



District I:

HON. ROWENA BAUTISTA - MENDIOLA
City Councilor

HON. MIGUEL N. BAUTISTA
City Councilor

HON. EDWIN G. GAWARAN
City Councilor

HON. MICHAEL E. SOLIS
City Councilor

HON. VENUS D. DE CASTRO
City Councilor

HON. ALEJANDRO F. GUTIERREZ
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City Councilor

HON. ROBERTO R. JAVIER
City Councilor

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

Attested by:

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

Certified by:

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

Approved by:

HON. LANI MERCADO - REVILLA
City Mayor

Republic of the Philippines
Province of Cavite
City of Bacoor

OFFICE OF THE SANGGUNIANG PANLUNGSOD

CITY ORDINANCE NO. CO 3-2017
Series of 2017

AN ORDINANCE CREATING A REAL PROPERTY NUMBERING SYSTEM, NAMING VARIOUS PUBLIC PLACES, RATIONALIZES THE ADDRESSES OF VARIOUS REAL PROPERTIES WITHIN THE CITY OF BACOOR, AND PROVIDING PENALTIES FOR VIOLATIONS HEREOF.

Authored by:

HON. LEANDRO A. DE LEON

Sponsored by:

Hon. Apolonio I. Advincula, Jr., Hon. Miguel N. Bautista, Hon. Rowena Bautista-Mendiola, Hon. Venus D. De Castro, Hon. Edwin G. Gawaran, Hon. Victorio L. Guerrero, Jr., Hon. Hernando C. Gutierrez, Hon. Alejandro F. Gutierrez, Hon. Roberto R. Javier, Hon. Gaudencio P. Nolasco, Hon. Reynaldo D. Palabrica, and Hon. Michael E. Solis.

Introductory Note

Section 16 of Republic Act No. 7160 (the "Local Government Code of 1991") 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" and such measures as may be needed to "maintain peace and order, and preserve the comfort and convenience of their inhabitants".

Since the creation of the City of Bacoor in 2012 through the enactment of Republic Act No. 10160, the entire stretch of Molino Boulevard and Daang Hari has become beehives of intense economic activity. Numerous residential subdivisions and various business concerns have been mushrooming all over the City of Bacoor – unmistakable proof that the city is in fact growing.

Due to the phenomenal growth of the city, many people are now considering to reside or do business in the City of Bacoor. All these developments attract multitudes of visitors to the city.

It has been noted, however, that many find it difficult to locate houses and other buildings within the city because of the lack of a systematic way of numbering the various houses, lots, and buildings within the city. As matter of fact, many residents of the city still refer to their houses by the lot number and block number assigned to their property in the subdivision plan originally prepared by real property developers.

It has also been noted that many barangay and city roads remain nameless.



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This state of affairs make the location of various places within the city tedious and hampers the delivery of emergency services to those in need.

In view of the foregoing, there is a need to pass an ordinance that would (1) regulate and mandate the numbering of all houses, lots, and buildings and (2) officially name various barangay roads, city roads, and various public places within the City of Bacoor.

BE IT ORDAINED by the 3rd Sangguniang Panlungsod of the City of Bacoor, THAT:

Section 1. Short Title. This Ordinance shall be known and cited as the "Road Naming and Property Numbering Ordinance of the City of Bacoor".

Section 2. Purpose and Coverage. This Ordinance intends to enhance the rapid location of various properties within the City of Bacoor during the delivery of various public safety and emergency services, postal and similar deliveries. Only barangay roads, city roads, and other public places that have no official names shall be named by virtue of this Ordinance. However, all real properties situated within the City of Bacoor shall be given identifying numbers and shall be covered by this Ordinance.

