



Republic of the Philippines

Province of Cavite

City of Bacoor

OFFICE OF THE SANGGUNIANG PANLUNGSOD



DISTRICT I

HON. ROWENA BAUTISTA - MENDIOLA
City Councillor

HON. MIGUEL N. BAUTISTA
City Councillor

HON. EDWIN G. GAWARAN
City Councillor

HON. MICHAEL E. SOLIS
City Councillor

HON. VENUS D. DE CASTRO
City Councillor

HON. ALEJANDRO F. GUTIERREZ
City Councillor

DISTRICT II

HON. APOLONIO I. ADVINCULA, JR.
City Councillor

HON. REYNALDO D. PALABRICA
City Councillor

HON. HERNANDO C. GUTIERREZ
City Councillor

HON. GAUDENCIO P. NOLASCO
City Councillor

HON. LEANDRO A. DE LEON
City Councillor

HON. ROBERTO R. JAVIER
City Councillor

HON. VICTORIO L. GUERRERO, JR.
City Councillor / ABC President

Attested by:

ATTY. THALIA A. MTEGA, JR.
Sangguniang Panlungsod Secretary

Certified by:

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

Approved by:

HON. LANI MERCADO - REVILLA
City Mayor

CITY ORDINANCE NO. CO 5-2018

Series of 2018

AN ORDINANCE PROMOTING THE INTEGRITY OF OFFICIAL FORMS AND DOCUMENTS BY MANDATING THE USE OF A DOCUMENT SECURITY SEAL IN THE PRINTING OF SELECTED FORMS AND DOCUMENTS TO BE ISSUED BY VARIOUS FRONTLINE OFFICES/DEPARTMENTS OF THE BACOOR CITY GOVERNMENT THAT ISSUE ORIGINAL DOCUMENTS TO TRANSACTING PERSONS AND/OR ENTITIES, SETTING APPROPRIATE FEES FOR SUCH FORMS AND DOCUMENTS, EXEMPTING INDIGENT PERSONS, GOVERNMENT AGENCIES, AND CITY GOVERNMENT EMPLOYEES FROM PAYING SUCH FEES, APROPRIATING THE NECESSARY FUNDS THEREFOR, AND FOR OTHER PURPOSES.

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

WHEREAS, promoting the general welfare is one of the most important tasks of local governments as embodied in Section 16 of Republic Act No. 7160 (otherwise known as Local Government Code of 1991) which provides that every local government unit shall exercise the powers expressly granted, those necessarily implied therefrom, as well as powers necessary, appropriated, or incidental for its efficient and effective governance, and those which are essential to the promotion of the general welfare;

WHEREAS, various legal forms and original documents are regularly issued by the various frontline offices/departments of the Bacoor City government pursuant to the afore-cited legal mandate;

WHEREAS, despite the best efforts of the government, various criminal syndicates have gained the capability of counterfeiting various official forms and documents issued by various national government agencies resulting in a significant reduction in the amount of revenues being collected by the State but also endangers the public welfare;





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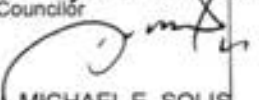



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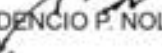

HON. ALEJANDRO F. GUTIERREZ
City Councilor


DISTRICT II

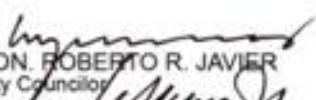

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City Councilor / ABC President

Attested by:

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

Certified by:

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

Approved by:

HON. LANI MERCADO - REVILLA
City Mayor

WHEREAS, the integrity of the said forms can be protected against counterfeiting and forgery through the use of security printing technology that would make such documents more readily recognizable as the genuine instrument, improve their credibility, and enhance their general acceptability;

WHEREAS, not even the most advanced document security technology can prevent counterfeiting if the processes related to the issuance of official forms and documents are riddled with loopholes that allow corruption to rear its ugly head. Moreover, no system intended to plug such loopholes will succeed if the poor are made to carry a burden best left to those in society who are more economically blessed.

WHEREAS, establishing a document security seal system would not only promote the integrity of the various official forms and documents being issued by selected frontline offices/departments of the city government: it would also discourage criminal elements from trying to counterfeit the said forms and documents and potentially result in the successful collection of additional revenues by the city government that would eventually lead to the betterment of the general public.

NOW, THEREFORE,

BE IT ORDAINED BY THE 3rd SANGGUNIANG PANLUNGSOD OF THE CITY OF BACOR IN REGULAR SESSION ASSEMBLED:

Section 1. Short Title. This Ordinance shall be known as the "2017 Document Security Seal Ordinance of the City of Bacoor".

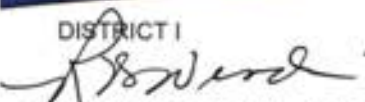
Section 2. Security Seal Design and Features. The City Mayor shall have the discretion to determine and choose the features and/or design of the document security seal. **Provided THAT:** such design shall take into consideration the unique security requirements of each frontline office/department of the city government and its formulation shall not necessitate the use of public funds.

