



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
City Councilor

HON. LEVY M. TELA
City Councilor

CITY ORDINANCE NO. 507-2026
SERIES OF 2026

AN ORDINANCE INSTITUTIONALIZING A DRUG-FREE WORKPLACE IN THE CITY GOVERNMENT OF BACOOR, PROVIDING COMPREHENSIVE POLICIES, ON ADVOCACY, EDUCATION AND TRAINING, DRUG TESTING, TREATMENT AND REHABILITATION, REFERRAL, MONITORING AND EVALUATION AND CREATING A DRUG-FREE WORKPLACE ASSESSMENT TEAM, AND APPROPRIATING FUNDS FOR THE IMPLEMENTATION THEREOF.

Sponsored by:
Hon. Reynaldo D. Palabrica

Co-sponsored by:

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

DISTRICT II

HON. ROBERTO I. ADVINCULA
City Councilor

HON. REYNALDO D. PALABRICA
City Councilor

HON. ROGELIO M. NOLASCO
City Councilor

HON. REYNALDO M. FABIAN
City Councilor

HON. SIMPLICIO G. DOMINGUEZ
City Councilor

HON. HORACIO M. BRILLIANTES JR.
City Councilor

HON. RANDY C. FRANCISCO
City Councilor-ABC President

HON. PALM ANGELS BUNCIO
City Councilor-SK Federation President

WHEREAS, Article II, Section 18 of the 1987 Philippine Constitution declares that the State affirms labor as a primary socioeconomic force, it shall protect the rights of workers and promote their welfare, which includes ensuring a safe and healthy workplace environment;

WHEREAS, Republic Act No. 9165, otherwise known as the "Comprehensive Dangerous Drugs Act of 2002," mandates the assistance and participation of local government units, to enhance the enforcement of the law and adopt measures to preventive and educational programs and rehabilitation or treatment of drug dependents to ensure a drug-free workplace;

WHEREAS, the same law created the Dangerous Drugs Board (DDB) and empowered it to formulate policies and programs on drug prevention and control;

WHEREAS, Republic Act No. 6713, otherwise known as the "Code of Conduct and Ethical Standards for Public Officials and Employees," requires public servants maintain the highest standards of ethics, integrity, and professionalism in public service;

WHEREAS, Republic Act No. 7160, or the "Local Government Code of 1991," empowers local chief executives

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

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

Approved:
HON. STRIKE B. REVILLA
City Mayor





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City Mayor



to ensure peace and order within their territorial jurisdictions and to implement programs that promote the general welfare of their constituents;

WHEREAS, the Civil Service Commission (CSC), through Memorandum Circular No 13, Series of 2010, entitled "Guidelines for a Drug-Free Workplace in the Bureaucracy," requires the heads of government agencies to adopt the DDB's Drug-Free Workplaces Program, including mandatory drug testing, advocacy, training and education campaign and, general health and well-being programs are implemented to safeguard integrity, health, and productivity in public service;

WHEREAS, CSC Memorandum Circular No. 13, Series of 2017 provides for the guidelines on mandatory drug testing for government officials and employees regardless of rank, status, and salary, as a condition got continuous employment;

WHEREAS, DDB Regulation No. 13, Series of 2018, mandates the establishment and institutionalization of: Drug-Free Workplaces policies in all government officers including conduct of authorized drug testing for elective local officials and appointive public officers, ensuring that sustainable abuse awareness and prevention program are in place to promote effective and efficient delivery of government services free from the ill-effects of drug use in the workplace;

WHEREAS, DILG issued Memorandum Circular No. 2018-213 enjoining all local government units to comply with the DDB Regulation No. 1-2018 and adopt and implement the same;

WHEREAS, the Department of Health, Department of Labor and Employment, and Civil Service Commission, in a Joint Administrative Order No. 2023-001, provided for a national policy framework on the promotion of healthy workers, to include substance use in the priority areas, ensuring that use of tobacco, illicit drug, and alcohol in the workplace shall be prevented to eliminate ill-effects or associated health conditions; are

WHEREAS, in the same JAO No. 2023-001, local government units encouraged to coordinate with the DOH CHD in carrying out health promotion interventions in workplace settings at the local level;

WHEREAS, CSC Resolution No. 2500357, dated 30 April 2025, entitled "2025 Rules on Administrative Cases in the Civil