Section 3. Definition of Terms. Unless the context provides otherwise, the following words shall be defined as follows:

- (1) "Alleys" are roads between two major or minor roads.
- (2) "Barangay Roads" are thoroughfares being maintained by the barangay that has jurisdiction over the same.
- (3) "Callejon" is a narrow street with a dead end.
- (4) "City Roads" are thoroughfares being maintained by the city government.
- (5) "Public Places" are streets, alleys, callejon, estero, parks, clubhouses, tennis courts, basketball courts, open spaces, and other recreational or facilities owned by the city government.
- (6) "Real property/ies" are any immovable property such as lands, buildings, houses and other such construction adhered to the soil.

Section 4. Creation of the Property Numbering Committee. A committee to be known as the **Property Numbering Committee** (the "Committee") to be chaired by the Head of the Zoning and Land Development Office is hereby created. The said Committee shall have the following members: the Postmaster of the City of Bacoor, the City Engineer, the City Planning and Development Coordinator, the Fire Marshall of the Bureau of Fire Protection, the President or Chairperson of



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the Bacoor Historical Society, the Head of the Business Permit and Licensing Office, the Head of the Bacoor Disaster Risk Reduction and Management Office, the City Building Officer, the Head of the MIS Office, the Budget Officer, the City Treasurer, and the City Assessor or their respective representatives. The Committee members shall elect among themselves, the various positions that would enable them to fulfill their duty under this Ordinance. The Committee shall report to, and shall be under the supervision of, the City Mayor.

Section 5. The Official Property Number Map. The Committee shall have the responsibility of preparing a comprehensive map to be known and referred to as the "Official Property Number Map of the City of Bacoor, Cavite" ("Official Property Number Map" for brevity) which shall be adopted by the city government in designating numbers to real properties within the City of Bacoor that is covered by this Ordinance and in identifying the various barangay roads, city roads, and other public places within city limits. Within three hundred sixty five (365) calendar days after it first convenes, the Committee shall submit the proposed Official Property Number Map to the City Mayor for approval. After such approval, the City Mayor shall refer the proposed Official Property Number Map to the Sangguniang Panlungsod for review and approval. The Sangguniang Panlungsod shall pass a separate ordinance in order to give full legal force and effect to the said map. **Provided** that if the period mentioned above is insufficient due to any justifiable causes, the Sangguniang Panlungsod may extend the same but not exceeding another 365 calendar days.

Section 6. Public's Access to the Official Property Number Map. Pursuant to the right of the citizenry to have access to public information, the Official Property Number Map shall be made available to the public at the Zoning and Land Development Office following its approval by the Sangguniang Panlungsod. Digital copies of the map shall be posted on the official website of the city government. The Sangguniang Panlungsod Secretariat shall furnish digital copies of the map to the Bureau of Fire Protection, the Philippine National Police, the Bacoor City Post Office, the City Planning and Development Coordinator's Office, the City Health Office, the Punong Barangay of all the barangays of the city, the operators of various public utilities, the medical directors or managers of various privately owned hospitals operating within the city, and the managers of all commercial shopping malls operating within the city with copies of the said map within one hundred twenty (120) days after its date of approval by the Sangguniang Panlalawigan.

Section 7. Updating or Replacement of Official Property Number Map. The Head of the Zoning and Land Development Office shall report to the Sangguniang Panlungsod whenever the need to update or replace the Official Property Number Map arises. No amendment to, or replacement of, the Official Property Number Map shall take effect without prior approval of the Sangguniang Panlungsod by way of an ordinance.

Section 8. Assignment of Real Property Numbers. The Head of the Zoning and Land Development Office, with the assistance of the Committee, shall have the primary responsibility of assigning numbers to all real properties covered by the Official Property Number Map.



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City Mayor

Section 9. Maintenance and Custody of Various Records. The Zoning and Land Development Office shall be primarily responsible to maintain and have custody over the original copy of the following official records:

- (1) Official Property Number Map;
- (2) Alphabetical List of all property owners as identified by current assessment records, by last name, showing the assigned number/s to the real property/ies concerned; and
- (3) Alphabetical list of all streets, roads, alleys, and callejons with property owners listed in order of their assigned numbers.