Section 3. Funding. The appropriations for the procurement of the document security seal shall be taken from the funds of the Office of the City Mayor, or from any available funds from the City Treasury.




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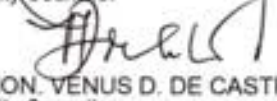
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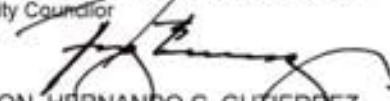

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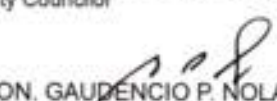

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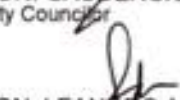
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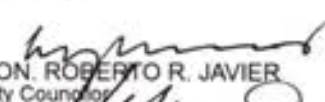

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City Councilor / ABC President


ATTY. ROSALINDA ATEGA, JR.
Sangguniang Panlungsod Secretary

Certified by:


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

Approved by:


HON. LANI MERCADO - REVILLA
City Mayor

Section 4. Frontline Offices/Departments. Only the various forms and documents issued by the following frontline offices/departments of the city government shall be subject of this Ordinance:

1. The Local Civil Registry;
2. The Business Permit and Licensing Office;
3. The City Assessors Office;
4. The City Engineering Department;
5. The City Health Office;
6. The Bacoor Traffic Management Department;
7. The City Accounting Office;
8. The Zoning and Land Development Office;
9. The City Environment and Natural Resources Office;
10. The Office of the City Building Official; and
11. The Bids and Awards Committee.

Provided THAT: the City Mayor shall have the sole discretion of identifying the various documents, forms, or permits being issued the afore-mentioned units, departments, or offices to be included in the coverage of this Ordinance to the City Mayor.

Section 5. Exemptions. Persons possessing valid certificates of indigency issued by the City Social Welfare and Development Office, employees of the Bacoor City government, and various departments/offices of the city government or of the national government transacting with the city government are exempted from paying any fee/s mandated under this ordinance.

Section 6. Fees. The Office of the City Mayor and the offices/departments enumerated under Section 5 hereof are hereby authorized to charge an additional fee of **Fifty Pesos (P50.00)** for each official form or document it issues to any transacting person or entity on top of the existing fees now being collected for the issuance of such forms, permits, licenses, certificates, certifications, and other similar legal documents. **Provided THAT:** no amount/s shall be collected by any city government employee, official, office, or department without issuing the requisite official receipt to the person/s who paid amount/s. **Provided further THAT:** all amounts collected by the said offices and departments as a result of this Ordinance shall be immediately remitted to the City Treasure pursuant to all prevailing government rules and regulations.

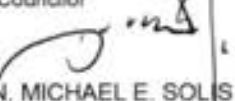


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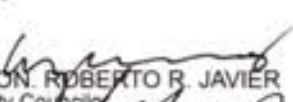

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Attested by:
ATTY. HALIDA ORTEGA, JR.
Sangguniang Panlungsod Secretary

Certified by:


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

Approved by:


HON. LANI MERCADO - REVILLA
City Mayor

Section 7. Special Trust Fund. All amounts collected as a result of the implementation of this Ordinance shall be deposited in a special trust fund to be maintained by the Office of the City Treasurer. The amounts to be deposited in the said trust fund shall only be used to finance various projects of the City Government that pertains to the following public purposes: (a) promotion of good governance, (b) environmental protection, (c) promotion of peace and order, (d) delivery of various social services and health care, (e) disaster risk reduction and management, and for the (f) promotion of culture, arts, tourism and history of the City of Bacoor.

Section 8. Penalties. The following penalties shall be imposed against any employee or official of the city government who fails to comply with any provision of this Ordinance:

- First Offense: Five-day suspension without pay
- Second Offense: Ten-day suspension without pay
- Third Offense: Dismissal from service

Section 9. Repeal Clause. All administrative orders, circulars, memoranda and rules and regulations or any part thereof, which are inconsistent with this Ordinance, are deemed repealed or modified accordingly.

Section 10. Effectivity. This Ordinance shall take effect immediately after it has been published at least once in a newspaper of general circulation in the City of Bacoor and after its approval by the Sangguniang Panlalawigan of the Province of Cavite.

Section 11. Separability Clause. Any provision of this Ordinance nullified by any court of law shall not affect the validity of the remaining provisions hereof that are not affected by the said judicial declaration.

APPROVED this 19th day of February 2018 at the City of Bacoor by the 3rd Sangguniang Panlungsod of the City of Bacoor, Cavite.



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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

I hereby certify that the foregoing Ordinance was duly approved and that the contents thereof are true and correct.

Certified by:

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

Attested by:

ATTY. KHALID A. ATEGA JR.
Secretary to the Sangguniang Panlungsod

Approved by:

HON. LANI MERCADO-REVILLA
City Mayor