



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



23 September 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 Orders issued by the undersigned, for your review and appropriate action:

| EO NO. | DATE | TITLE |
|---------------|-------------------|---|
| MSBR-108-2025 | September 23 2025 | AN ORDER ADOPTING THE IMPLEMENTING RULES AND REGULATIONS OF CITY ORDINANCE NO. 345-2024 SERIES OF 2024 OTHERWISE KNOWN AS "AN ORDINANCE RECOMMENDING THE ADOPTION OF BARANGAYS IN THE CITY OF BACOR OF A UNIFORM OFFICIAL SEAL/LOGO AND PROVIDING PENALTIES FOR VIOLATIONS HEREOF." |

Thank you.

Very truly yours,

HON. STRIKE B. REVILLA
City Mayor

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

RECEIVED

BY: MARIES P. SILAN
Administrative Aide VI

TIME: 1:24 DATE: SEP 23 2025





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State of Good Governance
AWARDEE
8 years
in a row!

EXECUTIVE ORDER
EXECUTIVE ORDER NO. MSBR-108-2025
Series of 2025

AN ORDER ADOPTING THE IMPLEMENTING RULES AND REGULATIONS OF CITY ORDINANCE NO. 345-2024 SERIES OF 2024 OTHERWISE KNOWN AS "AN ORDINANCE RECOMMENDING THE ADOPTION OF BARANGAYS IN THE CITY OF BACOOR OF A UNIFORM OFFICIAL SEAL/LOGO AND PROVIDING PENALTIES FOR VIOLATIONS HEREOF."

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. 345-2024, Series of 2024 entitled "An Ordinance Recommending the Adoption of Barangays In The City Of Bacoor Of A Uniform Official Seal/Logo And Providing Penalties For Violations Hereof.";

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. 345-2024 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. 345-2024 Series of 2024, herein attached.

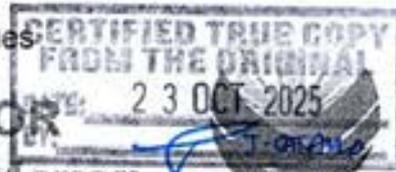
Section 1. Implementing Rules and Regulations (IRR). Attached herein are the Implementing Rules and Regulations of City Ordinance No. 345-2024 Series of 2024, which shall form part of this Executive Order. This shall be known as the "Implementing Rules and Regulations of City Ordinance No. 345-2024 Series 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.





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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 September 2025 in the City of Bacoor, Province of Cavite.


STRIKE B. REVILLA
City Mayor





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Office of the City Mayor



**THE IMPLEMENTING RULES AND REGULATIONS OF CITY
ORDINANCE NO. 345-2024 SERIES OF 2024**

OR

**"AN ORDINANCE RECOMMENDING THE ADOPTION OF
BARANGAYS IN THE CITY OF BACOR OF A UNIFORM
OFFICIAL SEAL/LOGO AND PROVIDING PENALTIES FOR
VIOLATIONS HEREOF."**

**Rule I
GENERAL PROVISIONS**

Section 1. Title. – This shall be the Implementing Rules and Regulations (IRR) of City of Bacoor Ordinance No. 345-2024, Series of 2024, entitled the *"Uniform Official Seal/Logo of Barangays in the City of Bacoor,"* also known as the "Ordinance." Henceforth, the IRR shall be referred to as the "Rules."

Section 2. Purpose. – This IRR is promulgated to prescribe the procedure and guidelines for the effective implementation of Bacoor City Ordinance No. 345-2024, Series of 2024. The Ordinance is enacted to harmonize the Corporate Seals of all the Barangays in the City of Bacoor in order to reflect a united front in the representation of the principles and aspirations of the city.

Section 3. Scope and Application. – This IRR shall apply to all Barangay Units in the City of Bacoor.

Section 4. Implementing Offices. Bacoor City Culture, History, Arts, and Tourism office shall assume primary responsibility for enforcing the aforementioned City Ordinance and this IRR. 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 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.





