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Republic of the Philippines  
Province of Cavite

**CITY OF BACOOR**  
**Office of the City Mayor**  
**TRANSMITTAL**



12 August 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-089-2025 | August 12, 2025 | AN ORDER ADOPTING THE IMPLEMENTING RULES AND REGULATIONS OF CITY ORDINANCE NO. 402-2024 SERIES OF 2024 OTHERWISE KNOWN AS "AN ORDINANCE MANDATING THE OBSERVANCE BY ALL EMPLOYEES OF THE SANGGUNIANG PANLUNGSOD AND OFFICE OF THE VICE MAYOR OF THE VARIOUS PROVISIONS OF CITY ORDINANCE NO. 293-2023 AND PROVIDING GUIDELINES FOR THEIR COMPLIANCE THERETO." |

Thank you.

Very truly yours,

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



PROVINCIAL GOVERNOR



BY: **MARIES R. SILAN**  
Administrative Aide VI  
TIME: 2:00 DATE: AUG 15 2025



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



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Republic of the Philippines

Province of Cavite

CITY OF BACOR

Office of the City Mayor



**EXECUTIVE ORDER**  
**EXECUTIVE ORDER NO. MSBR-089-2025**  
**Series of 2025**

**AN ORDER ADOPTING THE IMPLEMENTING RULES AND REGULATIONS OF CITY ORDINANCE NO. 402-2024 SERIES OF 2024 OTHERWISE KNOWN AS "AN ORDINANCE MANDATING THE OBSERVANCE BY ALL EMPLOYEES OF THE SANGGUNANG PANLUNGSOD AND OFFICE OF THE VICE MAYOR OF THE VARIOUS PROVISIONS OF CITY ORDINANCE NO. 293-2023 AND PROVIDING GUIDELINES FOR THEIR COMPLIANCE THERETO."**

**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 that 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. 402-2024, entitled "An Ordinance Mandating the Observance by all employees of the Sangguniang Panlungsod and Office of the Vice Mayor of the Various Provisions of City Ordinance No. 293-2023 and Providing Guidelines for their Compliance Thereto";

**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. 402-2024, Series of 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 and implementation of the Revised Implementing Rules and Regulations of City Ordinance No. 402-2024 Series of 2025, herein attached.

**Section 1. Implementing Rules and Regulations (IRR).** Attached herein are the Implementing Rules and Regulations of City Ordinance No. 402-2024 Series of 2024, which shall form part of this Executive Order. This shall be known as the "Implementing Rules and Regulations of City Ordinance No. 402-2024 Series of 2024." 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.

E.O. No. MSBR-089-2025

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BAGONG PILIPINAS



**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 12<sup>th</sup> day of July 2025 in the City of Bacoor, Province of Cavite.



  
**STRIKE B. REVILLA**  
City Mayor





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**CITY OF BACOOR**



**OFFICE OF THE CITY LEGAL SERVICE**

**ENDORSEMENT LETTER NO. 582, Series of 2025**

**TO :** **ATTY. AIMEE TORREFRANCA-NERI**  
City Administrator  
City Administrator's Office

**SUBJECT :** **FOR REVIEW AND COUNTERSIGNATURE**  
Executive Order No. MSBR-089-2025

**DATE :** **12 AUGUST 2025**

The Office of the City Legal Service hereby respectfully endorses to your good office the original copy of the following Executive Order:

**Executive Order No. MSBR-089-2025** entitled: "An Order Adopting the Implementing Rules and Regulations of City Ordinance No. 402-2024 Series of 2024 Otherwise Known as "An Ordinance Mandating the Observance by All Employees of the Sangguniang Panlungsod and Office of the Vice Mayor of the Various Provisions of City Ordinance No. 293-2023 and Providing Guidelines for Their Compliance Thereto."

Should the attached Executive Order be sufficient and satisfactory, we respectfully request your countersignature on the aforementioned documents and its subsequent endorsement to our City Mayor, **Hon. Strike B. Revilla** prior to his approval and signature.

Thank you very much.

