



Republic of the Philippines
Province of Cavite
CITY OF BACOOR

Office of the Sangguniang Panlungsod



DISTRICT I
 HON. CATHERINE SARINO-EVARISTO
City Councillor
 HON. MICHAEL E. SOLIS
City Councillor
 HON. ADRIELITO G. GAWARAN
City Councillor
 HON. VICTORIO I. GUERRERO, JR.
City Councillor
 HON. ALEJANDRO F. GUTIERREZ
City Councillor
 HON. LEVY M. TELA
City Councillor

DISTRICT II
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City Councillor
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City Councillor
 HON. REYNALDO M. FABIAN
City Councillor
 HON. ROGELIO M. NOLASCO
City Councillor

HON. ALDE JOSELITO F. PAGULAYAN
City Councillor
 HON. SIMPLICIO G. DOMINGUEZ
City Councillor
 HON. RANDY C. FRANCISCO
Liga ng mga Barangay Vice-President
 HON. PALM ANGEL S. BUNCIO
SK Federation President
 Attested by:
 ATTY. KHAUD 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. 402-2024
Series of 2024

AN ORDINANCE MANDATING THE OBSERVANCE BY ALL EMPLOYEES OF THE SANGGUNIANG PANLUNGSOD AND OFFICE OF THE VICE MAYOR OF THE VARIOUS PROVISIONS OF CITY ORDINANCE NO. 293-2023 AND PROVIDING GUIDELINES FOR THEIR COMPLIANCE THERETO.

Sponsored by:

Hon. Reynaldo D. Palabrica

Co-Sponsored by:

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

WHEREAS, City Ordinance No. 293-2023 (the "20 MINUTES FOR HEALTHIER EMPLOYEES LEADS TO BETTER SERVICE" Ordinance) was approved by the Sangguniang Panlungsod on 26 July 2023 and aims to:

- 2.1 Improve the health and well-being of the City Government of Bacoor employees and personnel;
- 2.2 Decrease the percentage of the City Government of Bacoor employees and personnel who are hypertensive;
- 2.3 With healthier employees and personnel, improve the quality of services provided by the City Government.

WHEREAS, Section 4 of the said city ordinance provided the following guidelines for its implementation:

"Section 4. Guidelines. – This Ordinance shall be implemented based on the following guidelines:

- 4.1 The Human Resources Development and Management Department (HRDMD) shall formulate a plan for the conduct of the daily 20-minute exercises based on the following parameters:



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SK Federation President

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ATTY. KHALID A. MTEGA, JR.
Sangguniang Panlungsod Secretary

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

Approved by:
HON. STRIKE B. REVILLA
City Mayor

- a. There shall be two sessions, one in the morning and one in the afternoon.
- b. The session in the morning may be conducted before or after 10:00 AM.
- c. The session in the afternoon may be conducted before or after 3:00 PM.
- d. Each session shall be for ten minutes only; and
- e. There must be two (2) sessions each day and must total 20 minutes.

4.2 The HRDMD shall be in charge of identifying, tapping, or procuring resource person/s who will manage and conduct the daily 20-minute exercise.

4.3 The HRDMD shall be in charge of information dissemination and monitoring all of the City Government employees' and personnel's compliance with this Ordinance; and

4.4 The HRDMD shall ensure that public services will not be unduly disrupted or prejudiced; the personnel complement may be divided into such groups as may be necessary, which shall undertake such activities at different times of the day. (Underscoring supplied)

WHEREAS, the employees of the Sangguniang Panlungsod and the Office of the City Vice Mayor are assigned and report for work at the Bacoor Legislative and Disaster Resilience Building and not at the City Hall main building. Considering the distance between the BLDR Building and the City Hall main building, it is hard for the HRDMD to monitor the compliance of the employees of the SP and OVM to City Ordinance No. 293-2023. Moreover, a number of taxpayers have expressed their displeasure at the way the said ordinance is being implemented because it disrupts the delivery of public services.

WHEREAS, in view of the foregoing, a different set of guidelines must be established to ensure that the provisions of Sections 2 and 4 of City Ordinance No. 293-2023 shall be properly complied with by the employees of the SP and the OVM.



