



Republic of the Philippines  
**PROVINCE OF CAVITE**  
 City of Bacoor

**OFFICE OF THE SANGGUNIANG PANLUNGSOD**

**DISTRICT I**

HON. CATHERINE SARINO-EVARISTO  
 City Councilor

HON. MICHAEL E. SOLIS  
 City Councilor

HON. ADRIELITO G. GAWARAN  
 City Councilor

HON. VICTORIO L. GUERRERO  
 City Councilor

HON. ALEJANDRO F. GUTIERREZ  
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HON. SIMPLICIO G. DOMINGUEZ  
 City Councilor

HON. RAMON N. BAUTISTA  
 Liga nga mga Barangay President

HON. MAC RAVEN ESPIRITU  
 City Councilor

Attested by:

ATTY. KHALID A. ATEGA, JR.  
 Sangguniang Panlungsod Secretary

Certified by:

HON. ROWENA BAUTISTA-MENDIOLA  
 City Vice-Mayor

Approved by:

HON. STRIKE B. REVILLA  
 City Mayor

**CITY RESOLUTION NO. 2022-001**  
**Series of 2022**

**A RESOLUTION ADOPTING THE REVISED INTERNAL RULES OF THE FIFTH SANGGUNIANG PANLUNGSOD OF CITY OF BACOR, CAVITE (2022-2025) REORGANIZING THE SANGGUNIANG PANLUNGSOD, AND FOR OTHER PURPOSES.**

Introduced by: **Hon. Rowena Bautista-Mendiola**  
 (City Vice Mayor/Presiding Officer)

Sponsored by:

Hon. Roberto L. Advincula, Hon. Ramon N. Bautista, Hon. Simplicio G. Dominguez, Hon. Mac Raven Espiritu, Hon. Catherine Sarino-Evaristo, Hon. Reynaldo M. Fabian, Hon. Adrielito G. Gawaran, Hon. Victorio Guerrero, Jr., Hon. Alejandro F. Gutierrez, Hon. Rogelio M. Nolasco, Hon. Alde Joselito F. Pagulayan, Hon. Michael E. Solis and Hon. Levy M. Tela.

**WHEREAS**, Republic Act No. 11032 (also known as the "**Ease of Doing Business and Efficient Government Services Delivery Act of 2018**") was signed into law by President Rodrigo R. Duterte on 28 May 2018, which amended various provisions of Republic Act No. 9485 (also known as "**the Anti-Red Tape Act of 2007**").

**WHEREAS**, RA 9485 as amended required local government units to review its various processes and procedures in order to promote the efficient delivery of government services to the public, ease the process of doing business with government, and curtail graft and corruption.

**WHEREAS**, Section 9 (1) (b) of RA 9485 as amended by RA 11032 provided new guidelines on how various LGUs—including the Sangguniang Panlungsod of the City of Bacoor—should dispose various requests or applications of the public for licenses, authorization, certificates, permits, and the like and within how many days.

**WHEREAS**, to comply with the various amendments to the Anti-Red Tape Act of 2007 brought about by RA 11032, there is a need to make the concomitant revisions to the Internal Rules and Procedures (the "Rules") of the Sangguniang Panlungsod.

**WHEREAS**, under Section 12 of Republic Act No. 10160 (the Charter of the City of Bacoor), the Sangguniang Panlungsod has the power to adopt or update its own rules of procedures on the first regular session following the election of its members and within ninety (90) days thereafter.



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**WHEREAS**, the hard lessons learned by the whole world from the ravages of the COVID-19 pandemic necessitated the adoption by the Sangguniang Panlungsod of new rules that would enable it to perform its duties with the use of modern technologies even in the face of a major crisis.

**NOW THEREFORE**, on motion of Councilor Catherine S. Evaristo and unanimously seconded by the rest of the council constituting a quorum, **BE IT RESOLVED AS IT IS HEREBY RESOLVED** to approve the Rules of the Fifth Sangguniang Panlungsod of the City of Bacoor as appearing hereunder as follows, to wit:

**RULE I**

**TITLE, POLICY, AND APPLICATION**

**SECTION 1. TITLE.** - This Resolution shall be known as the **"2022-2025 Internal Rules of the Sangguniang Panlungsod of the City of Bacoor"**.

**SECTION 2. DECLARATION OF POLICY.**- The goal of the Sanggunian is to enact resolutions and ordinances that will respond to the needs and aspirations of the people of the City of Bacoor based on laws and established rules and procedures, that will govern its conduct and the performance of its roles and functions. The Sanggunian shall adopt a gender fair language in all its proceedings and shall endeavor, as far as practicable, to translate the resolutions or ordinances it passes into Filipino and to institute changes in its procedures and processes that conforms with the provisions of Republic Act No. 9485 as amended by Republic Act No. 11032. The Sanggunian shall use technological advances made possible by the Internet not only in gauging the sentiments and ideas of the people of Bacoor on all pending local legislation but also enable it to function as a collegial body even during a major crisis that make meeting in person unsafe or inconvenient. The Sanggunian shall also vigorously preserve its independence, pursue a policy of transparency, and perform its functions in ways that will bring about positive social transformation.