Copies of the records enumerated above shall also be deposited with the Sangguniang Panlungsod Secretariat, the Office of the Fire Marshall, the City Postmaster, the City Police Chief, the BDRRMO, the BPLO, the City Assessor's Office, the Office of the City Treasurer, the City Planning and Development Coordinator's Office, the Office of the Building Official, and the City Health Office.

Section 10. The Bacoor Government Center. The government center of the City of Bacoor situated at Barangay Bayanan shall be officially known and referred to as the "**Bacoor Government Center**".

Section 11. The Bacoor Government Center Road. The four-lane concrete road leading to and surrounding the Bacoor Government Center shall be officially known and referred to as the "**Bacoor Government Center Road**" or "**BGC Road**".

Section 12. Guidelines in Assigning Real Property Numbers. The Committee shall observe the following guidelines in assigning real property numbers:

- (1) Numbering shall begin at the Bacoor Government Center Road with even numbers appearing on the left side of the said thoroughfare and odd numbers appearing on the right side of the said city road while facing the city hall with the City Hall as property # 1;
- (2) A special marker shall be placed on the Bacoor Government Center Road to be known as the "**Bacoor City Center Point**" to serve as a reference point for future generations on how to determine the starting point of the Official Property Number Map;
- (3) Each lot, residence, building and business property shall have a number indicating its position on the road on which it is situated;
- (4) In case an unimproved lot to which a number has been assigned is subdivided in the future, each subdivided portion of the said lot shall use the number originally assigned plus an alphabetical designator (Example: If the unimproved lot is situated along Molino Boulevard and was given the number "86" in the Official Property Number Map, subdivided portions of the said lot shall be referred to as follows: "86-A Molino Blvd." or "86-B" Molino Boulevard");



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- (5) In case a portion of a subdivided lot is further subdivided, the additional subdivisions shall use the original designator indicated in the immediately preceding paragraph plus a Hindu-Arabic numeral to signify that it is a portion of the originally subdivided lot (Example: "86-A1 Molino Blvd." or "86-B4 Molino Blvd.")
- (6) In general, one whole number on each side of the road shall be assigned for every interval of road frontage regardless of whether the property is improved or unimproved;
- (7) Every improved property with more than one principal use or occupancy shall have a separate designator for each use or occupancy (Example: "123 X Street, Apartment 3", or "456 Y Road, Apartment 2"); and
- (8) Every condominium or office building shall be assigned one whole number. Each unit within a condominium or office building shall be given a separate designator. The designator number of each condominium or office unit shall begin with the number of the floor where the said unit is located (Example: a residential unit located on the 12th floor of a condominium building may be referred to as "123 X Street, ABC Condominium, Unit 1201").

Section 13. Naming of Barangay Roads, Alleys, Streets and Callejon. The Punong Barangay, with the concurrence of at least a majority of the members of the Sangguniang Barangay by way of a barangay resolution, of the place where an unnamed barangay road, alley, street or callejon is located shall submit at least three (3) proposed official names for any such thoroughfare to the Sangguniang Panlungsod. The Sangguniang Panlungsod shall conduct a public hearing on the proposed naming of the unnamed barangay road, alley, street or callejon preferably based on the list of names submitted by the barangay pursuant to the relevant provisions of Article 23, Rule IV of the Rules and Regulations Implementing Republic Act No. 7160 ("the Local Government Code of 1991"). The Punong Barangay of all barangays where there exists unnamed roads, alley, street or callejons shall have sixty (60) days from the date of effectivity of this Ordinance within which to submit the above-mentioned list to the Sangguniang Panlungsod.

Section 14. Naming of City Roads and Public Places. Upon the request of any individual, group, or association, or upon his own volition, the City Mayor shall cause the naming or re-naming of any city road by submitting the proposed name for the said thoroughfare to the Sangguniang Panlungsod pursuant to the relevant provisions of Article 23, Rule IV of the Rules and Regulations Implementing Republic Act No. 7160 ("the Local Government Code of 1991"). The City Mayor may require the Committee to recommend names for the said public places for submission to the Sangguniang Panlungsod.

