



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



20 JUNE 2025

Hon. ATHENA BRYANA TOLENTINO
Provincial Governor
Province of Cavite
Cavite Provincial Capitol Building
Trece Martires, Cavite



Dear Gov. Tolentino,

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
17A-2025	June 20, 2025	"AN ORDINANCE AUTHORIZING HOMEOWNERS ASSOCIATIONS AND BARANGAY OFFICIALS TO REQUIRE MOTORCYCLE RIDERS AND BACK RIDERS TO TEMPORARILY REMOVE THEIR HELMETS BEFORE ENTERING A GATED COMMUNITY OR BARANGAY CHECKPOINT WITHIN THE CITY OF BACOR, CAVITE FOR THE MAINTENANCE OF PUBLIC SAFETY AND PROVIDING PENALTIES FOR VIOLATIONS HEREOF."

Thank you.

Very truly yours,


HON. STRIKE B. REVILLA
City Mayor



Address: Bacoar Government Center, Bacoar Blvd.,
Brgy. Bayanan, City of Bacoar, Cavite
Trunkline: 434-1111





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23 OCT 2025
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EXECUTIVE ORDER
EXECUTIVE ORDER No. 17A-2025
Series of 2025

**"AN ORDER ADOPTING THE IMPLEMENTING RULES AND REGULATIONS OF
CITY ORDINANCE NO. 371- 2024 SERIES OF 2024, OTHERWISE KNOWN AS
MOTORCYCLE RIDER IDENTIFICATION 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. 371-2024 Series of 2024, entitled "An Ordinance Authorizing Homeowners Associations and Barangay Officials to Require Motorcycle Riders and Back Riders to Temporarily Remove their Helmets before Entering a Gated Community or Barangay Checkpoint within the City of Bacoor, Cavite for the Maintenance of Public Safety and Providing Penalties for Violations Hereof";

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 City Ordinance No. 371-2024 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 for the adoption and implementation of the Implementing Rules and Regulations of City Ordinance No. 371-2024 Series of 2024 herein attached.

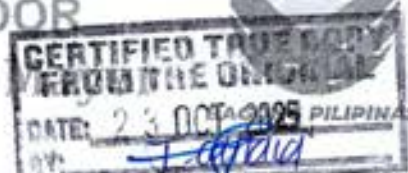
Section 1. Implementing Rules and Regulations (IRR). Attached herein are the Implementing Rules and Regulations of City Ordinance No.371-2024 Series of 2024, which shall form part of this Executive Order. This shall be known as the "Implementing Rules and Regulations of City Ordinance No.371-2024 Series 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 of all city government officials and employees to this 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.





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



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 20th day of June 2025 in the City of Bacoor, Province of Cavite.


STRIKE B. REVILLA
City Mayor



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SEVEN
years
in a row!

THE IMPLEMENTING RULES AND REGULATIONS OF
CITY ORDINANCE NO. 371-2024 SERIES OF 2024

OR

"AN ORDINANCE AUTHORIZING HOMEOWNERS ASSOCIATIONS AND BARANGAY OFFICIALS TO REQUIRE MOTORCYCLE RIDERS AND BACK RIDERS TO TEMPORARILY REMOVE THEIR HELMETS BEFORE ENTERING A GATED COMMUNITY OR BARANGAY CHECKPOINT WITHIN THE CITY OF BACOR, CAVITE FOR THE MAINTENANCE OF PUBLIC SAFETY 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. 371-2024, Series of 2024, entitled the *"Motorcycle Rider Identification Ordinance of the City of Bacoor"*, also known as the "Ordinance." Henceforth, the IRR shall be referred to as the "Rules."

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. 371-2024, Series of 2024. By making sure that motorcycle riders can be easily identified, the Ordinance and this IRR seek to improve public safety and security and, as a whole, make the environment safer and more orderly for both riders and the broader public.

- A. **Crime Prevention.** The requirement for visible identification aids in the rapid identification of motorcyclists by law authorities and serves to discourage illegal activity involving motorcycles.
- B. **Traffic Regulations.** It facilitates the tracking and management of traffic infractions by helping to enforce traffic laws and regulations.
- C. **Accident Investigation.** Possessing identifiable information makes it easier to identify the persons involved in an accident quickly and accurately.
- D. **Public Safety.** Ensures that only people with the proper authorization and license are riding motorcycles, which encourages safer road usage.

