



*Office of the Sangguniang Panlungsod*

**CITY ORDINANCE NO. 359-2024  
Series of 2024**

**AN ORDINANCE EXPEDITING AND INTENSIFYING DIGITIZATION AND DIGITALIZATION EFFORTS FOR IMPROVED PUBLIC SERVICE DELIVERY IN THE CITY OF BACOR, CAVITE AND PROVIDING FUNDS THEREFORE.**

Sponsored by:

**Hon. Rogelio M. Nolasco**

Co-Sponsored by:

**Hon. Roberto L. Advincula, Hon. Palm Angel S. Buncio, Hon. Simplicio G. Dominguez, Hon. Catherine S. Evaristo, Hon. Reynaldo M. Fabian, Hon. Randy C. Francisco, Hon. Adrielito G. Gawaran, Hon. Alejandro F. Gutierrez, Hon. Alde Joselito F. Pagulayan, Hon. Reynaldo D. Palabrica, Hon. Michael E. Solis and Hon. Levy M. Tela.**

**WHEREAS**, the City Government of Bacoor envisions itself as a model first-class city, home of resilient, empowered, environment-friendly citizens, with a mission to uphold the tenets of good governance and ensure the promotion of culture, trade, and investment through the use of modern technology.

**WHEREAS**, the City Mayor signed City Ordinance No. 002-2022 (the "Bacoor E-Governance Ordinance"), which institutionalized online paperless transactions that are citizen-centered, responsive, efficient, and transparent to eliminate corruption and inefficiency at every level of governance using the internet and other modern technologies.

**WHEREAS**, two years after the approval of City Ordinance No. 002-2022, the City Government of Bacoor has already engaged several private entities for the implementation of its E-Governance Program.

**WHEREAS**, President Ferdinand Marcos Jr., in his State of the Nation Address on 24 July 2023 and in SONA Directive No. PBBM-2023-041, signed by Executive Secretary Lucas P. Bersamin, directed that the government must fully embrace a fully transformative policy direction where digitalization is aimed to provide better service to the people through its vital frontline services and its back-end functions because digitalization will support the government's data-driven and science-based planning and decision making.

*DISTRICT I*  
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City Councilor  
HON. RANDY C. FRANCISCO  
Liga ng mga Barangay Vice President  
HON. PALM ANGEL S. BUNCIO  
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



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HON. STRIKE B. REVILLA  
City Mayor

**WHEREAS**, the City Government of Bacoor, through the leadership of Mayor Strike B. Revilla, believes that there is still room to improve and intensify its efforts in digitalization in support of the call of President Marcos Jr.

**WHEREAS**, there is a need to provide a roadmap that will enable the City Government to rapidly and efficiently digitalize its various processes and transactions.

**WHEREAS**, Section 11 (a) (5) of Republic Act No. 10160 (the "Charter of the City of Bacoor") provides that the Sangguniang Panlungsod is empowered to approve ordinances that shall ensure the efficient and effective delivery of the basic services and facilities as provided for under the Local Government Code of 1991.

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

**SECTION 1. SHORT TITLE.** This Ordinance shall be entitled the "2024 Bacoor City Intensified Digitalization Roadmap Ordinance".

**SECTION 2. SCOPE AND COVERAGE.** This Ordinance shall cover all frontline and back-end transactions of the City Government of Bacoor.

**SECTION 3. DECLARED POLICIES.** The implementation and execution of this Ordinance shall be guided by the following and their eventual realization:

1. Provide an affordable, efficient, and cost-effective digital public service to Bacoor City residents through the deployment of modern information technologies in the delivery of public services;
2. Integrate, streamline, and improve the interconnectivity of City Government departments, offices, and units; and
3. Preserve the integrity and confidentiality of data collected or acquired from clients of the City Government in the delivery of services and governmental transactions.



