



DISTRICT I

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City Councilor

HON. MIGUEL N. BAUTISTA  
City Councilor

HON. EDWIN G. GAWARAN  
City Councilor

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

Attested by:

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

Certified by:

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

Approved by:

HON. LANI MERCADO - REVILLA  
City Mayor

CITY ORDINANCE NO. CO 6 -2018

Series of 2018

**AN ORDINANCE CREATING THE CITY OF BACOOR HOUSING, URBAN DEVELOPMENT AND RESETTLEMENT DEPARTMENT (HUDRD), PROVIDING FOR ITS NEW ORGANIZATIONAL STRUCTURE, STAFFING PATTERN, DUTIES, FUNCTIONS, AND PROVIDING FUNDS THEREFOR, MERGING THEREIN THE HOUSING AND ECONOMIC ENTERPRISES REGULATION OFFICE (HEERO) AND ABSORBING THE STAFF AND PERSONNEL OF THE BACOOR URBAN POOR PLANNING AND HOUSING COUNCIL (BUPPHC).**

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

**WHEREAS**, Article XIII, Section 9 of the 1987 Philippine Constitution mandates that the State shall, by law, and for the common good, undertake, in cooperation with the private sector, a continuing program of urban land reform and housing which will make available at affordable cost, decent housing and basic services to underprivileged and homeless citizens in urban centers and resettlement areas. It shall also promote adequate employment opportunities to such citizens. In the implementation of such program the State shall respect the rights of small property owners;

**WHEREAS**, Article XIII, Section 10 of the 1987 Philippine Constitution states that urban or rural poor dwellers shall not be evicted nor their dwelling, demolished, except in accordance with law and in a just and humane manner. No resettlement of urban or rural dwellers shall be undertaken without adequate consultation with them and the communities where they are to be relocated;

**WHEREAS**, Republic Act No. 7160, the Local Government Code provides that the Local Government Unit should provide for basic services to the people which include among other programs and projects for low-cost housing and other mass dwellings, that are apart from that which is already being provided by other agencies such as the SSS, GSIS and HDMF ;

**WHEREAS**, EXECUTIVE ORDER NO. 27-16, dated 16 August 2016 created and organized the City of Bacoor Urban Development and Housing Board in compliance with existing laws and city ordinances, tasked to revisit previous programs and





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Attested by:  
ATTY. KHALIDA A. ATEGA, JR.  
Sangguniang Panlungsod Secretary

Certified by:

HON. CATHERINE SARINO-AYARISTO  
City Vice Mayor / Presiding Officer

Approved by:

HON. LANI MERCADO - REVILLA  
City Mayor

projects of the city government on socialized housing and resettlement projects, and to draft an integrated, comprehensive and continuing Urban Development and Housing Program as mandated by the above statutes, and ordinances, and to set policies and guidelines for the conduct and implementation of such Program;

**WHEREAS**, there is a very pressing need to create a new Department which will integrate all socialized housing-related efforts, projects and activities of various offices and units in the City of Bacoor, review and update of the Bacoor Shelter Plan; create and implement the Bacoor Relocation, Resettlement Action Plan (RRAP), assist the urban poor families' associations in social preparation for various private sector initiated housing activities; provide low-cost and socialized housing and integral services by the city government, and conduct inventory of lands for use in socialized housing projects, in order to institutionalize the Program and ensure long-term, comprehensive and successful implementation of the Bacoor Housing Programs;

**WHEREAS**, the City Government of Bacoor recognizes that the best solution to the growing number of informal settler families (ISFs) in the city is the establishment of in-city socialized housing township communities. The formation of such viable, comprehensive and sustained action entail a systematic approach, wherein the escalation of unplanned communities will be controlled, and ultimately all available resources will be redirected and focused on planned economic activities and urban development centers.

**NOW, THEREFORE, BE IT ORDAINED** by the Sangguniang Panlungsod of the City of Bacoor THAT:

**Section 1. SHORT TITLE.** This Ordinance shall be known and referred to as the "**CITY OF BACOR HOUSING, URBAN DEVELOPMENT AND RESETTLEMENT DEPARTMENT (HUDRD)**".

