



Republic of the Philippines
Province of Cavite
CITY OF BACOR

Office of the Sangguniang Panlungsod



DISTRICT I

HON. CATHERINE SARINO-EVARISTO
City Councilor

HON. MIGUEL N. BAUTISTA
City Councilor

HON. ADRIELITO G. GAWARAN
City Councilor

HON. MANOLO S. GALVEZ JR.
City Councilor

HON. RICARDO F. UGALDE
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HON. LEVY M. TELA
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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:
ATTY. KHALID A. ATEGA, JR.
Sangguniang Panlungsod Secretary

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

Approved by:
HON. STRIKE B. REVILLA
City Mayor



CITY RESOLUTION NO. 2025-795
Series of 2025

A RESOLUTION AMENDING THE INTERNAL RULES OF PROCEDURE AND THE RECORD MANAGEMENT MANUAL OF THE SANGGUNIAN PANLUNGSOD AUTHORIZING THE INCLUSION OF MESSAGES IN GROUP MESSAGING APPLICATIONS LIKE VIBER AND MESSENGER AS PART OF THE OFFICIAL RECORDS OF THE CITY COUNCIL.

Sponsored by:

Hon. Reynaldo D. Palabrica

Co-sponsored by:

Hon. Roberto L. Advincula, Hon. Miguel N. Bautista, Hon. Horacio M. Brillantes, Hon. Palm Angel S. Buncio, Hon. Simplicio G. Dominguez, Hon. Catherine Sarino-Evaristo, Hon. Adrielito G. Gawaran, Hon. Reynaldo M. Fabian, Hon. Randy C. Francisco, Hon. Manolo S. Galvez, Jr., Hon. Rogelio M. Nolasco, Hon. Levy M. Tela, and Hon. Ricardo F. Ugalde.

WHEREAS, the Sangguniang Panlungsod was empowered by Section 50 of Republic Act No. 7160 (the "Local Government Code of 1991") to promulgate its own rules of procedure which includes the manner by which it shall safeguard and manage its records.

WHEREAS, though there is no specific law which consider messages made in messaging applications such as Viber or Messenger as public records, the Supreme Court has held that such content, even if from private accounts, can be used as evidence in court if obtained legally.

WHEREAS, Section 33 City Resolution 2025-733 (otherwise known as the "**2025-2028 Internal Rules of Procedure of the Sangguniang Panlungsod of the City of Bacoor, Cavite**") which was approved by the 6th Sangguniang Panlungsod on 30 June 2025 provides that:

"SECTION 33. COMMENCEMENT OF REGULAR SESSIONS.; HYBRID SESSIONS. - Unless majority of the members of the Sanggunian provides otherwise by way of Resolution, the regular session shall commence promptly at 10:30 in the morning every Monday at the Session Hall of the Sangguniang Panlungsod.



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City Mayor



The Sanggunian shall develop a system that will allow some members to attend sessions in person while other members attend through videoconferencing whenever the need to do so arises. This type of session shall be referred to as "hybrid sessions". The various provisions of these Rules- unless amended by a majority vote of the Sanggunian- shall also apply to hybrid sessions. xxx"

WHEREAS, due to technical difficulties often encountered by members of the Sangguniang Panlungsod with existing videoconferencing apps such as Zoom and the need to pay for annual subscriptions to use the same, all of the members of the 6th Sangguniang Panlungsod has decided to conduct their hybrid sessions through a group chat using the Viber messaging application.

WHEREAS, the use of the said messaging application during hybrid sessions of the Sangguniang Panlungsod especially whenever the City of Bacoor is under a state of calamity has proven instrumental in the speedy, efficient, and cost-effective performance of the official duties of the City Council.

WHEREAS, in view of the foregoing, the Sangguniang Panlungsod has decided to revise Section 33 of the 2025-2028 Internal Rules of Procedure of the Sangguniang Panlungsod so that it shall now read as follows:

"SECTION 33. COMMENCEMENT OF REGULAR SESSIONS; HYBRID SESSIONS. - Unless majority of the members of the Sanggunian provides otherwise by way of Resolution, the regular session shall commence promptly at 10:30 in the morning every Monday at the Session Hall of the Sangguniang Panlungsod.

The Sanggunian shall develop a system that will allow some members to attend sessions in person while other members attend through videoconferencing or through the use of messaging applications with end-to-end encryption features such as Viber whenever the need to do so arises. This type of session shall be referred to as "hybrid sessions". The various provisions of these Rules- unless amended by a majority vote of the Sanggunian- shall also apply to hybrid sessions. xxx"

WHEREAS, in view of the intention of the members of the 6th Sangguniang Panlungsod to amend its Internal Rules of Procedures so as to declare messages made in Viber group chats during hybrid sessions as part of the City Council's official records, there is a need to likewise amend the Records



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Approved by:
HON. STRIKE B. REVILLA
City Mayor



Management Manual of the Sangguniang Panlungsod so as to reflect the said change in policy.

NOW THEREFORE, upon motion of Honorable Reynaldo D. Palabrica, unanimously seconded by the Body, **BE IT RESOLVED AS IT IS HEREBY RESOLVED** by the 6th Sangguniang Panlungsod in regular session assembled to revise Section 33 of the 2025-2028 Internal Rules of Procedure of the Sangguniang Panlungsod so that it shall now read as follows:

"SECTION 33. COMMENCEMENT OF REGULAR SESSIONS; HYBRID SESSIONS. - Unless majority of the members of the Sanggunian provides otherwise by way of Resolution, the regular session shall commence promptly at 10:30 in the morning every Monday at the Session Hall of the Sangguniang Panlungsod.

The Sanggunian shall develop a system that will allow some members to attend sessions in person while other members attend through videoconferencing or through the use of messaging applications with end-to-end encryption features such as Viber whenever the need to do so arises. This type of session shall be referred to as "hybrid sessions". The various provisions of these Rules- unless amended by a majority vote of the Sanggunian- shall also apply to hybrid sessions. xxx"

RESOLVED FURTHER, in view of the intention of the members of the 6th Sangguniang Panlungsod to amend its Internal Rules of Procedures so as to declare messages made in Viber group chats during hybrid sessions as part of the City Council's official records, the Sangguniang Panlungsod Secretary is hereby directed to make the necessary changes in the Records Management Manual of the Sangguniang Panlungsod so as to reflect the said change in policy subject to further approval by the City Council.

RESOLVED LASTLY, to furnish the City Mayor, all departments and units under the Office of the City Mayor, and other government agencies concerned with copies of this Resolution.

APPROVED this 15th day of September 2025 by the 6th Sangguniang Panlungsod of the City of Bacoor, Cavite.



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07/01/2025

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Sangguniang Panlungsod Secretary

Certified by:

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

Approved by:

HON. STRIKE B. REVILLA
City Mayor



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

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