2 City Ordinance No. 507-2026, (Drug-Free Workplace Policy Ordinance of the City of Bacoor) 06 April 2026



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Service (2025 RACCS)," provides an updated and comprehensive framework for handling disciplinary and non-disciplinary cases involving government officials and employees, including those related to drug testing violations, and ensuring adherence to due process and demand for speedy, fair, and judicious disposition of cases;

WHEREAS, there is a compelling need to formalize the creation of a Drug-Free Workplace Committee and an Assessment Team in the City Government of Bacoor to effectively implement, oversee, and evaluate the Drug-Free Workplace Policy and Program in full compliance with national laws, administrative guidelines, and best practices;

NOW, THEREFORE, BE IT ORDAINED by the 6th Sangguniang Panlungsod in regular session assembled that:

Section 1. Short Title – This Ordinance shall be known as the "Drug-Free Workplace Policy Ordinance of the City of Bacoor."

Section 2. Objective – This Ordinance aims to ensure that all public officers and personnel employed or working within the City Government Compound, may it be elected, appointed, casual or job-order, shall remain drug-free in order to continuously provide effective and efficient service to the general public.

Section 3. Scope – This Ordinance covers all elective and appointive public officers and personnel of the City Government of Bacoor. Contract of Service and Job Order workers are also covered by the provisions of this Ordinance.

Section 4. Definition of Terms – The following terms are defined:

- a. *Authorized Drug Testing* – the testing done by any government forensic laboratory or a drug testing laboratory accredited by the Department of Health. It shall employ, among others, two (2) testing methods, the screening test, which will determine the positive test result as well as the type of drug used, and the confirmatory test, which shall confirm a positive screening test.
- b. *Challenge Test* – a drug test conducted as a result of a challenge filed by a public officer who tested positive for drug use in a confirmatory test in an authorized drug testing activity.



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- c. *Confirmatory Test* – an analytical test using a device, tool or equipment with a different chemical or physical principle that is more specific which will validate and confirm the result of the screening test.
- d. *Dangerous Drugs* – include those listed in the Schedules annexed to the 1961 Single Convention on Narcotic Drugs, as amended by the 1972 Protocol, and in the Schedules annexed to the 1971 Single Convention on Psychotropic Substances as enumerated in the attached annex which is an integral part of Republic Act No. 9165 or the Comprehensive Dangerous Drugs Act of 2002, as amended (the "Act").
- e. *Drug Dependency Examination* – refers to the examination conducted by a physician accredited by the DOH to evaluate the extent of drug use of a person and to determine whether he/she is a drug dependent or not, which includes history taking, intake interview, determination of criteria for drug dependency, mental and physical status, and the detection of dangerous drugs in body specimens through laboratory procedures.
- f. *Employee Assistance Program* – a program that offers assistance to government officials or employees who have alcohol or drug-related issues and problems that may affect work performance. It shall be jointly implemented by the agency, the employees, and employees' union.
- g. *Mandatory Drug Testing* – compulsory submission of a public officer or prospective employee to drug testing as mandated by this Ordinance.
- h. *Random Drug Testing* – drug testing where the selection process results in equal probability that any employee from a group of employees will be tested, and without any prior notice of the date and venue.
- i. *Screening Test* – a rapid drug test performed to establish potential or presumptive positive result. It refers to the immunoassay test to eliminate a "negative" specimen, i.e. one without the presence of dangerous drugs, from further consideration and to identify the presumptively positive specimen that requires confirmatory test.



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Approved:
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City Mayor



Section 5. Aspects of the Drug – Free Workplace Policy

- a. Pre – Employment Drug Testing – Mandatory drug testing shall remain an essential requirement for entry into government service. Any applicant found positive for drug use shall be denied entry to government service.
- b. Substance Abuse Awareness and Prevention Programs – The Assessment Team shall initiate and implement these programs to ensure that personnel are properly informed on the evils of drug use, including its physical, mental, social, and legal implications.
- c. Authorized Drug Testing – The Drug Free Workplace Committee and / or the Assessment Team shall implement a random selection procedure in order to determine personnel who shall undergo drug testing.
- d. Employee Assistance Program – Any personnel, prior to the conduct of Authorized Drug Testing, may seek intervention through the Employee Assistance Program, which shall provide referrals and additional services to the personnel concerned. A drug dependency examination shall be conducted in order to determine the level of substance use disorder and the applicable intervention. This Program shall not apply to personnel who are found to be positive for drug use after the conduct of confirmatory drug test in an Authorized Drug Testing activity.

