



Republic of the Philippines

**CITY OF BACOR**

Province of Cavite

**OFFICE OF THE SANGGUNIANG PANLUNGSOD**

**ABSENT** District I:

HON. AVELINO B. SOLIS  
City Councilor

HON. EDWIN G. GAWARAN  
City Councilor

HON. MIGUEL N. BAUTISTA  
City Councilor

HON. ROWENA BAUTISTA - MENDIOLA  
City Councilor

HON. REYNALDO M. FABIAN  
City Councilor

HON. VENUS D. DE CASTRO  
City Councilor

District II:

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HON. LEANDRO A. DE LEON  
City Councilor

HON. ROBERT R. JAVIER  
City Councilor

HON. VICTORIO L. GUERRERO, JR.  
City Councilor - ABC Pres.

Attested by:

ATTY. KHALIFA A. ATEGA, JR.  
Sangguniang Panlungsod Secretary

Certified by:

HON. CATHERINE S. EVARISTO  
City Vice Mayor/Presiding Officer

Approved by:

HON. STRIKE B. REVILLA  
City Mayor

**CITY ORDINANCE NO. CO 19-2015**  
Series of 2015

**AN ORDINANCE CREATING THE ZONING AND LAND DEVELOPMENT DEPARTMENT OF THE CITY OF BACOR, CAVITE, ESTABLISHING THE STAFFING PATTERN AND THE FUNCTIONS OF THE SAID DEPARTMENT, MERGING THE FUNCTIONS OF THE LAND TITLING INFORMATION AND MANAGEMENT OFFICE WITH THE SAID DEPARTMENT, AND PROVIDING FUNDS FOR THE SAME.**

Sponsored by: *Hon. Miguel N. Bautista, Hon. Rowena M. Bautista-Mendiola, Hon. Venus D. De Castro, Hon. Bayani M. De Leon, Hon. Leandro A. De Leon, Hon. Reynaldo M. Fabian, Hon. Edwin G. Gawaran, Hon. Victorio L. Guerrero, Jr., Hon. Hernando C. Gutierrez, Hon. Roberto R. Javier, Hon. Gaudencio P. Nolasco, and Hon. Reynaldo D. Palabrica.*

**WHEREAS**, Section 76 of the Local Government Code of 1991 (also known as Republic Act No. 7160) empowers local government units to design and implement its own organizational structure and staffing pattern taking into consideration its service requirements and financial capability, subject to the minimum standards and guidelines prescribed by the Civil Service Commission.

**WHEREAS**, there is a need to create a new department that will focus on the strict implementation of the various zoning regulations of the city and monitor compliance by land developers with the various ordinances of the city government pertaining to land development.

**NOW THEREFORE**, upon motion of Councilor Miguel N. Bautista unanimously approved by all the councilors present, **BE IT ORDAINED AS IT IS HEREBY ORDAINED** by the Sangguniang Panlungsod in regular session assembled that:

**Section 1. Title.**—This Ordinance shall also be known as the "**Bacoor Zoning and Land Development Department Ordinance**".

**Section 2. Creation of the Zoning and Land Development Department of the City of Bacoor.** – The **Zoning and Land Development Department** (the Department) of the City of Bacoor is hereby created the powers, functions and prerogatives of which shall be equivalent to a regular department of the city government, and which shall be under the direct control and supervision of the City Mayor.



**OFFICE OF THE SANGGUNIANG PANLUNGSOD**

**Section 3. Absorption of the Land Titling, Information and Management Office by the Zoning and Land Development Department of the City of Bacoor.** The various personnel and equipment assigned to the Land Titling, Information and Management Office as well as the functions of the said office are hereby directed to be absorbed by the Department so as not to disrupt the delivery of vital public service and to preserve the employment status of its existing personnel.

