



Republic of the Philippines
Province of Cavite
CITY OF BACOR

Office of the Sangguniang Panlungsod



CGBCR-SPBac-03-F01.02
07/01/2025

DISTRICT I

HON. CATHERINE SARINO-EVARISTO
City Councilor/Acting City Vice Mayor

HON. MIGUEL N. BAUTISTA
City Councilor

HON. ADRIELITO G. GAWARAN
City Councilor

HON. MANDILO S. GALVEZ JR.
City Councilor

HON. RICARDO F. UGALDE
City Councilor

HON. LEVY M. TELA
City Councilor

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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:

MS. CRISTINA R. MALAWIG
Supervising Administrative Officer

Certified by:

HON. CATHERINE SARINO-EVARISTO
Acting City Vice Mayor/Presiding Officer

Approved:

HON. ROWENA BAUTISTA-MENDIOLA
Acting City Mayor

CITY ORDINANCE NO. 472-2025

Series of 2025

AN ORDINANCE INSTITUTIONALIZING AND STRENGTHENING THE OFFICE OF THE CITY ADMINISTRATOR OF THE CITY GOVERNMENT OF BACOR, EXPANDING ITS AUTHORITY AND OPERATIONAL FUNCTIONS, CREATING THE POSITION OF CITY GOVERNMENT ASSISTANT DEPARTMENT HEAD I, DEFINING THEIR RESPECTIVE POWERS, DUTIES, AND RESPONSIBILITIES, AND FOR OTHER RELATED PURPOSES.

Sponsored by:

Hon. Miguel N. Bautista

Co-Sponsored by:

Hon. Catherine Sarino-Evaristo, Hon. Reynaldo M. Fabian, Hon. Adrielito G. Gawaran, Hon. Rogelio M. Nolasco, Hon. Reynaldo D. Palabrica, and Hon. Levy M. Tela.

WHEREAS, Section 16 of Republic Act No. 7160, otherwise known as the Local Government Code of 1991, enshrines the General Welfare Clause, empowering local government units to exercise such powers as are necessary, essential, or proper for the efficient governance and that promotion of the general welfare;

WHEREAS, Section 16 of Republic Act No. 7160, otherwise known as the Local Government Code of 1991, empowers local government units to exercise such powers as are necessary, essential, or proper for the efficient governance and the promotion of the general welfare;

WHEREAS, Sections 76 and 77 of the same Code authorize local government units to establish such offices as may be necessary for the efficient delivery of basic services, and to determine their staffing patterns through ordinances, subject to review and approval by the Department of Budget and Management (DBM) and the Civil Service Commission (CSC);

WHEREAS, Republic Act No. 10160, otherwise known as the Charter of the City of Bacoor, vests in the City

1 City Ordinance No. 472-2025, (Ordinance Strengthening the Office of the City Administrator of the City Government of Bacoor) 17 November 2025



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Administrator the powers and duties of chief management officer of the City Government, assisting the City Mayor in the supervision, direction, and coordination of all departments, offices, and agencies;

WHEREAS, Section 35 of said Charter mandates the City Administrator to coordinate the work of all city officials, implement management and administrative reforms, and promote the efficient, effective, and accountable operation of the City Government:

WHEREAS, the constitutional policy of local autonomy envisions that local governments possess sufficient administrative and managerial independence to perform their functions with efficiency, transparency, and accountability;

WHEREAS, the continuous expansion of the City Government's programs, projects, and public transactions requires an enhanced institutional framework capable of supporting the City Mayor in the execution of executive functions and the delivery of frontline services;

WHEREAS, the increasing complexity of local governance, particularly in planning, implementation, and monitoring of inter-departmental activities, necessitates the establishment of defined lines of authority, responsibility, and supervision within the City Government;

WHEREAS, pursuant to DBM Local Budget Circular No. 120, series of 2024, and DBM-CCC No. 10, local government offices must conform to standardized organizational structures and position classifications consistent with approved salary grades and staffing norms;

WHEREAS, CSC Memorandum Circular No. 19, series of 1992, prescribes the Revised Qualification Standards for Local Government Positions, ensuring that appointments conform to merit and fitness principles in public service;

