



Republic of the Philippines
Province of Cavite
CITY OF BACOR

Office of the Sangguniang Panlungsod



DISTRICT I

CITY ORDINANCE NO. 476-2025
Series of 2025

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

HON. MIGUEL N. BAUTISTA
City Councilor

HON. ADRIELITO G. GAWARAN
City Councilor

HON. MANOLO S. GALVEZ JR.
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City Councilor-ABC President

HON. PALM ANGELS S. BUNCIO
City Councilor- SK Federation President

Attested by:
ATTY. KHALD A. ATEGA, JR.
Sangguniang Panlungsod Secretary

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

Approved:
HON. ROWENA BAUTISTA-MENDIOLA
Acting City Mayor



AN ORDINANCE EXPEDITING THE PROCESS OF ISSUING AND RENEWING BUSINESS PERMITS BY THE BUSINESS PERMITS AND LICENSING DEPARTMENT OF THE CITY OF BACOR, CAVITE, PROHIBITING PRACTICES AND PROCESSES THAT UNDULY BURDEN ENTREPRENEURS, AND PROVIDING PENALTIES FOR VIOLATIONS HEREOF.

Proposed by:

Hon. Strike B. Revilla

Sponsored by:

Hon. Reynaldo M. Fabian

Co-sponsored by:

Hon. Roberto L. Advincula, Hon. Miguel N. Bautista, Hon. Catherine Sarino-Evaristo, Hon. Adrielito G. Gawaran, Hon. Rogelio M. Nolasco, Hon. Reynaldo D. Palabrica, and Hon. Levy M. Tela .

WHEREAS, a robust business sector boosts the competitiveness of a nation and pulls people out of the iron grip of poverty by providing jobs to the jobless, products and services that lead to the growth of an economy, and revenues that serve as the lifeblood of a democracy.

WHEREAS, Republic Act No. 11032 (the "Philippine Ease of Doing Business Act") and its implementing guidelines mandate local government units to institutionalize reforms that will speed up the process of starting a new business or in running an existing business.

WHEREAS, Section 8 (b) (1) of Republic Act No. 10160 (the "Charter of the City of Bacoor") authorized the City Mayor to exercise those powers expressly granted to him by law, those necessarily implied therefrom, as well as powers necessary, appropriate or incidental for the efficient and effective governance of the City, and those which are essential to the promotion of the general welfare.

WHEREAS, the City Government presently takes days to issue and renew business permits which lead to discontent among the ranks of local entrepreneurs.

WHEREAS, after a series of consultative meetings with various stakeholders, the City Mayor, Honorable Strike B. Revilla, proposed to the Sangguniang Panlungsod to pass an ordinance that will enable the Business Permits and Licensing Department (BPLD) to issue or renew business permits



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within one hour or within the same day that an application is submitted by a business owner.

WHEREAS, the said proposed ordinance was submitted to the Sangguniang Panlungsod and was subjected to a series of public hearings attended by local entrepreneurs and other stakeholders.

WHEREAS, after thorough deliberation on the said proposed ordinance, the members of the 6th Sangguniang Panlungsod unanimously decided to approve the same and usher in a new era of efficient public service for the benefit of the people of Bacoor.

NOW THEREFORE, be it ordained by the 6th Sangguniang Panlungsod that:

Section 1. Title. This ordinance shall be known as "Express Business Permit Ordinance of the City of Bacoor" or the "E-Biz Ordinance of Bacoor".

Section 2. Policy Guidelines. In implementing this Ordinance, all of the departments of the City Government — including the Bureau of Fire Protection (BFP) — that will have a role in the process of issuing or renewing business permits shall be guided by the following guidelines:

2.1. **The Client Is King (or Queen).** The applicant for the issuance or renewal of a business permit shall be treated with utmost courtesy and deference by all city employees and officials because the growth of the City of Bacoor is in the hands of local entrepreneurs and other taxpayers.

2.2. **Act Now. Inspect Later.** All applications for business permits whether done in person or online must be acted upon within one hour or within the same day when an application is submitted. "Act Now" means: (a) disapproving an application within ten (10) minutes after it was received by a BOSS (Business-One-Stop-Shop) employee with a clear and comprehensive list of the reasons why the application was disapproved, or (b) issuing or renewing a provisional business permit within one hour or within the same day that an application was submitted in person or online by the applicant. "Inspect Later" means inspecting business premises within a non-extendible 90-day inspection period and a non-extendible 30-day compliance period after the provisional business permit is received by the applicant using various types of technologies to promote transparency and accountability and prevent the commission of graft and corruption.

2.3. **The Truth Shall Set You Free.** Good governance is a shared responsibility of the government and the governed. The submission of truthful data and valid documents shall ensure the lightning quick and efficient issuance and/or renewal of business permits. On the other hand, the submission of false data or fake documents or the unjust refusal of a business owner to obey existing laws and ordinances shall lead to the closure of a business establishment or even the incarceration of a wrongdoer upon conviction by a court of law.



