



Republic of the Philippines  
Province of Cavite  
**CITY OF BACOR**

**Office of the Sangguniang Panlungsod**



**CITY ORDINANCE NO. 466A-2025**  
**Series of 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.  
City Councilor

HON. RICARDO F. UGALDE  
City Councilor

HON. LEVY M. TELA  
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City Councilor

HON. RANDY C. FRANCISCO  
City Councilor-ABC President

HON. PALM ANGELS 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



**AN ORDINANCE CREATING THE FOOD SERVICE UNIT (FSU) UNDER THE OFFICE OF THE CITY MAYOR OF THE CITY GOVERNMENT OF BACOR, 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 No. 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 Miguel N. Bautista be it ordained by the 6<sup>th</sup> Sangguniang Panlungsod that:

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





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## Office of the Sangguniang Panlungsod



CGBCR-SPBac-03-P01.03  
07/01/2025



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City Mayor



**SECTION 1. Title.** This Ordinance shall be known as the  
"Food Service Unit Ordinance of the City Government of  
Bacoor."

**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 Bacoor.

**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:

- Centralized Planning and Coordination.** Prepare  
the Food Service Plan and activity-specific catering  
schedules in coordination with concerned  
departments and offices, ensuring organized  
allocation of resources and timely provision of  
meals.
- Request and Service Processing.** Serve as the  
primary receiving and processing unit for all  
departmental food service requests. The  
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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Sangguniang Panlungsod Secretary

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City Vice Mayor/Presiding Officer

Approved by:

HON. STRIKE B. REVILLA  
City Mayor



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.

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





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City Vice Mayor/Presiding Officer

### Approved by:

HON. STRIKE B. REVILLA  
City Mayor



**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 6<sup>th</sup> 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

Attested:

ATTY. KHALID A. ATEGA JR.  
Sangguniang Panlungsod Secretary

Approved:

HON. STRIKE B. REVILLA  
City Mayor

Date of Approval: 12 NOV 2025



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