



Republic of the Philippines  
Province of Cavite  
CITY OF BACOR

## Office of the Sangguniang Panlungsod

### DISTRICT I

**OFFICIAL BUSINESS**  
HON. CATHERINE SARINO-EVARISTO  
City Councilor

HON. MICHAEL E. SOLIS  
City Councilor

HON. ADRIELITO G. GAWARAN  
City Councilor

HON. VICTORIO L. GUERRERO, JR.  
City Councilor

HON. ALEJANDRO F. GUTIERREZ  
City Councilor

HON. LEVY M. TELA  
City Councilor

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City Councilor / President Pro-Tempore

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City Councilor

HON. ROGELIO M. NOLASCO  
City Councilor

HON. ALDE JOSELITO F. PAGULAYAN  
City Councilor

### SICK LEAVE

HON. SIMPLICIO G. DOMINGUEZ  
City Councilor

### OFFICIAL BUSINESS

HON. RAMON N. BAUTISTA  
Liga ng mga Barangay President

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HON. MAC RAVEN ESPERITU  
SK Federation President

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

### CITY ORDINANCE NO. 298-2023

Series of 2023

**AN ORDINANCE CREATING THE DEPARTMENT OF PUBLIC SAFETY IN THE CITY OF BACOR, IDENTIFYING ITS FUNCTIONS AND DUTIES, SPECIFYING THE QUALIFICATIONS OF ITS VARIOUS OFFICERS, AND PROVIDING FUNDING FOR THE SAME.**

Sponsored by:

**Hon. Reynaldo D. Palabrica**

Co-Sponsored by:

**Hon. Roberto L. Advincula, Hon. Reynaldo M. Fabian, Hon. Adrielito G. Gawaran, Hon. Alejandro F. Gutierrez, Hon. Rogelio M. Nolasco, Hon. Reynaldo D. Palabrica, Hon. Michael E. Solis and Hon. Levy M. Tela.**

**WHEREAS**, Executive Order No. 08 Series of 2022 reorganized the City Inspection and Compliance Unit (CICU) with the purpose of monitoring and ensuring compliance with City Ordinances and other local legislations aiming to promote and regulate legitimate businesses and guarantee the protection of the general public.

**WHEREAS**, Executive Order No. 56 Series of 2022 constituted the City Task Force on Abatement, Clearing, and Preservation of Public Spaces (ACPOPS), whose primary duty is to act as the enforcement and maintenance arm of the City in matters pertaining to clearing, abatement, eviction, and in restoring and preserving the cleared/abated public spaces.

**WHEREAS**, Republic Act No. 11058 ("An Act Strengthening Compliance with Occupational Safety and Health Standards and Providing Penalties for Violations Thereof") provides that the "State shall ensure a safe and healthful workplace for all working people by affording them full protection against all hazards in their work environment".

**WHEREAS**, the Implementing Rules and Regulations of RA 11058 (Department Order No. 198-2018 of the Department of Labor and Employment) echoed Section 1 of the said law and provides that it shall apply to all establishments, projects and sites and all other places where work is being undertaken in all branches of economic activity including establishments located within the special economic zones and other investment promotion agencies, utilities engaged in air, sea, and land transportation, and industries such as mining, fishing, construction, agriculture, and maritime.



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City Vice Mayor

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City Mayor

**WHEREAS**, Section 11(1)(vii) and (viii) of Republic Act No. 10160 (the "Charter of the City of Bacoor") empowered the Sangguniang Panlungsod to "determine the powers and duties of officials and employees of the City" and to "determine the positions and salaries, wages, allowances, and other emoluments and benefits of officials and employees paid wholly or mainly from city funds and provide for expenditures necessary for the proper conduct of programs, projects, services, and activities of the city government".

**WHEREAS**, Section 458 (a)(4)(i) of the Local Government Code empowered the Sangguniang Panlungsod to regulate activities relative to the use of land, buildings, and structures within the City to promote the general welfare and for said purpose shall declare, prevent, or abate any nuisance and require that buildings, and the premises thereof, and any land within the City be kept and maintained in a sanitary condition.