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HON. PALM ANGEL S. BUNCIO
SK Federation President

Attested by:
ATTY. KHALID A. WEGA, JR.
Sangguniang Panlungsod Secretary

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

Approved by:
HON. STRIFE B. REVILLA
City Mayor

NOW THEREFORE, upon motion of Hon. Reynaldo D. Palabrica, unanimously seconded by the Body, **BE IT ORDAINED** by the 5th Sangguniang Panlungsod of the City of Bacoor, Cavite THAT:

Section 1. Mandatory Guidelines for SP/OVM Employees.

The following guidelines shall be complied with by all employees of the Sangguniang Panlungsod and of the Office of the Vice Mayor in the implementation of City Ordinance No. 293-2023:

- 1.1. Employees of the Sangguniang Panlungsod and the Office of the Vice Mayor who reports for work at the BLDR Building shall exercise in groups to be determined by the Sangguniang Panlungsod Secretary to be submitted to the HRDMD.
- 1.2. The said group exercises shall consist of calisthenics chosen by each group depending on their age or health condition and shall be performed at their respective office/s. Each member of each group shall be given a chance to be the exercise leader each day. The SP Secretary shall approve the type of group exercises to be performed by each group. **Provided that:** each group shall be given the chance to change their exercise routines depending on the level of fitness of each member subject to the approval of the SP Secretary.
- 1.3. The SP Secretary shall designate a group leader for each group who shall be dutybound to videotape the compliance of each group member to this Ordinance and to City Ordinance No. 293-2023. Each videoclip shall be saved in a digital folder created for the said purpose for reference and periodic examination by the HRDMD.
- 1.4. To ensure that the delivery of public services shall not be disrupted, the said groups shall choose from among the following schedules when to conduct their group exercises:

A. Morning Compliance:



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Liga ng mga Barangay Vice-President

HON. PALM ANGEL S. BUNCIO
SK Federation President

Attested by:
ATTY. KILAJID A. MATEGA, JR.
Sangguniang Panlungsod Secretary

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

Approved by:
HON. STRIKE B. REVILLA
City Mayor

7:50 a.m. to 8:00 a.m.
8:00 a.m. to 8:10 a.m.

B. Afternoon Compliance:

4:50 p.m. to 5:00 p.m.
5:00 p.m. to 5:10 p.m.

Aside from the schedules mentioned above, NO OTHER SCHEDULE SHALL BE ALLOWED.

- 1.5. SP/OVM employees with existing health conditions that make it perilous for them to comply to City Ordinance No. 293-2023 or who perform work outside of the BLDR Building during the schedules mentioned above shall be exempted from compliance herewith.
- 1.6. SP/OVM employees who refuse or who fail to comply with these guidelines for no justifiable reason shall be held liable for insubordination based on pertinent civil service regulations and shall be meted with the appropriate penalty provided under City Ordinance No. 293-2023 and its implementing rules and regulations, if any.
- 1.7. Group exercises shall be immediately discontinued in case any member of the public is in need of assistance. The said group exercise shall be resumed after the public service required has been delivered. **The delivery of public service MUST be given priority over compliance with this Resolution or with City Ordinance No. 293-2023.**

Section 2. Amendment of Guidelines. The guidelines herein set forth may be amended by the City Vice Mayor based on the exigencies of public service and/or the health condition of particular employees of the Sangguniang Panlungsod or of the Office of the Vice Mayor.

Section 3. HRDMD Monitoring. The HRDMD, in conjunction with the SP Secretary, shall monitor the compliance



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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

of all SP/OVM employees concerned with the provisions of this Ordinance.

Section 4. Effectivity. This Ordinance shall take effect immediately after it has been posted in three (3) conspicuous places within the City of Bacoor, Cavite.

APPROVED this 14th day of October 2024 at the City of Bacoor, Cavite.

I hereby certify that this Ordinance was approved in accordance with law by the 5th 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: 20 MAR 2025



Republic of the Philippines
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Office of the Sangguniang Panlungsod

CITY ORDINANCE NO. 293-2023
Series of 2023

AN ORDINANCE SEEKING TO IMPROVE THE HEALTH OF THE EMPLOYEES AND PERSONNEL OF THE CITY GOVERNMENT OF BACOR BY ADOPTING THE CITY HEALTH BOARD RESOLUTION NO. 1, SERIES OF 2023 AND INSTITUTIONALIZING GUIDELINES FOR ITS IMPLEMENTATION.

