



*Office of the Sangguniang Panlungsod*

CITY ORDINANCE NO. 291-2023  
Series of 2023

**AN ORDINANCE INSTITUTING THE PROTOCOL FOR THE PUBLIC VIEWING AND INTERMENT OF DECEASED ELECTED AND APPOINTED OFFICIALS OF THE LOCAL GOVERNMENT OF THE CITY OF BACOR, CAVITE AND OF THE DEFUNCT MUNICIPALITY OF BACOR, CAVITE, IN HONOR AND RESPECT OF THEIR DISTINGUISHED SERVICE, PROVIDING GUIDELINES THEREFOR AND PROVIDING PENALTIES FOR VIOLATIONS HEREOF.**

Sponsored by:

**Hon. Reynaldo D. Palabrica**

Co-Sponsored by:

Hon. Roberto L. Advincula, Hon. Ramon N. Bautista, Hon. Mac Raven Espiritu, Hon. Simplicio G. Dominguez, Hon. Catherine Sarino-Evaristo, Hon. Reynaldo M. Fabian, Hon. Adrielito G. Gawaran, Hon. Alejandro F. Gutierrez, Hon. Rogelio M. Nolasco, Hon. Alde Joselito F. Pagulayan, and Hon. Levy M. Tela.

**WHEREAS**, unlike retired and active members of the uniformed services of the Republic of the Philippines, local government officials who meet their demise after years of faithful service to the public are buried sans any protocol designed to honor and respect their memory.

**WHEREAS**, since the City of Bacoor came into existence on June 23, 2012, a significant number of elected and appointed officials of the City Government and the defunct Municipal Government of Bacoor, Cavite has joined their Creator and were buried in varying ways. The lack of standards on how the said officials should be honored, viewed, and interred resulted not only in confusion but also inadvertently increased the anxiety and grief of the bereaved loved ones and friends of the departed.

**WHEREAS**, it was also noted by several persons who have attended the said ceremonies that the reverence and respect due to the Philippine national flag was not consistently observed by the organizers thereof.

**WHEREAS**, Section 2 of Republic Act No. 8491 (the "Flag and Heraldic Code of the Philippines") provides that "reverence and respect shall at all times be accorded the flag, the anthem and other national symbols which embody the national ideals and traditions and which express the principles of sovereignty and national solidarity. The heraldic items and devices shall seek to manifest the national virtues and to inculcate in the minds and hearts of our people a just pride in their native land, fitting respect and affection for the national flag and anthem, and the proper use of the national motto, coat-of-arms and other heraldic items and devices".

**WHEREAS**, Section 8 (2) of Republic Act No. 10160 (the "Charter of the City of Bacoor") empowered the City Mayor to enforce all laws and ordinances relative to the governance of the City in the exercise of its appropriate corporate powers, as well as implement all approved policies, programs, projects, services, and activities of the City".

DISTRICT I

HON. CATHERINE SARINO-EVARISTO  
City Councilor  
Sick Leave

HON. MICHAEL E. SOLIS  
City Councilor

HON. ADRIELITO G. GAWARAN  
City Councilor

HON. VICTORIO L. GUERRERO, JR.  
City Councilor

HON. ALEJANDRO F. GUTIERREZ  
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City Councilor

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HON. SIMPLICIO G. DOMINGUEZ  
City Councilor

HON. RAMON N. BAUTISTA  
Liga ng mga Barangay President

HON. MACRAVEN ESPIRITU  
SK Federation President

Attested by:  
ATTY. KHALIFA 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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City Mayor

**NOW THEREFORE**, be it ordained by the 5<sup>th</sup> Sangguniang Panlungsod of the City of Bacoor, Cavite THAT:

**Section 1. Title.** This Ordinance shall be known as the "**Bacoor Public Bereavement Protocol Ordinance**".

**Section 2. Coverage.** All former and incumbent elected officials of the City of Bacoor and all appointed heads of the departments and units under the Office of the City Mayor including the Secretary of the Sangguniang Panlungsod shall, upon their demise, be honored by the City Government and shall be subject to funeral and burial rites to be conducted pursuant to the provisions hereof.

**Section 2. List of Officials Covered.** To avoid confusion, the following elected and appointed officials of the local government of the City of Bacoor and of the defunct Municipality of Bacoor shall be covered by this Ordinance:

- Incumbent or former City Mayor/Municipal Mayor
- Incumbent or former City Vice Mayor/Municipal Vice Mayor
- Incumbent or former members of the Sangguniang Panlungsod/Sangguniang Bayan including ex-officio members thereof
- Incumbent or former Punong Barangay
- Incumbent Barangay Kagawad who served at least one year; and
- Retired or incumbent heads of the departments and units under the Office of the City/Municipal Mayor including the Secretary of the Sangguniang Panlungsod who served in that capacity for at least one year.

