



Republic of the Philippines
Province of Cavite
CITY OF BACOR

Office of the Sangguniang Panlungsod



[Signature]
DISTRICT I
HON. CATHERINE SARINO-EVARISTO
City Councillor

[Signature]
HON. MICHAEL E. SOLIS
City Councillor

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HON. SIMPLICIO G. DOMINGUEZ
City Councillor

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

[Signature]
HON. PALM ANGEL S. BUNCIO
SK Federation President

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

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

Approved by:
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HON. STRIKE B. REVILLA
City Mayor



CITY ORDINANCE NO. 427-2025
SERIES OF 2025

AN ORDINANCE ESTABLISHING A REGISTRY OF DOMESTIC WORKERS OR KASAMBAHAY, DESIGNATING A KASAMBAHAY DESK IN ALL BARANGAYS WITHIN THE CITY OF BACOR, CAVITE, AND PRESCRIBING PENALTIES FOR VIOLATIONS HEREOF.

Proposed by:

Mayor Strike B. Revilla

Sponsored by:

Hon. Alejandro F. Gutierrez

Co-sponsored by:

Hon. Roberto L. Advincula, Hon. Ramon N. Bautista, 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. Rogelio M. Nolasco, Hon. Reynaldo D. Palabrica, Hon. Michael E. Solis and Hon. Levy M. Tela.

WHEREAS, under Republic Act No. 10361 (otherwise known as the "Domestic Workers Act"), it was expressly declared that:

1. The State strongly affirms labor as a primary social force and is committed to respect, promote, protect and realize the fundamental principles and rights at work including, but not limited to, abolition of child labor, elimination of all forms of forced labor, discrimination in employment and occupation, and trafficking in persons, especially women and children;
2. The State adheres to internationally accepted working conditions for workers in general and establishes labor standards for domestic workers in particular towards decent employment and income, enhanced coverage of social protection, respect for human rights, and strengthened social dialogue;
3. The State recognizes the need to protect the rights of domestic workers against abuse, harassment, violence, economic exploitation, and performance of work that is hazardous to their physical and mental health; and



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4. The state, in protecting domestic workers and recognizing their special needs to ensure safe and healthful working conditions, promotes gender-sensitive measures in the formulation and implementation of policies and programs affecting local domestic work.

WHEREAS, Section 16 of RA 10361 mandates that employers shall register all domestic workers under their employment in the Registry of Domestic Workers in the barangay where the employer's residence is located. The same law also provides that the Department of the Interior and Local Government (DILG) shall, in coordination with the DOLE, formulate a registration system for this purpose.

WHEREAS, the DILG issued Memorandum Circular No. 2013-61, released on 8 July 2013, to provide the guidelines for the barangay registration of all Kasambahays or Domestic Workers nationwide.

WHEREAS, the DILG issued another Memorandum Circular, MC No. 2022-100, mandating the conduct of continuous registration of Kasambahay, preparation and submission of monthly reports, and other related activities, in accordance with RA 10361, otherwise known as the "Kasambahay Law" and its Implementing Rules and Regulations (IRR).

WHEREAS, the City of Bacoor has yet to implement the above-mentioned law and government regulations related to the salient provisions of RA 10361. Thus, there is an urgent need for the local government of the City of Bacoor to pass an ordinance enjoining all barangays within the City to create a Registry of Domestic Workers and to establish a Kasambahay Desk within their respective jurisdictions.

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

SECTION 1. SHORT TITLE. This Ordinance shall be known as the "**Kasambahay Welfare Promotion Ordinance of the City of Bacoor**".

SECTION 2. SCOPE. This ordinance shall govern the City Government of Bacoor's implementation of the provisions of Republic Act No. 10361, including but not limited to the registration of Domestic Helpers or Kasambahay, institutionalization of a Kasambahay Desk in all Barangays within the City of Bacoor, the establishment of a Kasambahay Masterlist and the various assistance that may be extended to the Kasambahays by the City of Bacoor intended to promote the welfare of domestic helpers.





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City Mayor



SECTION 3. DEFINITION OF TERMS. The following words and phrases as used in this Ordinance shall be defined as:

a. **Abuse** shall refer to any act or a series of acts committed by an employer or any member of his/her household against any Kasambahay which results in or is likely to result in physical, sexual, psychological harm or economic abuse including threats of such acts, battery, assault, coercion, harassment or arbitrary deprivation of liberty. It includes, but is not limited to, the following acts:

- (1) **Physical violence** refers to acts that include bodily or physical harm;
- (2) **Sexual violence** refers to an act that is sexual in nature, committed against a Kasambahay. It includes, but is not limited to:
 - i. Rape, sexual harassment, acts of lasciviousness, treating the Kasambahay as a sex object, making demeaning and sexually suggestive remarks, physically attacking the sexual parts of the Kasambahay's body, forcing him/her to watch obscene publications and indecent shows or forcing him/her to do indecent acts and/or make films thereof.
 - ii. Acts causing or attempting to cause the Kasambahay to engage in any sexual activity, including prostitution by force, threat of force, physical or other harm, or threat of physical or other harm or coercion.
- (3) **Psychological violence** refers to acts or omissions causing or likely to cause mental or emotional suffering to the Kasambahay, such as but not limited to intimidation, threats, harassment, stalking, damage to property, public ridicule or humiliation, and repeated verbal abuse;
- (4) **Economic abuse** refers to the withholding of the Kasambahay's wage or a part of it or any act that induces the Kasambahay to give up any part of the wage by force, stealth, intimidation, threat, or by any other unlawful means whatsoever; and



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(5) Any other act that limits the Kasambahay's exercise of his/her rights as provided for by law or by this ordinance .

b. **Domestic work** refers to work performed in or for a household or households.

c. **Domestic worker, domestic helper** or "**Kasambahay**" refers to any person engaged in domestic work within an employment relationship such as, but not limited to, the following: general household, nursemaid or "Yaya", cook, gardener, or laundry person, but shall exclude any person who performs domestic work only occasionally or sporadically and not on an occupational basis.

The term shall not include children who are under foster family arrangement and are provided access to education and given an allowance incidental to education, i.e., "baon", transportation, school projects, and school activities.

d. **Employer** refers to any person who engages and controls the services of a domestic worker and is a party to the employment contract.

e. **Household** refers to the immediate members of the family or the occupants of the house that are directly provided services by the domestic worker.

f. **Private Employment Agency (PEA)** refers to any individual, legitimate partnership, corporation, or entity licensed to engage in the recruitment and placement of domestic workers for local employment.

SECTION 4. REGISTRATION OF KASAMBAHAY. –

Every employer shall register a Kasambahay under his/her employment in the barangay where his/her residence is located. Private Employment Agencies, either conducting its business within the City or elsewhere, are likewise mandated to register in the respective Barangay of the City all Kasambahays or Domestic Workers deployed in the City of Bacoor by the said business entity. The Punong Barangay shall be responsible for the Registry of Kasambahay within his/her jurisdiction.

SECTION 5. START-UP REGISTRATION. -

The Public Employment Services Office (PESO), with the assistance of the E-Governance Department and the Management Information System of the City Government of Bacoor shall coordinate with the



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Barangays in the City of Bacoor in the conduct of a common registration system of all Kasambahay employed in households located within the City.

The start-up registration shall be organized by the PESO and shall be held in the City Hall or in such other place as may be designated by the PESO. The Registration Form and Protocols, which may contain personal, education, family, and work information, shall be based on the prescribed form and protocols under the Circular issued by the Department of Interior and Local Government (DILG) through the National Barangay Operations Office (NBOO).

The common registration organized by PESO shall include partnership with the SSS, PhilHealth, and Pag-IBIG for assistance in registration with these national government agencies.

SECTION 6. INSTITUTIONALIZATION OF A KASAMBAHAY DESK IN THE BARANGAYS. – Within thirty (30) calendar days from the date of effectivity of the IRR of this Ordinance, the Punong Barangay of each barangay within the City of Bacoor shall establish a Kasambahay Registration Desk and designate a Barangay employee as Kasambahay Desk Officer in the Barangay Hall to accommodate continuous registration by the employers, among others.

The Sangguniang Barangay and the Punong Barangay shall ensure that the modified Kasambahay Registration Flow Chart is properly posted in a conspicuous manner near the Kasambahay Desk as mandated by DILG Memorandum Circular No. 2017-33. Provided further, the Kasambahay Desk Officer shall print and make available to the public copies of the following forms: (a) Form BK-1: Kontrata sa Paglilingkod sa Tahanan; (b) Form BK-2: Pay Slip; Form BK-3: (c) Certificate of Employment; and (d) KR Form-1: Kasambahay Registration Form.

SECTION 7. KASAMBAHAY MASTERLIST. – The Punong Barangay shall maintain and update the masterlist of Kasambahay or Domestic Workers within his/her jurisdiction every month. The barangay - through the Kasambahay Desks, after updating the registry of Kasambahay or Domestic Workers - shall submit the registry and monthly reports to the PESO on data collected regarding the registration of the Kasambahay or Domestic Workers.

To ensure the Barangay's commitment, the Punong Barangay is mandated to submit the updated registry to PESO not later than the first seven (7) days of every month. Thereafter, the PESO shall consolidate all of the registries of Domestic Workers submitted by the Barangays within the City of Bacoor.