**WHEREAS**, Section 458 (a)(5)(v) of the Local Government Code empowered the Sangguniang Panlungsod to regulate the use of streets, avenues, alleys, sidewalks, bridges, parks, and other public places and approve the construction, improvement, repair, and maintenance of the same, establish bus and vehicle stops and terminals or regulate the use of the same by privately-owned vehicles which serve the public, regulate garages and the operation of conveyances for hire, designate stands to be occupied by public vehicles when not in use, regulate the putting up of signs, signposts, awnings and awning posts on the streets, and provide for the lighting, cleaning, and sprinkling of streets, and public places;

**WHEREAS**, on 29 July 2019, pursuant to the directive of then President Rodrigo Duterte, the Department of Public Works and Highways (DPWH) issued Memorandum Circular (MC) No. 2019-121, directing LGUs to clear roads of illegal structures and constructions. To expand the scope of MC 2019-121, DPWH then issued MC 2020-027, providing for the implementation of "Road Clearing 2.0," directing LGUs to conduct road clearing in all provincial, city, municipal, and barangay roads, and to closely coordinate with concerned national government agencies in the conduct of road clearing in all national roads.

**WHEREAS**, the offices of the City Inspection and Compliance Unit, the Bacoor Public Safety Unit, and the Task Force on Abatement, Clearing, and Preservation of Public Spaces share common tasks and responsibilities, such as the physical and actual enforcement of laws and city ordinances and the preservation of public safety.



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City Vice Mayor

Approved by:  
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City Mayor

**WHEREAS**, there is no office or unit under the Office of the City Mayor empowered to implement the provisions of RA 11058. Requiring the existing offices/units under the Office of the City Mayor to implement the said law might lead to the lukewarm or ineffective enforcement of the provisions of RA 11058 considering that the said units/offices are already implementing hundreds of laws and city ordinances.

**WHEREAS**, there is a need to create an office that will implement the provisions of Republic Act No. 11058. Moreover, the various units under the Office of the City Mayor currently implementing functions that impact public safety should be consolidated under one department to ensure the efficient and effective delivery of public service and the improvement of the functional capacity of the above-enumerated offices.

**WHEREAS**, funding is required so that these offices can properly and effectively exercise their respective functions and duties.

**WHEREAS**, Section 454(c)(3) of the Local Government Code provides that the Sangguniang Panlungsod may consolidate the functions of any office with those of another in the interest of efficiency and economy.

**NOW THEREFORE**, be it ordained by the Sangguniang Panlungsod of the City of Bacoor, Cavite, that:

**SECTION 1. CREATION OF THE DEPARTMENT OF PUBLIC SAFETY.** The Department of Public Safety (DPS) is hereby created which shall be directly under the control and supervision of the City Mayor.

**SECTION 2. REASONS FOR CREATION OF DPS.** The DPS is established to promote peace, safety, and public order in the City of Bacoor. It is directed to uphold public order by strictly applying all rules and regulations related to its functions and responsibilities. The DPS shall also improve the efficiency of the City's numerous protective and emergency services by coordinating planning efforts, clearly defining roles and responsibilities, improving resource allocation, and streamlining resource and asset collection.

**SECTION 3. FUNCTIONS AND SCOPE.** The DPS shall have the following functions:

1. Formulate plans and programs that improve public safety services in the City of Bacoor.



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2. Undertake continuing studies and research on public security problems and make appropriate recommendations.
3. Coordinate with national and local law enforcement agencies and affiliate organizations and with related offices of the city government on the proper implementation of laws and ordinances.
4. Secure public facilities and provide civil security assistance.
5. Conduct trainings for members of the various units operating in the City of Bacoor performing public safety functions.
6. Recommend to the City Mayor other measures to improve public safety, peace, and order in the City of Bacoor.

**SECTION 4. ORGANIZATIONAL STRUCTURE.** The DPS shall consist of five divisions, namely: (1) the Administrative Division, (2) the City Inspection Division, (3) the City Force Multiplier Division, (4) the City Abatement and Eviction Division, and the (5) Public Safety Regulation Division.