**Section 2. PURPOSE.** The main purpose of this ordinance is to consolidate all efforts, programs, projects and activities of the City Government of Bacoor regarding the provision of in-city socialized housing to the under privileged and homeless citizens of Bacoor. Thus, the present Housing and Economic Enterprises Regulation Office (HEERO) is hereby reorganized, upgraded, and merged with a new Department to be known as the **CITY OF BACOR HOUSING, URBAN DEVELOPMENT AND RESETTLEMENT DEPARTMENT (HUDRD)** and the personnel and staff currently designated and/or assigned as members/implementors of the Bacoor Urban Poor Planning and Housing Council (BUPPHC) or better known as the Urban Poor Affairs Office (UPAO) are hereby absorbed in this new housing department.





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HON. CATHERINE SARINO-EBARISTO  
City Vice Mayor / Presiding Officer

Approved by:

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City Mayor

For this purpose, the plantilla positions which shall be created include the City Government Department Head I, two (2) Divisions Heads, and one (1) Unit head, and herein merging several existing and occupied plantilla positions in the HEERO and UPAO, to ensure that there will be no displacement of existing personnel.

**Section 3. FUNCTIONS.** The Housing, Urban Development and Resettlement Department (HUDRD) shall have the following functions:

- a. Act as the implementing arm of the **Housing Urban Development and Resettlement Board**, the policy-making body of the City on Socialized Housing and Resettlement, and to implement the provisions of R.A. No. 7279 the Urban Development and Housing Act and its implementing rules and regulations, for the City's underprivileged and homeless residents, informal settlers families (ISF) and other related laws;
- b. Implement the **City of Bacoor Comprehensive and Continuing Urban Development and Housing Program**, and the Bacoor **Resettlement, Relocation Action Plan (RRAP)** and initiate linkage and cooperation with concerned national government agencies, public and private institutions concerned with socialized housing, and benchmarking with other LGUs to afford the best practices for the constituents of the City of Bacoor;
- c. Serve as Secretariat of the City of Bacoor LIAC (Local Inter-Agency Committee) and of the City of Bacoor Housing and Urban Development Board;
- d. Create and implement a Capacity Development program for all stakeholders in the City of Bacoor Strategic Housing Program in order to increase competency in this particular expertise or field of public service, and to promote the values systems, productivity and self-reliance of our informal settler families;
- e. Formulate programs, projects and activities for continued and sustained development of the City's resettlement communities while ensuring balanced housing in cooperation with private developers and property owners of the City of Bacoor;
- f. Conduct in coordination with the Office of the City Planning and Development Coordinator, Zoning and Development Department, and Office of the City Assessors, an inventory of all lands and update inventory every three (3) years for use in the City's socialized housing program;





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

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City Mayor

g. Ensure the provision of basic social services to the City's community development and resettlement sites such as power/electricity, potable water, sewerage facilities, adequate solid waste disposal system, and access to primary roads and transportation facilities;

h. Activate and participate in the Beneficiary Selection Awards and Arbitration Committee to ensure eligibility of beneficiaries and to adopt measures to identify and curtail illegal squatting syndicates and their illegal activities;

i. Prioritize resettlement or relocation of ISFs living in danger zones, such as esteros, river banks, railroad tracks, garbage dumps, shorelines, waterways, and in public places such as sidewalks, roads, parks, and playgrounds;

j. Coordinate with the National Home Mortgage Finance Corporation (NHMFC), the NHA, HUDCC, the Technology Livelihood Resource Centre (TLRC), the Department of Science and Technology (DOST), and other concerned agencies in initiating housing projects such as Community Mortgage Program (CMP) and access support programs;

k. Act as originators of socialized housing projects and recommends its approval to the Housing Board. There shall be an accreditation or registration of such other originators who shall operate in the City;