**Section 4. Powers and Functions of the Zoning and Land Development Department.** The powers and functions of the Department are as follows:

- a) Implement the various zoning policies and regulations of the City of Bacoor;
- b) Inspect all land development projects within the City of Bacoor to ensure compliance by the developers, owners, or contractors of the same to the various zoning policies and regulations of the city;
- c) Impose such fines and penalties as may be authorized by law or ordinance against any person (natural or juridical) who may be found violating the various zoning policies, regulations, and ordinances of the City of Bacoor and of the national government;
- d) Stop the construction of any building, edifice, or land development that violates the existing zoning policies and regulations of the City. Provided, that the right to due process of the property owners or developers concerned shall be respected by the Department;
- e) Recommend to the City Mayor or to the City Legal Officer the filing of the appropriate legal action against any person who violates any of the zoning policies and regulations of the city;
- f) Check the validity of the certificate of title of the owner of all real properties being developed within the City and report in writing any legal infirmity thereto to the appropriate government agencies and to other interested parties;
- g) Check the validity and accuracy of all survey plans submitted to the city government and issue a corresponding survey clearance in favor of the land developer or property owner concerned;
- h) Survey all lands within the City of Bacoor upon request of property owners subject to payment of the corresponding survey fees as mandated under City Ordinance No. 060-S-2013 (the Revised Revenue Code

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Attested by:

ATTY. KHALIF A. ATEGA, JR.  
Sangguniang Panlungsod Secretary

Certified by:

HON. CATHERINE S. EVARISTO  
City Vice Mayor/Presiding Officer

Approved by:

HON. STRIKE B. REVILLA  
City Mayor



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of the City of Bacoor);

- i) Check the accuracy of the cadastral survey plans of the City of Bacoor;
- j) Check, identify, and validate the political boundaries of the various barangays of the city as well as the political boundary of the city with adjoining local government units;
- k) Submit reports and proposals to the City Mayor and to the Sangguniang Panlungsod on data related to the implementation of various zoning policies and regulations of the city and how to improve such policies and regulations or the implementation thereof;
- l) Create, implement, monitor and assess the local titling program of the City of Bacoor, pursuant to the provisions of Republic Act No. 10023 and its Implementing Rules, Regulations and pertinent guidelines. *Provided*, that the lands to be subjected under the said program shall cover all lands that are zoned as residential areas, including townsites as defined under the Public Land Act. *Provided further*, that none of the provisions of Presidential Decree No. 705 shall be violated; and
- m) Perform such duties and functions as may be assigned to it by the City Mayor, by law, or by ordinance.

**Section 5. Organizational Structure and Staffing Pattern of the Zoning and Land Development Department.** The Department shall be comprised of the following: (a) City Government Department Head I- Salary Grade 25, (b) City Government Assistant Department Head I- Salary Grade 23, (c) Community Affairs Officer I-Salary Grade 11 (4 positions), and (d) Community Affairs Assistant I-Salary Grade 5 (2 positions).

**Section 6. Qualifications of Officers.** The various officers to be appointed to the Department shall have the following qualifications:

**6.1. Qualifications of the City Government Department Head I:** The City Government Department Head I shall Head the Department and shall be appointed by virtue of this ordinance. He/she shall (i) be a Filipino citizen, (ii) be a registered voter of the City of Bacoor for at least three (3) years prior to his/her appointment, (iii) have a masteral degree or have attained a Bachelor's Degree and holds a professional license in any of the following courses/professions: Civil Engineering, Geodetic Engineering, or Architecture, (iv) must have at least 5 years



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ATTY. KHAIME A. ATEGA, JR.  
Sangguniang Panlungsod Secretary

Certified by:

HON. CATHERINE S. EVARISTO  
City Vice Mayor/Presiding Officer

Approved by:

HON. STRIKE B. REVILLA  
City Mayor

actual work experience involving management and supervision, (v) have at least 32 hours training in management and supervision or any related field, (vi) must be a person of known integrity and probity in the community where he or she resides, and (vii) must not have been convicted by final judgment of any crime involving moral turpitude.

**6.2. The City Government Assistant Department Head 1.**

The City Government Assistant Department Head 1 shall be the Assistant Head of the Department and shall be appointed by virtue of this ordinance. He/she shall (i) be a Filipino citizen, (ii) be a registered voter of the City for at least two (2) years prior to his/her appointment, (iii) must possess a Bachelor's degree in either Civil Engineering, Geodetic Engineering, Architecture, or Urban Planning (iv) must have at least 4 years of relevant experience in management and supervision, (v) must possess at least 32 hours of relevant training, (vi) must possess a 2<sup>nd</sup> level career service eligibility status, (vii) must be a person of known integrity and probity in the community where he or she resides, and (viii) must not have been convicted by final judgment of any crime involving moral turpitude.

