



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



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EXECUTIVE ORDER NO. 41
Series of 2025

**AN ORDER ADOPTING THE IMPLEMENTING RULES AND REGULATIONS OF
CITY ORDINANCE NO. 341-2024**

**AN ORDINANCE ESTABLISHING THE MEDISERVE BARANGAY RECORDS OF
HEALTH (MSBR HEALTH) IN ALL CITY HEALTH UNITS AND BARANGAY
HEALTH CENTERS IN THE CITY OF BACOR, CAVITE.**

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. 341-2024, entitled "An Ordinance Establishing the Mediserve Barangay Records of Health (MSBR Health) in All City Health Units and Barangay Health Centers in the City of Bacoor, Cavite.";

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. 341-2024;

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. 341-2024, herein attached.

Section 1. Implementing Rules and Regulations (IRR). Attached herein are the Implementing Rules and Regulations of City Ordinance No. 341-2024, which shall form part of this Executive Order. This shall be known as the "Implementing Rules and Regulations of City Ordinance No. 341-2024." 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 All previously issued orders and directives inconsistent with any provision found herein shall be deemed repealed, revoked, or amended accordingly.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 3 day of April 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. 341-2024, SERIES OF 2024**

**AN ORDINANCE ESTABLISHING THE MEDISERVE
BARANGAY RECORDS OF HEALTH (MSBR HEALTH) IN
ALL CITY HEALTH UNITS AND BARANGAY HEALTH
CENTERS IN THE CITY OF BACOR, CAVITE.**

**RULE I
GENERAL PROVISIONS**

Section 1. Title. These Rules shall be known and cited as the *Implementing Rules and Regulations of City Ordinance No. 341-2024, Series of 2024*, otherwise known as "*MediServe Barangay Records of Health Ordinance*".

Section 2. Purpose. These Implementing Rules and Regulations (IRR) are promulgated to prescribe the procedures and guidelines for the effective implementation of Bacoor City Ordinance No. 341-2024, Series of 2024, which aims to maintain an efficient and reliable record and information in every barangay to properly distribute medical aid and services to its constituents during public health emergencies and establish a barangay-based health recording system in all the City Health Units in the City of Bacoor to further improve the delivery of health and medical services, emergency response, and other services of the Barangays, and City Government as a whole.

Section 3. Scope and Application. The provisions of these Rules shall cover all City Health Units and Barangay Health Centers in the City of Bacoor.

Section 4. Implementing Office. The City Health Office shall be the lead office for implementing the above-mentioned City Ordinance and this IRR. 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 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 or 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 the Ordinance 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 the Ordinance or this IRR, 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 DEFINITIONS

Section 6. Declarations of Policy. It is the policy of the City Government of Bacoor to:

1. Protect and promote the right to health of the people and instill health consciousness among them;
2. Create local policies supporting and promoting the growth and development of digital technology, digital careers, and innovations in their respective communities, which may include providing incentives for technological innovations for agri-fishery industries and hospital care or public health services.
3. Be self-reliant and shall continue exercising the powers and discharging the duties and functions vested in them;





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4. Promote health and safety and preserve the comfort and convenience of their inhabitants;
5. Establish an organization that shall be responsible for the efficient and effective implementation of their development plans, program objectives, and priorities.
6. Create their own sources of revenues and levy taxes, fees, and charges which shall accrue exclusively for their use and disposition and which shall be retained by them;
7. Have a just share in national taxes, which shall automatically and directly be released to them without the need for any further action;
8. Have an equitable share in the proceeds from the utilization and development of the national wealth and resources within their respective territorial jurisdictions, including sharing the same with inhabitants by way of direct benefits and
9. Acquire, develop, lease, encumber, alienate, or otherwise dispose of real or personal property held by them in their proprietary capacity and apply their resources and assets for productive, developmental, or welfare purposes in the exercise or furtherance of their governmental or proprietary powers and functions and thereby ensure their development into self-reliant communities and active participants in the attainment of national goals.

Section 7. Objectives. It is the objective of the City Ordinance to establish a barangay-based health recording system in all the City Health Units in the City of Bacoor to further improve the delivery of health and medical services, emergency response, and other services of the Barangays and City Government as a whole.