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Acting City Mayor



2.4. **No Pain, All Gain.** If business owners find the process of applying for a business permit relatively easy — the city government, the general public, the employees of the said business owner, and the said business owner shall be benefited. Thus, it is the duty of all employees of the City Government to make the process of applying for, or renewing, a business permit easy because doing so redounds to the common good.

Section 3. Definition of Terms. As used in this Ordinance,

3.1. **Bacoar E-Biz Portal (BEBiz)** is the website (www.strikeas1.bacoar.gov.ph) to be created by the City Government for the purpose of hosting online applications and accepting electronic, cashless payments for the issuance or renewal of business permits.

3.2. **Business-One-Stop-Shop (BOSS)** is the office located on the upper ground floor of the Bacoar City Hall that serves as the central processing center for all in-person applications for the issuance or renewal of business permits.

3.3. **BOSS employee** refers to employees of the City Government that are assigned at the BOSS to review the completeness of various documents submitted in relation to a business permit application.

3.4. **Body Worn Cameras** are small, wearable recording devices that capture audio and video from an inspector's perspective, serving as a tool for law enforcement and government regulation purposes.

3.5. **Bureau of Fire Protection (BFP)** is the national government agency created by Republic Act No. 9514 (the "Fire Code of the Philippines of 2008") to implement the said law and create fire safety regulations.

3.6. **Business Permits and Licensing Department (BPLD)** is the department under the Office of the City Mayor primarily tasked to implement this Ordinance and other business regulation ordinance of the City of Bacoar.

3.7. **Data Privacy** is an individual's right to control when, how, and to what extent is personal information his/her personal information is collected, used, stored, or shared with others as defined and mandated under the Data Privacy Act of 2012 (Republic Act No. 10173).

3.8. **Digitally Assisted Inspection System (DAISY)** is a software to be developed, managed, maintained, operated, and owned by the City Government that will be used by fire safety inspectors and City Government inspectors in the course of inspecting business premises in relation to the business permit application, issuance and renewal processes provided in this Ordinance.



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3.9. **E-Governance Department** is the department under the Office of the City Mayor tasked to lead e-governance initiatives of the City Government.

3.10. **Mobile Devices** are portable electronic devices that can connect to the internet such as laptops, smartphones, and tablets.

3.11. **Office of the Building Official (OBO)** is the department under the Office of the City Mayor primarily tasked to inspect the structural integrity and design of privately owned buildings and residences in relation to the issuance of building permits.

3.12. **Office of the City Health Service** (formerly known as the City Health Office) is the department under the Office of the City Mayor primarily tasked to inspect business enterprises in order to determine if the latter complies with sanitation and public health laws and ordinances.

3.13. **Predecessor-in-interest** is the former owner of the building where the business establishment is –or will be – located.

3.14. **Zoning and Land Development Department (ZLDD)** is the department under the Office of the City Mayor primarily tasked to implement the Zoning Ordinance of the City of Bacoor and various city ordinances related to land development activities.

Any word or phrase not defined in this Section that is used in this Ordinance shall be interpreted in the context of how it was used and in accordance with the policy guidelines mentioned above.

Section 4. Prohibited Practices and Processes. The following practices and processes related to the issuance and/or renewal of business permits and other permits, clearances, and certificates related to the business permit application, issuance, or renewal process are hereby prohibited and shall be prosecuted to the fullest extent of the law:

a) Any act by any person (commonly known as a "fixer") regardless if the perpetrator is an employee of the City Government or not that involves undue facilitation of transactions for pecuniary gain or any other advantage or consideration (also known as "fixing") with the exception of acts done to assist an applicant for any permit, certificate, or clearance with the written permission of any elected city official or any department head/acting department head of the City Government.

b) The disclosure on separate occasions of alleged violations of existing policies, regulations, laws or city ordinances to applicants for business permits and for other permits, clearances, and certificates issued by the City Government or any national agency. All legal requirements that an applicant for a business permit failed to comply with must be explained or disclosed to him/her within ten (10) minutes after an application is submitted.



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c) Making applicants for business permits think that they violated a law, ordinance, policy or regulation when in fact they have not for the purpose of making them accept the assistance of a fixer or to coerce them to pay for the services of a licensed engineer, architect, electrician, or master plumber who has not been previously involved in the construction or renovation of the building, commercial space or business premises of the applicants or whose services are not needed or preferred by the said applicants.

d) Requiring applicants for business permits pay for items, processes, procedures, or security features that are unnecessary, not required by law, or can be provided for free by the City Government.

e) Rudeness, discourtesy, lewd or inappropriate behavior, ignoring or showing disinterest to any applicant for a business permit or to any person who legally facilitates such applications regardless of the circumstances.

f) Posting online or sharing with persons not connected to the business permit application process any video, image, picture, audio recording, document, business or trade secret and the like that was obtained by an inspector in the course of an inspection related to the business permit application, issuance, and renewal process.

g) Demanding, charging, collecting, or accepting any fee, tip, food item, goods, gifts, or other types of valuable consideration from the business owner or from any person at any business establishment before, during, or after an inspection.