Respectfully,

*fa : pff*  
**ATTY. KIM NYCA R. LOFRANCO**  
City Legal Officer



Address: Bacoor Government Center, Bacoor Blvd.,  
Brgy. Bayanan, City of Bacoor, Cavite  
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Cert. no. 24/181809



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**Office of the City Mayor**



**IMPLEMENTING RULES AND REGULATIONS OF  
CITY ORDINANCE NO. 402-2024, SERIES OF 2024**

**"AN ORDINANCE MANDATING THE OBSERVANCE BY  
ALL EMPLOYEES OF THE SANGGUNANG  
PANLUNGSOD AND OFFICE OF THE VICE MAYOR OF  
THE VARIOUS PROVISIONS OF CITY ORDINANCE NO.  
293-2023 AND PROVIDING GUIDELINES FOR THEIR  
COMPLIANCE THERETO."**

**RULE I  
GENERAL PROVISIONS**

**SECTION 1. Title.** These Rules shall be known and cited as the *"Mandatory Guidelines for Sangguniang Panlungsod and Office of the Vice Mayor Employees."*

**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. 402-2024, Series of 2024, which aims to bridge the gap in the implementation of City Ordinance No. 293-2023 by providing specific guidelines and ensuring the smooth operation of public services while promoting the health and well-being of the Sangguniang Panlungsod (SP) and Office of the Vice-Mayor (OVM) employees.

**SECTION 3. Scope and Application.** The provisions of these Rules shall apply to all employees of the Sangguniang Panlungsod and the Office of the Vice Mayor.

**SECTION 4. Implementing Office.** The Human Resource and Development Management Department (HRDMD), in coordination with the SP Secretary, shall monitor the compliance of all concerned SP and OVM employees with the provisions of the Ordinance and this IRR.

**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 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





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may have acquired a peculiar, appropriate meaning in the Ordinance 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.** — Any mention of chapters, articles, or sections refers to those within 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**

**SECTION 6. Declaration of Policy.** This IRR is provided in accordance with the guidelines established in the City Ordinance No. 293-2023 Series of 2023, or the "20 Minutes for Healthier Employees Leads to Better Service" Ordinance that was approved by the Sangguniang Panlungsod on 26 July 2023 and aims to:

1. Improve the health and well-being of the City Government of Bacoor employees and personnel, particularly the concerned SP and OVM employees, through the promotion of physical activity, mental wellness, and preventive health measures;
2. Decrease the percentage of the City Government of Bacoor employees and personnel who are hypertensive, particularly the concerned SP and OVM employees;
3. Improve the quality of services provided by the concerned SP and OVM employees that are aligned with the entire policy full circle, i.e., "healthier employees mean better service."





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**RULE III**  
**IMPLEMENTING PROVISIONS**

**SECTION 6. Guidelines for the Implementation.** - The Ordinance and this IRR shall be implemented by the HRDMD based on the following guidelines:

1. Formulate a plan for the conduct of the daily 20-minute exercises based on the following parameters:
  - a. The daily 20-minute wellness activity is split into two (2) 10-minute sessions:
    - One in the morning, either before or after 10:00 AM.
    - One in the afternoon, either before or after 3:00 PM
  - b. These sessions are mandatory and must total twenty (20) minutes daily.
2. Identifying, tapping, or procuring resource person(s) who will manage and conduct the daily 20-minute exercise in order to tailor the sessions to meet employees' needs while keeping them engaging and safe.
3. Lead both information dissemination and compliance monitoring of all the SP and OVM employees and personnel with the Ordinance and this IRR in order to:
  - a. Communicate the Ordinance and the IRR clearly to all SP and OVM employees through memoranda, posters, orientations, and other digital platforms;
  - b. Track participation in the daily 20-minute wellness sessions through attendance logs or immediate supervisor reports; and
  - c. Evaluate the effectiveness of the 20-minute wellness program by collecting feedback, monitoring health indicators, and adjusting the program, as needed.
4. Ensures that while employee wellness is prioritized, essential public services remain uninterrupted and prejudiced. By allowing the division of personnel per department into groups, the City Government of Bacoor can stagger participation in the 20-minute wellness sessions.