Section 15. Notice to Real Property Owners. Within sixty (60) days after the approval of the Official Property Number Map by the Sangguniang Panlungsod, the Head of the Zoning and Land Development Office shall send a written notice to the registered owner or occupant of a real property covered by this Ordinance. The said notice



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shall inform the property owner or occupant about the approval of this Ordinance and the new number to be assigned to the real property concerned. The said notice shall also inform the property owner or occupant that the new number assigned to the property concerned would take effect ten (10) days after the notice has been received by the property owner or occupant. In case the property owner or occupant could not be located or refuses to receive the notice, the Head of the Zoning and Land Development Office shall have the notice posted on the premises of the property concerned.

Section 16. Notice to Residents and Property Owners of Newly-Named Barangay or City Roads. The Head of the Zoning and Land Development Office shall notify in writing all persons residing on newly named barangay or city roads about the new name of the said road. The notice shall be sent by registered mail or through personal service and shall advise the persons concerned to use the new name of the said road in all their personal correspondences. The notice shall also state that all official records and notices of the city government shall reflect the new name approved by the Sangguniang Panlungsod.

Section 17. Numbers and Names to be Posted. Every owner of an improved real property covered by this Ordinance shall, within thirty (30) days from receipt of the notices mentioned in Sections 15 or 16 hereof or within thirty (30) days of habitation or occupation of the property concerned, maintain and display the number assigned to the said property in a conspicuous place within the said property as well as the name of the road directly in front of the property. The assigned number for the said property and the name of the road where the property is located shall be posted near the entrance to the property and in a manner as to be easily visible from the road on which the property is located. Owners of buildings that are not visible from the road shall place the assigned number and road name on a post, tree, or mailbox that is visible from the road from both directions. If a mailbox is used for addressing, it shall be the only mailbox present within the vicinity to prevent confusion. The mailbox shall be on the same side of the road as the property being addressed. If applicable, the mailbox shall be directly beside the driveway or walkway leading to the property. The number assigned to the property and the name of the road on which the property is located shall be posted on both sides of the mailbox so as to be easily visible from both directions by emergency responders.

In case of office or condominium buildings, a marker indicating the name of the building, the name of the road/s on which the building is located, and the numbers of the office or residential units located within the building (Example: ABC Business Center, Evangelista corner Zapote, Units 101-314) shall be erected in front of the edifice. The marker, and the various information written on it, should be visible from both directions of the road.

Section 18. Design of Number and Name Plate. The number assigned to the real property concerned shall be printed on a metal or plastic plate. The number assigned shall be displayed in numeral form and shall be no less than four (4) inches high. The numerals shall be a contrasting color from the background.



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The name of the road on which the property is located shall be printed beneath the number assigned to the property. The name of the road shall be no less than two (2) inches high. The name of the road shall be the same color as the numerals. Provided, that the street name shall not be placed in plates for condominium and/or office buildings.

Section 19. Public Hearings. The Sangguniang Panlungsod shall conduct public hearings before approving this Ordinance. During the said public hearings, the officials concerned shall explain the intended purposes of this Ordinance to the public.

Section 20. Uniform Plate Design. To ensure the effective implementation of this Ordinance, the committee shall formulate a uniform plate design. Owners of office or condominium buildings may formulate their own plate design subject to the approval of the City Zoning Officer.

Section 21. Vandalism and Unauthorized Removal of Plates. The defacement, damaging, destruction, covering, concealment or unauthorized removal of the address plate of any real property covered by this Ordinance is prohibited. No address plate shall be removed without the prior written approval of the City Zoning Official.

Section 22. Penalties. The following penalties shall be imposed against any person who violates any provision of this Ordinance:

First Offense	Payment of fine of Three Thousand Pesos (PhP 3,000.00).
Second Offense	Payment fine of Four Thousand Pesos (PhP 4,000.00).
Third Offense	Payment of fine of Five Thousand Pesos (PhP 5,000.00) or imprisonment for ten (10) days upon the discretion of the appropriate court of law

Section 23. Rules on Interpretation. In case a conflict in the interpretation hereof arises between the English version of this ordinance and its Filipino translation, the provisions of this ordinance and its annexes appearing in English shall prevail.