h) Damaging or attempting to damage – either deliberately or through negligence – the Digitally Assisted Inspection System (DAISY) software, the body worn camera, or the mobile device issued to an inspector by the said inspector or by another person.

i) Unjustified failure of an inspector to digitally submit the results of an inspection within eight (hours) after an inspection.

j) Failure of any elected or appointed City Government official to act on and resolve any complaint against any City Government employee charged of violating this Ordinance or any law or city ordinance within the periods mandated under the Anti-Red Tape Act and the Philippine Ease of Doing Business Act; and

k) Any other act, process, or procedure that unduly burden applicants for business permits or any other person applying for or legally facilitating the issuance or renewal of a business permit or any other permit, certificate, or clearance being issued by the City Government or any national agency.



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Section 5. Where to File Application. An applicant for a business permit or for the renewal of a business permit has the option of: (a) filing an application in person at the Business-One-Stop-Shop (BOSS) at the Bacoor City Hall or (b) online through the official Bacoor Business-One-Stop-Shop Portal (www.strikeas1.bacoor.gov.ph).

Section 6. What Documents to Submit; Effect of Failing to Submit Documents. The following documents shall be submitted in person or online by the applicant for a business permit or for the renewal of a business permit:

For Issuance of Business Permit		For Renewal of Business Permit
If the Building is Owned by Applicant	If Applicant only Rents the Building or a Part of the Building	
1. Fully accomplished and signed UNIFIED BUSINESS PERMIT APPLICATION FORM 2. Building Permit 3. Occupancy Permit 4. Transfer Certificate of Title under the name of the applicant or his/her predecessor-in-interest	1. Fully accomplished and signed UNIFIED BUSINESS PERMIT APPLICATION FORM 2. Lease Agreement/Contract of Lease between applicant and owner of the building 3. Transfer Certificate of Title under the name of the owner of the building	1. Fully accomplished and signed BUSINESS PERMIT RENEWAL APPLICATION FORM 2. Valid Business Permit/Mayor's Permit 3. Business Tax Order of Payment and Official Receipt from Treasurer's Office 4. Certified Breakdown of Sale from previous or current year (if there is more than one line of business or more than one branch in the City of Bacoor) 5. VAT returns, income tax return or percentage tax returns whichever is applicable from previous or current year with proof of payment 6. Audited financial statement with proof of receipt by the SEC/BIR/DTI ¹ from previous or current year 7. Secretary's Certificate or Special Power of Attorney authorizing applicant to transact with BPLD (not needed if applicant is the registered business owner)

The failure of an applicant to submit any of the said documents, or the submission of the wrong documents, or the submission of any document that is obviously falsified shall result in the disapproval of the application for a business permit or of an application for the renewal of a business permit within the first ten (10) minutes after the said documents are shown to a BOSS

¹ SEC (Securities and Exchange Commission), BIR (Bureau of Internal Revenue), DTI (Department of Trade and Industry)



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employee or within a few seconds after the said documents are uploaded online.

Section 7. What Fees To Pay; Where To Pay Fees. The following fees shall be paid by the applicant for a business permit or for the renewal of a business permit in person at the Office of the City Treasurer, at any Bayad Center or at any Development Bank of the Philippines or Landbank branch or online thru Pisopay, Gcash, PayMaya, PayPal, or at the link.biz portal of landbank.com:

Table of Business Related Fees

Fees	Amount to be Paid (In Person)	Fees	Amount to be Paid (Online)
Mayor's Permit Fee (for all businesses)	Fees provided in Section 118 of Revenue Code	Mayor's Permit Fee (for all businesses)	10% less than fees provided in Section 118 of Revenue Code
Sanitary Inspection Fee (for all businesses and practice of profession)	Fees provided in Section 165 of Revenue Code	Sanitary Inspection Fee (for all businesses and practice of profession)	10% less than fees provided in Section 165 of Revenue Code
Environmental Inspection Fee (for all businesses and practice of profession)	Fees provided in Section 238 of Revenue Code	Environmental Inspection Fee (for all businesses)	10% less than fees provided in Section 238 of Revenue Code
Garbage Collection Fee (for all businesses and professional practices)	Fees provided in Section 160 of Revenue Code	Garbage Collection Fee (for all businesses and professional practices)	10% less than fees provided in Section 160 of Revenue Code
Zoning Clearance Fee (only for buildings with pending Building Permit application)	Fees provided in Section 134 of Revenue Code	Zoning Clearance Fee (only for buildings with pending Building Permit application)	10% less than fees provided in Section 134 of Revenue Code
Building Permit Fee (only for buildings with pending Building Permit application)	Fees provided in Section 134.3 of Revenue Code	Building Permit Fee (only for buildings with pending Building Permit application)	10% less than fees provided in Section 134.3 of Revenue Code
Electrical Inspection Fee (only for buildings with	Fees provided in Section 168.5 of Revenue Code	Electrical Inspection Fee (only for	10% less than fees provided in