**RULE II**

**THE MEMBERS**

**SECTION 3. MEMBERSHIP.**- The membership of the Sanggunian shall include the City Vice Mayor, the Councilors elected from the two (2) legislative districts of City of Bacoor, and those elected or chosen to represent the Liga ng mga Barangay and the Pederasyon ng mga Sangguniang Kabataan.

**SECTION 4. FIRST MEETING AND ORGANIZATION.** - The members of the Sanggunian on the day and time fixed by these Rules, shall meet at the Session Hall of the City Hall of Bacoor and proceed to its organization in the manner herein prescribed.



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Approved by:  
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City Mayor

**SECTION 5. OATH OR AFFIRMATION OF MEMBERS.** - The members shall take their oath or affirmation, collectively or individually, before a judge or any official authorized to administer oaths or affirmation in the City of Bacoor during their inaugural session.

**RULE III  
THE PRESIDING OFFICER**

**SECTION 6. PRESIDING OFFICER.** - The City Vice-Mayor shall be the Presiding Officer of the Sanggunian.

**SECTION 7. DUTIES AND POWERS.** - The duties and powers of the Presiding Officer shall be:

a. To preside over the in-person and online sessions of the Sanggunian and over all en banc committee hearings but not over individual committee hearings. Provided that: the Presiding Officer may relinquish presiding over the committee hearing en banc to the chairperson of the lead committee that he/she may designate. Provided further that: the Presiding Officer may allow the SP Secretary to facilitate the conduct of online sessions by assisting the members of the Sanggunian in the use of any piece of modern technology during any online session or hearing, to interpret these Rules, or to assist in the expeditious and smooth flow of the proceedings

b. To preserve order and decorum during the sessions and, in case of disturbance or disorderly conduct in the Session Hall, take such measures as he/she may deem advisable or as the Sanggunian may direct.

c. To decide all questions of order subject to appeal by any member, who may explain his/her appeal in not more than five (5) minutes and which appeal shall not be debatable nor to an explanation of vote in case of nominal voting.

d. To sign all ordinances, resolutions, memorials, writs, warrants, and subpoena issued by or upon order of the Sanggunian and certify the correctness thereof.

e. To exercise supervision over all committees of the Sanggunian.

f. To appoint any member of the Sanggunian to any local development council as mandated by law.

g. To authorize selected personnel of the Secretariat to attach the digital signature/e-signature of its members and of the SP Secretary to all ordinances, resolutions, memorials, writs, warrants and subpoena issued by the Sanggunian.

h. To prepare and submit to the Executive Department the



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annual budget of the Sanggunian with the assistance of the Committee on Finance & Budget Appropriations; and

i. To perform such other duties and powers as may be provided by law or ordinance.

**SECTION 8. TEMPORARY PRESIDING OFFICER.** - The Presiding Officer, after informing the President Pro-Tempore and with the consent of all the members of the Sanggunian, may designate a member to perform the duties of the Chair, but such designation shall not exceed one day each time without the consent of the Sanggunian.

**SECTION 9. RIGHT TO VOTE.** - The Presiding Officer shall not vote except in case of a tie.

**RULE IV**

**THE SECRETARY TO THE SANGGUNIANG**

**SECTION 10. QUALIFICATIONS.** - There shall be a secretary to the Sangguniang Panlungsod who shall be a career official with the rank and salary equal to a head of a department who shall be appointed by the City Vice Mayor. No person shall be appointed Secretary to the Sangguniang Panlungsod unless one is a citizen of the Philippines, a resident of the City of Bacoor, of good moral character, a holder of a college degree preferably in law, commerce or public administration from a recognized college or university and a first grade civil service eligible or its equivalent.

**SECTION 11. DUTIES AND POWERS.** - The Secretary to the Sangguniang Panlungsod shall take charge of the office of the Sangguniang Panlungsod including the power to recommend the imposition of disciplinary action against any erring employee of the Sanggunian, and shall:

(1) Attend meetings, hearings, and sessions of the Sangguniang Panlungsod and keep a journal of its proceedings.

(2) Keep the seal of the City and affix the same with one's signature to all ordinances, resolutions, and other official acts of the Sangguniang Panlungsod, and present the same to the presiding officer for signature.

(3) Cause the forwarding to the City Mayor for approval copies of ordinances and resolutions enacted by the Sangguniang Panlungsod duly certified by the Presiding Officer immediately after it has been completed.

(4) Cause the forwarding to the Department of Budget and Management (DBM) copies of the appropriations ordinances passed by the Sangguniang Panlungsod as provided for under



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Section 326, Book II of the Local Government Code of 1991.