**6.3. The Community Affairs Officer I.**

The Community Affairs Officer I shall be appointed by virtue of this ordinance. He/she shall i) be a Filipino citizen, ii) be a bonafide resident of the City for at least one (1) year prior to his/her appointment (iii) must possess a Bachelor's degree (iv) must have 1 year relevant experience, (v) must have attained at least 4 hours of relevant training, and (vi) must possess a 2<sup>nd</sup> level career service eligibility (professional) status.

**6.4. The Community Affairs Assistant I.**

The Community Affairs Assistant I shall be appointed by virtue of this ordinance. He/she shall (i) be a Filipino citizen, (ii) be a bonafide resident of the City for at least six (6) months prior to his/her appointment, (iii) have completed two years studies in college and (iv) must possess a 1<sup>st</sup> level career service eligibility status (subprofessional).

**Section 7. Compensation and Benefit; Non-Diminution of Benefits and Salaries of all employees under the City Planning and Development Office.-**

The salary and other benefits of the officers mentioned above who shall be appointed by virtue of this Ordinance shall be entitled to the existing compensation and benefit program of the City in accord with pertinent civil service rules and regulations. The salaries and benefits of all the employees assigned under the City Planning and Development



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Office shall not be diminished as a consequence of the approval of this Ordinance.

**Section 8. Manner of Appointment.** The City Government Department Head I and the City Government Assistant Department Head I of the Department shall be appointed by the City Mayor and shall be subject to confirmation through a majority vote of the members of the Sangguniang Panlungsod present there being a quorum. The Community Affairs Officer I and the Community Affairs Assistant I, who may thereafter be appointed in accordance with this ordinance, shall be appointed by the City Mayor without need of concurrence by the Sangguniang Panlungsod.

**Section 9. Funding.** The funding for the foregoing newly created positions shall be appropriated from available funds in the next Supplemental Budget of the City of Bacoor that covers the personal services of the employees who will be appointed to the positions above-mentioned.

**Section 10. Separability Clause.** – If, for any reason or reasons, any part of the provisions of this Ordinance shall be held unconstitutional or invalid, other parts hereof which are not affected thereby shall continue to be in full force and effect.

**Section 11. Repealing Clause.** – All Ordinances, resolutions, Circulars, Memorandums or rules and regulations inconsistent with the provision of this Ordinance are hereby repealed and modified accordingly.

**Section 12. Effectivity Clause.** – This Ordinance shall take effect immediately upon its posting in at least three (3) conspicuous places within the City of Bacoor and after it has been published once in a newspaper of general circulation in the Province of Cavite.

**Section 13. Dissemination.** Let copies of this Ordinance be furnished to the Human Resources Development and Management Department, the City Budget Office, to the Civil Service Commission, and to other government offices concerned.

**ENACTED** this 30<sup>th</sup> day of March 2015 by the Sangguniang Panlungsod at the City of Bacoor, Cavite in regular session assembled.

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**VOTING RECORD**

IN FAVOR	<i>Hon. Miguel N. Bautista, Hon. Rowena M. Bautista-Mendiola, Hon. Venus D. De Castro, Hon. Bayani M. De Leon, Hon. Leandro A. De Leon, Hon. Reynaldo M. Fabian, Hon. Edwin G. Gawaran, Hon. Victorio L. Guerrero, Jr., Hon. Hernando C. Gutierrez, Hon. Roberto R. Javier, Hon. Gaudencio P. Nolasco, and Hon. Reynaldo D. Palabrica.</i>
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DISSENTING	None
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ABSTAINED	None
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**ATTENDANCE RECORD**

PRESENT	13
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ABSENT	<i>Hon. Avelino B. Solis</i>
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ON LEAVE	None
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 City Councilor - ABC Pres.

*I hereby certify the truth and correctness of the above-quoted Ordinance.*

Certified by:

**HON. CATHERINE SARINO-EVARISTO**  
 City Vice Mayor/ Presiding Officer

Attested by:

**ATTY. KHALID A. ATEGA, JR.**  
 Sangguniang Panlungsod Secretary

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 ATTY. KHALID A. ATEGA, JR.  
 Sangguniang Panlungsod Secretary

Approved by:

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

Certified by:  
 HON. CATHERINE S. EVARISTO  
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