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pending Building Permit application)		buildings with pending Building Permit application)	Section 168.5 of Revenue Code
Plumbing Inspection Fee (only for buildings with pending Building Permit application)	Fees provided in Section 168.7 of Revenue Code	Plumbing Inspection Fee (only for buildings with pending Building Permit application)	10% less than fees provided in Section 168.7 of Revenue Code
Signboard Fee (only for businesses and professional practices with signboards)	Fees provided in Section 168.12 of Revenue Code	Signboard Fee (only for businesses and professional practices with signboards)	10% less than fees provided in Section 168.12 of Revenue Code
Barangay Clearance Fee (for businesses)	Fees provided in Section 126 of Revenue Code	Barangay Clearance Fee (for businesses)	10% less than fees provided in Section 126 of Revenue Code
Fire Safety Inspection Fee (for businesses only)	Fees provided in Section 209 of Revenue Code	Fire Safety Inspection Fee (for businesses only)	10% less than fees provided in Section 209 of Revenue Code
Business Permit Fee (only for businesses; not for practice of profession)	Fees provided in Section 118 of Revenue Code	Business Permit Fee (only for businesses; not for practice of profession)	10% less than fees provided in Section 118 of Revenue Code
Sealing and Licensing of Weights, Measures, and Gas Pumps Fee (for all businesses that sell products that are weighed or measured)	Fees provided in Section 135 of Revenue Code	Sealing and Licensing of Weights, Measures, and Gas Pumps Fee (for all businesses that sell products that are weighed or measured)	10% less than fees provided in Section 135 of Revenue Code
Subdivision Inspection and Verification Fee (for subdivision projects with pending Development Permit applications)	Fees provided in Section 188 of Revenue Code	Subdivision Inspection and Verification Fee (for subdivision projects with pending Development)	10% less than fees provided in Section 188 of Revenue Code



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Table of Business Related Fees

		Permit applications)	
Tricycle Operations Permit Fee	Fees provided in Section 273 of Revenue Code	Tricycle Operations Permit Fee	10% less than fees provided in Section 273 of Revenue Code
Pedicab Operations Permit Fee	Fees provided in Section 278 of Revenue Code	Pedicab Operations Permit Fee	10% less than fees provided in Section 278 of Revenue Code
Cockpit Licensing Fee	Fees provided in Section 30/Q of Revenue Code	Cockpit Licensing Fee	10% less than fees provided in Section 278 of Revenue Code
Occupation Permit Fee (only for occupations not requiring a government license)	Fees provided in Section 143 of Revenue Code	Occupation Permit Fee (only for occupations not requiring a government license)	10% less than fees provided in Section 278 of Revenue Code
Sidewalk or Street Vending Fee	Fees provided in Section 160 of Revenue Code	Sidewalk or Street Vending Fee	10% less than fees provided in Section 278 of Revenue Code
Large Cattle Registration and Transportation Fee	Fees provided in Section 216 of Revenue Code	Large Cattle Registration and Transportation Fee	10% less than fees provided in Section 216 of Revenue Code
Piggery Operation Fee	Fees provided in Section 134 of Revenue Code	Piggery Operation Fee	10% less than fees provided in Section 134 of Revenue Code
Fighting Cock Breeding Fee	Fees provided in Section 134 of Revenue Code	Fighting Cock Breeding Fee	10% less than fees provided in Section 134 of Revenue Code
Swine Registration and Transportation Fee	Fees provided in Section 216 of Revenue Code	Swine Registration and Transportation Fee	10% less than fees provided in Section 216 of Revenue Code



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Province of Cavite
CITY OF BACOR

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Acting City Mayor



Table of Business Related Fees

Machinery and Heavy Equipment Permit Fee	Fees provided in Section 168.6 of Revenue Code	Machinery and Heavy Equipment Permit Fee	10% less than fees provided in Section 168.6 of Revenue Code
Machinery and Heavy Equipment Inspection Fee	Fees provided in Section 168.6 of Revenue Code	Machinery and Heavy Equipment Inspection Fee	10% less than fees provided in Section 168.6 of Revenue Code
Flammable and Combustible Materials Storage Fee	Fees provided in Section 209 of Revenue Code	Flammable and Combustible Materials Storage Fee	10% less than fees provided in Section 209 of Revenue Code
Excavation Permit Fee	Fees provided in Section 174 of Revenue Code	Excavation Permit Fee	10% less than fees provided in Section 174 of Revenue Code
Utility Pole Placement and Maintenance Fee	Fees provided in Section 112 of Revenue Code	Utility Pole Placement and Maintenance Fee	10% less than fees provided in Section 112 of Revenue Code
Cable Stringing/Removal Fee	Fees provided in Section 112 of Revenue Code	Cable Stringing/Removal Fee	10% less than fees provided in Section 112 of Revenue Code
Concert Fee	Fees provided in Section 66 of Revenue Code	Concert Fee	10% less than fees provided in Section 66 of Revenue Code
Movie, Television Show, or Podcast Filming Fee (only if the filming is done in public places)	Fees provided in Section 30 of Revenue Code	Movie, Television Show, or Podcast Filming Fee (only if the filming is done in public places)	10% less than fees provided in Section 30 of Revenue Code
Alcoholic Beverages Sales Fee	Fees provided in Section 100 of Revenue Code	Alcoholic Beverages Sales Fee	10% less than fees provided in Section 100 of Revenue Code
Tobacco, Cigarettes, and Vape Sales Fee	Fees provided in Section 156 of Revenue Code	Tobacco, Cigarettes, and Vape Sales Fee	10% less than fees provided in Section 156 of Revenue Code