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1. **General Interpretation.** – All words and phrases used in this IRR should be understood according to their usual meaning, but technical terms or those with specific meanings in this IRR should be interpreted accordingly.
2. **Gender and Number.** – Words indicating gender or number should be interpreted inclusively, acknowledging all gender identities and expressions and all numerical interpretations.
3. **Calculation of Time.** – When determining timeframes for actions as outlined in this IRR or related regulations, the first day is excluded, and the last day is included unless it falls on a Sunday or a holiday, in which case the following business day is considered the final day.
4. **References.** – Any mention of chapters, articles, or sections refers to those within this IRR unless otherwise specified.
5. **Resolution of Conflicts.** – In the event of conflicting provisions within different sections, each section's specific details should prevail.

Rule II
DECLARATION OF POLICY AND DEFINITIONS

Section 6. Declaration of Policy. – It is the policy of the City Government of Bacoor to adopt a uniform corporate seal as provided for under DILG Memorandum Circular No. 92-30 dated 8 June 1992, which provides that in case of the Barangay, the City seal shall be adopted in toto. However, the name of the Barangay shall occupy the top portion of the ring border, while the bottom shall indicate the name of the city where the barangay belongs.

Section 7. Definition of Terms. The following terms shall be defined as:

1. **Barangay-** refers to the smallest political unit into which the City of Bacoor is divided, created in accordance with the provisions of the Local Government Code of the Philippines.
2. **Seal or Logo -** a symbol or mark of an office.

Rule III
IMPLEMENTING PROVISIONS





Section 8. Enactment of Barangay Ordinance. Through an Ordinance, the Sangguniang Barangay of all Barangays in the City of Bacoor shall modify or change its corporate seal in accordance with Section 1 of City Ordinance No. 318-2023.

Section 9. Uniform Design of the Corporate Seal. In the Ordinance to be passed by each of the aforementioned barangays, the Corporate Seal of the City Government of Bacoor shall be adopted, and a ring border shall be added to the seal. The name of the Barangay shall occupy the top of the ring border, while the bottom shall indicate the words "City of Bacoor" to reflect the City where the Barangay belongs.

For this purpose, the **E-Governance Department** shall coordinate with the Barangays for the uniform corporate seals of each barangay in the City of Bacoor, following the provisions of City Ordinance No. 345-2024 and this IRR within sixty (60) calendar days from the effectivity of this IRR.

Section 10. Usage of the Official Seal - Only the respective Barangays and their officials and employees shall have the authority to use the official seal for the following purposes:

1. As the personality of the respective Barangays of the City, in all of its affairs, whether internal or corporate affairs, and within or outside of its territorial jurisdiction;
2. To authenticate all Barangay official and public documents and other administrative and executive issuances; and
3. As a letter heading in all Barangay official communications or correspondence.

Section 11. Custodian of the Original Layout of the Seal- The Secretary to the Sangguniang Barangay shall have custody of the original layout or draft of the official seal of the respective Barangays. The Secretary shall also be responsible for the registration and filing of the Official Seal with the National Historical Commission of the Philippines or any appropriate agencies.

Section 12. Prohibited Acts on the Usage of the Seal - it shall be prohibited to:

1. By any act or omission, mutilate, deface, defile, trample on, or cast contempt with the intention to dishonor or ridicule upon the Official Seal/Logo;





