



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

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HON. SIMPLICIO G. DOMINGUEZ
City Councilor

HON. RANDY C. FRANCISCO
Liga ng mga Barangay Vice-President

HON. PALM ANGEL S. BUNCIO
SK Federation President

Attested by:

ON-LEAVE
ATTY. KHALID A. ATEGA, JR.
Sangguniang Panlungsod Secretary

MS. CRISTINA R. MALAWIG
Supervising Admin. Officer

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

Approved by:
HON. STRIKE B. REVILLA
City Mayor

**CITY ORDINANCE NO. 381-2024
SERIES OF 2024**

AN ORDINANCE INSTITUTIONALIZING AND ENHANCING THE FUNCTIONS, DUTIES, AND QUALIFICATIONS OF VARIOUS OFFICERS AND PERSONNEL OF THE BUSINESS PERMIT AND LICENSING DEPARTMENT (BPLD) OF THE CITY OF BACOR, PROVINCE OF CAVITE, AND PROVIDING FOR ITS STRUCTURE, STAFFING PATTERN.

Sponsored By:

Hon. Reynaldo D. Palabrica

Co-Sponsored By:

Hon. Roberto A. Advincula, Hon. Palm Angel S. Buncio, Hon. Simplicio G. Dominguez, Hon. Catherine Sarino-Evaristo, Hon. Reynaldo Fabian, Hon. Randy C. Francisco, Hon. Adrielito G. Gawaran, Hon. Alejandro F. Gutierrez, Hon. Alde Joselito F. Pagulayan, Hon. Rogelio M. Nolasco, Hon. Michael E. Solis and Hon. Levy M. Tela.

WHEREAS, Section 16 of Republic Act No. 7160 (the "Local Government Code of 1991") provides that every local government shall exercise the powers expressly granted, those necessarily implied therefrom, as well as powers necessary, appropriate, or incidental for its efficient and effective governance and those which are essential to the promotion of the general welfare including the power to enhance the right of the people to a balanced ecology;

WHEREAS, Section 76 of the same Code provides that every local government unit shall design and implement its own organizational structure and staffing pattern considering its service requirements and financial capability, subject to the minimum standards and guidelines prescribed by the Civil Service Commission;

WHEREAS, Article IV, Section 11 (1)(X) of Republic Act No. 10160 ("Charter of the City of Bacoor") provides that the Sangguniang Panlungsod is empowered to provide provide a mechanism and the appropriate funds therefore to ensure transparency in all city government transactions and the exercise of fiscal-discipline; the accountability of all city government employees for the safety and protection of all city government properties, public documents or records such as those relating to property inventory, land ownership, records of births, marriages, deaths, assessments, taxation, accounts, business permits and such other records and



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documents of public interest in the offices and departments of the city government;

WHEREAS, Article II, Section 7 (d) (2) empowered the Sangguniang Panlungsod to create such other offices as may be necessary to carry out the purposes of the City;

WHEREAS, Section 458, par. (1), (viii) of R.A. No. 7160 and Section 11, par. 1 (viii) of Republic Act No. 10160 empowered the Sangguniang Panlungsod to determine the positions and the salaries, wages, allowances, and other emoluments and benefits of officials and employees paid wholly and mainly from the city funds and provide for expenditures necessary for the proper conduct of programs, projects, services and activities of the city government;

WHEREAS, City Ordinance No. 217-2022 or the Revenue Code of the City of Bacoor provides for the various functions and responsibilities of then Business Permit Licensing Office pertaining to the implementation of the same and the regulation of businesses and enterprises in the City of Bacoor;

WHEREAS, on 3 June 2024, the Sangguniang Panlungsod received a letter from the Office of the City Mayor, which endorsed the enactment of an ordinance creating and providing for the functions and duties of the Business Permit Licensing Department;

BE IT ORDAINED by the 5th Sangguniang Panlungsod of the City of Bacoor, Cavite that:

SECTION 1. SHORT TITLE. This Ordinance shall be referred and cited as the "**Business Permit and Licensing Department Institutionalization and Enhancement Ordinance of 2024**".

SECTION 2. PURPOSE. The purpose of this Ordinance is to institutionalize the Business Permit and Licensing Department, provide for its organizational structure, and lay out its functions and duties.

SECTION 3. INSTITUTIONALIZATION OF THE BUSINESS PERMIT AND LICENSING DEPARTMENT. The Business Permit and Licensing Department is hereby created which shall be headed by a City Government Department Head I (Salary Grade 25) and who shall be designated as the Bacoor City Business Permit and Licensing Officer.

SECTION 4. QUALIFICATIONS OF THE DEPARTMENT HEAD. The qualifications of the Bacoor City Business Permit and Licensing Officer shall be as follows:



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City Vice Mayor

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HON. STRIKE B. REVILLA
City Mayor

1. Bachelor's degree in Commerce/Business Administration, Economics, Public Administration, or any related course;
2. Five years of experience in management and supervision of business, industry, public administration, or in any related field. At least thirty-two (32) hours of relevant training;
3. Career Service Professional (Second Level Eligibility) / Board/Bar Passer RA 1080;
4. Filipino citizen;
5. A resident and registered voter of the City of Bacoor.

SECTION 5. DUTIES AND FUNCTIONS OF THE BACOR CITY BUSINESS PERMIT LICENSING DEPARTMENT. The following shall be the duties and functions of the Bacoor City Business Permit Licensing Department.