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Table of Business Related Fees

Outdoor Digital Advertising Fee	Fees provided in Section 100 of Revenue Code	Outdoor Digital Advertising Fee	10% less than fees provided in Section 100 of Revenue Code
Signpost Advertising Fee (per signpost)	Fees provided in Section 168.9 of Revenue Code	Signpost Advertising Fee (per signpost)	10% less than fees provided in Section 168.9 of Revenue Code
Streetlight or Utility Pole Advertising Fee	Fees provided in Section 168.9 of Revenue Code	Streetlight or Utility Pole Advertising Fee	10% less than fees provided in Section 168.9 of Revenue Code
Advertising Billboards Fee	Fees provided in Section 100 of Revenue Code	Advertising Billboards Fee	10% less than fees provided in Section 100 of Revenue Code

Aside from the above-mentioned fees, no other fees shall be collected from any applicant for a business permit or for the renewal of a business permit.

Section 8. Express Issuance or Renewal of Provisional Business Permits. The BPLD, in cooperation with the E-Governance Department, is hereby mandated to develop, use and maintain a system that will enable the issuance or renewal of a provisional business permit in favor of applicants who have submitted all of the documents mentioned in Section 6 hereof within one hour or within the same day when the fees provided in the statement of account generated by the system were paid in person or online by an applicant. All departments under the City Mayor including personnel of the Bureau of Fire Protection assigned at the City of Bacoor shall strictly adhere to the provisions of this Ordinance and shall ensure that the policy guidelines in Section 2 hereof are consistently observed.

Section 9. Email Delivery of Business Permits. All provisional business permits to be issued or renewed by the BPLD shall be sent via email to the email address provided by the applicant regardless of whether the application was made in person or online. The BPLD, in cooperation with the E-Governance Department, must develop a One-Time Password (OTP) email verification process to ensure that the email address provided by an applicant is authentic and is truly owned by the applicant. All business permits issued or renewed by the BPLD must be sent via email within one hour from the time the application was submitted or within the same day when the application was submitted in person or online by an applicant. The provisional business permits to be issued by the BPLD must have the following minimum security features:



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1. QR (quick response) Code.
2. One-Time Password Validation; and
3. Philippine National Public Key Infrastructure (PNPKI) validated signature of the head of the BPLD.

Provided that: a provisional business permit may be printed and handed to an applicant who applies for the said permit in person upon the request of the said applicant at the BOSS.

Section 10. Inspection Period. Inspections of all business establishments that has been issued a provisional business permit or whose business permit has been provisionally renewed shall be conducted within a non-extendible ninety (90)-day inspection period following the issuance or renewal of the said permit. The fire safety inspectors of the BFP and the duly authorized and trained personnel of the BPLD, the Office of the City Health Service, the Office of the Building Official, the Zoning and Land Development Department, and other departments under the Office of the City Mayor tasked by law or by city ordinances to inspect business premises in relation to the issuance or renewal of business permits shall be conducted within the said 90-day period.

Section 10.1. Effects of Failure to Inspect. The failure of the BFP, the BPLD, the OCHS, the OBO, the ZLDP and other departments under the Office of the City Mayor to inspect business establishments with a provisional business permit within the 90-day inspection period, shall result in the following:

[a] automatic approval of the Fire Safety Inspection Certificate, Sanitary Permit, Building Permit, Zoning Clearance, and of other permits, certificates, and clearances related to the operation of a business enterprise within the City of Bacoor,

[b] lifting of the provisional nature of a business permit that has been issued or renewed; and

[c] the filing of the appropriate administrative case by the Office of the City Legal Service within thirty (30) working days after the lapse of the said 90-day period against the inspectors of the BFP and of the various departments under the Office of the City Mayor who failed to conduct the requisite inspection.

Section 10.2. Effect of Passing Inspection. If a business enterprise passes inspection by the BFP and by all of the departments above-mentioned, a **Notice of Compliance** shall be issued in favor of the registered owner of the said business. In the said notice, the registered owner of the business enterprise shall also be informed that the provisional nature of the business permit issued to him has been automatically lifted.



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Province of Cavite
CITY OF BACOR

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Acting City Mayor



Section 10.3. Creation of the Digitally Assisted Inspection System (DAISY). The City Government shall create and use a software, within thirty (30) calendar days from the effectivity date of the Implementing Rules and Regulations (IRR) of this Ordinance, to be known as the Digitally Assisted Inspection System (or "DAISY" for short) that will enable fire inspectors and inspectors of the various departments under the Office of the City Mayor to:

- [a] know in real time the exact location of a business establishment that has been issued a provisional business permit,
- [b] conduct an inspection using a digital checklist and other inspection tools downloaded in mobile devices with geographic position system (GPS) trackers to be issued by the City Government to the said inspectors, and
- [c] digitally submit the results of the said inspection within minutes after the said inspection was done.