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2. Display the Official Seal under any frame or picture of a person or profile picture of a person on any social media platform, like Facebook, except for LGU government official representations;
3. Display the Official Seal on a platform or stage during programs or activities not directly or indirectly hosted by the respective Barangays, unless upon the permission of the Punong Barangay, with the concurrence of the Sangguniang Barangay, duly granted in writing;
4. Add any word, figure, mark, picture, design, drawing, advertisement, or imprint of any nature which causes or is likely to cause degradation on the Official Seal;
5. Print, paint, or attach a representation of the Official Seal, whether full or partial, on t-shirts, handkerchiefs, fans, or other articles of merchandise, except for official representations of the Barangay;
6. Use or display the Official Seal as part of any advertisement or infomercial except when undertaken by the respective Barangays;
7. Use or display the Official Seal as part of seminars, conferences, research, or any activity except when undertaken by the respective Barangays;
8. Be used for commercial or business purposes, except upon the authority of the Barangay Chairman, with the concurrence of the Sangguniang Barangay, duly granted in writing;
9. Be used by any organization or association, whether for a legitimate purpose, except when approved by the Barangay Chairman, with the concurrence of the Sangguniang Barangay, duly granted in writing;
10. Use the Official Seal for unlawful purposes;
11. It can be used by any organization for illegal activities, even if with permission from the Barangay concerned;
12. Use the Official Seal as the personal seal of any government official and
13. Any other circumstances of a similar nature and analogous to those abovementioned.

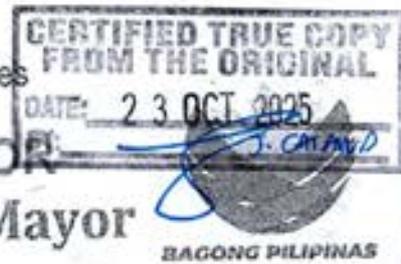
Section 13. Modification in the design of the Barangay Official Seal - The Barangay official seal, its symbols, including its colors, shall not be modified unless:

1. By enactment of a Barangay ordinance modifying the same;





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- Any modification shall be made in accordance with the vision of the Barangay and/or the City Government of Bacoor and only once every ten (10) years.

Section 14. The dry seal of the respective Barangays - There shall be an adopted official dry seal in authenticating or subscribing official and public documents or administrative and executive issuances. The dry seal shall contain the official seal of the respective Barangays.

Section 15. Prohibited acts on the usage of the dry seal - It shall be prohibited to:

- Use by any offices other than the Punong Barangay or the Sangguniang Barangay;
- Affix the dry seal on paper that is not authentic, not official, and not public documents.
- Affix the dry seal on a document for unlawful purposes;
- Affix the dry seal on a document done outside the office or outside office hours.
- To use the dry seal as the personal dry seal of any official and
- Any other circumstances of a similar nature and analogous to those abovementioned.

Section 16. Penal Provisions. Any person or persons who violates the provisions of this ordinance shall be penalized in the following manner:

| | |
|-----------------------|--|
| First offense | Reprimand and fine of PhP 1,000.00 |
| Second Offense | A fine of PhP 3,000.00 and imprisonment of one (1) month to six (6) months at the courts discretion. |
| Third offense | A fine of PhP 5,000.00 and imprisonment of six (6) months and one (1) day to one (1) year, at the discretion of the court. |

The penalty imposed shall not prejudice the filing of a separate criminal, administrative, or civil liability.

Any financial/monetary proceeds collected due to any of the prohibited acts enumerated under Section 12 and Section 15 hereof shall be forfeited in favor of the City





Government of Bacoor and not the Barangay concerned. However, the said proceeding shall be used solely for improving the Barangay concerned and/or for providing social services to its residents.

Rule IV FINAL PROVISIONS

Section 17. Budget Appropriations. – The City Government of Bacoor shall allocate the necessary funds in its annual budget or any subsequent supplemental budget to implement the provisions outlined in the Ordinance.

Section 18. Changes or Modifications of the Implementing Rules and Regulations. – In order to ensure the efficient and effective implementation of the Ordinance, the Office of the City Mayor, in consultation with relevant offices, may propose amendments to said Ordinance and, consequently, to this IRR, as deemed necessary.

Section 19. Separability. – Should any section or provision of this IRR be deemed unconstitutional or invalid, the unaffected sections or provisions shall continue in full force and effect.

Section 20. Repeal. – All local rules or regulations inconsistent with or contrary to the provisions of this IRR are hereby repealed and modified accordingly.

Section 21. Effectivity. – This IRR shall take effect immediately upon its approval.