Sponsored by:

HON. REYNALDO D. PALABRICA

Co-sponsored by:

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

WHEREAS, the local government of the City of Bacoor, Cavite is legally mandated to improve the lives of its constituents;

WHEREAS, Executive Order No. 34 Series of 2022 reorganized the City Health Board of the City of Bacoor, which is tasked to formulate, recommend and implement the City Government of Bacoor's programs related to the promotion of equitable, sustainable, and quality public health and safety in the City of Bacoor;

WHEREAS, based on the City Health Board Resolution No. 1, Series of 2023, the City Health Office reported that thirty percent (30%) of the employees and manpower of the City Hall are hypertensive;

WHEREAS, the percentage as mentioned above is not only alarming but can also possibly affect the efficiency of the employees in performing their daily tasks and duties;

WHEREAS, the Civil Service Commission issued Memorandum Circular No. 38 series of 1992, on the Physical and Mental Fitness Program for Government Personnel authorizing for one (1) hour each week, preferably from 4:00 P.M. up to 5:00 P.M., the conduct of:

City Ordinance No. 293-2023, **(20 Minutes for Healthier Employees Leads to Quality Service) July 26, 2023**

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HON. RAMON N. BAUTISTA
Liga ng mga Barangay President

HON. MAC RAVEN ESPIRITU
SK Federation President

Attested by:
ATTY. SHAM D.A. MEGA, JR.
Sangguniang Panlungsod Secretary

Certified by:

HON. ROWENA BAUTISTA MENDOLA
City Vice Mayor

Approved by:

HON. STRIKE B. REVILLA
City Mayor



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SK Federation President

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ATTY. EMMALDA A. ANTEGA, JR.
Sangguniang Panlungsod Secretary

Certified by:
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City Vice Mayor

Approved by:
HON. STRIKE B. REVELLA
City Mayor

(a) the health awareness program and for twenty (20) minutes daily, preferably before or after 10:00 A.M. or 3:00 P.M.; and (b) the wellness of fitness program;

WHEREAS, based on an article posted in December 2014 on the National Library of Medicine, epidemiological evidence suggests that individuals who meet daily physical activity guidelines but who accumulate high volumes of sitting time throughout the remainder of their day outside their bouts of physical activity have higher mortality risks than individuals who meet physical activity guidelines and have low volumes of daily sitting time;

WHEREAS, based on the study published on 19 February 2023 by the Journal of American Medical Association Network Open, higher physical activity levels are associated with lower risks of cancer, cardiovascular disease, and diabetes;

WHEREAS, the aforementioned study also states that increasing moderate to vigorous physical activity by twenty (20) minutes per day may be a useful nonpharmaceutical intervention to reduce hospital admission for many health conditions;

WHEREAS, the passage of this Ordinance is significant not only for the improvement of the health and well-being of the employees and personnel of the City Government of Bacoor but also for the City's efficient and effective delivery of its quality services;

NOW, THEREFORE, be it **ORDAINED** by the 5th Sangguniang Panlungsod of the City of Bacoor, Cavite, that:

Section 1. Title. – This Ordinance shall be known as the **"20 Minutes for Healthier Employees Leads to Quality Service."**

Section 2. Objectives. – This Ordinance aims to achieve the following:

- 2.1 Improve the health and well-being of the City Government of Bacoor employees and personnel;
- 2.2 Decrease the percentage of the City Government of Bacoor employees and personnel who are hypertensive;
- 2.3 With healthier employees and personnel, improve the quality of



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HON. MAC RAVEN SPIRITU
NK Federation President

Attested by:
ATTY. KHALID A. ATIGA, JR.
Sangguniang Panlungsod Secretary

Certified by:
HON. ROWENA BAUTISTA MENDROLA
City Vice Mayor

Approved by:
HON. STRIKE B. REVILLA
City Mayor

services provided by the City Government.

Section 3. Coverage – This Ordinance shall cover all employees and personnel of the City Government of Bacoor, regardless of their employment status.

Section 4. Guidelines. – This Ordinance shall be implemented based on the following guidelines:

4.1 The Human Resource Development and Management Division (HRDMD) shall formulate a plan for the conduct of the daily 20-minute exercise based on the following parameters:

- a. There shall be two sessions, one in the morning and one in the afternoon.
- b. The session in the morning may be conducted before or after 10:00 AM.
- c. The session in the afternoon may be conducted before or after 3:00 PM.
- d. Each session shall be for ten minutes only; and
- e. There must be two (2) sessions each day and must total 20 minutes.

4.2 The HRDMD shall be in charge of identifying, tapping, or procuring resource person/s who will manage and conduct the daily 20-minute exercise.