DAISY should also enable the City Mayor and the heads of the said departments to know in real time:

- [a] the location of an inspector,
- [b] the date/time when an inspection was made, and
- [c] the feedback of a business owner against or in favor of the inspector.

DAISY should also enable the City Mayor and the heads of the said departments to gain access to the video/audio recording generated by the body worn camera to be used by inspectors and to securely store the said video/audio recording for at least three (3) months from the time the recording was made for evidentiary purposes pursuant to pertinent provisions of the Rules of Court.

The inspector/s shall not demand, charge, collect, or accept any fee, tip, food item, goods, gifts, or other types of valuable consideration from the business owner or from any person at the business premises before, during, or after an inspection.

Any attempt of an inspector to damage or disable DAISY, the body worn camera, or the mobile device issued to him/her shall be deemed a violation of this Ordinance. The failure of the inspector to digitally submit the results of the inspection within eight (8) hours after an inspection shall likewise be deemed a violation of this Ordinance.

Section 10.4. Data Privacy During Inspections. The data privacy rights of individuals shall be protected and respected by the said inspectors during and after the conduct of inspections. Fire inspectors and inspectors of the City Government shall require a business owner to sign a **Data Recording Notice** before the conduct of an inspection. The Data Recording Notice shall state that:



Republic of the Philippines
Province of Cavite
CITY OF BACOR

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[a] the inspection process shall be video and audio recorded for the mutual protection of the inspector/s and of the business owner,

[b] the data privacy rights of the business owner and of all persons in the business premises to be inspected shall be protected under the Data Privacy Act; and that

[c] all data, videos, images, and other types of information recorded by the body worn camera and mobile devices being used by the inspector/s during the said inspection may only be used for legitimate government regulation and law enforcement purposes.

Any violation of the said data privacy rights such as, but not limited, to the posting online or the sharing with persons not connected to the business permit application process any video, image, picture, audio recording and the like shall be considered a violation of this Ordinance or any other applicable law.

Section 11. Suspension of Provisional Business Permit. A provisionally issued or renewed business permit shall be suspended if it is discovered during the 90-day inspection period that:

[a] the application for business permit contains material falsehoods or if any or all of the official documents submitted to the BPLD are no longer valid or are fake; or

[b] the business premises contain features that are in violation of any law or city ordinance; or

[c] the business owner refused to allow fire safety inspectors or inspectors of the City Government to inspect the business premises for no justifiable reason.

Section 12. Notice of Violation; Period of Compliance. Upon the date of suspension of a provisional business permit, a **Notice of Violation** shall be sent via email to the registered owner of the business establishment that has a suspended permit. In the said Notice of Violation, the business owner concerned shall be notified about the suspension of his/her provisional business permit as well as the reason for the said suspension and shall be given thirty (30) calendar days within which to comply with the law/s or city ordinance/s that has been violated.

Section 13. Lifting of Suspension and Provisional Nature of Business Permit. If within the said 30-day period of compliance, a business owner manages to comply with the law/s or city ordinance/s that have been violated, the suspension and provisional nature of the business permit shall be lifted by the BPLD. A **Notice Lifting Suspension/Provisional Nature of Business Permit** shall be sent via email to the registered owner of the business enterprise concerned within five (5) working days after the said compliance



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CITY OF BACOR

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Acting City Mayor



was confirmed by the BFP and or by the various departments under the Office of the City Mayor.

Section 14. Revocation of Business Permit; Closure of Business. If the registered owner of a business enterprise with a provisional business permit fails to comply with the various law/s or city ordinance/s mentioned in the Notice of Violation within the 30-day compliance period for no justifiable reason, the said provisional business permit shall be revoked and the said business enterprise shall be closed by the BPLD. To formalize the revocation of the provisional business permit and the closure of the business enterprise, a **Notice of Revocation and Closure of Business** shall be delivered in person to the registered owner of the said business.

Section 15. The Business-One-Stop-Shop. The operation of the Business-One-Stop-Shop (BOSS) situated on the upper ground floor of the Bacoor City Hall shall be directly managed by the BPLD under the direct control and supervision of the City Mayor. The BOSS shall serve as the processing center of all in-person applications for business permits in the City of Bacoor. The following reforms in the operation of the BOSS shall be fully implemented not later than thirty (30) working days from the effectivity date of this Ordinance:

15.1. Improved Customer Experience and Funding. The City Government shall construct a customer lounge located within the BOSS or anywhere within the Bacoor Government Center where business permit applicants shall wait in relative comfort and shall be given free snacks, refreshments, and other services while they wait for the issuance or renewal of their business permit/s. The funds to be used for the said improvements and for the free snacks, refreshments, and other services to be given to business permit applicants shall come from the available funds of the Office of the City Mayor or of any of the departments under the Office of the City Mayor.