The DPS shall be headed by the City Public Safety Officer, which shall serve as the Department Head. There shall be five (5) Unit Heads who shall lead each of the five divisions of the DPS.

**SECTION 5. THE DEPARTMENT HEAD.** The Department Head of the DPS shall be called the City Public Safety Officer (CPSO), who shall be appointed by the City Mayor, shall be deemed a permanent employee and shall receive compensation equivalent to Salary Grade 25.

**SECTION 5.1. DUTIES AND RESPONSIBILITIES OF THE CITY PUBLIC SAFETY OFFICER.** The following are the duties and functions of the City Public Safety Officer:

1. The CPSO shall ensure the proper effective implementation and execution of the City Ordinances, issuances, plans, and programs on Public Safety.
2. Formulate plans and recommend measures that will improve the public order and safety situation of the City of Bacoor.



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3. Supervise the overall security and orderliness during all authorized city activities.
4. Assist the Philippine National Police and other national government agencies in enforcing laws related to maintaining peace and order in the City of Bacoor.
5. Be at the forefront in the implementation and execution of City Ordinances of the City of Bacoor.
6. Directly manage and supervise the personnel under his department in the execution of their respective duties and functions.
7. Perform other duties and functions as may be assigned by the City Mayor or by law, local ordinance or resolution, and different relevant rules and regulations.

**SECTION 5.2. QUALIFICATIONS OF THE PUBLIC SAFETY OFFICER.** The Public Safety Officer shall have the following qualifications:

1. Must be a Filipino citizen and a resident of the City of Bacoor.
2. Must be a college graduate with a degree related to any of the following fields: public management, public administration, public safety, and/or public order.
3. Must have at least a master's degree related to any of the following fields: public management, public administration, public safety, and/or public order.
4. Must possess a good moral character evidenced by their latest and updated National Bureau of Investigation Clearance, Philippine National Police Clearance, Regional Trial Court of the City of Bacoor Clearance, Municipal Trial Court in the Cities Clearance, and Office of the City Prosecutor's Clearance.



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5. Must have practiced a profession that involves any of the following: public management and supervision, security, and public safety for at least five (5) years.
6. Must be a Civil Service Exam passer or a professional with civil service eligibility.

**SECTION 6. THE UNIT HEADS OF THE DPS.** There shall be five (5) Unit Heads for the DPS. Each unit Head shall supervise the five (5) different divisions under the DPS.

### SECTION 6.1. QUALIFICATION OF THE UNIT HEAD.

The following are the qualifications of the Unit Head:

1. Must possess a bachelor's degree relevant to the position to which he/she shall be appointed from a reputable educational institution.
2. Must have at least two (2) years of relevant work experience to the position to which he/she shall be appointed.
3. Must have at least eight (8) hours of training relevant to the position to which he/she shall be appointed.
4. With updated Mandatory Continuing Legal Education (MCLE) units.
5. Must have not been previously convicted of any crime involving moral turpitude.
6. Must have good moral character evidenced by their latest and updated National Bureau of Investigation Clearance, Philippine National Police Clearance, Regional Trial Court of the City of Bacoor Clearance, Municipal Trial Court in the Cities Clearance, and Office of the City Prosecutor's Clearance.

**SECTION 6.2. DUTIES AND RESPONSIBILITIES OF THE UNIT HEADS:** The Unit Heads shall:

1. Assist the Department Head in the formulation and execution of all plans and



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policies in furtherance of this Ordinance and all other laws, statutes, ordinances, and rules and regulations as may be determined to be the function of this Department.

2. Ensure the strict implementation of the processes provided for in this Ordinance and all other relative laws, statutes, ordinances, and rules and regulations.
3. Be empowered to prosecute all offenders under this Ordinance and all other laws, ordinances, rules, and regulations to be implemented by this Department.
4. Perform such other duties and functions as may be assigned by the City Mayor or by the Department Head under law, ordinance, resolution, and other relevant rules and regulations.

