



Republic of the Philippines
PROVINCE OF CAVITE
City of Bacoor

OFFICE OF THE SANGGUNIANG PANLUNGSOD

CITY ORDINANCE NO. 002-2022
SERIES OF 2022

AN ORDINANCE REQUIRING ALL DEPARTMENTS AND UNITS UNDER THE OFFICE OF THE MAYOR OF THE CITY OF BACOR, CAVITE TO FORMULATE AND IMPLEMENT ONLINE PAPERLESS TRANSACTIONS IN ITS DAY-TO-DAY OPERATIONS THAT ARE CITIZEN-CENTERED, RESPONSIVE, EFFICIENT, AND TRANSPARENT AND PROVIDING PENALTIES FOR VIOLATIONS HEREOF.

Introduced by:

Hon. Strike B. Revilla

Authored by:

Hon. Rowena B. Mendiola

Sponsored by:

Hon. Roberto L. Advincula, Hon. Ramon N. Bautista, Hon. Simplicio G. Dominguez, Hon. Mac Raven Espiritu, Hon. Catherine Sarino-Evaristo, Hon. Reynaldo M. Fabian, Hon. Adrielito G. Gawaran, Hon. Victorio Guerrero, Jr., Hon. Alejandro F. Gutierrez, Hon. Alde Joselito F. Pagulayan., Hon. Reynaldo D. Palabrica, Hon. Michael E. Solis and Hon. Levy M. Tela

BE IT ORDAINED AS IT IS HEREBY ORDAINED by the 5th Sangguniang Panlungsod of the City of Bacoor, Cavite THAT:

Section 1. Short Title. This Ordinance shall be known as the "**Bacoor E-Governance Ordinance**".

Section 2. Coverage. This Ordinance shall apply to all departments, units, and offices under the Office of the Mayor of the City of Bacoor, Cavite. Considering that the Sangguniang Panlungsod has its own Internal Rules of Procedures and have already been implementing its own E-Governance platform since 2020, the said office as well as the Office of the City Vice Mayor shall be exempted from the coverage of this Ordinance.

Section 3. Objectives. This Ordinance aims to:

3.1. Institutionalize and operationalize online paperless transactions in every department, unit, and office under the

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11 July 2022

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DISTRICT I
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HON. RAMON N. BAUTISTA
Liga nga mga Barangay President

HON. MAC RAVEN ESPIRITU
City Councilor

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

Certified by:
HON. ROWENA BAUTISTA-MENDIOLA
City Vice-Mayor

Approved by:
HON. STRIKE B. REVILLA
City Mayor



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Office of the Mayor within thirty (30) days from the date of effectivity hereof.

3.2. Create online paperless transactions that are citizen-centered, responsive, efficient, and transparent.

3.3. Eliminate corruption and inefficiency at every level of governance at the city government using the internet and other modern technologies.

3.4. Ensure 100% client satisfaction and improve revenue collections annually; and

3.5. Make the City of Bacoor a global leader in E-Governance.

Section 4. Mandatory Formulation of Online Paperless Transactions Procedures. The Head of all departments, units, and offices under the Office of the Mayor are hereby directed to formulate online paperless transactions procedures involving at least – if practicable – 50% of the services that the said departments, units, and/or offices provide to the public. The said procedures shall be deemed part of the economic development plan of the City of Bacoor and must comply with the following minimum standards:

4.1. **Citizen-Centered:** The convenience and needs of members of the public – regardless of their economic status, religion, gender, age, educational attainment, social standing, or political belief – must be the paramount concern of all city government officials covered by this Ordinance in formulating the said procedures. No client must be subjected to any undue hardship because of the said procedures and its every aspect must be easy to understand and comply with.

4.2. **Responsive:** The online paperless transactions must be sensitive to the needs of the public and must quickly address their every concern. The said procedures must also be capable of being revised at a moment's notice and meet the exigencies of public service. The said procedures must also include a feedback mechanism that will allow the public to air their grievances against the department/unit/office concerned and allow the latter to respond or address any complaint.

4.3. **Efficient:** The procedures to be formulated must comply with the provisions of Republic Act No. 9485 (the "Anti- Red Tape Act") as amended by Republic Act No. 11032 (the "Ease of Doing Business and Efficient

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Government Service Delivery Act of 2018") and other applicable laws, must make use of existing city government resources, avoid the hiring of outside consultants and contractors for their implementation, and avoid the purchase of expensive equipment or machinery just to make the said procedures implementable.

4.4. Transparent: All aspects involved in the development and implementation of the new procedures (such as but limited to cost, number of personnel to be used, equipment to be used, expected outcomes, result of time-and-motion study) must be submitted to the Mayor and posted on the city government website (bacoor.gov.ph). The outcome of the implementation of the said procedures (such as the amount of revenue collected, the number of complaints received by each department/unit/office, the nature of the said complaints, how the said complaints were addressed, or the reduction in the number of hours in each transaction type covered by the procedures, and the like) must be posted before the end of each month on the city government website.

Section 5. Inter-Operability of Procedures with Software Application. The procedures to be developed by the departments/units/offices concerned must be inter-operable with any internet-based software application that may be developed by the city government. To make this possible, the Head of the Management Information System (MIS) Office must ensure that the various procedures developed in compliance with this Ordinance shall be considered in the development of the said application.

