



Republic of the Philippines
Province of Cavite
CITY OF BACOR

Office of the Sangguniang Panlungsod



CGBCR-SPBac-03-F01.03
07/01/2025



DISTRICT I

HON. CATHERINE SARINO-EVARISTO

City Councilor

HON. MIGUEL N. BAUTISTA

City Councilor

HON. ADRIELITO G. GAWARAN

City Councilor

HON. MANOLO S. GALVEZ JR.

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City Councilor

HON. RANDY C. FRANCISCO

City Councilor-ABC President

HON. PALM ANGEL S. BUNCIO

City Councilor-SK Federation President

Attested by:

ATTY. KHALID A. ATEGA, JR.

Sangguniang Panlungsod Secretary

Certified by:

HON. ROWENA BAUTISTA-MENDIOLA

City Vice Mayor/Presiding Officer

Approved by:

HON. STRIKE B. REVILLA

City Mayor

CITY ORDINANCE NO. 454-2025

Series of 2025

AN ORDINANCE CREATING A LOCAL GOVERNMENT RELATIONS UNIT UNDER THE OFFICE OF THE CITY MAYOR WHICH WILL TAKE CHARGE OF SISTER-CITY AND TOWN-TWINNING AGREEMENTS BETWEEN THE CITY GOVERNMENT OF THE CITY OF BACOR, CAVITE AND OTHER LOCAL GOVERNMENTS IN THE PHILIPPINES AND ABROAD AND IDENTIFYING ITS VARIOUS FUNCTIONS AND DUTIES.

Proposed by:

Hon. Strike B. Revilla

Sponsored by:

Hon. Miguel N. Bautista

Co-Sponsored by:

Hon. Horacio M. Brillantes, Jr., Hon. Palm Angel S. Buncio, Hon. Catherine Sarino-Evaristo, Hon. Rogelio M. Nolasco, Hon. Reynaldo D. Palabrica, and Hon. Ricardo F. Ugalde.

WHEREAS, the participation of various local government units in sister-city and town-twinning agreements is among the thrusts of the Department of Interior and Local Government (DILG) as it would enable local chief executives to forge commercial, cultural, and technical ties among themselves for the benefit of their respective constituencies.

WHEREAS, Section 13 of Article X of the 1987 Constitution provides that "local government units may group themselves, consolidate or coordinate their efforts, services, and resources for purposes commonly beneficial to them in accordance with law."

WHEREAS, Section 3 (f) of Republic Act No. 7160 (the "Local Government Code of 1991") provides that "local government units may group themselves, consolidate or coordinate their efforts, services, and resources commonly beneficial to them".

WHEREAS, Section 23 of RA 7160 provides that "local chief executives may, upon authority of the sanggunian, negotiate and secure financial grants or donations in kind, in support of the basic services or facilities enumerated under Section 17 hereof, from local and foreign assistance agencies without necessity of securing clearance or approval therefor



1 City Ordinance No. 454-2025, (LOCAL GOVERNMENT RELATIONS UNIT)11 September 2025



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City Mayor



from any department, agency, or office of the national government or from any higher local government unit. Provided: that projects financed by such grants or assistance with national security implications shall be approved by the national agency concerned. Provided, further: that when such national agency fails to act on the request for approval within thirty (30) days from receipt thereof, the same shall be deemed approved. The local chief executive shall, within thirty (30) days upon signing of such grant, agreement or deed of donation, report the nature, amount, and terms of such assistance to both Houses of Congress and the President."

WHEREAS, Section 35 of RA 7160 provides that "local government units may enter into joint ventures and such other cooperative arrangements with people's and non-governmental organizations to engage in the delivery of certain basic services, capability-building and livelihood projects, and to develop local enterprises designed to improve productivity and income, diversity agriculture, spur rural industrialization, promote ecological balance, and enhance the economic and social well-being of the people."

WHEREAS, Section 76 of RA 7160 provides that "every local government unit shall design and implement its own organizational structure and staffing pattern taking into consideration its service requirements and financial capability, subject to the minimum standards and guidelines prescribed by the Civil Service Commission".

WHEREAS, Section 77 of RA 7160 provides that "the chief executive of every local government unit shall be responsible for human resources and development in his unit and shall take all personnel actions in accordance with the Constitutional provisions on civil service, pertinent laws, and rules and regulations thereon, including such policies, guidelines and standards as the Civil Service Commission may establish: Provided, That the local chief executive may employ emergency or casual employees or laborers paid on a daily wage or piecework basis and hired through job orders for local projects authorized by the sanggunian concerned, without need of approval or attestation by the Civil Service Commission: Provided, further, That the period of employment of emergency or casual laborers as provided in this Section shall not exceed six (6) months."

