



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



21 MAY 2025

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



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



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
50-2025	May 21, 2025	AN ORDER ADOPTING THE IMPLEMENTING RULES AND REGULATIONS OF CITY ORDINANCE NO. 401-2024, OTHERWISE KNOWN AS THE ESTABLISHMENTS SUBMISSION OF RESPECTIVE TOURISM STATISTICAL DATA ORDINANCE

Thank you.

Very truly yours,

Hon. CATHERINE SARINO-EVARISTO
Acting City Mayor





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CITY OF BACOR

OFFICE OF THE CITY LEGAL SERVICE



CGBCR-OCLS-02-F01.04
01/06/2025



ENDORSEMENT LETTER NO. 418, Series of 2025

TO : Atty. AIMEE TORREFRANCA-NERI
City Administrator

SUBJECT : FOR COUNTERSIGNATURE
EO No. 50-2025

DATE : 21 MAY 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. 50-2025 entitled: *"An Order Adopting the Implementing Rules and Regulations of City Ordinance No. 401-2024, Otherwise Known as The Establishments Submission of Respective Tourism Statistical Data Ordinance"*

If the attached Executive Order is sufficient and satisfactory, may we respectfully request your countersignature and subsequent endorsement to **Hon. CATHERINE SARINO-EVARISTO** for his approval and signature.

Thank you very much.

Respectfully,


ATTY. KIM NYCA R. LOFRANCO
City Legal Officer



Address: Bacoor Government Center, Bacoor Blvd.
Brgy. Bayanan, City of Bacoor, Cavite
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Republic of the Philippines
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EXECUTIVE ORDER No. 50
Series of 2025

**AN ORDER ADOPTING THE IMPLEMENTING RULES AND REGULATIONS
OF CITY ORDINANCE NO. 401-2024, OTHERWISE KNOWN AS
THE ESTABLISHMENTS SUBMISSION OF RESPECTIVE TOURISM
STATISTICAL DATA ORDINANCE**

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. 401-2024, entitled "*An Ordinance Mandating Owners of Hotels, Resorts, Apartelles, Pension Houses, Tourist Inns, and Transient Houses, Meetings, Incentive, Conference, and Exhibition (MICE) Facilities, and other Similar Accommodation Establishments in Bacoor City to Submit their Respective Tourism Statistical Data to the Bacoor City Culture, History, Arts and Tourism Office (BCCHATO)*," which aims to monitor the tourist arrivals on all accommodation establishments, travel agencies, museums, galleries and all identified tourism sites and attractions within the City of Bacoor for purposes of enhancing the city's tourism development planning and promotion and gauge its economic impact;

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. 401-2024;

NOW, THEREFORE, I, CATHERINE SARINO-EVARISTO, 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. 401-2024, herein attached.

Section 1. Implementing Rules and Regulations (IRR). Attached herein are the Implementing Rules and Regulations of City Ordinance No. 401-2024, which shall form part of this Executive Order. This shall be known as the "Implementing Rules and Regulations of Establishments Submission of Respective Tourism Statistical Data Ordinance."

All affected offices and departments are hereby ordered to adopt the said implementing rules and regulations and be guided accordingly. Strict compliance and





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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.

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 21 day of May 2025 in the City of Bacoor, Province of Cavite.

CATHERINE SARINO-EVARISTO
Acting City Mayor





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**IMPLEMENTING RULES AND REGULATIONS OF
CITY ORDINANCE NO. 401-2024, SERIES OF 2024**

**"AN ORDINANCE MANDATING OWNERS OF HOTELS,
RESORTS, APARTELLS, PENSION HOUSES, TOURIST
INNS, AND TRANSIENT HOUSES, MEETING, INCENTIVE,
CONFERENCE, AND EXHIBITION (MICE) FACILITIES,
AND OTHER SIMILAR ACCOMMODATION
ESTABLISHMENTS IN BACOOR CITY TO SUBMIT THEIR
RESPECTIVE TOURISM STATISTICAL DATA TO THE
BACOOR CITY CULTURE, HISTORY, ARTS AND
TOURISM OFFICE (BCCHATO)".**

**RULE I
GENERAL PROVISIONS**

SECTION 1. Title. These Rules shall be known and cited as the *"Implementing Rules and Regulations of the Establishment's Submission of Respective Tourism Statistical Data Ordinance"*. It shall be herein referred to as the "IRR" or the "Rules".