**SECTION 7. THE ADMINISTRATIVE DIVISION.** The Administrative Division shall be composed of the following personnel with the corresponding position titles, salary grades, and qualification standards:

Position	Number of Positions to be created	Education	Experience	Training	Eligibility
Administrative Officer V (SG-18)	1	Bachelor's Degree relevant to the job	2 years of relevant experience	8 hours of relevant training	Career Service Professional/ 2 <sup>nd</sup> Level of Eligibility

The Administrative Division shall provide efficient administrative services related to personnel management, supplies inventory and logistics, and legal services support and shall have the following duties and responsibilities:

1. Assist the CPSO in formulating policies and measures for the review and approval of the City Mayor that will improve the public order and safety situation in the City of Bacoor.
2. Provide administrative support on human resources management, budget management, planning and crisis management, supplies and logistics



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management, records management, and other related functions.

3. Prepare Department and/or Office Orders relative to the implementation of this Ordinance or any other ordinances related to public safety, public order, and public management subject to the review and approval of the City Mayor.
4. Coordinate with the various departments/units under the Office of the City Mayor that have overlapping functions with the Division and comply with the policies and regulations being implemented by the said departments/units; and
5. Perform such other functions as may be mandated by the City Mayor, by a city ordinance or resolution, or by laws pertinent to the functions of the DPS.

**SECTION 8. THE CITY INSPECTION DIVISION.** The City Inspection Division shall be composed of the following personnel with the corresponding position titles, salary grades, and qualification standards:

Position	Number of Positions to be created	Education	Experience	Training	Eligibility
Administrative Officer V (SG-18)	1	Bachelor's Degree relevant to the job	2 years of relevant experience	8 hours of relevant training	Career Service Professional/ 2 <sup>nd</sup> Level of Eligibility

The City Inspection Division shall have the following responsibilities and functions:

1. Conduct field inspection on the compliance of natural and juridical persons residing or doing business at the City of Bacoor to relevant laws, city ordinances and resolutions, and government rules and regulations related to public safety and to peace and public order.
2. Prepare the necessary staff work for the conduct of field inspections, supervise and manage field inspection operations, monitor and supervise the work performance of Division personnel, report outcome of field inspection operations to the Department Head and to the City Mayor.



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6. Perform such other functions as may be mandated by the City Mayor, by a city ordinance or resolution, or by laws pertinent to the functions of the DPS.

**SECTION 9. THE CITY FORCE MULTIPLIER DIVISION.** The City Force Multiplier Division shall be composed of the following personnel with the corresponding position titles, salary grades, and qualification standards:

Position	Number of Positions to be created	Education	Experience	Training	Eligibility
Administrative Officer V (SG-18)	1	Bachelor's Degree relevant to the job	2 years of relevant experience	8 hours of relevant training	Career Service Professional/ 2 <sup>nd</sup> Level of Eligibility

The City Force Multiplier Division shall have the following functions:

1. Support the Philippine National Police, barangay officials, and City Government departments and units in the implementation of peace and order plans/programs of the City of Bacoor during all relevant public activities, during public emergencies, and other instances as may be ordered by the City Mayor.
2. Ensure the safety of all city government personnel, officials, and stakeholders as may be ordered by the City Mayor.
3. Secure all properties, facilities, and buildings, owned, operated, managed, maintained, and/or funded by the City Government of Bacoor, including vital institutions within the city such as but not limited to the City Government Center, the City Library, the City Hall of Justice, School Buildings, Hospitals, and other facilities and its peripheral areas.
4. Secure all real properties owned by the City Government of Bacoor, including but not limited to open spaces, public easements, and other places requiring security, like danger zones.
5. Provide security and promote orderliness during all public activities authorized or organized by the City Government.



