



Office of the Sangguniang Panlungsod

CITY ORDINANCE NO. 466A-2025 Series of 2025

AN ORDINANCE CREATING THE FOOD SERVICE UNIT (FSU) UNDER THE OFFICE OF THE CITY MAYOR OF THE CITY GOVERNMENT OF BACOOR, DEFINING ITS FUNCTIONS AND RESPONSIBILITIES, AND PROVIDING FUNDS THEREFOR.

Sponsored by:

Hon. Miguel N. Bautista

Co-sponsored by:

Hon. Catherine Sarino-Evaristo, Hon, Rogelio M. Nolasco, and Hon. Reynaldo D. Palabrica.

WHEREAS, the City Government of Bacoor recognizes the need for an organized and efficient system in providing food services during official functions, programs, training activities, and emergency operations;

WHEREAS, proper management of food preparation, distribution and logistical support is essential to the success of city-initiated activities and the welfare of its personnel and constituents:

WHEREAS, Section 455 (b) (3) (v) of Republic Act Mo. 7160, otherwise known as the Local Government Code of 1991, empowers the City Mayor to establish offices and units necessary for the effective, efficient, and economical governance of the City:

WHEREAS. to streamline operations, strengthen administrative accountability, and ensure compliance with health and sanitation standards, there is a need to institutionalize a Food Service Unit (FSU) under the Office of the City Mayor that will directly handle, coordinate, and manage all food service requirements of the City Government;

WHEREAS, the creation of the Food Service Unit requires corresponding legislative approval by the Sangguniang Panlungsod to provide for its institutional mandate, authority and funding:

NOW THEREFORE, upon the motion of Councilor Miquel N. Bautista be it ordained by the 6th Sangguniang Panlungsod that:

DISTRICT I

HON. CATHERINE SARINO-EVARISTO

City Councilor

wishout HON. MIGUEL N. BAUTISTA

City Councilor

HON. ADRIELITO G. GAWARAN

City Councilor

HON. MANOLO S. GALVEZ JR.

City Councilor

HON. RICARDO F. UGALDE

City Councilor

HON. LEVY M. TELA City Councilor

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City Councilory.

HON REYNALDO D. PALABRICA

City-Councilor

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HON. REYNALDO M. FABIAN

City Councilor

HON SIMPLICIO G, DOMINGUEZ

City Councilor

Durtreck HON. HORACIO M. BRILLIANTES JR.

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. AFEGA, JR.

Sangguniang Panlungsod Secretary

Certified/by

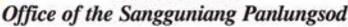
HON. ROWENA BAUTISTA-MENDIOLA City Vice Mayor/Presiding Officer

Approved b HON. STRIKE B. REVILLA City Mayor



1 City Ordinance No. 466A-2025, (Food Service Unit Ordinance of the City Government of Bacoor) 06 October 2025







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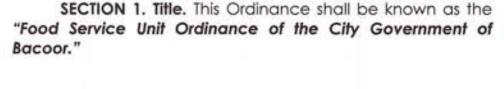
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City Mayor

HON. ROWENA BAUTISTA-MENDIOLA

City Vice Mayor/Presiding Officer

Approved b HON. STRIKE B. REVILLA



SECTION 2. Creation of the Food Service Unit (FSU). There is hereby created a Food Service Unit (FSU) under the Office of the City Mayor to oversee and manage all food-related services, catering logistics, and emergency feeding operations for official programs, events, and activities of the City Government of Baccoor.

SECTION 3. Mandate and Supervision. The FSU shall operate under the direct supervision and control of the City Mayor, who shall provide general policy direction and may designate a Unit Head or Coordinator to manage daily operations.

The Unit shall function as a support service under the Office of the City Mayor, coordinating closely with relevant departments and offices of the City Government.

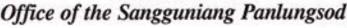
SECTION 4. Functions and Responsibilities: The Food Service Unit (FSU) shall serve as the central coordinating office for all food and catering requirements of the City Government of Bacoor. It shall manage requests, preparation, and delivery of meals for official activities of the City, ensuring efficiency, accountability, and compliance with GPPB Resolution No. 018-2006.

Specifically, the FSU shall perform the following functions:

- a. Centralized Planning and Coordination. Prepare the Food Service Plan and activity-specific caterina schedules in coordination with concerned departments and offices, ensuring organized allocation of resources and timely provision of meals.
- b. Request and Service Processing. Serve as the primary receiving and processing unit for all departmental food service requests. Implementing Rules and Regulations (IRR) shall outline a simplified and reduced approval process to promote timely service delivery and minimize administrative steps.
- Meal Preparation and Catering. Organize, prepare and serve meals, snacks, and refreshments during official functions, programs, trainings and meetings

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Attested by

ATTY, KHALID A. AFEGA, JR.

Sanggunlang Panlungsod Secretary

Certified/by

HON. ROWENA BAUTISTA-MENDIOLA

City Vice Mayor/Presiding Officer

of the City Government, observing equitable service standards and cost efficiency.

- d. Health, Safety and Sanitation Compliance. Ensure that all food handling, preparation, and storage strictly comply with national and local health and sanitation regulations, in coordination with the Office of the City Health Service and other concerned agencies.
- e. Inventory and Resource Management. Maintain an updated inventory food supplies, utensils, and equipment, ensuring proper use, monitoring, and accountability for all resources utilized.
- f. Documentation and Reporting. Maintain systematic documentation of food service activities, expenses and consumption reports, and submit periodic reports to the Office of the City Mayor for review and audit purposes.
- g. Other Duties. Perform such other related functions as may be directed by the City Mayor to support the effective and efficient operations of the City Government.

SECTION 5. Composition. The composition of the Food Service unit shall be determined and appointed by the City Mayor as he may deem fit and necessary for the efficient performance of its functions.

The Mayor may designate personnel from existing offices or recommend the creation of additional positions, subject to the standards of the Civil Service Commission (CSC), Department of Budget and Management (DBM) guidelines and relevant laws.

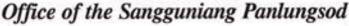
SECTION 6. Funding. The funding requirements for the operation and maintenance of the Food Service Unit shall be charged to the appropriate budgetary allocation duly approved and designated by the Sangguniang Panlungsod subject to the usual government accounting and auditing, rules, and regulations.

SECTION 7. Accountability and Compliance. The FSU shall observe transparency and fiscal responsibility in all its operations. The Unit Head shall ensure compliance with existing government accounting, auditing, and procurement rules, and shall submit regular activity and financial reports to the Office of the City Mayor.

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Approved B HON. STRIKE, B. REVILLA City Mayor #







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Sangguniang Panlungsod Secretary

Certified by:

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

SECTION 8. Implementing Guidelines. Within thirty (30) days from the effectivity of this Ordinance, the City Mayor shall issue implementing rules or internal guidelines to operationalize the provisions of this measure.

SECTION 9. Repealing Clause. All ordinances, resolutions, executive orders, and issuances inconsistent with this Ordinance are hereby repealed or modified accordingly.

SECTION 10. Separability Clause. If any provision of this Ordinance is declared invalid or unconstitutional, the remaining provisions not affected thereby shall remain in full force and effect.

SECTION 11. Effectivity. This Ordinance shall take effect upon its approval and after publication in a newspaper of general circulation in the Province of Cavite or posting in three (3) conspicuous places within the City of Bacoor.

ENACTED this 6th day of October 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

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Attested:

ATTY KHALID A. ATEGA JR.

Sangguniang Panlungsod Secretary

Approved:

HON. STRIKE B. REVILLA

City Mayor 6

Date of Approval: 1 2 NOV 2025



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Approved by:

HON. STRIKE B. REVILLA City Mayor



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