



Republic of the Philippines
Province of Cavite
CITY OF BACOR

Office of the Sangguniang Panlungsod

DISTRICT I

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
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City Councilor / President Pro-Tempore

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HON. SIMPLICIO G. DOMINGUEZ
City Councilor

HON. RAMON N. BAUTISTA
Liga ng mga Barangay President

HON. MAC RAVEN ESPIRITU
SK Federation President

Attested by:

MS. CRISTINA R. MALAWIG
Supervising Admin. Officer

Certified by:

HON. REYNALDO D. PALABRICA
President Pro-Tempore

Approved by:

HON. STRIKE B. REVILLA
City Mayor

CITY ORDINANCE NO. 299-2023 Series of 2023

AN ORDINANCE AUTHORIZING THE CITY MAYOR TO APPOINT PROPERTY MANAGERS FOR ALL HOUSING PROJECTS OF THE CITY OF BACOR, CAVITE, IDENTIFYING THEIR DUTIES AND RESPONSIBILITIES, AND PROVIDING PENALTIES FOR VIOLATIONS HEREOF.

Sponsored by:

Hon. Alde Joselito F. Pagulayan and Hon. Reynaldo D. Palabrica

Co-Sponsored by:

Hon. Roberto L. Advincula, Hon. Ramon N. Bautista, Hon. Simplicio G. Dominguez, Hon. Mac Raven Espiritu, Hon. Catherine S. Evaristo, Hon. Reynaldo M. Fabian, Hon. Adriellito G. Gawaran, Hon. Alejandro F. Gutierrez, Hon. Rogelio M. Nolasco, and Hon. Michael E. Solis and Hon. Levy M. Tela.

Authored by:

Atty. Khalid A. Atega, Jr. and Atty. Kyle Angelo Walsh M. Atega

WHEREAS, under Section 17 of Republic Act No. 7160 (the "Local Government Code of 1991"), local governments shall exercise powers necessary to provide basic services and facilities, including low-cost housing and other mass dwellings.

WHEREAS, the City of Bacoor has existing and future housing projects that necessitate comprehensive, professional, and dedicated management to ensure their successful operation, maintenance, and further development.

WHEREAS, an appointed Property Manager, acting under the direct supervision of the City Mayor or his/her designated representative, would be able to provide that dedicated oversight, ensuring the efficient functioning, optimal utilization, and long-term sustainability of the housing projects.

WHEREAS, in accordance with the principles of good governance and public administration, the appointment of a Property Manager would serve as a key pillar in implementing the City's housing policy that recognizes housing as a basic human right and is committed to the provision of decent, affordable, and inclusive housing for its residents.

WHEREAS, such a dedicated manager is necessary to uphold the rights of the residents and ensure that the administration of the housing project is conducted fairly, responsibly, and transparently, thereby embodying the City's commitment to social justice and equitable access.

WHEREAS, the appointment of a Property Manager is consistent with the City's emphasis on sustainable development

City Ordinance No. 299-2023, (Housing Project Management Ordinance of the City of Bacoor) 23 August 2023



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and responsible resource usage in housing projects, as the manager would be tasked with the sustainable use of resources and the environmental protection of the housing project's site, taking into account its long-term viability and the impact of the project on the broader City environment.

WHEREAS, from an economic perspective, a dedicated Property Manager is necessary to oversee financial operations, strategic property considerations, and facility management services, ensuring that public funds are utilized in an optimal manner.

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

Section 1. Scope - This Ordinance shall apply to all housing projects initiated by the City Government of Bacoor, Cavite. The authority granted herein encompasses both existing and future housing projects within the territorial jurisdiction of the City of Bacoor, Cavite.

Section 2. Title. This Ordinance shall also be known as the "**Housing Project Management Ordinance of the City of Bacoor**".

Section 3. Declaration of Policy.

(A) It is hereby declared that the City of Bacoor, Cavite, recognizes housing as a basic human right and commits to the principles of social justice, good governance, and public administration to provide its citizens with decent, affordable, and inclusive housing. It is committed to safeguarding this right and to facilitating access to safe, secure, habitable, and affordable homes for all its inhabitants.

(B) The City upholds that socialized housing and other housing programs should benefit underprivileged and homeless Bacooreños, and therefore, should be managed effectively and efficiently with a spirit of public service and commitment to equitable access.