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City Councilor

HON. ALDE JOSELITO F. PAGULAYAN  
City Councilor

**SICK LEAVE**

HON. SIMPLICIO G. DOMINGUEZ  
City Councilor

**OFFICIAL BUSINESS**

HON. RAMON N. BAUTISTA  
Liga ng mga Barangay President

**OFFICIAL BUSINESS**

HON. MAC RAVEN/ESPIRITU  
SK Federation President

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

6. Issue Ordinance Violation Receipts to apprehended violators of city ordinances.
7. Prepare the necessary staff work for the implementation of peace and order plans and reporting of conducted peace and order operations.
8. Assist the various departments and units under the Office of the Mayor in the performance of their respective official functions.
7. Perform such other functions as may be mandated by the City Mayor, by a city ordinance or resolution, or by laws pertinent to the functions of the DPS.

**SECTION 10. THE CITY ABATEMENT AND EVICTION DIVISION.** The City Abatement and Eviction Division shall be composed of the following personnel with the corresponding position titles, salary grades, and qualification standards:

Position	Number of Positions to be created	Education	Experience	Training	Eligibility
Administrative Officer V (SG-18)	1	Bachelor's Degree relevant to the job	2 years of relevant experience	8 hours of relevant training	Career Service Professional/ 2 <sup>nd</sup> Level of Eligibility

The City Abatement and Eviction Division shall have the following official functions:

1. Conduct clearing operations of all sidewalks, roads, bridges, and other thoroughfares in the City of Bacoor pursuant to City Ordinance No. CO 47-2019 and relevant laws, ordinances, resolutions, rules, and regulations from all obstructions and illegal structures or installations.
2. Apprehend street hawkers or other persons who obstruct, defile, pollute, or vandalize public thoroughfares and enforce lawful orders related to the closure of business establishments operating without business permits.
3. Remove illegal structures along public thoroughfares and public easements, such as along creeks, canals, rivers, and shorelines.



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City Councilor

HON. LEY M. TELA  
City Councilor

### DISTRICT II

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City Councilor

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City Councilor / President Pro-Tempore

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City Vice Mayor

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City Mayor

4. Abate any public nuisance and close dilapidated buildings upon lawful order by:

- Extra judicially removing a nuisance per se or that is recognized as a nuisance under any and all circumstances because it constitutes a direct menace to public health or safety.
- Enforcing demolition orders of the City Building Official on buildings/structures that are declared dangerous and ruinous, including trees that are in danger of falling, under the National Building Code and its IRR.
- Enforcing the order of demolition by the City Mayor in cases covered by the twin violation of law and ordinance.
- Summarily evicting or immediately dismantling buildings and structures built over public spaces such as esteros, railroad tracks, garbage dumps, riverbanks, shorelines, waterways, and other public places such as sidewalks, roads, parks, playgrounds, and the like, upon compliance with applicable laws, ordinances, rules, and regulations.
- Summarily evicting or immediately dismantling buildings and structures constructed on public spaces where government infrastructures are located upon compliance with applicable laws, ordinances, rules, and regulations.
- Securing any public area already cleared and taking measures to prevent the re-entry professional squatters, squatting syndicates, and/or evicted occupants as well as any other intruders.
- Coordinating with various departments/units under the Office of the City Mayor on the restoration and improvement of various public spaces within the City for public access and use; and
- Perform such other functions as may be mandated by the City Mayor, by a city ordinance or resolution, or by laws pertinent to the functions of the DPS.



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City Vice Mayor

Approved by:

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City Mayor

## SECTION 11. CREATION OF THE PUBLIC SAFETY REGULATION DIVISION. A division under the DPS to be known as the **Public Safety Regulation Division (PSRD)** is hereby created.

The PSRD shall be composed of the following personnel with the corresponding position titles, salary grades, and qualification standards:

Position	Number of Positions to be created	Education	Experience	Training	Eligibility
Administrative Officer V (SG-18)	5	Bachelor's Degree relevant to the job	2 years of relevant experience	8 hours of relevant training	Career Service Professional/ 2 <sup>nd</sup> Level of Eligibility
Administrative Officer IV (SG-15)	5	Bachelor's Degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Career Service Professional/ 2 <sup>nd</sup> Level of Eligibility

## SECTION 12. POWERS AND DUTIES OF THE PSRU. The PSRU shall have the following powers and duties:

- Implement RA 11058 and its Implementing Rules and Regulations.
- Submit written monthly reports to the City Mayor and the Sangguniang Panlungsod pertaining to the implementation of RA 11058.
- Design and implement a public education program instructing workers and employers on the provisions of RA 11058 and the importance of occupational safety and health standards; and
- Perform such other functions and tasks as may be mandated by law, ordinance or orders issued by the City Mayor.