**Section 4. MANDATE.** Republic Act No. 7279 or the Urban Development and Housing Act of 1992 mandates that all Local Government Units should have a comprehensive and continuing urban development and housing plan wherein the government will not only provide decent homes to our homeless and underprivileged citizens, but our paramount mission is for the overall improvement in the quality of lives of our people, and ultimately eradication of extreme poverty. To achieve this, the Department is hereby mandated to submit to the Sangguniang Panlungsod the **City of Bacoor Comprehensive and Continuing Urban Development and Housing Program**, for adoption. The Program shall:

(a) Uplift the conditions of the underprivileged and homeless citizens in urban areas and in resettlement areas by making available to them decent housing at affordable cost, basic services and employment opportunities;

(b) Provide for the rational use and development of urban land;





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- (c) Adopt workable policies to regulate and direct urban growth and expansion towards a dispersed urban net and more balanced urban-rural interdependence;
- (d) Provide for an equitable land tenure system that shall guarantee security of tenure to Program beneficiaries but shall respect the rights of small property owners and ensure the payment of just compensation;
- (e) Encourage more effective people's participation in the urban development process; and
- (f) Improve the capability of local government units in undertaking urban development and housing programs and projects.

**Section 5. DEPARTMENT HEAD.** The Housing, Urban Development and Resettlement Department shall be headed by a Department Head with plantilla position of City Government Department Head I (Salary Grade 25) with the following qualifications:

- a. Must be Filipino citizen, resident of the City of Bacoor, of good moral character, and a holder of first grade civil service eligibility;
- b. Must be well-experienced in housing, urban development, urban poor affairs and social services;
- c. Preferably with diverse experience in urban planning and community development, estate management and housing program administration work;
- d. Must have proven leadership, competence and integrity in the community; and
- e. Must have at least five (5) years relevant experience and at least 140 hours relevant training.

**Section 6. DUTIES AND FUNCTIONS OF DEPARTMENT HEAD**

The Department Head shall have the following duties and functions:

- a. Plan and manage the implementation of the City of Bacoor Comprehensive and Continuing Urban Development and Housing Program;





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b. Recommend to the City Mayor and/or to the Bacoor Housing and Urban Development and Resettlement Board policies, systems and procedures related to community mortgage programs and such other housing projects consistent with programs of the national government;

c. Take charge in the review and updating of the database of beneficiaries underprivileged and homeless citizens of Bacoor, in the Bacoor Shelter Plan, the CLUP, and in the RRAP;

d. Initiate an inventory of all housing projects of the City of Bacoor and all of the lands that may be dedicated for the purpose of socialized housing programs of the City;

e. Ensure humane and multi-disciplinary approach to necessary demolition that conform with the provisions of the Philippine Constitution, of the UDHA (RA 7279) and in accordance with the issuance, memorandum circulars of the NHA, DILG and other NGAs;

f. Initiate and monitor implementation of livelihood projects for beneficiaries of the Bacoor Housing Programs;

g. Encourage participation of the private sector in the delivery of socialized housing in Bacoor including a system of guaranty, incentives and credit assistance, and the transfer of new and innovative technologies to maximize land use and resource allocations;

h. Enhance the participation of the beneficiary families in the maintenance and development of their resettlement communities, self-governance, self-reliance, community cooperation, promotion of Filipino family values and support systems and highest level of productivity and integrity; and

i. Such other functions that the City Mayor, the law or ordinance may require.