15.2. The "Documents Move, Applicant Waits" Policy. The said policy means that, once an application for a business permit is received by the BOSS and has been found to be complete, the documents submitted by the applicant shall be processed by the BOSS and by the various departments involved in the business permit application process while the applicant waits at the customer lounge of the BOSS. All employees of the City Government shall adhere to the said policy.

15.3. People-Friendly Public Assistance and Complaint Desks. In recognition of the fact that not all people are aware of the various processes related to the issuance or renewal of business permits or any other permit, certificate, or clearance issued by either the City Government or of any national agency, at least two Public Assistance and Complaints Desks shall be installed at strategic locations in or near the BOSS. The said Public Assistance and Complaints Desks shall be manned by City Government personnel



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Province of Cavite
CITY OF BACOR

Office of the Sangguniang Panlungsod



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known for their innate helpfulness, friendliness, and courtesy and trained to be adept in explaining the various processes and procedures of various City Government departments and national agencies. At least one of the personnel to be assigned at the Public Assistance and Complaints Desks must be adept in sign language in order to assist the hearing-impaired. The personnel assigned at the Public Assistance Desks shall be authorized to assist and accompany senior citizens, PWDs, and pregnant women to any City Government office or department and make sure that the concerns of the said persons are properly addressed by the personnel of the said offices/departments. Specially designed uniforms shall be issued by the City Government to the personnel to be assigned at the Public Assistance and Complaints Desks to make them easily recognizable by the public.

15.4 Transitory Power of the City Mayor to Assign Personnel at the BOSS. The City Mayor shall have the transitory power to assign to the BOSS such number of personnel from various departments under the Office of the City Mayor including those assigned at the Sangguniang Panlungsod and the Office of the Vice Mayor who are adept at explaining to applicants the various processes and procedures related to the issuance or renewal of business permits as well as other permits, clearances, and certificates being issued by the City Government. Such assignments shall not exceed six (6) months and shall only be done while BOSS employees or Public Assistance Desk personnel are undergoing training subject to compliance to pertinent civil service rules and regulations.

15.5. Detailing of Various Personnel at the BOSS. To facilitate the speedy release of business permits, personnel of the various departments that plays a role in the business permit issuance and renewal process, including personnel of the BFP, shall be detailed every working day at the BOSS. The said personnel shall work side-by-side inside the BOSS to ensure the quick and immediate review, approval, or disapproval of all applications for the issuance or renewal of business permits.

Section 16. The Bacoor BOSS Portal. The E-Governance Department shall develop a website to be known as the Bacoor Business-One-Stop-Shop portal (www.strikeas1.gov.ph) that will host online applications for business permits or for the renewal of business permits. The said portal shall be owned, managed, maintained and operated by the City Government. The heads of all departments of the City Government involved in business permit review and approval process — and selected employees assigned to the said departments — shall have access to relevant data related to permits, clearances, and certificates that the said departments issue in relation to the issuance or renewal of a business permit. The Bacoor BOSS portal shall have the following minimum features:



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16.1. **User-Friendly Interface:** it must be easy to use even for senior citizens, persons with disabilities, or technologically challenged persons.

16.2. **Paperless Application:** access to the portal should not require the use of any piece of paper.

16.3. **Digital Document Upload:** the portal should enable the uploading of documents in support of an application for a business permit or for the renewal of a business permit.

16.4. **Online Payment Portal:** users of the portal should have the option of paying all fees provided in this Ordinance online through various payment platforms.

16.5. **Real Time Tracking:** users must be able to track the progress of their application from the time all documents were uploaded up to the point when the provisional business permit is approved.

16.6. **Comprehensive FAQ and Customer Resource Section:** the portal must have a section that answers all commonly asked questions and provides an easy-to-follow guide on how to apply for a business permit, what documents to submit, and how to comply to various laws/ordinances related to the issuance of permits, clearances, and certificates related to the business permit application process.

16.7. **Departmental Integration:** all departments involved in the business permit application process should have access to relevant data needed by the said departments in the legally mandated issuance of certificates, permits, or clearances.

16.8. **Data Privacy Security:** the portal must have robust data privacy features in accordance with the Data Privacy Act and its implementing rules and regulations.

16.9. **Mobile Devices Responsiveness:** the portal must function seamlessly regardless of the type of mobile device or personal computer being used by a customer.

16.10. **Cross Platform Internet-Operability:** the portal must function properly regardless if a user's mobile device runs on iOS or Android.

16.11. **Digital Receipts:** the portal must enable the issuance and delivery of digital receipts or electronic official receipts in favor of business owners that paid online for a business permit with due regard to the data privacy rights of the said persons in accordance with the Data Privacy Act and its implementing rules and regulations.



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City Councilor

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

Approved:

HON. ROWENA BAUTISTA-MENDIOLA
Acting City Mayor



16.12. **Data Analytics:** the portal must enable the City Mayor and the Sangguniang Panlungsod to analyze various data related to the business permit application and issuance process for the formulation or revision of this Ordinance or of any ordinance, regulation, policy, procedure, or process being implemented or intended to be implemented by the City Government.

