



Republic of the Philippines
Province of Cavite
CITY OF BACOR

Office of the Sangguniang Panlungsod



DISTRICT I

ABSENT
HON. CATHERINE SARINO-EVARISTO
City Councilor

HON. MICHAEL E. SOLIS
City Councilor

HON. ADRIELITO G. GAWARAN
City Councilor

HON. RAMON N. BALTISTA
City Councilor

HON. ALEJANDRO F. GUTIERREZ
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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:
ATTY. KRISTO A. ATEGA, JR.
Sangguniang Panlungsod Secretary

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

Approved by:
HON. STRIKE B. REVILLA
City Mayor



**CITY ORDINANCE NO. 433-2025
SERIES OF 2025**

AN ORDINANCE REGULATING THE ISSUANCES OF PERMITS FOR FUNDRAISING, SOLICITATION, AND OTHER SIMILAR FORMS OF FUND DRIVES, PRESCRIBING FEES, CHARGES, AND PENALTIES FOR VIOLATIONS HEREOF.

Proposed by:

Mayor Strike B. Revilla

Sponsored by:

Hon. Rogelio M. Nolasco

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 F. 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, under Presidential Decree No. 1564 (the "Solicitation Permit Law") organizers of all forms of fundraising activities are mandated to secure a permit from the Department of Social Welfare and Development (DSWD) before embarking on such projects.

WHEREAS, the City Government encourage all duly organized entities, associations, and organizations to seek the cooperation and support of the public in various civic activities and projects which they undertake from time to time.

WHEREAS, there is a need to regulate the solicitation of donations and voluntary contributions from the public in order to obviate illegal fund drives.

WHEREAS, under Section 455(b)(3)(v) of Republic Act No. 7160 (the "Local Government Code"), the City Mayor is mandated to initiate and maximize the generation of resources and revenues, and apply the same to the implementation of development plans, program objectives and priorities as provided for under Section 18 of the same Code, particularly those resources and revenues programmed for agro-industrial development and countryside growth and progress, shall issue permits, without need of approval therefor from any national agency, for the holding of activities for

1 City Ordinance No. 433-2025 (Fundrasing Regulation Ordinance of the City of Bacoor) 31 March 2025



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City Mayor



any charitable or welfare purpose, excluding prohibited games of chance or shows contrary to law, public policy and public morals.

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 "**Fundraising Regulation Ordinance of the City of Bacoor**".

SECTION 2. Scope. This ordinance shall regulate all solicitation for donations, voluntary contributions, and other fundraising activities in the City of Bacoor to obviate illegal fund drives while enjoining the cooperation and support of the public and private sectors in all charitable and public welfare activities pursuant to pertinent laws and government regulations.

SECTION 3. DEFINITION OF TERMS. As used in this Ordinance:

- FUNDRAISING ACTIVITIES/FUND DRIVES** – shall refer to the act of solicitation by natural persons, groups or organizations for the purpose of raising money for charitable or public welfare purposes, including but not limited to benefit dances, concerts, contests, races, bingo games and other activities for a good cause, but shall not include cockfights, lotteries and other games of chance and all kinds of solicitations emanating from a school.
- SOLICITATION** – shall mean procuring anything of value, asking for donations and voluntary cash contributions from the public and private sectors in the community as a fund drive.
- DONATION** – shall mean the giving of cash or other items of value such as but not limited to food and other goods to a certain group, association or person/s for public welfare purposes and/or for a good cause.

SECTION 4. PROCESSING OF SOLICITATION PERMIT. The City Social Welfare and Development Office (CSWDO) shall be the Department mandated to receive applications for solicitation permits and shall verify the requirement of permits for solicitation, fundraising, and other similar forms of fund drives.

SECTION 5. APPLICATION AND ISSUANCE PROCEDURE. – The following procedures shall be strictly observed in the application and issuance of Solicitation Permits:

- Any person, corporation, organization, or association planning to solicit or receive contributions for charitable or public welfare



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City Mayor



purposes must file an application for a solicitation permit with the CSWDO. The CSWDO shall prepare a templated form to be filled out by applicants.