(C) The City promotes active involvement and participation of the community in the decision-making processes affecting their housing conditions. It shall promote transparency, hold consultations where necessary, and uphold the rights of the residents to information regarding their homes.

(D) The City recognizes the importance of public-private partnerships in housing, leveraging the strengths and capabilities of both sectors while ensuring that the primary objective remains to serve the underprivileged and homeless residents of the City.



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(E) Recognizing the role of sustainable development in housing, the City emphasizes the responsible use of resources, environmental protection, and long-term viability in the management of housing projects.

(F) The City is committed to the principles of transparency, accountability, and inclusivity in the management of housing projects.

Section 4. Rules of Interpretation-

(A) The provisions of this Ordinance shall be interpreted in a manner that upholds the rights of residents and the public interest, promotes transparency and accountability, and ensures the proper management, maintenance, and improvement of housing projects within the City.

(B) Any ambiguity in the provisions of this Ordinance shall be resolved in a manner that best upholds the principles stated in Section 2 of this Ordinance.

(C) The words and phrases used in this Ordinance are to be construed using their ordinary and everyday meanings, unless defined otherwise within this document.

(D) The terms 'resident', 'housing project', 'property manager', and 'public interest' shall be understood as inclusively as possible to cover all individuals residing in the housing projects, all types of housing projects, all appointed property managers, and all matters that concern the welfare of the public, respectively.

(E) The use of the singular form in this Ordinance includes the plural and vice versa, and the use of any gender includes all genders.

(F) Unless specified otherwise, references to sections or subsections pertain to sections or subsections of this Ordinance.

(G) This Ordinance must be read and interpreted as a whole. The provisions hereof are intended to be mutually complementary and supportive, not contradictory or mutually exclusive. In case of apparent conflict or inconsistency, an interpretation that harmonizes all the provisions will be preferred.

Section 4. Definition of Terms – As used in this Ordinance, the following terms are defined as follows:

(A) **Asset Management Plan** - A document outlining the management of an entity's infrastructure and other assets with the objective of delivering an agreed standard of service, typically including actions, timeframes, responsibilities, costs and performance indicators. A more



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comprehensive definition of the Asset Management Plan is included in Section 9(C) of this Ordinance.

(B) **Asset Management Audit and Review** — A process by which the Property Manager determines how well the Asset Management Plan has been implemented. An overview of this process is provided under Section 9(D).

(C) **Facility Management Services** - A subset of Property Services that involves the coordination of the needs of residents, equipment, and operational activities into the physical layout of the housing project. This definition includes infrastructure management and maintenance and repair of equipment and buildings.

(D) **Housing Project** - A specific development project initiated by the City Government for the purpose of providing affordable, safe and sustainable housing for City residents, whether funded or managed in whole or in part by the City Government.

(E) **Integrative Asset Management** - The systematic and coordinated activities and practices through which the City optimally and sustainably manages its assets, and asset systems, their associated performance, risks and expenditures over their life cycles for the purpose of achieving the Asset Management Plan.

(F) **Property Manager** - A natural or juridical person appointed by the City Mayor, responsible for the operation, control, maintenance, and oversight of a real estate property. In this case, the property manager is responsible for the operation, control, maintenance, and oversight of the City's housing projects.

(G) **Property Services** - The comprehensive set of activities and responsibilities focused on ensuring the physical property, including its buildings and facilities, aligns with the desired conditions, layout, and location. This service is divided into Property Management Services and Facility Management Services.

(H) **Property Management Services** - A subset of Property Services that is primarily dedicated to maintaining and enhancing the physical structures within the property to meet the standards of satisfaction for residents or owner/occupiers. Activities under this service typically include the upkeep of buildings, administration of property assets, ensuring the valuation of property is current, and the strategic management of spaces to meet residents' needs and expectations.

(I) **Public-Private Partnerships** - A cooperative arrangement between the City Government and private sector, typically



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of a long-term nature, aimed at funding and delivering public infrastructure and services pursuant to the provisions of City Ordinance No. 7-2017 (the "PPP Code of the City of Bacoor" as amended).

(J) **Strategic Property Considerations** - The decisions regarding the physical assets within the housing project to meet its objectives, align the property assets with the City's goals, and determine where specific amenities should be located.