Section 6. Guidelines in the Conduct of Authorized Drug Testing –

- a. The Local Chief Executive, in consultation with the Drug Free Workplace Committee, shall determine the frequency and dates for the conduct of an authorized drug testing activity. Information relating to frequency and dates relating to drug testing shall be treated with utmost confidentiality.
- b. For cities and municipalities, indicate the manner of conduct of drug testing in the barangay level.
- c. Personnel selected to undergo drug testing shall immediately report to the Local Chief Executive, the Drug Free Workplace Committee, and / or the Assessment Team (to be determined by the LGU).



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City Councilor- SK Federation President

- Attested by:
- ATTY. KHALID A. ATEGA, JR.
Sangguniang Panlungsod Secretary
- Certified by:
- HON. HEWENA BAUTISTA-MENDIOLA
City Vice Mayor/Presiding Officer

- Approved:
- HON. STRIKE B. REVILLA
City Mayor

Personnel who, without any justifiable reason, fail to report for drug testing shall be sanctioned.

- d. Upon discovery that a urine sample tested positive for use of dangerous drugs after confirmatory testing, the result shall immediately be made known to the Local Chief Executive, who shall notify the public officer concerned. The public officer shall have fifteen (15) days from receipt of notice to challenge the result of the confirmatory test. Using the same specimen, a challenge test shall be conducted by a drug testing laboratory accredited by the DOH. All expenses incurred in the conduct of the challenge test shall be borne by the concerned public officer.
- e. A positive drug test result from the challenge test is deemed final and the public officer shall be subjected to administrative proceedings. Failure to file a challenge within the prescribed period shall make the positive drug test result from the confirmatory drug test final. The Agency shall then take the appropriate action.

Section 7. Creation of the Drug-Free Workplace Committee. There is hereby created a Drug-Free Workplace Committee (DFWC) in the City Government of Bacoor, which shall serve as the lead implementing, coordinating, and policy-making body of the Drug-Free Workplace Policy and Program.

Section 8. Composition of DFWC. The Drug-Free Workplace Committee shall, be composed of the following:

- | | |
|-------------------|--|
| Chairperson: | City Mayor |
| Co-chairperson: | City Councilor,
Committee on Ethics,
Appointments and
Government Reorganization |
| Vice Chairperson: | City Government
Department Head I, Human
Resource Development and
Management Department |
| Members: | City Health Officer

City Local Government
Operations Officer, DILG |





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DISTRICT I

HON. CATHERINE SARINO-EVARISTO
City Councilor

Peace and Order and Public Safety Focal Person

HON. MIGUEL N. BAUTISTA
City Councilor

City Anti-Drug Abuse Council (CADAC) Focal Person / Drug-Free Workplace Focal Person

HON. ADRIELITO G. GAWARAN
City Councilor

Barangay Management Information System Representative

HON. MANOLO S. GALVEZ JR.
City Councilor

Chief of Police, Bacoor City Police Station

HON. RICARDO F. UGALDE
City Councilor

City Legal Officer

HON. LEVY M. TELA
City Councilor

City Administrator

DISTRICT II

HON. ROBERTO I. ADVINCULA
City Councilor

City Budget Officer

HON. REYNALDO D. PALABRICA
City Councilor

Representatives from first and second-level city government employees

HON. ROGELIO M. NOLASCO
City Councilor

Ex-Officio Members:

HON. REYNALDO M. FABIAN
City Councilor

Vice. President, Liga ng mga Barangay
Representative from Civil Society Organizations involved in drug prevention

HON. SIMPLICIO G. DOMINGUEZ
City Councilor

Secretariat:

Human Resource Development & Management Department

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. HELENA BAUTISTA-MENDIOLA
City Vice Mayor/Presiding Officer

Section 9. Functions and Responsibilities of the Drug-Free Workplace Committee. The Committee shall have the following functions and responsibilities:

A. Policy Development and Implementation

1. Formulate, institutionalize, and periodically update the Drug-Free Workplace Policy and Program in compliance with RA 9165, CSC, DDB, DOH, and other relevant issuances;

Approved:

HON. STRIKE B. REVILLA
City Mayor



7 City Ordinance No. 507-2026, (Drug-Free Workplace Policy Ordinance of the City of Bacoor) 06 April 2026



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Approved:

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City Mayor



2. Develop implementing guidelines, protocols, and standard procedures, including drug testing for pre-employment, random, reasonable suspicion, post-accident, and return-to-duty cases; and
3. This drug-free workplace policy shall be integrated and coordinated with other city government initiatives, including City Peace and Order and Public Safety Plan, Local Anti-Drug Plan of Action (LAPDA), employee wellness and health programs, and human resource development programs.