**Section 7. DIVISIONS, UNITS AND FUNCTIONS.** The City of Bacoor Housing, Urban Development and Resettlement Department (HUDRD) shall be composed of the following Division/s and Unit/s, to be headed by their respective Division Heads or Unit Head, with their functions as follows:

**A. The Housing and Home site Regulation Division:**





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Sangguniang Panlungsod Secretary

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HON. CATHERINE SARIOL-LEVARISTO  
City Vice Mayor / Presiding Officer

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City Mayor

1. Identify sites for housing developments, inventory lands for socialized housing projects of the city
2. Community Mortgage Program (CMP) services
3. Direct Sales Accounts
4. Prepare clearances for administrative demolitions, and participate in court-ordered pre-demolition conferences
5. Develop a comprehensive socialized housing program for the City of Bacoor and a relocation and resettlement action plan; and
6. Serve as secretariat of the Local Inter-agency Committee for relocation and resettlement activities of the City;

**B. Community Development and Support Services Division:**

1. Census and surveys services
2. Technical Support services
3. Livelihood and social services
4. Capacity Development and Values Formation
5. Community Affairs and Social Preparation
6. Actively and spearhead the Beneficiaries Selection Awards and Arbitration Committee (BSAAC)
7. Documentation and building database of existing Homeowners' Association (HOA) and Community Associations (CAs) in Bacoor
8. Assist in relocation and resettlement of informal settler families to duly provided relocation and resettlement sites
9. Assist the HOAs and CAs in the estate management and maintenance of peace, order, discipline and cleanliness in-city resettlement sites

**C. The Administrative, Research and Records Unit:**

1. Overall direction and supervision of personnel of the Department
2. Data banking and research services
3. Budget and supply services
4. External Linkages and representations
5. Planning and Accreditations process and guidelines





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Sangguniang Panlungsod Secretary

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City Vice Mayor / Presiding Officer

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HON. LANI MERCADO - REVILLA  
City Mayor

6. Secretariat and records keeping functions.

**Section 8. ORGANIZATIONAL STRUCTURE AND STAFFING PATTERN AND FUNCTIONS.** The Organizational Structure and the Staffing Pattern of the HUDRD shall be as follows:

**1) DIVISION HEAD FOR HOUSING AND HOMESITE REGULATIONS DIVISION** - the Division Head for Housing and Homesite Regulation Division shall be the present

**Housing Economic Enterprises Regulation Officer V (SG 22)** of the Housing Economic Enterprises Regulation Office (HEERO), in accordance with the law and rules. His functions shall be as follows:

- I. Initiate and formulate housing plans and programs
- II. Develop activities and strategies to best implement programs
- III. Supervise implementation of plans programs
- IV. Identify resettlement needs and regularly assess/evaluate programs/projects implemented.
- V. Ensure proper documentation of beneficiary awards
- VI. Develop and maintain correct beneficiary records to avoid duplication of housing benefits to some households/families
- VII. Such other functions as the City Mayor and the HUDRD Head, the law or ordinance may require.

**2) DIVISION HEAD FOR COMMUNITY DEVELOPMENT AND SUPPORT SERVICES DIVISION** - the Division Head for Community Development and Support Services Division, shall be a **Community Affairs Officer IV (SG 22)** as herein created, subject to appointment by the City Mayor in accordance with the law and rules. His functions shall be as follows:

- I. Cultivate and enhance relationship with the public, especially the Homeowners' Associations (HOAs) and community associations/NGOs.
- II. Develop activities and plan strategies to strengthen organizational capabilities of staff and the CAs.





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- iii. Supervise organizational activities of HOAs and CAs.
- iv. Ensure assistance to the ISFs in accordance with their verbalized needs.
- v. Oversee the encoding of all HOAs, its members and all other pertinent data in the inventory system.
- vi. Provide counseling to HOAs and CAs as required; and
- vii. Such other functions as the City Mayor and the HUDRD Head, the law or ordinance may require.