(5) Cause the forwarding to the Sangguniang Panlalawigan copies of duly approved ordinances in the manner as provided for in Sections 56 and 57 of the Local Government Code of 1991.

(6) Furnish, upon the request of any interested party, certified copies of records of public character in custody, upon payment to the City Treasurer of such fees as may be prescribed by ordinance.

(7) Record in a book kept for the purpose all ordinances and resolutions enacted or adopted by the Sangguniang Panlungsod, with the dates of passage and publication thereof.

(8) Keep the office and all non-confidential records therein open to the public during usual business hours. **Confidential records** are information and materials the unauthorized disclosure of which would not endanger national security but would either (1) cause embarrassment to the administration, (2) unwarranted injury to an individual, (3) give undue advantage to a foreign nation, or (4) be prejudicial to the interest of the nation, the government, or of any government activity. **Examples:** (a) personnel records, (b) identification of personnel being investigated for misconduct, anomaly, or fraud prior to the filing of charges or completion of the investigation, (c) matters related to an investigation being conducted by a Committee against an individual prior to the filing of formal charges against that individual or the conclusion of the investigation. (*reference Memorandum Circular No. 78, Series of 1964*).

(9) Translate into the dialect used by the majority of the inhabitants of the City of Bacoor, ordinances and resolutions after their approval, cause the publication of the same together with the original version in the manner provided under the Local Government Code of 1991, and cause the posting of the said pieces of legislation on the official website of the Sanggunian ([www.bacoorcitersp.com](http://www.bacoorcitersp.com)) within two (2) working days from the date the same was returned to the SP Secretariat after the approval of the same by the Sangguniang Panlalawigan or by the City Mayor.

(10) Supervise the maintenance and operation of the City Archives and the City Library and annually account for the assets and records of the same.

(11) Perform such other duties and functions and exercise such other powers as provided for under the Local Government Code of 1991, and those that are prescribed by law, resolution, or ordinance.

(12) To read resolutions, ordinances, messages, communications,



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memorials, petitions, and other documents the reading of which should be reported by him/her to the Sanggunian.

(13) To note all questions of order together with the decisions thereon and to print the same at the close of each session for the use of the members as an appendix to the record of such session.

(14) To retain in the Sanggunian library for the use of the members and officers of the Sanggunian sufficient copies of books and printed documents.

(15) To cause to be printed and delivered to each member or mailed to his/her address before the commencement of every regular session a list of the Accomplishment Report and such other reports which each head of department is required to submit to the Sanggunian.

(16) To refer to the proper committee or committees, as the Presiding Officer may direct, such proposed ordinances and other documents as may be presented or endorsed to the Sanggunian.

(17) To submit to the Presiding Officer all contracts and agreements for his/her approval.

(18) To act as the custodian of the property and records of the Sanggunian and all other government property within its premises pursuant to the Records Management Policy Manual of the Sanggunian including audio and video files documenting the sessions and hearings of the Sanggunian. At the beginning and end of the term of office of the Sanggunian, to make an inventory of all the properties, records of the Sanggunian, and all other government properties within its premises.

(19) To take charge of the development, management, and operation of the website of the Sangguniang Panlungsod.

(20) To prepare, or cause to be prepared, survey questions to be published in the Sangguniang Panlungsod website which may be directly accessed and answered by registered voters of the City of Bacoor.

(21) To direct and manage the airing via live streaming over the Internet of all sessions and hearings of the Sanggunian except those done in executive session.

(22) To take charge of, or delegate, preparations for the conduct of town hall style meetings done either in person, virtually, or both to be conducted periodically by the Sanggunian in the various barangay halls of the City of Bacoor.

(23) To prepare, subject to the approval of the Presiding Officer, the calendar of business/agenda of the Sanggunian.

(24) Facilitate the conduct of online sessions by assisting the



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Sanggunian members in the use of any videoconferencing or messaging application, software, social media, gadget, device, website, or technology during the said online sessions or online hearings.

(25) To assist the Presiding Officer in interpreting the instant Rules and in explaining its meaning to the members of the Sanggunian when necessary.

(26) Answer any query related to the interpretation of these Rules or in the use of any application, software, social media, gadget, device, website, or technology during the said online sessions or online hearings.

(27) Authorize the preparation, printing and digital scanning of all resolutions, ordinances, and official communications of the Sanggunian.

(28) Authorize the attachment of the digital signatures of the members of the Sanggunian who voted in favor of all resolutions or ordinances approved by a majority of the members of the Sanggunian constituting a quorum by selected personnel of the Secretariat.

(29) Authorize the transmittal of all resolutions, ordinances, and official communications passed/approved by the Sanggunian through email, the use of the social media, messaging applications or software, or any other fast, safe, and efficient means to the Sangguniang Panlalawigan, national government agencies, and other interested parties.