B. Coordination and Partnerships

1. Coordinate with DDB, DOH, CSC, DILG, and other agencies for technical guidance, training, and resource support;
2. Establish partnerships with accredited drug testing laboratories, rehabilitation centers, and service providers;
3. Engage employee organizations, unions, and civil society groups in program implementation.

C. Testing and Monitoring

1. Oversee the conduct of mandatory and random drug testing, ensuring strict adherence to national protocols, confidentiality, and due process;
2. Monitor and evaluate compliance with drug-free workplace policies across all City Government offices

D. Case Management and Disciplinary Actions

1. Review drug test results and recommend appropriate administrative and legal action in coordination with the Office of the City Legal Service and CSC.
2. Ensure due process, proper documentation, and access to treatment and rehabilitation services for affected employees.



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City Mayor



E. Reporting and Documentation

1. Submit accomplishment, statistical, and compliance reports to the Office of the City Mayor, copy furnish the City Peace and Order Council, and other concerned oversight agencies, when necessary.
2. Maintain records of program activities and prepare annual assessments with recommendations for improvement.

Section 10. Creation of the Drug-Free Workplace Assessment Team (DFWAT) . A Drug-Free Workplace Assessment Team (DFWAT) is hereby created to provide technical support to the Committee in evaluating, monitoring, auditing, and reporting on the implementation of the Drug-Free Workplace Program.

Section 11. Composition of DFWAT. The Drug-Free Workplace Assessment Team shall be composed of the following:

- | | |
|--------------|---|
| Team Leader: | CADAC Focal Person /Drug-Free Workplace Focal Person |
| Members: | Anti-Red Tape Authority Representative |
| | Barangay Management Information System Representative |
| | Two (2) Representatives from the Human Resource Development and Management Department |
| | Two (2) Representatives from the Office of the City Health Services |
| | Representative from the Office of the City Legal Service |
| | Representative from the Office of the City Mayor |
| | Representative from the City Budget Department |
| | Medical Review Officer (MRO) |



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City Vice Mayor/Presiding Officer

Approved:
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City Mayor



Technical Consultants (as needed)

Drug Testing laboratory Representative

Section 12. Functions And Responsibilities Of The Assessment Team. The Assessment Team shall have the following functions and responsibilities:

A. Assessment and Evaluation

1. Develop and apply assessment tools, Indicators, and methodologies to measure the effectiveness and efficiency of the Drug-Free Workplace Program; and
2. Conduct regular monitoring, evaluation, and validation of program activities and compliance across all City Government departments.

B. Education and Prevention

1. Conduct Information, Education, and Communication (IEC) campaigns on drug prevention and awareness;
2. Organize training, orientation, and capacity-building programs for all City Government personnel; and
3. Develop and implement Employee Assistance Programs (EAP) to support those with substance abuse concerns.

C. Quality Assurance and Compliance

1. Ensure adherence to CSC, DDB, DOH, DILG, and other regulatory directives;
2. Monitor the quality, and integrity of drug testing procedures, laboratory services, and chain of custody protocols; and
3. Conduct periodic audits of program implementation and documentation.

D. Problem Identification and Resolution



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HON. HORACIO M. BRILLIANTES JR.
City Councilor

HON. RAMON 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:
HON. STRIKE B. REVILLA
City Mayor



1. Identify gaps, non-compliance issues, and challenges in program implementation; and
2. Investigate complaints or violations and recommend corrective measures and policy adjustments.

E. Research and Development

1. Undertake research on program effectiveness, best practices, and emerging trends in workplace drug prevention; and
2. Benchmark with other LGUs and institutions to develop evidence-based recommendations for program improvement.

F. Reporting and Communication,

1. Submit quarterly evaluation reports, findings, and recommendations to the Drug-Free Workplace Committee and the Office of the City Mayor; and
2. Maintain complete records and documentation of all assessment activities, including special reports on significant issues as necessary.