(K) **Underprivileged and Homeless Citizens** - Residents of the City who lack the means to procure the basic necessities of life, including proper housing, and are living in poverty or homelessness. This term also includes those residents who are at risk of falling into such circumstances.

Section 6. Creation of the Position of Administrative Officer IV (Administrative Officer II) and Compensation. The position of Administrative Officer IV with Salary Grade 15 is hereby created. The appointment of the Administrative Officer IV is permanent with the appointing authority. The person to be appointed to the said position shall have the following qualifications:

(1) Possession of a Bachelor's degree from an accredited institution, preferably in fields related to Real Estate Management, Public Administration, Urban Planning, Economics, Finance, Business Administration, or a related field.

(2) At least one year of relevant work experience in property management, public administration, real estate, or related fields.

(3) Completion of relevant training - must be at least four hours of relevant training and must have a Career Service (Professional) Second Level Eligibility.

(4) Demonstrable knowledge and understanding of housing policies and regulations, real estate practices, property management, and public administration.

(5) Excellent skills in administration, organization, communication, negotiation, and problem-solving.

(6) Proven track record of integrity, professionalism, and a commitment to public service and social justice.

(7) No prior conviction of any crime involving moral turpitude or imposes the penalty of perpetual absolute disqualification from public office.

In case the City Mayor opts to appoint a juridical person (a corporation or a partnership) as Property Manager - the foregoing qualifications under paragraphs 1, 2, and 3 of this Section shall no

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longer apply. Provided that such appointment shall be subject to the approval of the Sangguniang Panlungsod under contractual terms and conditions not contrary to law or to pertinent civil service regulations.

Section 7. Authority to Appoint Property Manager- The City Mayor is hereby authorized to appoint a Property Manager for each housing project within the City that was constructed, developed, and/or operated using public funds either wholly or partially.

Section 8. Authority to Replace or Terminate Property Manager - The City Mayor has the authority to replace, or terminate for just cause, the Property Manager for valid reasons such as, but not limited to, non-performance of duties, violations of this ordinance, criminal conviction, and any act or omission that results in damage or prejudice to the City, the housing project, or its residents.

The Property Manager, once appointed, will serve under the direct supervision of the City Mayor or his/her designated representative and will perform duties as outlined in Section 9 of this Ordinance, other related City regulations.

Section 9. Duties and Responsibilities of the Property Manager - The Property Manager shall be primarily responsible for the comprehensive management and maintenance of all housing projects of the City of Bacoor, operating under the supervision of the City Mayor and in strict adherence to this Ordinance, City and national government regulations, and national laws.

(A) General Duties. The Property Manager shall:

(1) Uphold and protect the rights, well-being, and interests of the residents in all actions and decisions, ensuring that the administration of the housing project is conducted fairly, responsibly, and transparently.

(2) Foster a positive and inclusive living environment by actively addressing resident concerns, promoting community involvement, and ensuring that living conditions meet or exceed required standards.

(3) Oversee the sustainable use of resources and the environmental protection of the housing project's site, taking into account long-term viability and implications on the broader City environment.

(4) Coordinate with relevant government agencies, private sector entities, and other stakeholders for the improvement, development, and efficient management of the housing project, leveraging public-private partnerships while prioritizing the interests of the underprivileged and homeless citizens.



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(5) Implement and enforce rules and regulations for the housing project that are in alignment with this Ordinance and other City Ordinances, City regulations, and national laws, ensuring residents' compliance and maintaining the peace and order within the community.

(6) Regularly report to the City Mayor or his/her designated representative on the status of the housing project, including but not limited to, maintenance issues, financial status, resident concerns, and overall performance against the set objectives in the Asset Management Plan.

(7) Assist tenants of the housing program in the paying of their dues.

(8) Undertake any other duties and responsibilities that may be assigned by the City Mayor or his/her designated representative that are in alignment with the overall purpose of this Ordinance.

(B) Integrative Asset Management. The Property Manager is responsible for the integrative asset management of the housing project, coordinating various management, financial, economic, and other practices applied to the property assets in a systematic and coordinated manner. To this end, the Property Manager shall be accountable for both Strategic Property Considerations and Property Services:

(1) Strategic Property Considerations: The Property Manager shall make decisions regarding the number, type, and location of assets within the housing project to meet its objectives and to align the property assets with the corporate goals and objectives of the City. Questions such as where specific amenities should be located, why they should be sited in particular locations, and what size they need to be to support the housing project will be addressed by the Property Manager.