Section 3. Scope and Application. This IRR shall apply to all motorcycle riders and motorcycle owners. Through simpler identification and tracking, this IRR aims to improve public safety and discourage illegal acts using motorcycles.



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Cavite
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years
at a row!

Section 4. Implementing Offices. The Office of the City Legal Services, with the assistance of the City Administrators Office and Bacoor Traffic and Management Department, and in consultation with the Commission on Human Rights, the Philippine National Police, the Liga ng mga Barangay, and the officials of the various homeowners' associations in the City of Bacoor, 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.

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. The City Government of Bacoor aligns with the national policy to enhance public safety and reduce the use of motorcycles in criminal activities as part of a broader effort to ensure safer communities and more effective law enforcement.

- A. **Enhanced Identification.** In order to make it easier to identify and track motorcyclists, riders of motorcycles and back riders in the City of Bacoor are obliged to take off their helmets or anything that covers their faces such as,





Republic of the Philippines
Province of Cavite
CITY OF BACOR
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but not limited to, but is not limited to, protective coverings, bonnets, ski masks, bandanas, handkerchiefs, caps, hats, shades, sunglasses, colored or tinted goggles, and similar items for a short while before entering gated communities or barangay checkpoints.

- B. Checkpoints and Patrols.** In order to discourage illicit activity, regular checkpoints and intensified police patrols are used to monitor motorcycle compliance with the Ordinance and this IRR.
- C. Public Awareness Campaigns.** The City of Bacoor conducts awareness campaigns to educate motorcycle owners and the general public about the requirements and importance of the Ordinance and this IRR.
- D. Strict Penalties.** The City of Bacoor enforces stringent penalties for non-compliance, including imposition of fines and possible imprisonment, to ensure adherence to the Ordinance and this IRR.
- E. Collaboration with National Agencies.** The City of Bacoor collaborates with national agencies like the Commission on Human Rights, the Philippine National Police, the Liga ng mga Barangay, and the officials of the various homeowners' associations in the city to ensure effective implementation and enforcement of the law.

Section 7. Definition of Terms. As used in this IRR, the following terms shall be defined and understood as follows:

- A. Checkpoints** – typically established by the Homeowners Associations (HOAs) or private security personnel to regulate entry and ensure the safety of residents in a gated community, and function as controlled access points where security guards verify identities, check vehicle passes, and enforce community rules.
- B. Gated Community** – Refers to a private residential area enclosed by walls or fences, with controlled access points often guarded by security personnel. These communities are popular for their enhanced security, amenities, and exclusivity, attracting homebuyers who seek a structured and secure living environment.
- C. Personal Information** – Any information from which the identity of an individual is apparent or can be reasonably and directly ascertained, or when combined with other data, would directly identify an individual.

Rule III
IMPLEMENTING PROVISIONS

Section 8. Mandatory Identification of Motorcycle Riders. As part of the City of Bacoor's efforts to enhance security and ensure the safety of its residents, motorcycle drivers and back riders are required to remove their helmets and any other face coverings





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



before entering a gated community or a checkpoint manned by barangay officials of the City of Bacoor.

The motorcycle driver/s and the back rider/s must write or log their information, including, but not limited to, their complete names, addresses, make, color, and plate number on a logbook maintained by the HOA or barangay, and indicate their destination within the said gated community or barangay. The city aims to:

- A. **Verify Identities.** Ensuring that individuals entering these areas can be easily identified.
- B. **Track Movement.** Keeping a record of who enters and exits for accountability and future reference.
- C. **Deter Criminal Activities.** Making it more difficult for individuals with malicious intent to enter unnoticed.