Section 6. Use of E-Signatures. The head of all departments/units/offices covered by this Ordinance, the City Mayor, the City Vice Mayor, and the members of the Sangguniang Panlungsod are hereby directed to develop the use of e-signatures in all transactions under their respective offices within the shortest possible time from the date of effectivity hereof. The procedures to be used in the use of e-signatures must comply with the Implementing Rules and Regulations of the E-Commerce Act (Republic Act No. 8792) and with the Philippine National Public Key Infrastructure of the Department of Information and Communications Technology (DICT). The Head of the MIS shall assist all city government official concerned in the implementation of this provision and in ensuring that the use of the said e-signatures shall be secure.



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City Mayor

Section 7. Online Payments. The City Mayor is hereby authorized to negotiate with any financial institution or corporation that will enable all departments under his/her office to receive online payments of various fees and taxes.

Section 8. Online Meetings and Seminars. The Head of all departments/units/offices covered by this Ordinance, the City Mayor, the City Vice Mayor, and the members of the Sangguniang Panlungsod are hereby authorized to hold meetings and attend seminars online while working at home, while attending official activities outside of their offices, or while multi-tasking at their office. This authorization is intended to enhance the productivity of the city government officials concerned and allow them to keep on working even during public or personal emergencies. Attending face-to-face seminars outside of the Bacoor City Hall shall only be allowed by the City Mayor, or by the City Vice Mayor with regard the Sangguniang Panlungsod, on exceptionally meritorious reasons and only if no online versions of the said seminar/s is/are available.

Section 9. Implementing Guidelines; Studies, Research and Training Programs. The City Planning and Development Officer is hereby directed to: (1) design a template to be used by the Heads of the various departments/units/offices under the Office of the City Mayor in the formulation of the Implementing Guidelines for their respective offices in compliance herewith, (2) submit the said template to the City Mayor within seven (7) working days from the date of effectivity of this Ordinance, and (3) distribute the template duly approved by the Mayor to the Heads of the various departments/units/offices mentioned above within two working days from his receipt of the approved template.

Pursuant to Section 31 of Republic Act No. 10160 (the "Charter of the City of Bacoor"), the City Planning and Development Officer is further mandated to conduct continuing studies, research, and training programs geared towards the effective implementation of this Ordinance and to recommend to the Sangguniang Panlungsod any revision to this Ordinance based on the said studies or research. The design of such studies or research -- which shall include the implementation period of the said studies or research, the cost thereof, and the purpose of such research or study -- must be submitted to the Mayor within 30 working days from the date of effectivity of this Ordinance. The design of the said training programs must be submitted to the Mayor and to the Head of the Human Resources Development and Management Department (HRDMD) at least 60 days prior to the intended date of implementation of any training program.



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HON. STRIKE B. REVILLA
City Mayor

The Heads of the various departments/units/offices covered by this Ordinance – except for the Sangguniang Panlungsod and the Office of the Vice Mayor – are hereby directed to submit to the City Administrator the draft Implementing Guidelines of their respective offices within 30 working days from their receipt of the approved template from the City Planning and Coordination Development Officer. The Implementing Guidelines of the departments, units, and offices concerned shall not be implemented without the written approval of the Mayor through an Executive Order.

Section 10. Periods of Compliance Non-Extendible; Effect of Failure to Comply. The periods specified above are **not extendible without the written approval of the City Mayor** and failure of the officials concerned to comply herewith shall be deemed an act of insubordination and a violation of this Ordinance which shall lead to the filing of the appropriate administrative action against the official concerned pursuant to the pertinent civil service regulations.

Section 11. Separability Clause. In case any provision of this Ordinance is found void by a court of law, the other provisions hereof not affected by such declaration shall remain valid.

Section 12. Repeal Clause. All ordinances, resolutions, executive orders, memoranda, or circulars not consistent with the provisions of this Ordinance are hereby repealed, modified, or amended.

Section 13. Regular Review. The Sangguniang Panlungsod is hereby empowered to regularly review the compliance of the various departments, offices, and units under the Office of the Mayor to this Ordinance, the results of such compliance, and the impact of this Ordinance in the quality of public service being delivered by the city government in aid of further legislation.

Section 14. Penalties. The following penalties shall be imposed – subject to pertinent civil service regulations – against any **appointed** city government official who violates the foregoing provisions:

First Offense:	Fine of P2,000.00 and suspension for 10 working days without pay.
Second Offense:	Fine of P3,000.00 and suspension for 20 working days without pay.
Third Offense:	Preventive suspension followed by termination from employment if warranted by the facts of the case pursuant to



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City Vice-Mayor

Approved by:

HON. STRIKE B. REVILLA
City Mayor

prevailing civil service
regulations.

Section 15. Effectivity Clause. This Ordinance shall become effective fifteen (15) days after it has been published at least once in a newspaper of general circulation in the City of Bacoor, Cavite and posted on at least three (3) conspicuous places within the City of Bacoor, Cavite.

ENACTED by the 5th Sangguniang Panlungsod of Bacoor, Province of Cavite this 11th day of July 2022.

I hereby certify to the truth and correctness of the foregoing Appropriation Ordinance.

Certified Correct:

HON. ROWENA BAUTISTA-MENDIOLA
City Vice Mayor/Presiding Officer

Attested by:

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

Approved by:

HON. STRIKE B. REVILLA
City Mayor

13 JULY 2022
(Date of Approval)