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. 401-2024, Series of 2024 ("Ordinance"), which is primarily intended to monitor the tourist arrivals on all accommodation establishments, travel agencies, museums, galleries and all identified tourism sites and attractions within the City of Bacoor for purposes of enhancing the city's tourism development planning and promotion and gauge its economic impact.

SECTION 3. Scope and Application. The provisions of these Rules shall apply to all accommodation establishments in Bacoor City, including hotels, resorts, apartments, pension houses, tourist inns, transient houses, and MICE facilities. It mandates these establishments to submit tourism statistical data to the Bacoor City Culture, History, Arts, and Tourism Office (BCCHATO) for monitoring and reporting purposes.

SECTION 4. Implementing Office. The Bacoor City Culture, History, Arts, and Tourism Office (BCCHATO), 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.





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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 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.** — 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

SECTION 6. Declaration of Policy. It shall be the policy of the City of Bacoor to ensure the preparation and implementation of a tourism development plan that, as far as practicable, integrates zoning, land use, infrastructure development, national system of standards for tourism enterprises, heritage, and environmental protection imperatives that encourage sustainable tourism development. Likewise, it is the City's policy to be compliant with the national laws and relevant issuances of the concerned national





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agencies to align with national programs and their successful implementation, which includes periodical submission of tourist arrivals within the respective jurisdictions of the LGUs.

SECTION 7. General Objectives. The ordinance and these Rules seek to:

1. Provide the Bacoor City Culture, History, Arts, and Tourism Office (BCCHATO) tourist statistical data that showcase the actual tourism situation of the city, as a pivotal tool for economic impact and viability in evaluating tourism events, celebrations, and activities to support the economic development program of the City of Bacoor.
2. Aid the BCCHATO in the collection of databases to support research and proposals for marketing, promotions, tourism development projects, and special studies, and to access possible funding sources and partnerships.
3. Make available the tourism arrival statistical data for continuous conduct of tourism education and seminars to front desk officers and staff of all various hotels, resorts, apartments, pension houses, tourist inns, transient houses, and other similar accommodation establishments in the City of Bacoor; and
4. Aid the Sangguniang Panlungsod members, particularly the Chair of the Committee on Tourism, Culture, and External Linkages, in the promulgation and updating of local measures intended to promote tourism in the City of Bacoor.

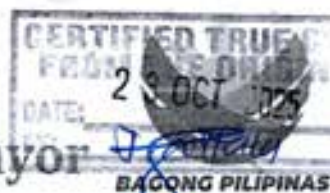
SECTION 8. Definition of Terms. As used in the Ordinance and these IRR, the following terms shall have as following:

- a. **Accommodation Establishment** - an establishment (a local kind of activity unit) providing overnight lodging for holiday spenders and other travelers in rooms or other units.
- b. **Apartelle** - also known as an apartment hotel- is any building or edifice containing several independent and furnished or semi-furnished apartments, regularly leased to tourists and travelers for dwelling on a more or less long-term basis and offering basic services to its tenants similar to hotels.
- c. **Hotel** - an establishment whose primary business is to provide lodging facilities to a genuine traveler along with food, beverages, and sometimes recreational facilities on a chargeable basis.
- d. **Meeting, Incentive, Conference, and Exhibition (MICE) Facilities** - Establishments used to host mass gatherings, including meetings, incentives, conferences, and exhibitions.