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City Mayor



The PESO shall submit a report to the City Mayor every 10th of the month and to the following Field Offices: CILGOO of the City, DOLE, Pag-IBIG, SSS, and PhilHealth for monitoring and data analysis not later than the fifteenth (15th) day of every month following the effectivity of the IRR of this ordinance. In addition, the consolidated monthly report shall be emailed by the PESO to the DOLE-Bureau of Workers with Special Concerns (BWSC) through bwsc@dole.gov.ph.

All Kasambahays or Domestic Workers included in the Barangay registry and duly transmitted to PESO by the Barangay shall be issued an Identification Card, to be known as Kasambahay ID. The E-Governance Department or the Management Information System Office shall produce the said Kasambahay ID three (3) month/s after the effectivity of this Ordinance. This Identification Card shall be used and presented to avail of the benefits to which the registered Kasambahays or Domestic Workers are entitled under this Ordinance.

SECTION 8. DECLARATION OF KASAMBAHAY DAY. It is hereby declared that every second Sunday of December of every year following the effectivity date of this Ordinance shall be known as "Kasambahay Day".

SECTION 9. DISCLOSURE OF INFORMATION. – The processing of personal information under this Ordinance, both in the Barangay and the PESO, shall be collected, stored and disclosed only in accordance with the requirements of Republic Act No. 10173 (Data Privacy Act of 2012) and other laws allowing disclosure of information to the public and adherence to the principles of transparency, legitimate purpose and proportionality.

SECTION 10. RESCUE OF ABUSED KASAMBAHAY. – Any abused Kasambahay or Domestic Worker shall be immediately rescued by the City Social Welfare and Development Office in coordination with the concerned barangay officials and the proper law enforcement personnel.

SECTION 11. PARTIES WHO CAN REPORT THE ABUSE.
– The following may report any act of abuse committed against a Kasambahay:

- (a) Offended Kasambahay;
- (b) Parents or guardians of the offended Kasambahay;
- (c) Ascendants, descendants, or collateral relatives within the fourth civil degree of consanguinity or affinity;
- (d) Social workers from the CSWDO or the DSWD Field Office;



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- (e) Police officers from the Women and Children Protection Desk;
- (f) Barangay Officials;
- (g) Lawyer, counsellor, therapist, or healthcare provider of the offended Kasambahay; or
- (h) At least two (2) concerned responsible residents of the City of Bacoor who have personal knowledge of the offense committed.

SECTION 12. PERSONS TO WHOM REPORTS SHALL BE MADE. – Any act of abuse committed against a Kasambahay may be reported to the following:

- (a) Any official of the barangay where the abuse occurred;
- (b) Any social worker from the CSWDO or the DSWD Field Office;
- (c) Any police officer from the Women and Children Protection Desks; or
- (d) Any officer of the PESO.

SECTION 13. CONDUCT OF RESCUE OPERATIONS. – Upon receipt of any report of abuse, the abused Kasambahay shall be immediately rescued by the City Social Welfare Officer himself/herself, in coordination with the concerned barangay officials and the proper law enforcement personnel.

At all times, the rescue team shall ensure the full protection of the rights of the abused Kasambahay and the accused while under its custody and control.

SECTION 14. ROLE OF THE CITY SOCIAL WELFARE AND DEVELOPMENT OFFICE IN THE REHABILITATION OF ABUSED KASAMBHAHAY. – The CSWDO, in coordination with concerned government units, shall make available the following services for an abused Kasambahay:

- (a) Temporary shelter;
- (b) Counseling;
- (c) Free Legal Services;
- (d) Medical or Psychological Services;
- (e) Livelihood and Skills Training; and
- (f) Other relevant services as necessary.

In the event that the above-mentioned services are not available at the local level, the CSWDO may seek assistance from the DSWD Field Offices to provide such services to the abused Kasambahay.

At all times, the CSWDO shall adopt a gender responsive, right-based, and culture-sensitive approach to service delivery to





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facilitate the recovery, rehabilitation, and reintegration of the Kasambahay in mainstream society. The CSWDO shall also ensure that the necessary after-care services are made available at least for the next six (6) months for the reintegrated Kasambahay.

SECTION 15. REPORTING OF PRIVATE EMPLOYMENT AGENCIES. – The Business Permit and Licensing Department (BPLD) shall require all Private Employment Agencies within the City of Bacoor to submit a list of employees recruited as Kasambahays and deployed to households located within the City of Bacoor not later than the last working day of every month following the effectivity date of this ordinance. Should there be no recruitment or deployment of Kasambahays, a Sworn Affidavit to that effect shall be submitted to the BPLD instead. Failure of any PEA to submit the list, or the Sworn Affidavit, with the BPLD shall be considered a violation of this City Ordinance.

The BPLD shall transmit this list submitted by the PEA to the PESO not later than the first seven (7) days of every month.