Section 8. Definition of Terms. As used in these Rules, the following terms and phrases shall be understood as follows:

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. *Information System* – refers to a fit-for-purpose technological software used for decision-making, delivery of health and medical services, monitoring of health and medical services conducted, and coordination, control, analysis, and visualization of health and medical information in an organization.





3. *MediServe Barangay Records of Health or MSBR Health* – refers to the centralized database of health and medical information of all the residents, an all-in-one tool for data, tasks, emergency response, analytics needs, and decision-making regarding the health and wellness of the constituents in a locality.
4. *Patients* – the residents of the City of Bacoor who visit and avail of the services of the City Health Units and Barangay Health Centers.
5. *Population-Based Health Services* – interventions such as health promotion, disease surveillance, and vector control, which have population groups as recipients.
6. *Primary care* – initial-contact, accessible, continuous, comprehensive, and coordinated care that is accessible at the time of need, including a range of services for all presenting conditions and the ability to coordinate referrals to other health care providers in the health care delivery system, when necessary.

RULE III **GUIDELINES AND FRAMEWORK**

Section 9. The MediServe Barangay Records of Health. The MSBR HEALTH shall be utilized, updated, and maintained by all City Health Units and Barangay Health Centers in implementing its programs, projects, and activities with special access by the Local Chief Executive of the City Government of Bacoor for tasking and monitoring of the delivery of health and medical services to all constituents covered by such City Health Units and/or Barangay Health Centers.

Section 10. Contents. The MSBR Health database will be comprised of the following information related to patients:

1. Name of the patient;
2. Age of the patient;
3. Complete address of the patient;
4. Gender of the patient;
5. Birthday of the patient;
6. Religion of the patient;
7. Concerns, services, and/or medicines availed by the patient;
8. List and quantity of medicines that are prescribed and distributed to patients;





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9. Inventory of medicines released by the City Health Office to the said City Health Unit or Barangay Health Center, including its expiration date, among others;
10. Monitoring of the number of diseases and other illnesses that the City Health Unit or Barangay Health Center encountered, diagnosed, and/or treated;
11. Requests for additional allocation of medicines to the City Health Office;
12. Reporting of outbreaks or uncontrollable spikes in the number of illnesses within the jurisdiction of the City Health Unit or Barangay Health Center, and
13. Whether the City Health Unit or Barangay Health Center has processed and/or performed other health and medical information and services on a patient.

Section 11. Access to the MSBR HEALTH. The MSBR Health shall grant full access to the City Health Officer and limited access to his/her authorized representative, who will be granted unique access codes that shall be personal and exclusive to them alone. The head of every respective City Health Unit or Barangay Health Center in the City of Bacoor shall be granted limited access to MSBR Health for the purpose of encoding entries and updating these entries for health and medical services performed.

In assigning an authorized representative, the City Health Officer and/or the head of the City Health Unit or Barangay Health Center shall issue a Memorandum for the purpose, which shall contain the following:

1. The name of the specific person to be assigned as an authorized representative in accessing/encoding information in the MSBR Health software;
2. The period of his/her assignment. In case there is no period indicated, the same shall not exceed ten (10) days or the period of official leave of the City Health Officer and/or the head of the City Health Unit or Barangay Health Center, whichever is shorter;
3. In case of emergency sickness or unexpected circumstances, the officer-in-charge of the City Health Office or the City Health Unit or Barangay Health Center shall be granted special access for a period of thirty (30) days, until a new City Health Officer and/or the head of City Health Unit or Barangay Health Center is appointed. Special access may be renewed by the City Mayor or the Punong Barangay in case there is no person qualified for appointment in the said position.

To ensure the security of personal information stored and accessed in the MSBR Health system, the E-Governance Department or the MIS shall ensure that the database is encrypted and a security-enabled authentication, like One-time Password (OTP) or Captcha, is in place.





The MSBR Health shall also grant special access to the City Mayor that will enable him/her to view the data and information encoded by the various City Health Units and Barangay Health Centers in the City of Bacoor into the said database.