(30) Authorize the posting or publication of all resolutions, ordinances, and official communications passed/approved by the Sanggunian on the official website of the Sanggunian ([www.bacoorcitysp.com](http://www.bacoorcitysp.com)) and on social media during the existence of a public health emergency, state of calamity, national emergency, or due to the exigencies of public service.

(31) Authorize the use and/or development of any system, application, software, or website including the use of e-signatures by members and selected personnel of the Sangguniang Panlungsod that will enhance the capabilities of the Sanggunian to perform its duties during the existence of a public health emergency, state of calamity, national emergency, or in relation to efforts to further improve how the Sangguniang Panlungsod performs its duties.

(32) Direct any personnel of the Sanggunian to assist him in the performance of his official duties; and

(33) Perform such duties and exercise such powers as may be granted unto him by the Sanggunian, by the Presiding Officer, or by law.



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**SECTION 12. SUPERVISORY POWER.** - Subject to the supervision and control of the City Vice Mayor, the Secretary to the Sanggunian shall be responsible for the faithful and proper performance of the official duties of the personnel of the Sanggunian as prescribed by law.

**RULE V**  
**THE OTHER OFFICERS OF THE SANGGUNIANG**

**SECTION 13. THE PRESIDENT PROTEMPORE. Election.** - There shall be a President Pro-Tempore who shall be elected by a majority vote of the members of the Sanggunian on the inaugural session of the Sanggunian. In case there is a tie in the election of the President Pro-Tempore, the tie shall be broken by the City Vice Mayor. The councilor to be nominated to the position of President Pro-Tempore should be familiar with the provisions of the instant Rules.

**SECTION 14. DUTIES AND POWERS.** - The duties and powers of the President Pro-Tempore shall be:

a. To assume the duties and powers of the Presiding Officer, including his/her prerogatives under Section 7 (a) to (e) hereof except for Section 7 (f) that may only be exercised by the City Vice Mayor or by the Acting City Vice Mayor, when the former is absent or incapacitated.

b. To preside over the session when, even if present, the Presiding Officer does not preside, subject to Section 7 hereof; and

c. To exercise such powers and functions as the Presiding Officer may validly delegate.

**SECTION 15. DISTINCT FROM ACTING CITY VICE-MAYOR.** Whenever the City Vice Mayor assumes the position of Acting City Mayor pursuant to the pertinent provisions of Section 46 of the Local Government Code of 1991 or whenever the City Vice Mayor is on leave of absence, **the councilor who garnered the greatest number of votes in the City of Bacoor regardless of what legislative district he/she ran in during the immediately preceding synchronized national and local elections shall automatically assume the powers and duties of the Acting City Vice Mayor until such unavailability or absence exists.** It is, thus, possible that the Acting Vice Mayor and President Pro-Tempore shall be two different persons. Whenever such a situation arises, the Acting Vice Mayor shall discharge the powers and duties of the City Vice Mayor in an acting capacity except the power to preside over the sessions and committee en banc hearings of the Sanggunian which power shall be reserved exclusively upon the President Pro-Tempore or, in the absence or indisposition of the latter, upon the Assistant President Pro-Tempore. If the Acting Vice Mayor and the President Pro-Tempore is the same person, that person shall exercise the powers of the said positions as contemplated in these Rules.



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HON. ROBERTO L. ADVINCULA  
 City Councilor

HON. REYNALDO D. PALABRICA  
 City Councilor

HON. REYNALDO M. FABIAN  
 City Councilor

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 City Councilor

HON. ALDE JOSEITO F. PAGULAYAN  
 City Councilor

HON. SIMPLICIO G. DOMINGUEZ  
 City Councilor

HON. RAMON N. BAUTISTA  
 Liga nga mga Barangay President

HON. MAC RAYEN ESPIRITU  
 City Councilor

Attested by:

ATTY. KHALID A. ATEGA, JR.  
 Sangguniang Panlungsod Secretary

Certified by:

HON. ROWENA BAUTISTA-MENDIOLA  
 City Vice-Mayor

Approved by:

HON. STRIKE B. REVILLA  
 City Mayor

**SECTION 16. THE ASSISTANT PRESIDENT PRO-TEMPORE. Election.** There shall be an Assistant President Pro-Tempore who shall be elected by a majority vote of the members of the Sanggunian on the inaugural session of the Sanggunian. In case there is a tie in the election of the Assistant President Pro-Tempore, the tie shall be broken by the City Vice Mayor. The councilor to be nominated to the position of Assistant President Pro-Tempore should be familiar with the provisions of the instant Rules.