1. Process all business permits and licenses issued to natural persons or entities intending or actually doing business or engaged in any enterprise for-profit;
2. Process and permits and licenses, in a regulatory function, to all natural persons engaged in the practice of profession;
3. Monitor and enforce applicable local tax ordinances, and other pertinent laws, ordinances, rules and regulations in the operations of businesses and occupations within the jurisdiction of the City of Bacoor;
4. Initiate, review and recommend to the City Mayor revenue-generating measures to increase local revenues;
5. Process and issue Certificate of Business Retirement/ Surrender/ Closure of Business, or issue Certificate of No Business or No Registration, or Additional Line of Business;
6. Conduct inspections of businesses and enterprises in the City of Bacoor, and cite natural persons or entities for violations of laws, local ordinance, and rules and regulations;
7. Cause the confiscation of materials, tools, equipment, and goods, used to violate laws, ordinances, and such other rules and regulations subject to the execution and implementation of the Bacoor Business Permit Licensing Department;
8. Recommend to the City Mayor the approval, disapproval, suspension, or revocation of any permit or license issued by its Office;
9. Perform such other functions as may be provided for by law, ordinance, or by order of the City Mayor;



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HON. STRIKE B. REVILLA
City Mayor

SECTION 6. DUTIES AND RESPONSIBILITIES OF THE DEPARTMENT HEAD. The Bacoor City Business Permit and Licensing Officer shall have the following duties and responsibilities:

1. Ensure the proper and effective implementation of laws, city ordinances, issuances, plans and programs on businesses and enterprises in the City of Bacoor and such other related matters;
2. Formulate plans and recommend measures that will improve and develop the state of businesses and enterprises in the City of Bacoor and their compliance to laws, ordinances, rules and regulations and such other issuances;
3. Supervise in the day-to-day activities and operations of the Bacoor City Business Permit and Licensing Department;
4. Directly manage and supervise the personnel under his or her department in the execution of their respective duties and functions;
5. Perform other duties and functions as may be assigned by the City Mayor or by law, local ordinance, and such other relevant rules and regulations.

SECTION 7. Organization of the Bacoor City Business Permit and Licensing Department. The Bacoor City Business Permit and Licensing Department shall be composed of two divisions with the following respective functions and duties including such other matters and functions that may be assigned by the City Mayor, or the Department Head:

1. BPLD Administrative Division – primarily in charge of front-line services of the Business Permit and Licensing Department including but not limited to processing application for permits, licenses and certificates. The Administrative Division shall also perform all office-based operations of the BPLD including the management of incoming and outgoing documents, materials, papers and such other effects, and it shall keep and maintain records subject to the jurisdiction of the Business Permit Licensing Department in coordination with the General Services Office of the City Government of Bacoor;
2. BPLD Inspection Division – primarily in charge of the conduct of inspection, validation, and citation of natural persons or entities engaged in business or the practice of their profession.



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City Mayor

SECTION 8. COMPOSITION OF THE BPLD ADMINISTRATIVE DIVISION. The following positions shall compose the BPLD Administrative Division:

1. One (1) City Government Department Head I;
2. One (1) City Government Assistant Department Head;
3. One (1) Licensing Officer III;
4. Two (2) Licensing Officer II;
5. One (1) Administrative Officer IV (Fiscal Examiner II);
6. One (1) Administrative Assistant V;
7. One (1) Administrative Aide VI;
8. Two (2) Administrative Aide IV;
9. One (1) Administrative Aide III;

SECTION 9. COMPOSITION OF THE BPLD INSPECTION DIVISION. The following positions shall compose the BPLD Inspection Division:

1. One (1) Licensing Officer I;
2. One (1) Special Agent I;
3. Three (3) License Inspector II;
4. Two (2) License Inspector I;

SECTION 10. TRANSFER, DESIGNATION, OR DETAIL OF PERSONNEL AND EQUIPMENT. Upon the effectivity of this Ordinance, the personnel, whether permanent, casual, or job orders, particularly detailed to the Business Permit and Licensing Office or the Business Permit Licensing Department shall, upon approval of the City Mayor, with the recommendation of the Human Resources Development and Management Department may either be transferred, designated or detailed in the newly created Bacoor City Business Permit and Licensing Department.

Any and all equipment, materials, facilities, offices and such other tools under the direct control and supervision of then Business Permit and Licensing Office or the Business Permit Licensing Department shall, with the approval of the City Mayor, with the recommendation of the General Services Office be transferred to the newly created Bacoor City Business Permit and Licensing Department.

SECTION 11. APPROPRIATIONS. The funds to cover the salaries and emoluments and all other benefits of the Bacoor City Business Permit Licensing Department shall be taken from the general fund of the City Government or any available funds subject to existing laws and regulations imposed by the Commission on Audit.



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City Vice Mayor

Approved by:

HON. STRIKE B. REVILLA
City Mayor

SECTION 12. SEPARABILITY CLAUSE. In case any of the provision of this Ordinance is declared unconstitutional or void by a competent court of law, the remaining provisions hereof not affected by the said declaration shall remain valid.

SECTION 13. EFFECTIVITY. This Ordinance shall take effect immediately after it has been published once in a newspaper of general circulation in the City of Bacoor, Cavite.

APPROVED, this 18th day of June 2024 at the City of Bacoor, Cavite, by the 5th Sangguniang Panlungsod of Bacoor City, Cavite.

I hereby certify to the truth and correctness of the above-quoted Ordinance.

Certified by:

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

Attested by:

[Signature]
MS. CRISTINA R. MALAWIG
Supervising Admin. Officer

Approved by:

[Signature]
HON. STRIKE B. REVILLA
City Mayor

Date of Approval: 10 OCT 2024