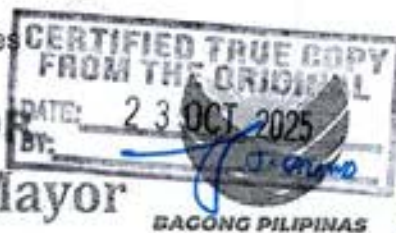
**SECTION 7. Mandatory Guidelines for SP and OVM Employees.** The following shall be complied with by all employees of the Sangguniang Panlungsod and of the Office of the Vice Mayor in the implementation of the Ordinance and this IRR:





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1. Employees stationed at the Bacoor Legislative and Disaster Resiliency (BLDR) Building – specifically from the Sangguniang Panlungsod and the Office of the Vice Mayor – are not left out of the wellness initiatives.

The Sangguniang Panlungsod Secretary shall organize exercise groups and submit them to the HRDMD.

The set-up allows for:

- a. Tailored groupings based on the department schedules or workloads;
  - b. Efficient coordination with HRDMD for monitoring and support; and
  - c. Promotes inclusivity by ensuring all employees, regardless of location, benefit from the wellness program.
2. To transform a simple wellness break into a dynamic, participatory experience, the Ordinance and this IRR encourage personalized wellness while fostering leadership and teamwork among employees.
    - a. **Calisthenics Tailored to Employees' age or health:** Groups can choose a routine that suits their members, whether it's gentle stretching, low-impact aerobics, or more dynamic movements.
    - b. **Rotating exercise leaders each day:** Giving every employee of the SP and OVM a turn to lead in the wellness program not only builds confidence but also strengthens camaraderie and accountability.
    - c. **SP Secretary Oversight:** The SP Secretary shall ensure that all routines are safe, appropriate, and aligned with the Ordinance and these IRRs' goals and objectives.
    - d. **Flexibility to Adapt:** Groups can evolve their routines as members' level of fitness improves, keeping the wellness program fresh and motivating.
  3. By requiring each group leader of the SP and OVM employees to videotape daily compliance with the wellness program, the Ordinance and this IRR ensure transparency and provide a verifiable record of participation.
    - a. Group leaders, designated by the SP Secretary, shall record each wellness session, capturing all members actively participating.
    - b. Video clips will be stored in a dedicated digital folder, likely organized by date and group name.





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- c. These recordings serve as reference material for the HRDMD, which can periodically review them to ensure the program is being followed consistently and regularly.

The aforementioned mechanism not only reinforces commitment but also creates a visual archive of the City Government of Bacoor's investment in employee wellness, and could even be used to celebrate standout groups or highlight best practices.

4. By limiting group exercise to two (2) fixed time slots in the morning and two (2) fixed time slots in the afternoon, the Ordinance and this IRR ensure that wellness activities are predictable and won't interfere with core public service hours.

- a. Morning Compliance:

7:50 a.m. to 8:00 a.m.  
8:00 a.m. to 8:10 a.m.

- b. Afternoon Compliance:

4:50 p.m. to 5:00 p.m.  
5:00 p.m. to 5:10 p.m.

The setup gives the Sangguniang Panlungsod and the Office of the City Vice Mayor enough flexibility to rotate groups while maintaining full operational coverage. It also reinforces discipline and consistency, which are key ingredients for a successful wellness culture. The aforementioned schedules are fixed, and **NO OTHER SCHEDULE SHALL BE ALLOWED.**

5. The Ordinance and this IRR recognize that wellness isn't a one-size-fits-all, and that flexibility is a key to making any health initiative truly inclusive.

The exemption ensures that:

- a. Employees with medical conditions that could be aggravated by physical activity are not put at risk; and  
b. Field personnel or those working off-site during the designated time slots are not unfairly penalized for non-compliance.

The Ordinance and this IRR likewise reflect a strong understanding of occupational realities and individual health needs. To implement this smoothly, the SP Secretary and HRDMD shall:

- Require submission of verified medical certificates or documentation for exemption.