**SECTION 17. DUTIES AND POWERS.** - The duties and powers of the Assistant President Pro-Tempore shall be:

a. To assume the duties and powers of the Presiding Officer, including his/her prerogatives under Section 7 (a) to (e) hereof except for Section 7 (f) that may only be exercised by the City Vice Mayor or by the Acting City Vice Mayor, but only when the President Pro-Tempore is absent or incapacitated; and

b. To exercise such powers and functions as the Presiding Officer may validly delegate in the absence or indisposition of the President Pro-Tempore.

**RULE VI**  
**THE COMMITTEES**

**SECTION 18. STANDING COMMITTEES.** - The Sanggunian shall have the following standing committees organized, each composed of four (4) members headed by a Chairperson, a Vice-Chairperson, and one councilor from each legislative district (Bacoor West and Bacoor East). The presence of even a single councilor during hearings may already constitute a quorum to conduct business. The presence of at least three (3) members during meetings called for the purpose of voting on a committee report is needed for a quorum to exist.

The composition of each committee shall be decided upon by the members of the Sanggunian in a caucus called for that purpose at least five working days before the first official session of the council. If the members cannot agree upon themselves as to who should chair a particular committee, the Presiding Officer shall resolve the impasse or tie.

**(1) AGRICULTURE & FOOD**

All matters relating to food, agriculture, agribusiness, agricultural economics, and research; soil survey and conservation; irrigation; agricultural education; fertilizer and pesticides; extension services; animal and livestock industry; farm credit and farm security; crop, fruit and livestock quarantine, agricultural insurance and guarantee schemes.

**(2) ETHICS, APPOINTMENTS & GOVERNMENT**



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**REORGANIZATION**

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City Councilor

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Liga nga mga Barangay President

HON. MAC RAYEN ESPIRITU

City Councilor

Attested by:

ATTY. KHALID A. ATEGA, JR.

Sangguniang Panlungsod Secretary

Certified by:

HON. ROWENA BAUTISTA-MENDIOLA

City Vice-Mayor

Approved by:

HON. STRIKE B. REVILLA

City Mayor

All matters relating to the manner by which city government employees and officials including elected officials have performed their jobs, the adherence of such employees and officials to various ethical standards in government as provided by law or pertinent civil service regulations, the appointments of City Government employees from Heads of Departments or Chiefs of Offices, to the rank and file personnel as well as the structures, organizational set up functions and supervision, staffing pattern and human resource development policies of all offices and departments of the City Government including their reorganizations. The Committee chairperson of the said committee shall automatically become the representative of the Sanggunian in the Personnel Selection Board of the City of Bacoor.

**(3) BARANGAY AFFAIRS**

All matters relating to the welfare and development of the barangays including provisions for agricultural support services; health and social services; services and facilities related to general hygiene and sanitation, beautification and solid waste collection; maintenance of Katarungang Pambarangay; maintenance of barangay roads and bridges; barangay water systems; infrastructure facilities such as multi-purpose hall, farm to market roads, gymnasiums, information and reading centers and satellite or public markets where viable; boundary conflicts and the maintenance of peace and order.

**(4) COOPERATIVE DEVELOPMENT**

All matters relating to the promotion, growth, operation, management, and development of cooperatives in the City; the economic opportunities that can be derived by the people for the formation of cooperatives; and the various points of synergy between the said cooperatives and the city government as provided for and allowed by the Local Government Code of 1991.

**(5) EDUCATION, SCIENCE & TECHNOLOGY**

All matters relating to education; schools, colleges and universities; libraries and museums; non-formal and community adult education; development and advancement of science and technology; and the promotion of scientific and technological research.

**(6) ENVIRONMENT & NATURAL RESOURCES**

All matters relating to the protection of the environment; ecosystem management and pollution control; exploitation, utilization and management of natural, marine and aquatic resources; wild life conservation; lands of public domain; mines and minerals, forests and reservations, including the proper utilization of water and energy resources.



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 City Mayor

**(7) FINANCE & BUDGET APPROPRIATIONS**

All matters relating to fiscal, monetary, and financial affairs of the city government; including tariff, taxation, revenues, borrowing, credit and bonded indebtedness; funds for the expenditures of the city government and for the payment of indebtedness and the classifications of positions and determination of salaries, allowances and other fringe benefits of the City government personnel.

**(8) GAMES & AMUSEMENTS**

All matters relating to all forms and places of recreation, games and amusements and all types of entertainment including all forms of gambling, sporting events, concerts, and other forms of recreation.

**(9) GOVERNMENT ENTERPRISES, PRIVATIZATION & PUBLIC FRANCHISES**

All matters relating to the grant, amendment, extension or revocation of public franchises devolved to cities; control and regulation of operations of Tricycles and Pedicabs as well as other means of transportation of similar nature and character.

All matters relating to the City-owned economic enterprises such as public markets; slaughterhouses; transport terminals; recreation centers; and the like including their privatization, if warranted or necessary.

**(10) HEALTH & SANITATION**

All matters relating to health and hygiene, sanitation, population, family planning, medical, hospital and quarantine facilities and services as well as other health-related issues and concerns.