Section 12. Establishment of the MSBR Health Software. The integration of collected information under MSBR Health into the existing Barangay Uniform Information Management System established under City Ordinance No. 313-2023, Series of 2023, shall be the responsibility of the E-Governance Department and the Management Information System Office.

The E-Governance Department and the Management Information System Office shall ensure that the MSBR Health Software is compliant and registered with the National Privacy Commission and its rules and regulations.

The E-Governance Department and the Management Information System Office shall conduct a training of the administrators of the respective City Health Units and Barangay Health Centers regarding the proper use of the software, their duties and responsibilities as administrators of the MSBR Health Software and the prohibitions and penalties for any misuse of the software or violation of the Ordinance.

Section 13. Applicability of Related Laws and Issuances. In implementing City Ordinance No. 341-2024, Series of 2024, the City Government of Bacoor and all the officials and employees of the City Health Unit or Barangay Health Center shall ensure that all relevant laws and issuances will be strictly followed and complied with.

As such, the City Government of Bacoor and all the officials and employees of the Barangay shall ensure that there will be no violation of the Data Privacy Law. All persons who gather and will have access to the data must sign a Confidentiality and Non-Disclosure Agreement.

RULE III PENALTIES

Section 14. Penal Provisions. Any person or group of persons, either private individuals or government employees, is liable for violation of this ordinance under the following instances:

1. Intentional misdeclaration of patient information;
2. Tampering of patient information by unauthorized City Health Unit, City Health Office, or City Government employees;
3. Distribution of medicines without proper prescription by the City Health Unit's Physician;
4. Prescription of medicines by persons other than the registered physician or his/her authorized medical nurse;





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5. Unauthorized access, retrieval, or disclosure of confidential patient records by any individual, whether affiliated with the City Health Unit, City Health Office, or any government agency, or a private entity;
6. Falsification of medical records or any document related to patient information by any person or group of persons;
7. Solicitation, acceptance, or offering of bribes, gifts, or any form of gratuity in exchange for preferential treatment, unauthorized access to medical services, or tampering with patient records;
8. Failure to adhere to established protocols and guidelines for the proper handling, storage, and disposal of medical records and pharmaceuticals within the City Health Unit;
9. Creation, distribution, or use of fraudulent prescriptions or medical documents for personal gain or any unlawful purpose;
10. Discrimination or denial of medical services based on race, gender, religion, socioeconomic status, or any other prohibited factors;
11. Any act that compromises the confidentiality, integrity, or availability of patient information within the City Health Unit, including but not limited to hacking, data breaches, or other cybersecurity incidents;
12. Failure to report known or suspected violations of City Ordinance No. 341-2024, Series of 2024 by any individual, whether within or outside the City Health Unit;
13. Failure to maintain accurate and up-to-date patient records, including medical history, diagnoses, treatments, and prescribed medications, within the City Health Unit database or filing system;
14. Engaging in fraudulent billing practices, including overcharging patients, falsifying invoices, or submitting false claims for reimbursement to government healthcare programs;
15. Retaliation against whistleblowers or individuals reporting violations of City Ordinance No. 341-2024, Series of 2024, thereby discouraging the reporting of unethical or illegal activities within the City Health Unit;
16. Misuse or misappropriation of medical resources, equipment, or supplies for personal gain or purposes unrelated to patient care; and;
17. Other analogous circumstances that will defeat the purpose of this Ordinance or endanger the personal information and/or lives of the patients recorded in the MSBR Health.

Section 15. Penalty. Any person or group of persons who commit any of the prohibited acts as provided under the immediately preceding paragraph of City Ordinance No. 341-2024, Series of 2024, shall be penalized as follows:

First Offense	Reprimand and fine PhP3,000.00 for every act or omission in violation of the foregoing provisions
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Succeeding Offenses	Fine of PhP5,000.00 for every act or omission in violation of the foregoing provisions and imprisonment of one (1) month to six (6) months at the discretion of the
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Section 16. Filing of Actions Against the Offender. The penalty/ies provided under City Ordinance No. 341-2024, Series of 2024, shall not prejudice the filing of a separate criminal, administrative, or civil action against the offender.

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.