3) UNIT HEAD FOR ADMINISTRATIVE RESEARCH AND RECORDS

**UNIT** – the unit head for Administrative Research and Records Unit of HUDRD shall be an **Administrative Officer V (Administrative Officer III), (SG18)** as herein created, subject to appointment by the City Mayor, in accordance with the law and rules. His functions shall be as follows:

- i. Manage and safeguard office facilities, supplies and equipment.
- ii. Supervised day to day office activities including those of department personnel.
- iii. Ensure that systems and policies are in place and ensure observation of proper office decorum.
- iv. Ensure the availability of supplies and equipment needed by the department in the implementation of its programs and activities.
- v. Conduct regular assessment of personnel training needs to keep abreast with the changing technology and developments.
- vi. Provide all personnel with important notices and data from management.
- vii. Keep and safeguard individual records of all department personnel/staff and constantly update records.
- viii. Assist the department head in his functions as Secretariat of the LIAC, the Bacoor Housing Board





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and its Beneficiary Selection Arbitration and Awards Committee;

ix. Prepare notices of meetings, agenda, minutes and records of the offices of the department head and assistant department head; and

x. Such other functions as the City Mayor and the HDRD Head, the law or ordinance may require.

**4) Housing and Homesite Regulation Division Staff -**

HOUSING AND HOMESITE REGULATION OFFICER V (SG 22). Division Head is the same plantilla as is already existing in the City's personnel schedule for CY-2017. Also already existing are the positions for 1 ADMINISTRATIVE OFFICER V; 1 HOUSING & HOMESITE REGULATION OFFICER I; 1 ENGINEER I; 2 HOUSING HOUSING & HOMESITE REGULATION ASSISTANTS; 1 CLERK; 1 DRIVER; and 1 CASUAL. Other positions not enumerated herein, under the existing Housing & Homesite Regulation Office in the City's personnel schedule for CY -2017 that are not currently occupied positions, are hereby abolished.

**5) Community Development and Support Services Division Staff -**

there will be created a new plantilla for the Community Development and Support Services Division consisting of one (1) Community Affairs Officer IV (SG 22) as Division Head; one (1) Community Affairs Officer I (SG 11); two (2) Community Affairs Assistant 1 (SG 5); one (1) Clerk (SG 4); one (1) administrative aide; one (1) driver (SG 3); and one (1) casual.

**6) Administrative Research and Records unit staff -**

there will be created a new plantilla for the Administrative Research and Records Unit consisting of one (1) Administrative Officer V (Unit Head), one (1) Administrative Aide; one (1) Records Officer I (SG 10) and one (1) Clerk (SG 4).

**Section 9. FUNDING.** The personnel and operating expenses of the newly created Department shall be sourced from the budget of the HEERO for current fiscal year, and from the Office of the City Mayor. It shall thereafter be included in the City's Annual Budget for the next succeeding fiscal year. The Department shall also be in charge of fiscal planning, disbursement and liquidation of funds drawn from the Special Housing Trust Fund in accordance with the provisions of City Ordinance No. 2013-025, section 14 thereof.





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  
City Councilor

DISTRICT II

HON. APOLONIO I. ADVINCULA, JR.  
City Councilor

HON. REYNALDO D. PALABRICA  
City Councilor

HON. HERNANDO C. GUTIERREZ  
City Councilor

HON. GAUDENCIO P. NOLASCO  
City Councilor

HON. LEANDRO A. DE LEON  
City Councilor

HON. ROBERTO R. JAVIER  
City Councilor

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

Attested by:

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

Certified by:

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

Approved by:

HON. LANI MERCADO - REVILLA  
City Mayor

**Section 9. SEPARABILITY CLAUSE.** Should any provision of this Ordinance be declared invalid, the other provisions so far as they are separable from the invalid ones, shall remain in force and effect.

**Section 10. REPEALING CLAUSE.** All City of Bacoor Ordinances and Resolutions that are inconsistent with any of the provisions of this Ordinance are hereby repealed or modified accordingly.

**Section 11. EFFECTIVITY.** This ordinance shall take effect thirty (30) days after the Sangguniang Panlalawigan has approved it and after it has been published at least once in a newspaper of general circulation in the Province of Cavite.

**ORDAINED** this 26<sup>th</sup> day of February 2018 by the 3<sup>rd</sup> Sangguniang Panlungsod of the City of Bacoor, Cavite.

I hereby certify that the foregoing Ordinance was approved in accordance with law and that all its contents are true and correct.

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

Date of Approval: 08 MAY 2018