Section 13. Meeting and Quorum. -

- A. Committee Meetings. The DFWC shall meet at least once every quarter or as often as necessary to fulfill its mandate. Special meetings may be called by the Chairperson or upon written request of at least three (3) members. A quorum shall consist of a majority of the members, and decisions shall be made by majority vote of those present.
- B. Assessment Team Meetings. The Assessment Team shall meet at least once a month or as required by program needs. Emergency meetings may be convened to address urgent compliance issues or program concerns.
- C. Joint Sessions. Joint meetings of the Committees and Assessment Team shall be held at least twice a year or as the need arises for proper coordination of programs and update reporting.



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Section 14. Drug Testing Protocols and Procedures. The required drug testing shall be conducted by DOH-accredited laboratories using scientifically validated methods as prescribed by the Department of Health (DOH) and the Dangerous Drug Board (DDB). The testing procedure shall ensure the safety and security of the samples, treating them with utmost confidentiality and adhering to a strict chain of custody protocol to guarantee the integrity of the results. This procedure shall be implemented in accordance with existing laws, relevant issuances, and with, full respect for the rights of all public officers or employees at all times, and due process shall be observed in all disciplinary proceedings.

Section 15. Employee Assistance Program (EAP). There shall be establish an Employee Assistance Program to provide support services for employees struggling with substance abuse issues, including:

1. Counseling and psychological support services;
2. Referral to appropriate treatment and rehabilitation facilities;
3. Return-to-work programs and monitoring;
4. Family support services; and
5. Peer support and mentoring programs.

Section 16. Disciplinary Actions. Disciplinary sanctions for violations of the Drug-Free Workplace Policy shall be forwarded to the Board of Discipline established in the City Government, in accordance with CSC Resolution No. 2500357 (2025 RACCS), and other applicable civil service laws and regulations. The range of penalties may include counseling, reprimand, suspension, demotion, or dismissal from service, depending on the gravity of the offense and other circumstances.

Section 17. Sanctions

- a. An appointive public officer or employee who refuses, without any valid reason, to submit himself/herself to authorized drug testing, or is found positive for drug use after the conduct of a confirmatory test in an authorized drug testing activity shall be charged with the administrative offense of Grave Misconduct.
- b. Any elective public official who refuses, without any valid reason, to submit himself/herself to authorized drug testing, or is found positive for drug use after the



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- conduct of a confirmatory test in an authorized drug testing activity shall be subject to disciplinary action for misconduct in office pursuant to Section 60 of the Local Government Code and Article 124 (3) of the Implementing Rules and Regulations of the Local Government Code.
- c. Any public official or local government employee found to have tampered the result of a drug test, interfered with the conduct of the drug test or in the release of drug test results, or violated rules of confidentiality of records shall be charged with the administrative offense of Grave Misconduct without prejudice to the filing of a case for violation of Section 32, Article II of the Act.
 - d. Any public official or local government employee who violated the provisions of Article II of the Act shall be charged with the administrative offense of Grave Misconduct or face disciplinary sanction under Section 60 of the Local Government Code, as the case may be, without prejudice to the filing of criminal charges under the Act and other relevant laws.

Section 18. Training and Capacity Building. All members of the Committee and Assessment Team shall undergo mandatory training on drug testing procedures and protocols, confidentiality and data protection, legal requirements and due process, case management and documentation, and employee assistance counseling techniques.

Section 19. Reporting – The Head of the HRDMD shall ensure that a copy of this Ordinance shall be communicated to the Dangerous Drugs Board and the Department of the Interior and Local Government for information. Thereafter, the Drug Free Workplace Committee shall also report to said agencies the conduct of authorized drug testing and provide data as to the number of persons who were subjected to drug testing, the number of persons found positive for drug use, and the action undertaken by the Committee on persons found positive for drug use.

Section 20. Funding and Resource Allocation. The funding requirements for the implementation of this Ordinance shall be sourced from the Local Anti-Drug Plan of Action (LADPA) allocation, authorized special purpose funds, national government grants, and partnerships with the private sector and civil society organizations. All expenditures shall be





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subject to existing budgeting, accounting, and auditing rules and regulations.

Section 21. 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 22. 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.

Section 23. 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:

[Signature]

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

Attested:

[Signature]

ATTY. KHALID A. ATEGA JR.
Sangguniang Panlungsod Secretary



Approved:

[Signature]

HON. STRIKE B. REVILLA
City Mayor

Date of Approval: 03 JUN 2026