To ensure proper documentation, security, and compliance with privacy laws, the provision on logbook safekeeping must be fully complied with:

- A. **Manner of Safekeeping.** (i) The logbook shall be securely stored in a designated area within the security office or administrative office of the establishment, and (ii) only authorized personnel shall have access to the logbook to ensure confidentiality and prevent unauthorized alterations.
- B. **Retention Period.** (i) Logbook entries shall be retained for a minimum period of one (1) year from the date of entry, and (ii) after the retention period, logbooks shall be properly disposed of in accordance with data privacy regulations.
- C. **Persons-In-Charge.** (i) The Security Officer or Records Custodian shall be responsible for maintaining and safeguarding the logbook, and (ii) regular audits shall be conducted by the Compliance Officer of the HOA or barangay concerned to ensure proper handling and storage.
- D. **Access and Review.** (i) Logbook entries may only be accessed by law enforcement authorities or authorized personnel upon formal request, and (b) any request for access must be documented and approved by the designated officer in charge.

Additionally, the requirement to stare for a few seconds at the nearest closed-circuit television (CCTV) camera or other image recording device helps in capturing clear images for security purposes. This comprehensive approach is designed to create a safer environment within gated communities and barangays. This measure helps:

- A. **Enhance Surveillance.** Providing clear visual records of individuals entering the area.





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



- B. **Support Law Enforcement.** Assisting the investigations if any incidents occur within the gated community or barangay.
- C. **Increase Accountability.** Dissuading potential wrongdoers by making the motorcycle riders and back riders aware that they are being recorded.

Thereafter, the motorcycle driver and back riders are required to put their helmets back on for safety while driving within the said gated community or barangay. The balanced approach maintains both security and safety standards.

Any motorcycle driver and/or his/her passenger who refuses to comply with the said directive shall be barred from entering the said gated community or from passing through the said checkpoint. The policy is designed to ensure compliance and enhance security within gated communities and barangays. By barring those who refused to follow the directives, the City Government of Bacoor aims to:

- A. **Enforce Strict Compliance.** Ensuring that everyone abides by the established security protocols.
- B. **Maintaining Safety.** Preventing potential threats from entering secure areas.
- C. **Support the Law Enforcement.** Facilitating easier monitoring and access control for the authorities in these locations.

Section 9. Helmet Regulation for Barangay Checkpoints and Gated Communities. All motorcycle drivers and passengers shall be required to remove their helmets, facemasks, and/or any items that may conceal their facial features and identity. This includes, but is not limited to, protective coverings, bonnets, ski masks, bandanas, handkerchiefs, caps, hats, shades, sunglasses, colored or tinted goggles, and similar items.

Section 10. Conduct of Barangay Checkpoints. Proper scheduling and management of checkpoints are crucial for maintaining transparency and preventing potential abuse.

- A. **Clear Documentation.** Ensure that all processes and schedules are well—documented and accessible to all stakeholders.
- B. **Regular Audits.** Conduct regular audits to verify that checkpoints are being managed correctly and transparently.
- C. **Automated System.** Utilize automated scheduling and management systems to reduce human error and bias.
- D. **Stakeholder Involvement.** Involve all relevant stakeholders in the planning and review process to ensure accountability.





- E. Feedback Mechanisms.** Implement feedback mechanisms to continuously improve the scheduling and management processes.

To ensure transparency and accountability, each barangay is required to submit a schedule of checkpoints, detailing the time and location of each checkpoint.

- A. **Standardized Format.** Provide a standardized template for barangay use when submitting their schedules to ensure consistency and convenience in reviewing and comparing schedules.
- B. **Submission Deadlines.** Set clear deadlines for when schedules need to be submitted to assist in planning and coordination.
- C. **Centralized Database.** To improve transparency and monitoring, maintain a centralized database where all schedules are stored and can be accessed by authorized personnel.
- D. **Regular Updates.** Require barangays to update their schedules regularly, especially if there are any changes, to ensure that the information is up-to-date.
- E. **Feedback Mechanism.** To identify any issues or areas for improvement, implement a system for residents to provide feedback on the checkpoints.

Including the names and contact details of individuals responsible for conducting checkpoints, along with the team leader, can further enhance transparency and accountability.

