



Republic of the Philippines
Province of Cavite
CITY OF BACOOR
Office of the Sangguniang Panlungsod



DISTRICT I

HON. CATHERINE SARINO-EVARISTO
City Councilor

HON. MIGUEL M. BAUTISTA
City Councilor

HON. ADRIELITO G. GAWARAN
City Councilor

HON. MANOLO S. GALVEZ JR.
City Councilor

HON. RICARDO F. UGALDE
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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. ATEGA, JR.
Sangguniang Panlungsod Secretary

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

Approved:
HON. STRIKE R. REVILLA
City Mayor



CITY ORDINANCE NO. 506-2026
SERIES OF 2026

AN ORDINANCE GOVERNING THE CONTRACT OF AFFILIATION OF STUDENTS FROM MEDICAL, NURSING, MIDWIFERY, AND OTHER ALLIED HEALTH COURSES FOR CLINICAL AND COMMUNITY IMMERSION IN CITY HEALTH FACILITIES, AND PROVIDING FOR THE STANDARDIZATION OF AFFILIATION FEES.

Sponsored by:

Hon. Reynaldo D. Palabrica

Co-sponsored by:

Hon. Catherine Sarino-Evaristo, Hon. Reynaldo M. Fabian, Hon. Manolo S. Galvez, Hon. Adrielite G. Gawaran, Hon. Rogelio M. Nolasco, Hon. Levy M. Tela and Hon. Ricardo F. Ugalde.

WHEREAS, the City Health Office serves as a training ground for students enrolled in medical, nursing, midwifery, and other allied health courses, providing them with essential clinical and community immersion experiences;

WHEREAS, various higher education institutions request affiliation with City Health facilities for the purpose of deploying their students for clinical duties, public health exposure, and community-based learning;

WHEREAS, the increasing number of affiliation requests necessitates standardized system to ensure proper coordination, equitable access, and efficient utilization of limited health resources and personnel;

WHEREAS, the absence of a uniform policy on affiliation agreements and fees may lead to inconsistencies, administrative burden, and inequitable arrangements among partner institutions;

WHEREAS, the imposition and standardization of reasonable affiliation fees are necessary to support operational costs, including supervision, administrative processing, use of facilities, and provision of supplies; to



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WHEREAS, there is a need to institutionalize guidelines governing the acceptance, deployment, supervision, and responsibilities of affiliated students ensure patient safety, quality of care, and accountability;

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

SECTION 1. Title

An Ordinance governing the contract of affiliation of students from medical, nursing, midwifery, and other allied health courses for clinical and community immersion in city health facilities, and providing for the standardization of affiliation fees.

SECTION 2. Scope and Coverage

This policy shall apply to all public and private educational institutions requesting clinical and/or community immersion placements in city-managed health facilities, including but not limited to:

- i. Health Centers
- ii. Barangay Health Stations
- iii. Community-based programs and outreach activities.

It covers students from programs such as medicine, nursing, midwifery, medical technology, public health, pharmacy, and other allied health sciences.

SECTION 3. Definition of Terms

- a. Contract of Affiliation - A formal agreement between the City Government and an educational institution governing student placement.
- b. Clinical Immersion - Supervised hands-on training of students in health facilities.
- c. Community Immersion - Field exposure of students in community settings focusing on public health programs.
- d. Preceptor/Clinical Instructor - Licensed professional responsible for supervising students.

SECTION 4. General Policies



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1. All student immersions shall require a duly approved Contract of Affiliation prior to deployment.
2. No student shall be allowed to participate without proper supervision by a licensed professional.
3. Student activities must align with their level of competence and curriculum requirements.
4. Patient safety, confidentiality, and ethical standards shall be strictly observed at all times.
5. The City Government reserves the right to limit or suspend student deployment based on capacity, public health emergencies, or operational needs.

SECTION 5. Requirements of Affiliation

i. Educational institutions must submit the following:

1. Letter of Intent addressed to the City Mayor or authorized representative;
2. School profile and accreditation documents (e.g., CHED/DOH recognition);
3. Proposed Memorandum/Contract of Affiliation;
4. List of students and clinical instructors;
5. Training objectives, schedules, and rotation plans;
6. Proof of student insurance coverage;
7. Medical clearance and vaccination records of students;
8. Endorsement from relevant regulatory bodies, if applicable.