The following rules shall be observed in the interpretation of this ordinance:

- a. Words used in singular also include the plural. The reverse is also true;
- b. Words used in the present tense shall also include the past tense. The reverse is also true;
- c. The words "must", "shall", "will" and "may not" as used in this ordinance are mandatory;



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d. The word "may" is permissive while "should" is advisory and not mandatory or required;

e. When used with numbers, "Up to X," "not more than X" and "a maximum of X" all include X;

f. Words or phrases not defined herein shall be interpreted in the context it was used in this ordinance and in consideration of the reason why the Sangguniang Panlungsod used the said terms;

g. In interpreting words and phrases not defined herein, the meaning of the said terms as popularly understood at the time the ordinance was approved shall be used;

h. Any word, phrase, or term not enumerated above but used in this ordinance shall be interpreted by taking into account the context in which it was used, its meaning as popularly understood, or its definition in either the Black Law Dictionary or in the 2015 edition of Merriam-Webster Dictionary; and

i. Unless otherwise specified, any reference to the male gender in any provision of this ordinance shall also include the female gender and vice versa.

Section 24. Date of Effectivity. This Ordinance shall take effect immediately after it has been published at least once in a newspaper of general circulation and after the Sangguniang Panlalawigan of the Province of Cavite has approved it.

Section 25. Automatic Review. The Sangguniang Panlungsod shall automatically review this Ordinance once every three (3) years after its approval or whenever the need for such review arises.

Section 26. Due Process Requirements. The rudimentary requirements of administrative due process shall be strictly observed prior to the imposition of any of the penalties specified hereunder. Thus, the City Mayor and all other city employees under him shall ensure that persons against whom the said penalties are to be imposed upon shall be:

- (a) Notified in writing of the acts committed or not committed that constitutes a violation of this Ordinance;
- (b) Given at least 24 hours from receipt of the notice within which to comply with the particular provision of the Ordinance that was allegedly violated;
- (c) Exempted from facing criminal prosecution after the suspected offender voluntarily pays the corresponding fine for the offense allegedly committed; and
- (d) Allowed to defend himself in a proper court of law before the imposition of any fine in case the suspected offender chooses to challenge the allegations against him.



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HON. ALEJANDRO F. GUTIERREZ
City Councilor

District II:

HON. APOLONIO A. ADVINCULA JR.
City Councilor

HON. REYNALDO D. PALABRICA
City Councilor

HON. HERNANDO C. GUTIERREZ
City Councilor

HON. GALDENCIO F. NOLASCO
City Councilor

HON. LEANDRO A. DE LEON
City Councilor

HON. ROBERTO R. JAVIER
City Councilor

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

Attested by:

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

Certified by:

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

Approved by:

HON. LANI MERCADO - REVILLA
City Mayor

Republic of the Philippines
Province of Cavite
City of Bacoor

OFFICE OF THE SANGGUNIANG PANLUNGSOD

Section 27. Repeal Clause. All ordinances, resolutions, or executive orders in conflict with the provisions of this Ordinance are hereby repealed or modified accordingly.

Section 28. Separability Clause. Any provision of this Ordinance nullified by any court of law shall not affect the validity of the remaining provisions hereof not affected by the said judicial declaration.

ENACTED this 9th day of January 2017 by the 3rd Sangguniang Panlungsod of the City of Bacoor, Province of Cavite.

I hereby certify that the contents of the foregoing Ordinance are true and correct and that it was duly passed in accordance with law.

Certified by:

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

Attested by:

ATTY. KHALID A. ATEGA JR.
Sangguniang Panlungsod Secretary

Approved by:

HON. LANI MERCADO-REVILLA
City Mayor

02 FEB 2017
Date of Approval