WHEREAS, the rationalization of offices and positions within the City Government is essential to promote fiscal responsibility and avoid duplication of functions,

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consistent with Section 325(a) of the Local Government Code;

WHEREAS, the creation of additional support and casual positions within the Office of the City Administrator will strengthen administrative capacity and ensure sufficient manpower to address increasing operational demands;

WHEREAS, the Sangguniang Panlungsod recognizes that the Office of the City Administrator serves as the institutional mechanism for inter-office coordination, administrative supervision, and policy harmonization, directly assisting the City Mayor in achieving effective local governance;

WHEREAS, it is deemed necessary and proper to institutionalize the Office of the City Administrator as a permanent office within the City Government of Bacoor, defining its authority, structure, and staffing in accordance with existing laws, regulations, and administrative standards;

NOW THEREFORE, upon majority vote of all the members of the 6th Sangguniang Panlungsod of the City of Bacoor, Cavite on regular session assemble, be it **ORDAINED** that:

SECTION 1. Title. Ordinance shall be known as the "Ordinance Strengthening the Office of the City Administrator of the City Government of Bacoor."

SECTION 2. Declaration of Policy. It is hereby declared the policy of the City Government of Bacoor to promote efficiency, accountability, and responsiveness in local governance by institutionalizing the Office of the City Administrator as the principal management and coordinating arm of the City Mayor, responsible for ensuring coherence in administration, supervision, and policy execution across all departments and offices.

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SECTION 3. Strengthening of Authority. The City

Administrator, shall exercise, in addition to the powers and functions provided under Section 35 of Republic Act No. 10160, Local Government Code, such other delegated powers and authorities as may be assigned by the City Mayor, including but not limited to:

(a) To direct, coordinate, and oversee the execution of all approved policies, programs, and projects of the City Government, ensuring timely implementation, performance accountability, and conformity with established standards;

(b) To act, by authority of the City Mayor and under his direct control and supervision, in the management, supervision, and approval of procurement-related activities, including the review, initial signing, and endorsement of procurement documents, notices, purchase requests, bid recommendations, and awards, insofar as may be lawfully delegated and consistent with procurement law and its Implementing Rules and Regulations;

(c) To supervise and harmonize the operations of all departments, offices, divisions, and units of the City Government to ensure alignment with executive priorities and legislative policies, and to resolve inter-office coordination issues;

(d) To formulate and recommend to the City Mayor administrative and management policies, systems, and procedures that promote efficiency, transparency, and good governance, including personnel management and internal control mechanisms;

(e) To act on behalf of the City Mayor, as may be specifically delegated, in the administrative and managerial execution of contracts, procurement processes, and inter-departmental coordination, including signing and approval of related documents for and in behalf of the City Mayor, subject to existing laws, regulations, and delegation limits;

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(f) To ensure adherence to standards of transparency, accountability, and efficiency in all official transactions of the City Government and to supervise the timely submission of reports, documents, and performance evaluations from all offices;

(g) To oversee and supervise the implementation of executive and administrative orders, memoranda, and directives of the City Mayor across all departments;

(h) To recommend disciplinary or administrative actions to the City Mayor against erring personnel, in accordance with civil service laws, rules, and regulations;

(i) To represent the City Mayor in meetings, conferences, or inter-agency activities, and to sign official correspondence and documents for and in behalf of the Mayor when expressly authorized; and

(j) To perform such other duties, responsibilities, and delegated functions as may be assigned by the City Mayor or provided by law, ordinance, or regulation, consistent with the sound principles of public administration and good governance.

SECTION 4. Powers, Duties, and Functions of the City Government Assistant Department Head I. There is hereby created under the Office of the City Administrator the position of **City Government Assistant Department Head I**, with **Salary Grade 23**, who shall perform the following duties and functions:

(a) To Assist in supervising, coordinating, and monitoring the activities and performance of city departments and offices;

(b) Oversee operational programs, service delivery systems, and inter-departmental coordination;

(c) Evaluate reports and policy proposals submitted by departments before endorsement to the City Administrator or the City Mayor;

(d) Recommend to the City Administrator policy

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or administrative measures to improve service delivery and operational efficiency;

(e) Ensure compliance of all departments and offices with established standards, performance indicators, and reporting requirements;

(f) Represent the City Administrator in meetings, committees, or conferences when so authorized;

(g) Supervise designated sections or divisions within the Office of the City Administrator; and

(h) Perform such other related functions as may be assigned by the City Administrator or the City Mayor.