As used in this Section, an elected official or appointed department or unit head are deemed "incumbent" if they were still in public office at the time of their demise. On the other hand, an official or department/unit head is deemed as a "former" official or department/unit head if they died after they have retired from public office or after the end of their elected term of office.

**Section 3. Extent of Applicability.** If the decedent to be honored held various positions in the local government of the City/Municipality of Bacoor, the honors/benefits to be accorded to him/her and to his/her heirs shall be that applicable to the highest position that he/she held while still in office to the exclusion of all other benefits/honors. A barangay kagawad or barangay secretary who died after his/her term in office or after he/she has been removed, terminated or has resigned from the said office shall not be entitled to the honors and benefits herein mentioned.

**Section 4. Flying the National Flag at Half-Mast.** In recognition of the distinguished service of the Bacoor officials mentioned above to the public, the Philippine national flag shall be flown at half-mast on the day of their death until the day of their interment on all the buildings and places where the decedent was holding office within the City. However, the flag shall not be flown at half-mast for more than seven (7) days in compliance with Section 23 (c) of Republic Act No. 8491. The flag, when flown at half-mast, shall be first hoisted to the peak for a moment then slowly lowered to the half-mast position. The flag shall again be raised briskly to the peak before it is slowly lowered for the day. The Philippine National Anthem shall be played while the flag is being raised and lowered. Everyone within the





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City Vice Mayor

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City Mayor

the vicinity of the Philippine flag shall stand in attention while it is being lowered or raised and while the national anthem is being played.

**Section 5. The Luksang Parangal and the Pamamaalam na Pandangal.** The City Government shall, at its own expense and in coordination with the legal heirs of the honored decedent, hold necrological rites (to be referred to officially as the "Luksang Parangal") and interment rites (to be referred to officially as the "Pamamaalam na Pandangal") in honor of the officials covered by this Ordinance.

The Luksang Parangal shall be held either at the Bacoor Government Center or at any funeral parlor or place of residence as may be chosen by the legal heirs of the decedent within three (3) days after the death of the said former Bacoor official. The Pamamaalam na Pandangal shall be held at the place and on the date chosen by the loved ones of the decedent.

The program for the Luksang Parangal and Pamamaalam na Pandangal shall be prepared by the City Information Office in consultation with the office which the honored dead once served in consultation with the heirs and loved ones of the deceased.

**Section 6. Resolution/Certificate of Recognition.** (A) If the honored dead is a former or incumbent Mayor, Vice Mayor, or member of the Sangguniang Panlungsod or Sangguniang Bayan of Bacoor, the Sangguniang Panlungsod shall pass a Resolution recognizing the valuable service rendered by the decedent to the people of Bacoor. A framed copy of the said Resolution bearing the picture of the decedent shall be given by the City Government to the legal heirs of the deceased official.

(B) If the decedent is a former or incumbent Punong Barangay, the Sangguniang Barangay of the barangay where the deceased official served shall issue a Barangay Resolution commending the valuable service done by the said official to the said community. A framed copy of the said Resolution bearing the picture of the decedent shall be given by the City Government to the legal heirs of the deceased official. If the decedent is an incumbent Barangay Kagawad, the same honors bestowed upon the Punong Barangay shall be accorded to him/her.

(C) If the decedent is a former or incumbent department or unit head regardless of whether he/she held the said position in a permanent, coterminous, or acting capacity under the Office of the City/Municipal Mayor or a former Secretary of the Sangguniang Panlungsod/Bayan, the Human Resources Development and Management Department shall prepare a Certificate of Recognition extolling the exemplary public service rendered by the said local government official. A framed copy of the said Certificate duly signed by the City Mayor and by the City Vice Mayor bearing the picture of the deceased shall be given to his/her loved ones.

The said Resolution or Certificate shall be read by the Secretary of the Sangguniang Panlungsod, the Secretary of the Sangguniang Barangay, and by the Head of the HRDMD as the case may be during the Luksang Parangal. In the absence of the said officials, the said Resolution or Certificate may be read by any city government or barangay official chosen by the loved ones of the decedent.

**Section 7. Display of the Philippine National Flag.** The following guidelines shall be strictly observed while the Philippine National





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Sangguniang Panlungsod Secretary

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City Vice Mayor

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HON. STRIKE B. REVILLA

City Mayor

Flag is being displayed during the Luksang Parangal and the Pamamaalam na Pandangal:

7.1. The flag may be used to cover the casket of the honored dead. In such cases, the flag shall be placed such that the white triangle shall be at the head and the blue portion shall cover the right side of the caskets. The flag shall not be lowered to the grave or allowed to touch the ground, but shall be folded solemnly and handed over to the heirs of the deceased by either members of the Boy Scout of the Philippines, City Government officials, or Bacoor City police personnel who are trained in the handling, folding, and veneration of the national flag.

7.2. The flag may be displayed inside a funeral home, residence, or government facility on a stationary flagpole. If the flag is displayed indoors on a flagpole, it shall be placed at the left of the observer as one enters the room.