**(11) HOUSING, LAND UTILIZATION & URBAN DEVELOPMENT**

All matters relating to the implementation of the City's comprehensive development plan, zoning and land use; the approval of development permits of single-level and multi-level buildings and dwellings; the implementation of land reform; urban development; housing and resettlement including the relocation of informal settlers, calamity victims and the homeless in appropriate relocation sites and resettlement areas; reclassification and development of lands for residential, commercial, industrial, institutional, tourism and other related purposes; expropriation of real properties, acquisition, administration and disposition of the City-owned real and personal properties as well as registration of land titles and other similar documents.



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 City Mayor

**(12) INFORMATION AND COMMUNICATION TECHNOLOGY**

All matters relating to telephone systems and services, advanced communication technologies (e.g. wireless communication systems, cable modern, etc.); IT infrastructure development, IT human resources development, IT education, research, development and advancement and other IT matters and services.

**(13) PEACE & PUBLIC SAFETY**

All matters relating to peace and order, civil defense, police and military forces and agencies including private security agencies; management and operation of the City Jail and detention cells; fire and public safety including fire prevention, disaster preparedness and other safety measures.

**(14) PUBLIC WORKS & HIGHWAYS**

All matters relating to the planning, construction, maintenance, improvement and repair of public buildings, highways, roads and bridges, water systems; drainage and sewage as well as flood control and protection; parks, shrines and monuments and other public edifices of historic interest.

**(15) PUBLIC TRANSPORTATION & TRAFFIC MANAGEMENT**

All matters related to the development of the City's public transportation system; the development and implementation of the City's traffic management system; the implementation of, or possible amendment to, the Bacoor Traffic Code; the overseeing of the various actions/decisions of the Bacoor City Transportation Board.

**(16) RULES, PRIVILEGES, LAWS & ORDINANCES**

All matters relating to the Rules and Procedures of the Sanggunian; Calendar of Business and Order of Business and the creation of committees and their jurisdiction; review of Barangay and Sanggunian resolutions and ordinances including the legality and/or constitutionality of the said resolutions and ordinances; and in general, codification, revision and/or amendment of resolutions and ordinances. It shall also be known as the "Committee on Rules".

**(17) SOCIAL SERVICES AND HUMAN RIGHTS**

All matters relating to public welfare, care for the poor, and the destitute; veterans, veterans of military campaigns, military retirees, their surviving spouses and other beneficiaries; victims of violence and abuse as well as victims of natural and man-made calamities and disasters; social problems which affect the stability



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Approved by:  
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 City Mayor

and adjustment of the individual and of the community to the environment and the appropriate social services required to develop, improve, uplift, and strengthen individual and community life.

**(18) TOURISM, CULTURE, ARTS, AND EXTERNAL LINKAGES**

All matters relating to tourism and the tourist industry as well as the beautification of the City.

All matters relating to the establishment of linkages and sister city relations with other cities and countries in the areas of trade, commerce and industry, tourism, education, science and technology and such other fields as are mutually beneficial and agreed upon by the parties; foreign travel and attendance in international conferences including the formulation of guidance/standard operating procedures in connection with such foreign travel; and visits of foreign heads of states as well as other foreign dignitaries.

**(19) LABOR, TRADE, COMMERCE & INDUSTRY**

All matters relating to domestic, foreign trade, patents, trade names and trademarks; standards, weights and measures; designs; quality control; consumer protection; control of prices of commodities; handicrafts and cottage industries and the development, coordination, regulation, diversification and promotion of industry and investment.

All matters relating to labor; improvement of relations between workers and employers; rights of workers to self-organization; collective bargaining; security of tenure, worker's protection and just and humane conditions of work; promotion of employment opportunities and human resources development and maintenance of industrial peace based on social justice.

**(20) WOMEN, CHILDREN & FAMILY RELATIONS**

All matters relating to women's rights, protection and welfare, employment and working conditions and their role in nation building; and children's rights, protection, and welfare as well as the strengthening of the family as the basic social institution.

**(21) YOUTH & SPORTS DEVELOPMENT**

All matters relating to the welfare and interest and development of the youth; promotion of moral, physical, intellectual, and social well-being; and sports development in general.

**(22) PERSONS WITH DISABILITY AND SENIOR CITIZENS**



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 City Mayor

All matters related to the rights and welfare of the persons with disability including the investigation of any incident involving the violation of such rights.

All matters related to the rights, welfare, and interests of senior citizens including the investigation of any incident involving the violation of such rights.

**(23) HUMAN RIGHTS**

All matters related to the protection of human rights, the promotion of gender equality, the fair and equal treatment of all persons regardless of gender, race, religious beliefs, political affiliation or belief, economic status, educational attainment, physical attributes, and other personal circumstances.