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**SECTION 4. DEFINITION OF TERMS.** The following terms used in this Ordinance, refers to:

1. Digitization –the technical conversion of physical, analog originals to digital copies using electronic devices.
2. Digitalization –the adoption of digital technologies to upgrade processes and systems in order to create innovative ways of providing better public service and obtaining better benefits.
3. Digital Transformation - the cultural, organizational, and operational change in an organization, industry, or ecosystem through the smart integration of digital technologies, processes, and competencies across all levels and functions in a staged and strategic way.
4. Digital skills - a range of skills encompassing a combination of behaviors, expertise, know-how, work habits, character traits, dispositions, and critical understanding of the use of digital devices, communication applications, and networks to access and manage information.
5. Digital services - public or private services that can be delivered through digital communication, such as the Internet, mobile phone networks that might include delivery of digital information, data or content, or transactional services.
6. Digital technology- any product or service that can be used to create, view, distribute, modify, store, retrieve, transmit, and receive information electronically in a digital form, such as personal computers and devices like desktops, laptops, netbooks, tablet computer, smartphones, games consoles, media players, e-book readers, as well as digital television, robots, personal assistant smart devices, and smart boards.
7. Digital tools- technologies used for a given purpose or for carrying out a particular function of information processing, communication, content creation, safety, or problem-solving.
8. E-readiness (electronic readiness)- a measure of the degree to which the City is prepared to



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partake in electronic activities and, thus, benefit from ICT in education; and

9. Innovation - refers to the creation of new ideas using new or existing technologies that result in the development of new or improved products, processes, or services, which are then spread or transferred across the market.

**SECTION 5. KEY AREAS OF THE 2024 BACOR DIGITALIZATION ROAD MAP.** The Bacoor Digitalization Roadmap shall contain the following key areas:

1. Integration of government services, processes, and information of all City Government departments, offices, and units from front-line to back-end functions under a system that allows the coordination by and among departments, offices, and units where facts and circumstances relative to the progress or status of such document or transaction may be tracked.
2. Availability of online, digital, remote, and mobile payment systems for payment of taxes, fees, and charges due to the City Government.
3. Significant reduction of analog paper-based files, documents, and papers while transitioning to a majority paperless City Government unless otherwise specifically required by law or ordinance.
4. Preservation of accumulated data and its appropriate utilization for empirical-based decision-making.
5. Implementation of an appropriate digital system in the public administration of and provision of services to improve its efficiency and ensure optimized and cost-effective utilization of the Digital system.
6. Development of standards, rules, and procedures on a digital system and the development of essential digital infrastructure in order to meet international standards and to create and improve the work process of the City Government in a way that promotes mutual compatibility, interconnectivity, data sharing as well as security and credibility, integration and



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unity between offices through cooperation, leading to the development of efficient services delivery and integrated public administration and services, and allowing for easy access by the people.

7. Creation and development of a practical and credible security system to be implemented within the digital system and a protection measure for data that might affect public security or privacy.
8. Disclosure of public data or announcements produced and possessed by the government through digital means for the purpose of creating easy access to the public, promoting their involvement in and inspection of governmental operations, and enabling them to further use the data to develop innovations and services which would be beneficial to the City of Bacoor in certain aspects.
9. Maintenance of governmental financial and fiscal discipline and enhancement of the efficiency in government spending and budgeting in order to ensure their optimization and effectiveness, including monitoring, inspection, and cost-effectiveness evaluation, through a digital means of operations in carrying out public administration and services, as well as developing a mechanism which utilizes data to reduce redundancy and enhance mutual compatibility, to the working plans and projects; and
10. Enable the use of reloadable electronic money cards or e-wallets, in partnership with or without the private sector, for the distribution of financial assistance and other benefits and for the payment of taxes, fees and charges due to the city government as may be provided for by law or ordinance in compliance with relevant accounting and auditing rules and regulations of the national government.

**SECTION 6. MINIMUM REQUIREMENTS OF DIGITIZATION AND DIGITALIZATION.** The following minimum concrete goals and objectives are desired by the City Government to be actualized within 2024 or as soon as possible:



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1. A secured computer platform or software connecting all City Government departments, offices, and units where transfer and endorsement of information, data, files, and documents may be had.

This secured computer platform or software must be available 24/7, which may be remotely accessed by permitted officers and personnel of the City Government.