(2) Property Services: The Property Manager shall oversee two strands of property services:

(i) Property Management Services: The Property Manager shall be responsible for the care of buildings and amenities to residents' satisfaction. The activities include but are not limited to the valuation of property; acquisition and disposal of buildings; provision of advice on property investment; administration of leases; administration and accounting for service charges; supervision of building repairs;



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rent reviews and rating advice; strategic reviews of property and accommodation, and sales of surplus space.

(ii) Facility Management Services: The Property Manager shall also manage the facilities of the housing project. This involves coordinating the needs of residents, equipment, and operational activities into the physical layout of the housing project. The responsibilities include but are not limited to:

(a) Control of operating budgets and occupancy costs;

(b) Management and maintenance of building services;

(c) Planning and management of the moving in of tenants to the housing project;

(d) Selection of furniture;

(e) Management of space allocation and use;

(f) Supervision of cleaning, security, IT/communication, and telecommunications services;

(g) Overseeing of the building itself and all mechanical and electrical equipment, especially with respect to cleanliness, safety, and sanitation.

(C) Formulation of Asset Management Plan. The Property Manager shall develop and implement an Asset Management Plan every two years, which will include strategic planning, demand management, life-cycle management, risk management, and an optimized investment decision-making approach. This plan should aim to ensure best value for money from property assets while serving the strategic needs of the housing project and its residents. The formulation of the Asset Management Plan consists of 3 stages:

(1) Identification of Management Strategies. In this stage, the manager shall:

(i) Identify Current and Appropriate Practices to Maximize the Beneficial Use of Housing Projects. This involves evaluating physical condition of the properties, existing policies, resident satisfaction, community needs, and



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financial performance. Factors like occupancy rate, waiting lists, tenant turnover, and unit conditions can reveal important details about current practices.

(ii) Identify the Gap Between Current and Appropriate Practice. The gap between current and appropriate practice can be identified by comparing the current status of the housing projects with the goals established by the Ordinances creating the projects.

(iii) Outline Asset and Non-Asset Solutions to Close the Gap. Asset solutions involve physical modifications or additions to the property portfolio. This could include capital investments such as constructing new housing units, upgrading existing ones (like installing energy-efficient systems or improving accessibility), or renewing aging assets. Asset solutions can also involve strategic decisions related to operation and maintenance of the housing stock, or even disposing of certain assets if they're not serving the intended purpose or if the cost of upkeep outweighs the benefits. Non-asset solutions, on the other hand, refer to approaches that don't involve direct physical changes to the properties but aim to manage demand more effectively. For example, introducing policies to prioritize allocation of housing to those most in need, or initiatives to encourage responsible use of communal spaces, or providing resources to help residents maintain their homes. Another non-asset solution could be implementing regulations or charges to manage the use of certain assets, like parking spaces or community facilities, to ensure fair access for all residents. Engaging with residents to foster a sense of community and promote care for the property can also be a powerful non-asset solution.

(2) Options Appraisal. In this stage, the Property Manager shall assess the asset and non-asset solutions identified in the previous stage and select the optimal solution or optimal combination of solutions. The assessment must take into consideration the following:

(i) Financial Assessment: The Property Manager must assess the cost-effectiveness of each solution in monetary terms. This involves



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calculating the total lifecycle costs (initial investment, operating and maintenance costs, replacement costs) and expected financial benefits (like cost savings from energy efficiency measures).

(ii) Multi-Criteria Analysis (MCA): Apart from financial considerations, each solution should be assessed based on a variety of non-financial criteria. This could include social benefits (like increased resident satisfaction), environmental impact, cultural relevance, and compliance with housing policies or legal requirements.

(iii) Risk Evaluation: The Property Manager must understand and assess the potential challenges or setbacks that could arise with each solution, as well as how these risks can be managed or mitigated.

(iv) Public Participation: When necessary, the Property Manager may consult with the residents and wider community to gather their input on the proposed solutions.