- A. **Detailed Roster.** Each barangay should submit a detailed roster that includes the names, roles, and contact details of all individuals involved in the checkpoint.
- B. **Team Leader Identification.** Clearly identify the team leader in the roster, specifying their responsibilities and contact information.
- C. **Verification Process.** Implement a verification process to ensure that the submitted information is accurate and up-to-date.
- D. **Confidentiality Measures.** While transparency is important, ensure that personal information is handled with care to protect the privacy of individuals involved.
- E. **Access Control.** Limit access to the detailed roster to authorized personnel to prevent misuse of the information.
- F. **Regular Updates.** Require regular updates to the roster to reflect any changes in personnel or contact details.





CITY OF BACOR
Office of the City Mayor



Section 11. Mandatory Maintenance of Cameras/Recording Devices. The officers of all homeowners' associations operating within the City and all barangay officials of the City of Bacoor are hereby mandated to ensure that the CCTV cameras or other recording devices to be used in the implementation of the Ordinance and this IRR shall always be in good working condition. This mandate helps:

- A. **Maintain Continuous Surveillance.** Making certain that the security coverage is uninterrupted.
- B. **Enhance Reliability.** Ensuring that the video is clear and suitable for use in any required inquiries.
- C. **Support Law Enforcement.** Providing dependable and consistent visual recordings to support the preservation of public safety.

Section 12. Sharing of Records with the Police. All homeowners' associations operating within the city and all barangay officials of the City of Bacoor are mandated to share all records related to their implementation of the Ordinance and this IRR with the Bacoor City Police in relation to any investigation related to the commission of a crime.

The homeowners' associations are required, through their security guards and the relevant barangay officials, to maintain and keep a list of the concerned motorcycle riders. The list shall be submitted by the HOA and/or barangay officials concerned to the Bacoor Component City Police Station only in relation to any investigation related to the commission of a crime. The names on the list that were subject to the Ordinances and this IRR's operation must be in an electronic PDF copy. The copies must be verified by either the HOA President or Barangay Captain, as the case may be.

This measure helps in creating a more secure and cooperative environment, ensuring that all parties work together to uphold the laws and protect the community, aiming to:

- A. **Facilitate Investigations.** Providing law enforcement with the necessary information to investigate and solve crimes more efficiently.
- B. **Enhance Cooperation.** Promoting collaboration between local communities and the Bacoar City Police to ensure public safety.
- C. **Ensure Transparency.** Maintaining clear and accessible records that can be used to support legal and investigative processes.

Section 13. Deletion of Image; Confidentiality of Personal Information. The pictures taken by the homeowners' associations and by their security guard/s or security personnel operating within the City and all barangay officials of the City of Bacoor who shall implement the Ordinance and this IRR shall be deleted not later than ten (10) calendar days after the same were taken. This ensures that the privacy of individuals is respected while maintaining security. By mandating the deletion of pictures within the allotted grace period, the Ordinance and this IRR.





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



- A. **Protect Privacy.** Ensuring that personal data is not stored longer than necessary.
- B. **Prevent Misuse.** Reducing lowering the possibility of unwanted access or improper usage of the recorded images.
- C. **Balance Security and Privacy.** Striking a balance between the defense of individual rights and practical security measures.

The said individuals are also prohibited from sharing, publishing, selling, or in any manner disclosing the personal information of motorcycle drivers and their passengers except with the Bacoor City Police for the purpose stated in Section 5 of the Ordinance and Section 9 of this IRR pursuant to the relevant provisions of the "Data Privacy Act of 2012". All motorcycle riders are required to sign a Waiver of Data Privacy. These riders need to consent to the collection, storage, and use of their personal information by the homeowners' associations and barangay officials, in compliance with data privacy laws.

- A. **Protect Personal Data.** Ensuring that an individual's personal information is kept confidential and secure.
- B. **Prevent Unauthorized Use.** Reducing the risk of personal data being misused or accessed without permission.
- C. **Comply with Legal Standards.** Adhering to national data privacy laws to protect the rights of individuals.

The IRR ensures that waivers of data privacy rights comply with NPC Circular No. 2023-04, or the Guidelines on Consent, protecting individuals from unlawful or excessive data processing.