2. The CSWDO shall verify the information stated in the application and determine whether all documentary requirements, as well as other requirements, are complied with.
3. For applicants that did not comply with the various requirements stipulated in this ordinance or in its implementing rules and regulations, the CSWDO shall apprise the applicant of the said deficiencies and shall give him/her five (5) working days to comply with this Section.
4. Once satisfied that the applicant has complied with the various requirements set in this ordinance, the CSWDO shall endorse the application to the City Mayor for his approval. The endorsement shall be a formal written endorsement with a corresponding statement whether the charitable or public welfare activity has complied with the various requirements provided in this ordinance.
5. Upon receipt of the City Mayor's approval, the CSWDO shall issue an order of payment to the applicant to be used for payment to the City Finance Department.
6. Upon presentation to the CSWDO of the sales invoice from the City Finance Department, the CSWDO shall prepare the Solicitation Permit, complete with the signature of the Social Welfare and Development Officer of the City of Bacoor as well as the seal of the City Government of Bacoor. The sales invoice shall be attached to the solicitation permit.
7. For applications that failed to comply with the provisions of this ordinance or its IRR as well as those disapproved for being unlawful or otherwise without basis in law, the CSWDO shall prepare a denial letter stating the grounds for denial which shall be presented to the applicant.
8. For an Activity//Fundraising/Fund Drive that requires a National Government Agency Permit, the applicant must first secure the said



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City Mayor



permit and present it to the CSWDO as part of the requirements. Otherwise, no Solicitation Permit shall be issued to the said Activity/Fundraising/Fund Drive.

SECTION 6. REGULATIONS. – No Solicitation Permit shall be issued to any person, corporation, organization, or association planning to raise funds, solicit or receive contributions for charitable or public welfare purposes unless there has been compliance with the following regulations:

1. No sale, distribution, or other forms of disposition of raffle tickets or other public solicitation shall be commenced until a duly issued Solicitation Permit has been released by the CSWDO to the organizer/s of the fundraising activity.
2. All applications for solicitations, fund drives, and other similar activities must include the following documents:
 - a) A Certified True Copy of the Articles of Incorporation and By-Laws of the applying corporation, organization, or association;
 - b) A Resolution of the Committee or Board of Directors of the applicant corporation, organization, or association stating, among other things, the following:
 - i. Name and address of the person duly authorized by the Committee or Board to process the application;
 - ii. Names, addresses, and positions of officers of the association;
 - iii. Names and addresses of authorized solicitors (or agents) that will sell raffle tickets and distribute and collect the public solicitation;
 - iv. Aims and purposes for which the activity subject of raffle or public solicitation will be conducted;
 - v. Commitment of all the officers of the association to assume full responsibility for the value of all tickets and/or ballots sold in case of non-payment; and



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Sangguniang Panlungsod Secretary

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vi. A pledge to limit the expenses of the activity to not more than 30% of the total gross income if the funds are raised through the holding of fundraising drives. In cases where the funds are raised purely through voluntary contributions, a pledge to limit the expenses to not more than 10% is required. In all cases, the balance must be spent or allotted only for the projects proposed to be undertaken. This pledge should likewise state that no person should have a share in the proceeds to be derived therefrom.

3. The period of the fundraising activity, including the selling of raffle tickets, raffle draw, distribution of solicitation letters, among others, shall not exceed three (3) months commencing from the date indicated in the Solicitation Permit.

In meritorious cases, however, the City Mayor may extend the effectivity of such permit to a longer period, but the extension shall likewise not exceed three (3) months. Application for extension of permit beyond the standard three (3) months shall require the approval of the City Mayor.

4. Postponement of the date of the fundraising activity may be allowed only after it has been approved by the CSWDO. In such case, a formal, written request stating the reasons for the postponement should be filed before the CSWDO at least three (3) days before the holding of the said activity. No postponement shall be allowed by the CSWDO after the prescribed period.

5. Persons or Officers in charge of the fundraising activity shall have absolutely no share in the proceeds to be derived therefrom;

6. All contributions and/or collections from whatever source should be acknowledged with receipts and the expenditures should be supported by invoices or vouchers. The corporation, organization, or association's books of account should be in the possession



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of the Treasurer of the association, who should make such books available for inspections and verifications at any reasonable time and place, as the CSWDO/City Mayor's Office's representative deems it necessary.