## SECTION 13. TRANSFER OF EQUIPMENT AND PERSONNEL. Upon the effectivity of this Ordinance, the following offices and/or personnel whose expertise and capabilities are befitting shall be transferred under the supervision and control of the DPS:

- City Inspection and Compliance Unit
- Bacoor Public Safety Unit
- Task Force on Abatement, Clearing, and Preservation of Public Spaces



Republic of the Philippines  
Province of Cavite  
**CITY OF BACOR**

**Office of the Sangguniang Panlungsod**

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City Vice Mayor

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City Mayor

The DPS may request the transfer of employees and personnel from other Departments and offices, whether temporary or permanent, as long as the functions and responsibilities of such employees and personnel are similar and complement the functions of the DPS. The DPS may also employ the services of Job Order employees upon compliance with the relative laws, ordinances, rules, and regulations promulgated or issued by the relevant National Government Agencies.

The City Mayor is hereby empowered to immediately cause the transfer of available personnel in existing offices of the CICU, the BPSU, and ACPOPS to this Department to avoid duplication of functions and duties. The City Mayor is also empowered to employ or hire Fifteen (15) Job Order personnel to serve under this Department.

The various supplies and equipment assigned to the (a) City Inspection and Compliance Unit, (b) Bacoor Public Safety Unit, and to the (c) Task Force on Abatement, Clearing, and Preservation of Public Spaces shall be transferred to the DPS upon written order of the City Mayor.

**SECTION 14. DEPUTIZATION OF THE MEMBERS OF THE DEPARTMENT OF PUBLIC SAFETY.** The officers and personnel under this Department are hereby deputized to issue ordinance violation receipts, to cause the towing and impounding of vehicles, the confiscation of personal property found in violation of relative laws and ordinances, and to initiate any legal action against those who violate the same. Such deputization shall be done in the manner provided under City Ordinance No. 261-2023 (the "Citizens Participation in Community Development Ordinance of Bacoor") and its implementing rules and regulations.

**SECTION 15. GUIDELINES, IMPLEMENTING RULES, AND OPERATIONS MANUALS.** The City Administrator's Office, with the assistance of the Office of the City Legal Service, shall formulate the Implementing Rules and Regulations and the Operations Manual necessary for the proper execution and implementation of this Ordinance subject to the approval of the City Mayor in the appropriate Executive Order.

**SECTION 16. APPROPRIATIONS.** The funds to cover the salaries and emoluments and all other benefits of this newly created Department and positions shall be taken from any available funds of the City Government subject to existing laws and Commission on Audit regulations.

**SECTION 17. SEPARABILITY.** If, for any reason, any part or provision of this Ordinance shall be held to be unconstitutional



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City Vice Mayor

Approved by:

ION. STRIKE B. REVILLA  
City Mayor

or invalid, the other parts or provisions thereof which are not affected thereby shall continue to be in full force and effect.

**SECTION 18. REPEALING CLAUSE.** All other City Ordinances, Memorandums, Issuances, and Orders, contrary or inconsistent with the provisions of this Ordinance, are hereby amended or repealed accordingly.

**SECTION 19. EFFECTIVITY.** This Ordinance shall take effect immediately upon publication in a newspaper of general circulation within the City of Bacoor, Cavite.

**APPROVED** this 11<sup>TH</sup> day of August 2023 at the City of Bacoor, Cavite.

I hereby certify that the foregoing Ordinance was duly approved 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

Approved by:

HON. STRIKE B. REVILLA  
City Mayor

Date of Approval: 26 SEP 2023