WHEREAS, Section 8 (b) (1) (vi) of Republic Act No. 10160 (the "Charter of the City of Bacoor, Cavite") provides that the City Mayor shall "represent the City in all its business transactions and sign on its behalf all bonds, contracts and obligations, and such other documents upon the authority of



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City Vice Mayor/Presiding Officer

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HON. STRIKE B. REVILLA

City Mayor



the sangguniang panlungsod or pursuant to law of ordinance."

WHEREAS, the City of Bacoor has sister-city and twin-town agreements with several cities and municipalities in the Philippines and abroad but it does not have an administrative unit that manages the fulfillment of the various obligations of the City under the said contracts, identifies possible areas of cooperation among LGUS, and evaluates the establishment of contractual relationships between the City and its counterparts here and abroad.

NOW THEREFORE, be it ordained by the 6th Sangguniang Panlungsod of the City of Bacoor, Cavite that:

Section 1. Creation of the Local Government Relations Unit. A unit directly under the Office of the City Mayor to be known as the **LOCAL GOVERNMENT RELATIONS UNIT (LGRU)** is hereby created.

Section 2. Duties and Functions. The LGRU shall have the following duties and functions:

2.1. Assist the City Mayor and the City Government in fostering understanding, friendship, and goodwill among different communities as an integral part of socio-cultural and technical exchange and cooperation.

2.2. Assist the City Mayor and the City Government in promoting cultural exchanges and understanding as well as local and international commercial partnerships between the City of Bacoor, other cities and municipalities in the Philippines and abroad, and private corporations or foundations operating here and abroad.

2.3. Assess, identify, evaluate, and recommend to the City Mayor and to the Sangguniang Panlungsod various areas of cooperation and exchange between the City of Bacoor and its sister cities/twin towns in the fields of tourism, disaster preparedness and response, education, arts promotion and preservation, and other areas of collaboration that are mutually beneficial to the residents of the said local governments.

2.4. Formulate and update the Bacoor City Profile which will be used to bolster the City Government's application as a sister city of another city in the Philippines or abroad.

2.5. Communicate and negotiate with the duly-designated officials of the city with which the City of Bacoor aims to establish sister-city ties to ensure the smooth collaboration between the said local government.

2.6. Ensure the fulfillment by the City Government of its various obligations under the said agreements by



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Sangguniang Panlungsod Secretary

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City Vice Mayor/Presiding Officer

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City Mayor



communicating and coordinating with the officials of the sister-cities and twin-towns of the City of Bacoor and with their counterparts in the City of Bacoor.

2.7. Monitor the fulfillment by the sister-cities/twin-towns of the City of Bacoor of their various obligations under the Sister-City/Twin-Town Agreement it entered into with the City Government and report to the Mayor and to the Sangguniang Panlungsod of any violation of the said agreements for appropriate action; and

2.8. Liaise between the various departments and units of the City Government and their counterparts in the sister-cities/twin-towns of the City of Bacoor in the exercise of their various official duties.

Section 3. Creation of Various Plantilla Positions. The persons who will occupy the following positions shall be appointed by the City Mayor on permanent basis, to wit:

Position Title	Number of Positions to be Created	Salary Grade
Supervising Administrative Officer	1	22
Administrative Officer V	1	18
Administrative Officer II	1	11

Section 4. Qualifications and Privileges. The persons who will be appointed to the positions mentioned in Section 3 hereof must possess all the qualifications and none of the disqualifications for the said positions as provided by pertinent civil service regulations. The said persons shall also receive such privileges and benefits as provided by law and pertinent civil service regulations.

Section 5. Establishment of the Sister-City Protocol for the City of Bacoor. Within thirty (30) days following his/her appointment, the Administrative Officer IV of the LGRU must submit for the review and approval of the City Mayor a "Sister-City Protocol for the City of Bacoor" which will be used by the various officials and personnel of the City Government in dealing and negotiating with their counterparts in other cities and local governments that has sister-city and/or twin-town relationships with the City of Bacoor. Provided that: the said protocol must take cognizance of: (a) the various legal requirements for acceptance by the City of Bacoor of donations from foreign cities or organizations as well as from



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HON. STRIKE B. REVILLA

City Mayor



private organizations, and (b) the prevailing diplomatic protocols practiced by the Republic of the Philippines when forging ties with foreign countries.

Section 6. Implementing Rules and Regulations. The City Legal Officer shall, not later than sixty days following the effectivity date hereof, submit the proposed implementing rules and regulations of this Ordinance for the review and approval of the City Mayor.

Section 7. Repeal. All ordinances, resolutions, executive orders, and other local issuances inconsistent with the provisions of this Ordinance are hereby repealed and/or modified.

Section 8. Effectivity. This Ordinance shall take effect immediately after it has been posted on at least three (3) inconspicuous public places in the City of Bacoor, Cavite.

APPROVED this 11th day of September 2025 at the City of Bacoor, Cavite.

I hereby certify that the foregoing Ordinance was duly 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 of Approval: 15 SEP 2025



5 City Ordinance No. 454-2025, (LOCAL GOVERNMENT RELATIONS UNIT)11 September 2025