4.3 The HRDMD shall be in charge of information dissemination and monitoring all of the City Government employees' and personnel's compliance with this Ordinance; and

4.4 The HRDMD shall ensure that public services will not be unduly disrupted or prejudiced; the personnel complement may be divided into such groups as



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Liga ng mga Barangay President

HON. MAC RAVENESPIRITU
SK Federation President

Attested by:
ATTY. KHALID A. ATIGA, JR.
Sangguniang Panlungsod Secretary

Certified by:

HON. ROWENA BAUTISTA-MENDROLA
City Vice Mayor

Approved by:

HON. STRIKE B. REVILLA
City Mayor

may be necessary, which shall undertake such activities at different times of the day.

Section 5. Mandatory Check-up. - Immediately upon effectivity of this Ordinance, the HRDMD shall submit a list of employees and personnel with hypertension. Thereafter, such persons shall be required to undergo monthly check-ups to monitor the status of their hypertension.

Section 6. Reporting. - The HRDMD shall submit the following reports:

- 6.1 A report on the status of the 20-minute exercise activities, data on compliance, and penalties given, if any. This shall be submitted monthly or when required by the local chief executive.
- 6.2 A report on the compliance of the hypertensive employees and personnel with the monthly check-ups along with the status of their illness. This shall be submitted quarterly or when required by the local chief executive.
- 6.3 A bi-annual evaluation of the effect or effectiveness of the 20-minute exercise.

Section 7. Public Service Priority. - Nothing in this Ordinance shall allow any City Government of Bacoor employees or personnel to disregard their public duty to the residents of the City of Bacoor. Public Service shall remain the priority of all City Government of Bacoor employees or personnel.

Section 8. Strict Compliance. - Despite the preceding Section, no City Government of Bacoor employees or personnel shall disregard this Ordinance. The HRDMD shall ensure compliance of all employees with this Ordinance.

Section 9. Penalty Clause. - Any employee or personnel of the City Government of Bacoor who fails or refuses to comply with this Ordinance shall be penalized in accordance with the following:

- 9.1 Two (2) consecutive instances of non-compliance:
 - a. First instance - verbal warning



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ATTY. AHMAD A. ATEGA, JR.
Sangguniang Panlungsod Secretary

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City Vice Mayor

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City Mayor

- b. Second instance - verbal warning
- c. Third instance - written warning
- d. Fourth instance - Suspension for one day with no pay.
- e. Fifth instance - Suspension for two days with no pay.
- f. Succeeding instances - add a day to the number of days for suspension.

9.2 The total of non-compliance per month is five (5) instances or more, regardless of whether consecutive or not:

- a. First instance - Written warning
- b. Second instance - Suspension for five days with no pay.
- c. Third Instance - Suspension for ten days with no pay.
- d. Fourth Instance - Suspension for fifteen days with no pay.
- e. Fifth Instance - Suspension for thirty days with no pay.
- f. Sixth Instance - Termination from employment pursuant to pertinent civil service regulations.

9.3 The cleansing period shall be after two (2) years from the occurrence of the violation or non-compliance.

9.4 The HRDMD may, upon approval of the local chief executive, suggest to the Sangguniang Panlungsod to revise penalties mentioned above based on a review of the manner by which this Ordinance was implemented.

Section 10. Repealing Clause. All other Executive Orders and issuances inconsistent with this Order are hereby repealed or modified accordingly.

Section 11. Separability Clause. If any provision of this Order shall be held invalid or unconstitutional, the remaining provisions not affected thereby shall remain in full force and effect.

Section 12. Effectivity. This ordinance shall take effect immediately after approval of the City Mayor.



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City Councilor

HON. LEYLA M. TELA
City Councilor

DISTRICT II

HON. ROBERTO L. ADVINCUA
City Councilor

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

HON. REYNALDO M. FABIAN
City Councilor

HON. ROGELIO M. NOLASCO
City Councilor

HON. ALDE JOSEPHITO E. PAGULAYAN
City Councilor

HON. SIMPLICIO G. DOMINGUEZ
City Councilor

HON. RAMON N. BAUTISTA
Liga ng mga Barangay President

HON. MCRAVEN ESPRITU
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

UNANIMOUSLY APPROVED this 26th day of July 2023
by the 5th Sangguniang Panlungsod of the City of Bacoor,
Cavite.

I hereby certify that the foregoing was duly
approved in accordance with the 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 : 25 SEP 2023