Section 17. Barangay Online Application Public Assistance and Complaints Desks. All barangays in the City of Bacoor are hereby mandated to assist any resident of the said barangays in applying online for the issuance or renewal of a business permit. Selected personnel of the said barangay shall be trained by the Human Resources Development and Management Department on how to apply for a business permit online. The said barangay personnel shall allow the said applicant to use the computer and internet service of the said barangay for free. No fees other than the ones mentioned in Section 7 hereof including cash tips shall be charged, collected, or accepted by the said barangay personnel in exchange, or because, of the assistance he/she extended to any online applicant for a business permit.

Section 18. Authority to Accept Digital Payments and Issue Digital Receipts. Pursuant to the relevant provisions of Republic Act No. 8792 (the "E-Commerce Act"), Executive Order No. 122 (issued by President Rodrigo R. Duterte in 2022), and DILG Memorandum Circular No. 2025-042 directing local government units to adopt an Electronic Payment and Collection System (EPCS), the City Government is hereby authorized to accept cashless and electronic payments and to issue digital receipts in relation to all applications for business permits and for other permits, certificates, and clearances. **Provided that:** business owners shall also be sent hard copies of official receipts by mail, courier, or with the assistance of the barangay where the business premises are located.

Section 19. Penalties. The following penalties shall be imposed against any person that shall violate this Ordinance:

A. Administrative Penalties for City Government Employees. City Government employees who violate any provision of this Ordinance shall be meted the following administrative sanctions pursuant to pertinent civil service rules and regulations and compliance with due process requirements:

First Offense: Payment of fine amounting to P5,000.00 with written reprimand issued by the City Mayor.

Second Offense: Suspension without pay for thirty (30) working days.

Third Offense: Termination from employment.

B. Closure of Business and Payment of Fines. Businesses within the City of Bacoor that violated various laws and ordinances



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related to the issuance or renewal of a business permit despite being given sufficient time to comply therewith as provided in the foregoing sections hereof, shall be closed for not less than ten (10) successive days and shall remain closed until the said laws and ordinances have been complied with by the owners of the said business. A fine of Php 5,000.00 shall also be paid by the registered owner/s of the said business enterprise.

C. Criminal Prosecution. The imposition of the said fines/penalties shall not preclude the filing of the appropriate criminal case against any person who violates any provision of this Ordinance or any related law or city ordinance.

D. Administrative Liability of Department Heads. The heads of the various departments that has a role in the issuance and/or renewal of business permits, including the head of the BFP in the City of Bacoor, shall be held administratively liable for any violation of this Ordinance committed by their respective personnel if they are found – after undergoing the appropriate administrative proceedings – to have directly participated, abetted, or tolerated through their own fault nor negligence the commission of the said violations pursuant to relevant civil service regulations.

E. Forfeiture of Unlawfully Acquired Properties by Any City Government Employee in Favor of the Government. The City Legal Officer is hereby empowered to file a complaint before the appropriate court, tribunal, or agency against any City Government employee who unlawfully acquires any real or personal property in the course of violating this Ordinance for the purpose of causing the forfeiture thereof in favor of the Government pursuant to the relevant provisions of Republic Act No. 1379 (otherwise known as the "Forfeiture Law").

Section 20. Implementing Rules and Regulations. The City Legal Officer, in consultation with the heads of the various departments involved in the business permits application process including the Fire Marshall of the City of Bacoor, is mandated to submit the implementing rules and regulations of this Ordinance for the review and approval of the City Mayor not later than sixty (60) calendar days following the effectivity date hereof. **Provided:** that all provisions of the said IRR related to human resources management and development matters shall only take effect upon approval by the Civil Service Commission (CSC).

Section 21. Repeal. All ordinances, resolutions, executive orders, and other local issuances that are inconsistent with the provisions of this Ordinance are hereby repealed or amended accordingly.

Section 22. Separability of Provisions. If any provision of this Ordinance, or the application thereof to any person or circumstance, is held invalid by a court of law of competent jurisdiction, the remainder of the



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Acting City Mayor

Ordinance and the application of such provision to other persons or circumstances shall not be affected thereby.

Section 23. Effectivity. This Ordinance shall take effect immediately after it has been published in a newspaper of general circulation in the City of Bacoor, Cavite and after it has been posted in at least three (3) conspicuous places within the City of Bacoor, Cavite.

APPROVED this 24th day of November 2025 at the City of Bacoor, Cavite.

I hereby certify that the foregoing Ordinance was duly approved in accordance with law.

Certified:

HON. CATHERINE SARINO-EVARISTO
Acting City Vice Mayor

Attested:

ATTY. KHALID A. ATEGA JR.
Sangguniang Panlungsod Secretary

Approved:

HON. ROWENA BAUTISTA-MENDIOLA
Acting City Mayor

Date of Approval: 24 NOV 2025