7. No other expenses for another activity shall be included as part of the expenses of the Activity subject to raffle or public solicitation without proper disclosure and reporting to the CSWDO/City Mayor.
8. In case of the loss of the permit, the person to whom the permit was issued must submit immediately to the City Mayor a statement duly sworn before a Notary Public stating the circumstances of the said loss before a replacement is issued.
9. On the date of expiration of the permit, either used or unused, it is the duty of the person to whom the permit was issued or the holder thereof, to: (a) surrender it to the City Social Welfare and Development Office, (b) to submit a report of the names and addresses of the contributors and the persons to whom assistance was rendered from the funds obtained, and (c) to submit an itemized and duly notarized statement of collections and disbursements within 30 days from the date of expiration of the Solicitation Permit or earlier as the City Mayor or CSWDO so require to be duly certified correct by a licensed Certified Public Accountant not connected with the corporation, organization or association. If the permit was not used, a sworn statement of explanation to this effect must still be made by the corporation, organization, or association and submitted to the CSWDO.
10. In case of failure to surrender the original of the Solicitation Permit and to submit the financial report within the period given to the corporation, organization, or association, the CSWDO will send a letter of reminder to the organizer/s of the fundraising activity concerned. Failure to comply with the above post-activity requirements will be a violation of this ordinance.
11. In case of dissolution of the corporation, organization, or association, any unexpended balance of funds or assets left must be



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Sangguniang Panlungsod Secretary

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City Vice Mayor

accounted for and donated in the name of the City Government of Bacoor for use in charitable and public welfare purposes.

12. Any group or organization conducting raffle and other fund-raising activities should be in possession of the Solicitation Permit issued by the CSWDO together with the Official Receipt during the conduct of the Activity for inspection and monitoring purposes.

SECTION 7. COLLECTION OF FEES AND CHARGES. –

The following fees and charges for the processing of Solicitation Permits are hereby prescribed and authorized, to wit:

ACTIVITY SUBJECT OF THE RAFFLE OR PUBLIC SOLICITATION	AMOUNT
1. Concerts	P1,000.00
2. Exhibitions, basketball, baseball and other similar games	P1,000.00
3. Fund Raising/Fund Drives	P500.00
4. Carolling/Pastoras	P500.00
5. Schools Solicitation (e.g. Souvenir Program, Ads, Yearbooks, Plays, all forms of solicitations and donation emanating from school)	P500.00

The corresponding fees and charges shall be paid to the City Treasurer's Office.

SECTION 8. PENALTY. – Any person or persons who violated any provision of this ordinance shall be penalized upon conviction by a court of law in this wise:

	FINE	IMPRISONMENT
First Offense	P3,000.00	-
Second Offense	P4,000.00	-
Third Offense	P5,000.00	Imprisonment of not less than one (1) month but not more than six (6) months or both fine and imprisonment at the discretion of the Court

Approved by:

HON. STRIKE B. REVILLA
City Mayor



7 City Ordinance No. 433-2025 (Fundrasing Regulation Ordinance of the City of Bacoor) 31 March 2025



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SECTION 9. Implementing Rules and Regulations. The City Social Welfare and Development Office, with the supervision of the Office of the City Legal Service, shall formulate the Implementing Rules and Regulations of this Ordinance and submit the same for the review of the Honorable City Mayor not later than sixty (60) calendar days after the date of effectivity hereof.

SECTION 10. 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 11. 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 12. Effectivity. This Ordinance shall take effect fifteen (15) days after its publication in a newspaper of general circulation in the City of Bacoor.

APPROVED this 31st day of March 2025 by the 5th Sangguniang Panlungsod at the City of Bacoor, Cavite.

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 : 05 MAY 2025



SBR20254724

ORIGINAL SIGNATURE

STRIKE

8 City Ordinance No. 433-2025 (Fundrasing Regulation Ordinance of the City of Bacoor) 31 March 2025