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- e. **Pension House** - a private or family-operated tourist boarding house, tourist guest house, or tourist lodging house employing nonprofessional domestic helpers regularly catering to tourists and travelers, containing several independent lettable rooms, providing common facilities such as toilets, bathrooms/showers, living rooms, and dining rooms and/or kitchen, where, a combination of board and lodging may be provided.
- f. **Resort** - a place with a pleasant environment and atmosphere conducive to comfort, healthful relaxation, and rest, offering food, sleeping accommodation, and recreational facilities to the public for a fee or remuneration.
- g. **Statistical data** - the facts and figures that are collected, analyzed, and summarized for presentation and interpretation.
- h. **Tourism** - a social, cultural economic phenomenon that entails the movement of people to countries or places outside their usual environment for personal or business/professional purposes.
- i. **Tourism Enterprise** - a trade or business that provides facilities, amenities, accommodations, attractions, and services such as hotels, resorts, apartments, pension houses, tourist inns, and transient houses; Meeting, Incentive, Conference, and Exhibition (MICE) Facilities; and other similar accommodation establishments.
- j. **Tourist Inn** - a lodging establishment catering to transients that does not meet the minimum requirements of an economy hotel; and
- k. **Transient House** - a flexible and homelike accommodation option that caters to travelers and guests for short to medium-term stays. These properties are often privately owned, fully furnished, and offer an inclusive and communal living experience that far surpasses the confines of a typical hotel room.

RULE III
IMPLEMENTING PROVISIONS

SECTION 9. General Guidelines.

- 1. All owners of hotels, resorts, apartments, pension houses, tourist inns, transient houses, MICE facilities, and other similar accommodation establishments in the City of Bacoor are hereby required to submit their respective monthly tourism statistical data to the Bacoor City Culture, History, Arts and Tourism Office (BCCHATO).
- 2. All monthly reports must be submitted within five (5) days after the end of each month. In the event that the submission date falls on a non-working





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day, the monthly reports should be submitted on the first working day following the submission date. Furthermore, the tourism statistical data for long weekends and special holidays shall also be gathered and submitted to the BCCHATO immediately as requested by the Department of Tourism (DOT).

3. All hotels, resorts, apartelles, pension houses, tourist inns, and transient houses; MICE facilities; and other similar accommodation establishments in the city shall be provided with a standard tourist statistic data format from the BCCHATO; and
4. All primary tourism enterprises shall, after their renewal/application for a business permit, secure a Tourism Certificate of Registration from the BCCHATO as part of their post-registration/renewal requirement.

SECTION 10. Mandatory Submission of Tourism Data. All tourism enterprises within the City of Bacoor are required to submit tourism statistical data to the Bacoor City Culture, History, Arts and Tourism Office (BCCHATO). The data shall be submitted in the format prescribed by BCCHATO. Whenever possible, the use of electronic means for submitting these data is encouraged, in line with the existing data transmission standards.

SECTION 11. Period of Submission. The submission of the required tourism statistical report shall be guided by the following:

- a. Within 30 days upon effectivity of this IRR, all tourism enterprises shall submit the tourism statistical data or information as provided in the succeeding section.
- b. Thereafter, the required data shall be submitted no later than every 5th day of each month. In the event that the submission date falls on a non-working day, the monthly reports should be submitted on the next working day following the submission date.
- c. In cases of long weekends or special holidays, BCCHATO may require the immediate transmission of tourism statistical data or tourists' information from the tourism enterprises, as may be requested by the Department of Tourism.

SECTION 12. Tourism Statistical Data. For initial submission following the effectivity of this IRR, the following information shall be submitted to the BCCHATO:

A. Business Information.

1. Registered Business Name and/or trade name and business structure (e.g., hotel, resort, travel agency, restaurant, souvenir shop, etc.)
2. Type of Establishment (e.g., hotel, resort, travel agency, restaurant, souvenir shop, etc.)