**(24) NON-GOVERNMENT ORGANIZATIONS**

All matters related to the accreditation, development, operation, and management of non-government organizations within the City; the promotion of meaningful and effective partnerships between the city government and NGOs; the investigation of schemes involving members and officials of NGOs that affect the public.

**(25) POVERTY ALLEVIATION**

All matters related to the improvement of the economic and social status of the poor residing in the city; the coordination of efforts to eradicate extreme poverty within the city on or before 2026; the monitoring and review of all city government projects, plans and programs with the goal of determining their effectiveness in improving the lives of the poor and of informal settlers; the exercise of the oversight powers of the Sangguniang Panlungsod with regard the manner by which city government and barangay officials treat and deal with informal settlers and the urban poor communities within the city.

**(26) RESEARCH AND DEVELOPMENT**

All matters related to the review of all resolutions, ordinances, codes, plans, and projects of the Sangguniang Panlungsod and of the city government with the goal of determining how they can be further improved with the use of modern technology, the application of new social trends or legal precepts, or the infusion of new ideas and innovations. The Committee shall also have the power to recommend to the body such seminars and trainings that its members and staff including employees of the Sangguniang Panlungsod Secretariat should undertake to improve its capabilities and skills. The Committee shall also have the power to encourage the private sector to use research and development to an engine of growth and development.



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 City Vice-Mayor

Approved by:  
 HON. STRIKE B. REVILLA  
 City Mayor

**Section 19. SPECIAL OR AD HOC COMMITTEES.** – The Sanggunian may also organize special or ad hoc committees as it may deem necessary. The officers and members of special or ad hoc committees shall likewise be elected by a simple majority vote of the Sanggunian constituting a quorum. The special committees shall cease to exist as soon as the Sanggunian shall receive their report unless the Presiding Officer gives them new assignments. They shall be subject to the same rules governing standing committees.

**Section 20. VACANCIES.** – Whenever a vacancy occurs or is declared to exist in any of the committees, the same shall be filled via a simple majority vote of the Sanggunian constituting a quorum. In case the committee chairperson is unavailable or wishes to relinquish the chair, he/she may do so upon agreement with the vice-chairperson of the said committee.

**Section 21. DUTIES AND FUNCTION** - The Committees shall study and act upon all measures inclusive of ordinances, resolutions, petitions, and communications referred to it by the Sanggunian, and recommend for approval those that, in their judgment, advance the interest and promote the welfare of the people. Committees may also, motu proprio, upon a majority vote of all their Members, conduct inquiries on issues and concerns within their respective jurisdictions. Provided that, written notices thereof are first given to the Presiding Officer, President Pro-Tempore, and the Secretary to the Sanggunian.

**SECTION 22. LIMITATIONS** - No member of a Committee shall participate in Committee deliberations or vote on any matter regarding which he/she has direct or indirect business, financial or pecuniary interest.

**SECTION 23. RULES OF STANDING COMMITTEES.** - Standing Committees may adopt their own rules by a majority vote of all their members. Provided, that the Committee rules so adopted are consistent with these rules and will not expand or in any way alter their jurisdictions as provided herein.

**SECTION 24. COMMITTEE HEARING.** - No proposed ordinance, resolution or petition shall be set for hearing unless it has been officially referred to an appropriate committee by the Presiding Officer or by the Sanggunian Secretary. No initial hearing on any bill, resolution or petition shall be conducted unless written notice thereof has been issued to the members of the concerned committee at least three (3) calendar days before such hearing. Three (3) calendar days before a regularly scheduled committee meeting, conference or hearing, written notice sent personally or through electronic means shall be given to all the Members specifying therein the subject matter and the names of the resource persons invited. Notices or reminders on the schedule of a committee hearing given by the Presiding Officer or by the Sanggunian Secretary during regular sessions shall constitute due notification to members of the various committees and shall



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 Sangguniang Panlungsod Secretary

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 City Vice-Mayor

Approved by:  
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 City Mayor

preclude the sending out of written notices.

**SECTION 25. NOTICE TO THE PUBLIC.** - The committees shall undertake measures to ensure that public notices and/or announcements regarding the conduct of any of its meetings or public hearings are issued at least three (3) days before said meeting, conference, or hearing. They shall also undertake such measures and/or establish systems to ensure the constituencies, sectors, or groups whose welfare and interests are directly affected by measures to be discussed are able to participate in these meetings or public hearings. In addition, meetings and public hearings shall be open to the public subject to reasonable regulations in the interest of security, order, and the safety of persons in attendance. Notices to the public may be sent through publication, through the post office, by courier, through electronic mails, through instant messaging, through the official website of social media accounts of the Sanggunian, or other electronic means.

**SECTION 26. RELATED MEASURES.** - The committee, as far as practicable, shall schedule proposed ordinances, resolutions, or petitions of similar or related subject matter for the same meeting or hearing.