2. Ensure that the most common and available mobile wallets, online banking, and other forms of digital financial services will be available for use to electronically pay taxes, fees, and other charges due to the City Government.
3. Transform or convert existing original paper-based files of the City Government's departments, offices, and units to digital formats that are accessible using a computer or another digital device.
4. Establish and institutionalize electronic payouts of financial assistance and payments of charges, fees, taxes, and other such other payments in the City of Bacoor through electronic cash cards, mobile wallets, and other online systems; and
5. Secure a seal of registration from the National Privacy Commission and ensure the integrity of data and information acquired by the City Government in compliance with Republic Act No. 10173 (the "Data Privacy Act of 2012") and relative issuances of the National Privacy Commission.

**SECTION 7. BACOR DIGITALIZATION TASK FORCE.** The Bacoor Digitalization Task Force is hereby created and shall be comprised of the following:

1. The City Mayor as Chairperson;
2. The City Administrator as Co-Chairperson;
3. The E-Governance Department Head as Vice-Chairperson;
4. The City Planning and Development Coordinator's Office as Secretariat;



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City Mayor

5. The following shall be the members of the task force:

- a. Chairperson of the Committee on Information, Communication and Technology of the Sangguniang Panlungsod
- b. The City Budget Officer;
- c. The City Treasurer;
- d. Quality Management Team Leader or Deputy Leader
- e. The City Legal Officer; and
- f. The Bacoor ARTA Officer.

**SECTION 8. DUTIES AND FUNCTIONS OF THE BACOOR DIGITALIZATION TASK FORCE.** The Bacoor Digitalization Task Force will be primarily in charge of planning and implementing the 2024 Bacoor Digitalization Roadmap. As an immediate and priority project of the City Government, the Bacoor Digitalization Task Force shall meet once a month or as needed to fulfill the goals and objectives of this Ordinance. The Task Force can tap the assistance or expertise of additional national government agencies or local offices to implement this Ordinance effectively and efficiently. In addition, it shall be in charge of:

1. Preparing a three-year Information System Strategy Plan (ISSP) for information, communication, and technology programs and projects in the City of Bacoor.
2. Recommending policies and formulate digital government development plans to the City Mayor and to the Sangguniang Panlungsod.
3. Specifying the principle of governmental data governance as a foundation and guideline to ensure compliance with RA 10173.
4. Determining standards, regulations, and rules in relation to the digital system for the purpose of achieving the objectives of this Ordinance.
5. Formulating guidelines on the development of city government personnel capabilities for the benefit of public administration and service delivery through the digital system; and
6. Recommending to the City Mayor or the Sangguniang Panglungsod the issuance of regulations or notifications for the execution of this Ordinance;



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City Mayor

**SECTION 9. PARTNERSHIP.** The city government, through the City Mayor, is hereby empowered to collaborate with both public and private service providers to ensure the effective implementation of the objectives outlined in this ordinance. Such partnerships may encompass various forms of cooperation, including but not limited to joint initiatives, resource sharing, and leveraging expertise and capacity-building opportunities. This collaborative efforts aims to promote innovation, maximize efficiency, and improve public service delivery in accordance with the requirements of this ordinance.

**SECTION 10. APPROPRIATION.** Funding for the implementation of this Ordinance and the 2024 DIGITIZATION AND DIGITALIZATION ROAD MAP shall be appropriated from the General Fund of the City Government or from other lawful sources.

**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. REPEALING CLAUSE.** All ordinances, resolutions, executive orders, and issuances inconsistent with the provisions of this Ordinance are hereby repealed, modified, or amended accordingly.

**SECTION 13. IMPLEMENTING RULES AND REGULATIONS.** The BACOR DIGITIZATION AND DIGITALIZATION TASK FORCE shall formulate the implementing rules and regulations of this Ordinance.

**SECTION 14. 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 submitted to the University of the Philippines-Office of the National Administrative Register (UP-ONAR).

**APPROVED** this 18<sup>th</sup> day of March 2024 at the City of Bacoor, Cavite during the 83<sup>rd</sup> regular session of the 5<sup>th</sup> Sangguniang Panlungsod of the City of Bacoor, Cavite.





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Certified by:

HON. ROWENA BAUTISTA-MENDIOLA  
City Vice Mayor

Approved by:

HON. STRIKE B. REVILLA  
City Mayor

I hereby certify that the foregoing Ordinance was duly approved in accordance with law.

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: 07 MAY 2024