 26. Repealing Clause. All local rules or regulations that are inconsistent or contrary to the provisions of this IRR are hereby repealed or modified accordingly.

SECTION 27. Effectivity. This IRR shall take effect immediately upon approval.