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3. Business Address
4. Contact Details (telephone number, email, website, social media accounts)
5. Name of Owner and its Manager or Authorized Representative
6. Business Permit Number and Validity
7. Tourism Certificate of Registration issued by BCCHATO
8. SEC/DTI/CDA Registration Number
9. Department of Tourism (DOT) Accreditation Status (with copy of certificate, if applicable)
10. Date of Commencement of Operations
11. Tourism Certificate of Registration issued by BCCHATO
12. Membership in any tourism-related groups or organizations
13. Awards or Recognitions received (if any)

B. Tourist's Information:

1. Total Number of Visitors per week or per month
2. Classification whether Domestic Tourists or foreign tourists (international arrivals), indicating the place or country of origin.
3. Age Group and Gender Distribution (e.g., age groups 18-24, 25-34, 35-44, etc.)
4. Purpose of Visit: whether for Leisure/Vacation, Business/Meetings, Events/Conferences, Feast, Religious or Pilgrimage, Education or Study
5. Length of Stay per visitor (e.g., 1-3 nights, 4-7 days, etc.)
6. Source of Information or Booking (e.g., online platforms, travel agencies, print/TV ads, local tourism office, word of mouth)
7. Nature of booking (e.g., regular or promotional packages)
8. Visitor's feedback, if subjected to a survey
9. Other information as may be mandated by the DOT

For subsequent monthly submissions, the tourism establishment shall submit the tourist's information listed under category B of this section.

SECTION 13. Development of a Reporting System. The BCCHATO, in coordination with the E-Governance Department, shall develop a secure reporting system for tourism enterprises to submit their tourist statistical data as mandated under the Ordinance and this IRR. As far as practicable, the system shall be designed to quickly produce a summarized output of the tourism data for purposes of monitoring and submission to the Department of Tourism. In implementing the collection and transmission of data, the protection of data privacy rights of the involved individuals and entities shall be ensured in accordance with the Data Privacy Act of 2012.

In the event that the online system is not yet readily available, submission may be made by sending an official email to the BCCHATO. In such a case, the BCCHATO is hereby directed to provide a report format that will be used by the tourism enterprises.





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SECTION 14. Tourism Certificate of Registration. All primary tourism enterprises shall, after their application/renewal for a business permit, secure a Tourism Certificate of Registration from the BCCHATO as part of their post-registration/renewal requirement. The said certificate shall form part of the submission of tourism statistical data at the start of the year or after application or renewal of the business permit.

SECTION 15. Enforcement and Monitoring. As chief enforcer of the ordinance, the BCCHATO is hereby authorized to issue citation tickets and enforce such corresponding penalties against any other offender caught in violation of the ordinance and this IRR.

Furthermore, the BCCHATO is hereby authorized to monitor the compliance of the required registration by all primary tourism enterprises and shall submit a recommendation to the Business Permit and Licensing Department (BPLD) against violator of the ordinance and this IRR.

SECTION 16. Recognition. To encourage and promote the compliance, all tourism establishments that consistently fulfill the required data submissions under the Ordinance and this IRR shall be duly recognized by the BCCHATO through the annual issuance of a certificate or plaque of appreciation.

RULE IV PENAL PROVISION

SECTION 17. Penalties. In violation of the ordinance and this IRR, the violator shall be sanctioned with the following penalties.

1. **First Offense:**
A written notice will be sent to the establishment.
2. **Second Offense:**
A fine of Two Thousand Pesos (Php 2,000.00)
3. **Third Offense:**
A fine of Three Thousand pesos (Php 3,000.00) and a ground for suspension of the business permit to operate for three (3) months; and
4. **Succeeding Offense**
A fine of Five Thousand Pesos (Php 5,000.00) and revocation of business permit issued to the establishment.

The amount of fines that is payable in favor of the City Government of Bacoor shall be deposited into the General Fund and shall only be utilized for the tourism development programs and projects of the city.





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RULE V
FINAL PROVISIONS

SECTION 18. 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 19. Changes or Modifications of the Implementing Rules and Regulations. To appropriately administer the efficient and effective implementation of City Ordinance No. 401-2024, 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 20. 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 21. 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 22. Effectivity. This IRR shall take effect immediately upon approval.