SECTION 6. Cost of Affiliation, Fund Utilization and Period of Payment

- A.** For Medicine students, the cost of affiliation shall be fixed at One Thousand Pesos (Php1,000.00). For other fields of medical discipline and health sciences, the cost of affiliation shall be fixed at Five Hundred Pesos (Php500.00).
- B.** The City Health Office shall utilize the collections from affiliations to its own projects, programs and activities, subject to existing accounting and auditing rules and regulations.



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C. The affiliation fees shall be paid by the educational institution at the City Finance Department within the day of the effective date of the Contract of Affiliation or the date that the contract is notarized, whichever comes first.

SECTION 7. Adjustment in the Electronic System of City Finance Department

The E-Governance/Management Information Systems Department shall make the necessary adjustments to the system of the City Finance Department in order to allow the City Finance Department to receive the abovementioned amounts for the purpose of affiliation.

SECTION 8. Roles and Responsibilities

A. The City Government of Bacoor, through the City Health Office, as the primary implementing agency, shall:

1. Provide appropriate learning areas within health facilities and communities;
2. Assign focal persons or coordinators for student activities;
3. Ensure compliance with health and safety standards;
4. Monitor and evaluate student performance and institutional compliance; and
5. Facilitate orientation on local policies, protocols, and programs.

B. The Educational Institution, who chooses to affiliate with the City Government of Bacoor, shall:

1. Ensure students are academically prepared and fit for immersion;
2. Deploy qualified clinical instructors/preceptors;
3. Ensure compliance with all city policies and facility protocols;
4. Provide insurance coverage and assume liability for student-related incidents;
5. Submit required reports and evaluations; and
6. Ensure commitment of the obligations and other provisions of the contract of affiliation.



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C. The Students, from programs such as medicine, nursing, midwifery, medical technology, public health, pharmacy, and other allied health sciences, shall:

1. Adhere to all policies, rules, and regulations of the City Government of Bacoor;
2. Maintain professionalism in the respective area of assignment, observe ethical conduct in the performance of their respective duties, and uphold the confidentiality of all personal and sensitive personal information of all clients of their area of assignment;
3. Follow instructions of assigned supervisors; and
4. Use appropriate identification and uniforms.

SECTION 9. Supervision and Student Ratio

1. A designated clinical instructor must supervise students at all times.
2. Student-to-instructor ratios shall comply with national standards or as determined by the City Health Office.
3. Health facility staff may provide supervision support but shall not replace the responsibility of the educational institution.

SECTION 10. Health, Safety and Risk Management

1. Students must be covered by health and accident insurance.
2. Compliance with infection prevention and control protocols is mandatory.
3. In case of exposure or injury, incidents must be reported immediately.
4. The City Government shall not be held liable for incidents arising from negligence of the educational institution or students.

SECTION 11. Data Privacy and Confidentiality

All students and faculty must comply with applicable data privacy laws and confidentiality policies of the City Government of Bacoor, its local ordinances, the Department of Health, the Data Privacy Act and its implementing rules and regulations.



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Any unauthorized disclosure of patient/s' personal or sensitive personal information by covered students is tantamount to a violation of this Ordinance, without prejudice to the filing of other actions, civil or criminal, before the appropriate courts of law. This shall in no case hinder the determination of liability of the clinical instructor, or the physician, staff or employee of the area of assignment for any violation of the Data Privacy Act and its implementing rules and regulations.

SECTION 12. Monitoring and Evaluation

1. The City Health Office shall conduct regular monitoring of student activities.
2. Feedback mechanisms shall be established between the City Government and educational institutions.
3. Non-compliance may result in suspension or termination of the affiliation.

SECTION 13. Duration and Termination

1. The Contract of Affiliation shall be valid for three (3) years, and may be renewed for another term of three (3) years subject to the execution of another contract for the purpose.
2. Grounds for termination shall be expressly stated in the Contract of Affiliation including the manner and period of notice required.

SECTION 14. Separability Clause. –

If, for any reason, any provision or part of this Ordinance is declared invalid or unconstitutional by a court of law, other provisions not affected thereby shall remain in full force and effect.

SECTION 15. Repealing Clause.

Any provisions of ordinances, executive orders, issuances, or rules and regulations inconsistent with the provisions of this Ordinance are hereby repealed, amended, or modified accordingly.



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Approved:

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City Mayor



SECTION 16. Effectivity.

This Ordinance shall take effect fifteen (15) days after its publication in a newspaper of general circulation in the City of Bacoor.

APPROVED on the 6th day of April 2026 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: 03 JUN 2026