(3) Preparation of the Asset Management Plan. In this final stage, the Property Manager shall prepare the Asset Management Plan, which must include:

(i) Statement of Purpose: The plan shall contain a statement outlining the purpose of the asset management plan, clearly defining its scope and objectives.

(ii) Inventory of Assets: An exhaustive list of all assets under management, with key details such as location, type, size, condition, age, and other relevant characteristics.

(iii) Asset Valuation: The plan shall provide a current market value of all assets, updated periodically in accordance with accepted accounting standards.

(iv) Condition Assessment: A detailed assessment of the current condition of each asset, and a plan for regular inspections and updates to this assessment.

(v) Level of Service: A definition of the service level each asset is intended to provide, including performance standards and targets.



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Office of the Sangguniang Panlungsod

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City Councilor

HON. MICHAEL E. SOLIS
City Councilor

HON. ADRIELITO G. GAWARAN
City Councilor

HON. VICTORIO L. GUERRERO, JR.
City Councilor

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HON. LEY M. TELA
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DISTRICT II

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City Councilor

HON. REYNALDO D. PALABRICA
City Councilor / President Pro-Tempore

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HON. SIMPLICIO G. DOMINGUEZ
City Councilor

HON. RAMON N. BAUTISTA
Liga ng mga Barangay President

HON. MAC RAVENESPIRITU
SK Federation President

Attested by:

MS. CRISTINA R. MALAWIG
Supervising Admin. Officer

Certified by:

HON. REYNALDO D. PALABRICA
President Pro-Tempore

Approved by:

HON. STRIKE B. REVILLA
City Mayor

(vi) **Life Cycle Management:** Information on the expected useful life of each asset, and strategies for operation, maintenance, renewal, and disposal.

(vii) **Risk Management:** The plan shall detail potential risks associated with the assets and strategies to mitigate these risks.

(viii) **Financial Summary:** A summary of the current and projected costs associated with each asset, including acquisition, operation, maintenance, renewal, and disposal costs.

(ix) **Capital Works Program:** A detailed plan for any proposed capital investment, including rationale, expected costs and benefits, and timelines.

(x) **Non-Asset Solutions:** Where applicable, the plan shall detail strategies for demand management and other non-asset solutions.

(xi) **Stakeholder Engagement:** When necessary, the plan shall include a strategy for engaging with residents and other stakeholders, including communication plans and opportunities for feedback and participation.

(xii) **Compliance Statement:** A statement affirming compliance with relevant local, state, and national laws, regulations, and guidelines related to public housing asset management.

(xiii) Any other information which the Property Manager may deem necessary and practicable.

(D) **Asset Management Audit and Review:** The Property Manager shall, on a yearly basis, undergo a process of Asset Management Audit and Review. To this end, the Property Manager shall review and evaluate the performance of the estate and of property asset management practices in the City's housing projects against key performance indicators (KPIs) and KPI targets as outlined in the Asset Management Plan, prepare a clear statement of current performance levels against KPI targets as well measures that shall be taken to improve the use and development of the property.

Section 10. Implementing Rules and Regulations - The Bacoor Housing Urban Development and Resettlement Department, the Office of the City Legal Service, and the City Social Welfare and

City Ordinance No. 299-2023, (Housing Project Management Ordinance of the City of Bacoor) 23 August 2023



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HON. STRIKE B. REVILLA
City Mayor

Development Office, under the supervision of the City Administrator's Office, shall formulate the necessary rules and regulations for the effective implementation of this Ordinance and present it to the City Mayor for their approval no later than sixty (60) days upon the effectivity of this Ordinance.

Section 11. Separability Clause - If any part or provision of this Ordinance is held invalid or unconstitutional, the remaining parts or provisions not affected shall remain in full force and effect.

Section 12. Repealing Clause - All ordinances, resolutions, and issuances inconsistent with the provisions of this Ordinance are hereby repealed or modified accordingly.

Section 13. 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 Sangguniang Panlungsod of Bacoor, Province of Cavite this 23rd day of August 2023.

I hereby certify that the foregoing Ordinance is true and correct and that it was passed in accordance with law.

Certified by:

HON. REYNALDO D. PALABRICA
Acting/Presiding Officer

Attested by:

MS. CRISTINA R. MALAWIG
Supervising Admin. Officer

Approved by:

HON. STRIKE B. REVILLA
City Mayor

Date of Approval: 05 OCT 2023