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- Keep a confidential exemption registry for purposes of monitoring and planning; and
  - Explore alternative wellness options, like mindfulness or nutrition sessions, for those unable to participate physically in the wellness session.
6. Any SP and OVM employees who refuse or who fail to comply with the provisions of the Ordinance and this IRR, in absence of any justifiable reason, shall be held liable for insubordination based on pertinent civil service regulations and shall be meted with the appropriate penalty provided under City Ordinance No. 293-2023 and its implementing rules and regulations, if any.
7. While employee wellness is important, public service remains the top priority of the City Government of Bacoor.

Group exercises shall be immediately discontinued in case any member of the public is in need of assistance. The group exercise shall resume after the public service required has been delivered.

The delivery of public service MUST be given priority over compliance with the Ordinance and this IRR.

**Section 8. Amendment of Guidelines.** The City Vice Mayor shall have the discretionary authority to adjust scheduled procedures or timelines, outlined in Sections 6 and 7 of this IRR, in cases of urgent public service requirements or due to the health condition of specific employees of the SP and OVM.

The adjustment process for scheduled procedures or timelines by the City Vice Mayor is as follows:

1. **Identification of Exigent Circumstance.** A situation arises that involves either:
  - a. An urgent public service requirement, i.e., emergency meetings, critical resolutions, or time-sensitive community needs, or
  - b. A verified health-related concern affecting an employee of the SP or the OVM.
2. **Proposal for Adjustment.** The Office of the City Vice Mayor drafts a written proposal to adjust the relevant schedule, citing the specific nature and justification of the exigency. The written proposal must be submitted to the HRDMD for further review and recommendation.





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3. **Internal Review and Recommendation.** The proposal will be reviewed by the HRDMD to verify the necessity and reasonableness of the adjustment.
4. **Approval and Issuance of the Proposal.** Upon confirmation, the City Vice Mayor formally exercises discretionary authority by signing an official memorandum that states the schedule adjustment and the effective date.
5. **Notification and Dissemination.** The affected parties, but not limited to, SP members, staff, and other concerned departments, are notified through official communication channels immediately.
6. **Document and Filing.** All related documents – including the proposal, review, comments, and memorandum – are filed with the SP Secretariat for transparency and audit purposes.

**Section 9. HRDMD Monitoring.** The HRDMD, in coordination with the SP Secretary, shall monitor the compliance of all concerned SP and OVM employees with the provisions of the Ordinance and this IRR.

The procedure for monitoring compliance with the Ordinance and this IRR is as follows:

1. **Orientation and Dissemination.** The HRDMD and the SP Secretary shall conduct initial orientation to ensure that all SP and OVM employees are informed of the relevant provisions of the Ordinance and this IRR.
2. **Compliance Checklist Development.** A standardized checklist or tracking tools shall be developed by the HRDMD to itemize all compliance requirements for easier monitoring and evaluation.
3. **Periodic Monitoring.** The HRDMD shall perform a monthly audit of employee adherence to the Ordinance and this IRR, using the compliance checklist as a guide. Spot checks may also be conducted when deemed necessary.
4. **Reporting and Documentation.** Findings shall be documented by the HRDMD in a formal report and endorsed to the SP Secretary. Any deviations or non-compliance shall be specifically identified, including recommendations for corrective actions.
5. **Feedback and Corrective Action.** The concerned employee or their supervisor of the SP and OVM will be informed of any non-compliance, and support will be provided to address the issue. Follow-up monitoring may be scheduled by HRDMD to ensure resolution.





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6. **Consolidation and Submission of Reports.** A consolidated compliance report shall be submitted by the HRDMD to the Office of the Vice Mayor and/or the SP Secretary for transparency and record-keeping.

#### **RULE IV FINAL PROVISIONS**

**SECTION 10. 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 from other lawful sources.

**SECTION 11. Changes or Modifications of the Implementing Rules and Regulations.** To appropriately administer the efficient and effective implementation of the Ordinance, the Office of the City Mayor, after consultation with the concerned offices, may recommend to the Sangguniang Panglungsod amendments to the said Ordinance and, consequently, this IRR.

**SECTION 12. 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 13. 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 14. Effectivity.** This IRR shall take effect immediately upon approval.