SECTION 5. Organizational Integration. The Office of the City Administrator shall be supported by such subordinate personnel as may be authorized in its staffing pattern, including permanent, casual, contractual, or job order employees, in accordance with existing civil service, budgetary, and auditing rules and regulations.

The positions herein created shall be integrated into the existing organizational structure and staffing pattern of the City Government of Bacoor, subject to applicable rules and regulations governing local personnel administration.

SECTION 6. Engagement and Prioritization of Casual Employees. To ensure the efficient and effective delivery of administrative and operational functions, the Office of the City Administrator is hereby authorized to engage casual employees as additional support personnel, with priority given to the hiring and retention of qualified casual employees over contractual or job order personnel.

The engagement of casual employees shall be subject to the following conditions:

(a) The services to be rendered are necessary and directly connected with the regular functions of the Office of the City Administrator;

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(b)The positions or assignments are included in the duly approved annual personnel schedule or staffing plan of the City Government;

(c) The engagement and compensation of such personnel shall be in conformity with the rules and regulations of the Civil Service Commission (CSC), the Department of Budget and Management (DBM), and the Commission on Audit (COA);

(d) The duration of employment shall be cotermious with the fiscal year, subject to renewal upon recommendation of the City Administrator and approval of the City Mayor; and

(e) The selection and appointment of casual employees shall be based on merit, competence, and service requirement without prejudice to the prerogative of the City Mayor to approve final appointments or renewals.

SECTION 7. Funding and Appropriation. To carry out the intent and purpose of this Ordinance, the initial funding requirements for the creation of the positions of City Government Assistant Department Head I, with Salary Grade 23, together with the salaries, benefits, and other personnel services of casual employees and other support personnel under the Office of the City Administrator, shall be charged against available funds of the City Government of Bacoor, subject to the usual accounting and auditing rules and regulations.

Thereafter, the amount necessary for the continued implementation, maintenance, and operation of the Office of the City Administrator shall be included in the annual budget of the City Government. Such inclusion shall be deemed a continuing and regular appropriation, ensuring that no interruption shall occur in the exercise of the powers, duties, and responsibilities herein conferred.

In the event that the appropriations herein provided are found insufficient for the full implementation of this Ordinance, the City Mayor, upon recommendation of 7 City Ordinance No. 472-2025, (Ordinance Strengthening the Office of the City Administrator of the City Government of Bacoor) 17 November 2025



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the City Administrator, may realign, augment, or reprogram available appropriations within the authorized expenditures of the City Government, in accordance with existing laws, rules, and regulations.

SECTION 8. Separability Clause. If any provision of this Ordinance is held invalid or unconstitutional, such invalidity shall not affect other provisions, and the remaining sections shall continue to be in full force and effect.

SECTION 9. Repealing Clause. All ordinances, resolutions, executive orders, or parts thereof that are inconsistent with the provisions of this Ordinance are hereby repealed or modified accordingly.

SECTION 10. Effectivity Clause. This Ordinance shall take effect immediately upon its publication in a newspaper of general circulation within the Province of Cavite and the posting of copies in at least three (3) conspicuous public places.

APPROVED this 17th day of November 2025 at the City of Bacoor, Cavite.

I hereby certify that the foregoing Ordinance was duly approved by the 6th Sangguniang Panlungsod of the City of Bacoor, Cavite.

CERTIFIED:

HON. CATHERINE SARINO-EVARISTO
Acting City Vice Mayor

ATTESTED:

MS. CRISTINA R. MALAWIG
Supervising Administrative Officer

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Approved:

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Acting City Mayor

APPROVED:

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Date of Approval: 24 NOV 2025

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