A. Compliance with NPC Circular No. 2023-04

- a. Any waiver of data privacy rights must strictly adhere to the provisions of NPC Circular No. 2023-04, ensuring that consent is freely given, specific, informed, and evidenced by written, electronic, or recorded means.
- b. The waiver shall not be used to circumvent the rights of the data subject under the Data Privacy Act of 2012 (RA No. 10173) and its Implementing Rules and Regulations (IRR).

B. Elements of Valid Consent

- a. The waiver must be voluntary and must not be obtained through coercion, intimidation, or undue influence.





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



- b. The data subject must be provided with clear, transparent, and accessible information regarding the scope, purpose, and consequences of the waiver.
- c. The waiver must be specific to the intended processing activity and must not be overly broad or vague.

C. Documentation and Retention

- a. All waivers must be properly documented and retained for a minimum period of five (5) years, unless a longer retention period is required by law.
- b. The waiver must be signed by the data subject and include a statement confirming that they have been informed of their rights and the implications of the waiver.

D. Revocation of Consent

- a. The data subject retains the right to withdraw consent at any time, and such withdrawal must be honored without undue delay.
- b. Procedures for revocation must be clearly outlined and accessible to the data subject.

E. Accountability and Oversight

- a. Organizations processing personal data under a waiver must designate a Data Protection Officer (DPO) responsible for ensuring compliance with NPC Circular No. 2023-04.
- b. Regular audits and compliance checks shall be conducted to verify adherence to data privacy regulations.

Section 14. Data Sharing Compliance. In relation to Section 8 and Section 12 herein, the Ordinance and this IRR ensure that government agencies comply with the Republic Act (R.A.) No. 10173, or the "Data Privacy Act of 2012," and the Philippine National Privacy Commission (NPC) Circular No. 2020-03, or the Rules and Guidelines in the execution of "Data Sharing Agreements," while maintaining data security and accountability.

A. Compliance with R.A. No. 10173 and NPC Circular No. 2020-03.

- a. All data-sharing activities between government agencies for the purpose of public function or provision of a public service shall strictly adhere to the Data Privacy Act of 2012 (R.A. No. 10173), its Implementing Rules and Regulations (IRR), and NPC Circular No. 2020-03.





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



- b. Agencies involved in data sharing shall ensure that personal data is processed in accordance with the principles of transparency, legitimate purpose, and proportionality.

B. Data Sharing Agreements (DSA).

- a. A formal Data Sharing Agreement (DSA) shall be executed between participating government agencies prior to any data exchange.
- b. The DSA shall outline the scope, purpose, security measures, retention period, and accountability mechanisms for shared data.
- c. The agreement shall be reviewed and approved by the National Privacy Commission (NPC) or other relevant oversight bodies.

C. Safeguards and Security Measures

- a. Agencies shall implement organizational, physical, and technical security measures to protect shared data from unauthorized access, alteration, or disclosure.
- b. Regular audits and compliance checks shall be conducted to ensure adherence to the Data Privacy Act and its Implementing Rules and Regulations.

D. Accountability and Reporting

- a. Each agency shall designate a Data Protection Officer (DPO) responsible for overseeing compliance with the DSA and privacy regulations.
- b. Any data breach or unauthorized disclosure must be reported to the NPC within the prescribed period, following the Data Breach Notification Guidelines.

Section 15. Reporting of Any Violation. Within three (3) calendar days following the incident, the homeowners' association and the barangay officials are required to submit in writing to the Bacoor Component City Police Station the registration plate details and occurrences involving violations of this IRR and the Ordinance.

After receiving the written report, the police station in Bacoor Component City is required to:

1. Conduct an investigation;
2. Gather or collect the required CCTV footage, videos, or additional documentary materials related to the report; and





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



3. Within five (5) days of receiving the written report, draft a complaint affidavit, or Sinumpaang Salaysay ng Pagrereklamo, and submit it to the city prosecutor's office.

Section 16. Penalty. Any (1) motorcycle rider or motorcycle passenger, (2) homeowners association official or security guards/personnel, or (3) barangay official or barangay personnel who violates any of the foregoing provisions shall be apprehended and shall, upon conviction by a court of law, be required to pay a fine of Five Thousand Pesos (PhP 5,000.00) or render community service as mandated by law in case the violator cannot afford to pay the said fine.

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.