SECTION 16. PARTICIPATION OF HOMEOWNERS ASSOCIATION. – The Homeowners Associations in the City of Bacoor shall conduct their own Kasambahay Registration within the Association. The list of domestic workers or employees shall be submitted by the authorized HOA Officer to the Barangay Secretary of the Barangay where the subdivision is located. At its option, the Homeowners Association may conduct the Kasambahay Registration monthly for updating, or any new Kasambahay or its employer may be directed to the Barangay for personal registration.

The PESO shall coordinate and inform Homeowners Associations regarding its option to conduct its own Kasambahay Registration and its corresponding obligation to transmit or submit it to the Barangay Secretary.

SECTION 17. ROLE OF CITY INFORMATION AND COMMUNITY RELATIONS DEPARTMENT. – The City Information and Community Relations Department shall conduct advocacy campaigns or continuous information dissemination within the City to strengthen the implementation of the Kasambahay Law and of this ordinance.

SECTION 18. BENEFITS FOR THE REGISTERED KASAMBAHAY OR DOMESTIC WORKERS. –

The CSWD, subject to consultation and approval of the City Mayor and in coordination with other departments within the City Government of Bacoor, may provide the following benefits to the Kasambahay or Domestic Workers in possession of validly issued Kasambahay ID:



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City Mayor

- a. *Libreng sine* that may be availed once a month;
- b. Scholarship to DepEd's Alternative Learning System education or night school, only if available;
- c. Partnership with TESDA for Skills training and improvement;
- d. Other forms of assistance or benefits from programs and projects of the City Government of Bacoor as may be determined by the City Mayor; and
- e. Other programs and projects in partnership with private organizations or institutions.

SECTION 19. PENALTY. –

- 1. Private Recruitment Agencies, conducting its business within the City or elsewhere, who fails to register in the Barangay the Kasambahay or Domestic Worker deployed in the City, or fails to report to the BPLD shall be liable for a fine in the amount of FIVE THOUSAND PESOS (PhP 5,000.00) for every Kasambahay or Domestic Worker that was unregistered, or for every unsubmitted report or Sworn Affidavit to the BPLD.

- 2. Any person or persons who shall violate any other provision of this Ordinance shall be liable for fines in this schedule:

	FINE
First Offense	P3,000.00
Second Offense	P4,000.00
Third Offense	P5,000.00

- 3. Any individual or entity who shall unlawfully reproduce a Kasambahay ID shall be liable for a fine of FIVE THOUSAND PESOS (PHP5,000.00) and imprisonment not less than six (6) months but not more than one (1) year, at the discretion of the Court.

If the offender is a juridical entity, the persons liable shall be its owner, officers, or manager. Any suit or action for violation of this ordinance shall not suspend or prevent the commencement of other criminal, civil, or administrative suit or action before a proper tribunal or quasi-judicial agency.

SECTION 20. BUDGET APPROPRIATION. – Costs for the implementation of this Ordinance shall be shouldered by the respective Offices herein identified. The Barangay Councils of the respective Barangays in the City of Bacoor shall include in its appropriations the necessary budget to implement Republic Act No.





Republic of the Philippines
Province of Cavite
CITY OF BACOOR

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. RAMON N. BAUTISTA
City Councilor

HON. ALEJANDRO F. GUTIERREZ
City Councilor

HON. LEVY M. TELA
City Councilor

DISTRICT II

HON. ROBERTO L. ADVINCULA
City Councilor

HON. REYNALDO D. PALABRICA
City Councilor

HON. REYNALDO M. PABIAN
City Councilor

HON. ROGETIO M. NOLASCO
City Councilor

ON LEAVE

HON. ALDE JOSELITO F. PAGULAYAN
City Councilor

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:

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



10361, this Ordinance, as well as other Rules, Regulations, and Issuances related to the Batas Kasambahay.

SECTION 21. SEPARABILITY CLAUSE. If, for any reason, any provision or part of this Ordinance is declared invalid or unconstitutional, other provisions not affected thereby shall remain in full force and effect.

SECTION 22. REPEALING CLAUSE. Any provisions of ordinances, executive orders, issuances, or rules and regulations inconsistent with the provisions of this Ordinance are hereby repealed, amended, or modified accordingly.

SECTION 23. EFFECTIVITY. This Ordinance shall take effect fifteen (15) days after its publication in a newspaper of general circulation in the City of Bacoor.

ENACTED this 10th day of March 2025 at the City of Bacoor, Cavite by the 5th Sangguniang Panlungsod.

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

Certified:

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

Attested:

ATTY. KHALID A. ATEGA JR.
Sangguniang Panlungsod Secretary

Approved:

HON. STRIKE B. REVILLA
City Mayor

Date Approved: 14 MAR 2025