7.3. Once displayed on a flagpole or used to cover the casket of the honored dead, the flag shall not be removed until the day of interment of the decedent in the manner described above.

7.4. If requested by the loved ones of the esteemed departed, a national flag may be used to cover the casket while another flag is displayed on a stationary flagpole. Both flags shall be given to heirs of the deceased.

7.5. No picture/s, painting/s, poster/s, streamer, animal/s, flower/s or any other object shall be placed on top of the Philippine national flag covering the casket.

**Section 8. Display/Interment of Casket.** The casket shall be displayed with the head of the honored dead placed at the left of the observer as one enters the room, near the national flag of the country he/she served zealously and faithfully. When being interred into a niche, the head of the departed shall be inserted first. When the body is being lowered into an open grave, the head of the honored dead shall be placed at the left of the observer peering down into the grave.

If the Luksang Parangal shall be held at the Bacoor Government Center, the casket shall be displayed at the lobby of the City Hall or beneath the stage of the S.T.R.I.K.E. Gymnasium. If the body of the deceased shall be brought to the Bacoor Government Center in compliance with the wishes of his/her heirs, the casket shall be displayed on the entrance ramp of the City Hall for not more than thirty (30) minutes while a short program is being held and the favorite song of the honored dead is being played.

**Section 9. Respect for the Honored Dead; Enforcement Powers of Honor Guard.** While the body of the honored dead lies in state at the Bacoor Government Center, no activity using loud, boisterous sounds or music shall be held anywhere within the said area out of consideration for the feelings of the mourners. No disrespectful or vulgar messages, acts, behavior, or attire shall be allowed at the venue where the honored dead lies in state. An honor guard consisting of two (2) uniformed personnel of the Bacoor City Police shall be posted at each end of the casket every day during the public viewing of the decedent. The honor guard of the esteemed dead shall have the power to enforce the provisions of this Ordinance during the public viewing of the remains of the honored dead.





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City Vice Mayor

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HON. STRIKE B. REVILLA

City Mayor

**Section 10. Funeral Procession.** The Bacoor Traffic Management Department and the Bacoor City Police shall jointly manage the security and proceedings of the funeral procession for the honored dead. The route to be taken by the people and motor vehicles that will participate in the procession shall be determined by the BTMD in coordination with the heirs of the deceased. Earnest efforts shall be taken by the BTMD and by the Bacoor City Police to minimize any inconvenience that the funeral cortège might cause to the general public or to the flow of goods and commerce on the roads to be used for the said activity.

**Section 11. Bereavement Benefits.** Subject to availability of funds, the following amounts shall be granted by the City Government to the legal heirs of the honored dead:

Position	Amount
Former Mayor	300,000.00
Former Vice Mayor	250,000.00
Former SP/SB Member	100,000.00
Former Punong Barangay	100,000.00
Former Department/Unit Head (including former SP/SB Secretary)	100,000.00
Former Barangay Kagawad	50,000.00

The said amounts shall be given by the City Mayor to the legal heirs of the honored dead in accordance with the Implementing Rules and Regulations of this Ordinance. The said amounts shall be taken from the available funds set aside for Assistance to Individuals in Crisis Situations (AICS) in the City Annual Budget.

**Section 12. Implementing Rules and Regulations.** The City Administrator, with the assistance of the City Legal Services Office, shall formulate the Implementing Rules and Regulations of this Ordinance and submit the same for the review and approval of the City Mayor within sixty (60) days following the date of effectivity hereof.

**Section 13. Penalties.** Upon conviction, a fine of P5,000.00 shall be imposed against any person who shall violate any provision of this Ordinance and its Implementing Rules and Regulations. In the implementation of this Ordinance, the provisions of City Ordinance No. 228-2022 (the "Uniform Implementation Procedure Ordinance of Bacoor") shall be strictly observed. The imposition of the said fine shall not bar the filing of any criminal action against the offender for violating other laws such as RA 8149 and the Revised Penal Code.

**Section 14. Separability.** In case a provision of this Ordinance is declared void by a competent court of law, the remaining provisions hereof not affected by the said judicial declaration shall remain valid and enforceable.

**Section 15. Effectivity.** This Ordinance shall take effect immediately after it has been published at least once in a newspaper of general circulation within the Province of Cavite and after it has been posted on at least three (3) conspicuous public places within the City of Bacoor, Cavite.





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Certified by:

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City Vice Mayor

Approved by:

HON. STRIKE B. REVILLA  
City Mayor

**APPROVED** this 17<sup>th</sup> day of July 2023 at the City of Bacoor, Cavite.

*I hereby certify that they foregoing Ordinance was duly approved in accordance with law by the 5<sup>th</sup> Sangguniang Panlungsod of the City of Bacoor, Cavite.*

Certified by:

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

Attested by:

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

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Date of Approval: 26 JUL 2023