**SECTION 27. COMMITTEE REPORTS AND ORDERS.** - Committee reports or orders on any proposed ordinance, resolution, speech, message, memorial, or petition shall be considered in formal meetings. A committee report, once approved, must be signed by a majority of the members of the committee. When a quorum is present, a majority of those present may act on a committee report. The signatures of majority of the members of the committee on the report may, thereafter, be secured. Once a committee report is approved, the report and the corresponding measure it covers shall no longer be subject to any change, amendment, or alteration, except to corrections of typographical errors.

**SECTION 28. OBJECTIONS TO COMMITTEE REPORT.** - When a committee submits a report, a member thereof shall be presumed to have concurred with the report and shall be precluded from opposing the same during plenary debate unless he/she files his/her objections and/or dissenting vote with the Secretary to the Sanggunian in writing within five (5) calendar days from the inclusion thereof in the Order of Business, or he/she is allowed to do so by the Vice Mayor upon satisfactory explanation in writing made by the Member within the same period.

**SECTION 29. REPORTS OF THE COMMITTEE ON RULES.** - The Committee on Rules may meet at any time and report on any matter within its jurisdiction. The consideration of its reports shall always be in order provided the report has been placed in the agenda like the other items.

**SECTION 30. TREATMENT OF RESOURCE PERSONS**



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 Sangguniang Panlungsod Secretary

Certified by:

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 City Vice-Mayor

Approved by:

HON. STRIKE B. REVILLA  
 City Mayor

**DURING COMMITTEE HEARINGS.** – The Sanggunian shall respect the rights of, and give due courtesy and deference to, all persons invited as resource speakers during committee hearings. In this regard, members of the council as well as the persons invited to committee hearings shall not be allowed to use rude, vulgar, or inappropriate language or gestures.

**SECTION 31. EN BANC COMMITTEE HEARINGS.** – When public welfare so demands, such as in cases of public emergencies, all the members may conduct a committee hearing en banc right after its regular session. Such en banc committee hearings shall be presided over by the Presiding Officer and may be called even without the 3-day notice rule mentioned in Section 29 hereof. In no case, however, shall such en banc committee hearings be conducted during a regular session.

**SECTION 32. PROHIBITION AGAINST CITY VICE MAYOR TO ATTEND COMMITTEE HEARINGS.** – The City Vice Mayor is expressly prohibited to attend committee hearings. Such prohibition, however, shall not apply in the case of en banc committee hearings, which shall be presided over by the City Vice Mayor in his/her capacity as Presiding Officer, but not when he/she is carrying out the powers and duties of the City Mayor in an acting capacity.

**RULE VII  
 THE SESSION**

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

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.

**SECTION 34. NO SESSIONS DURING HOLIDAYS; CHRISTMAS BREAK.**-- No regular session shall be held on official non-working holidays. The Sanggunian shall not have any regular session—except special sessions—after the first week of December until the first week of January. Session shall resume on the second Monday of January. The Sanggunian shall also not have any session beginning on 1 June 2025 to give way to the inventory of its various records in preparation for the assumption of office of its newly elected members. This rule, however, shall not apply in cases of public emergencies or whenever an important matter requiring the attention of the Sanggunian arises.

**SECTION 35. CALL TO ORDER.** - The Presiding Officer shall



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 City Councilor

HON. MICHAEL E. SOLIS  
 City Councilor

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 City Councilor

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 City Councilor

HON. SIMPLICIO G. DOMINGUEZ  
 City Councilor

HON. RAMON N. BAUTISTA  
 Liga nga mga Barangay President

HON. MAC RAYEN ESPIRITU  
 City Councilor

Attested by:

ATTY. KHALID A. ATEGA, JR.  
 Sangguniang Panlungsod Secretary

Certified by:

HON. ROWENA BAUTISTA-MENDIOLA  
 City Vice-Mayor

Approved by:

HON. STRIKE B. REVILLA  
 City Mayor

open the session by calling the Sanggunian to order to be followed by an Invocation by any member designated by the Presiding Officer and then by the singing of the National Anthem.

**SECTION 36. ATTENDANCE/ TARDINESS/DECORUM.** - Every member shall be present in all the sessions of the Sanggunian unless necessarily prevented from doing so by sickness or other unavoidable circumstances duly reported to the Sanggunian, through the Secretary to the Sanggunian. Members who are on official business outside Bacoor City or the country as evidenced by Travel Orders duly issued and approved by the City Mayor are authorized to collect per diems for paid sessions held while said members are on official travel. Upon their return, they are required to submit a written report to the Sanggunian regarding the accomplishment of the purpose for which the travel orders were granted.

Each member shall be given a grace period of twenty (20) minutes at the start of the session to be present. A member who arrives beyond the said grace period shall be required to pay Five Hundred Pesos (P500.00) before the end of the session where he/she was late and shall be marked as "Late" in the official journal for the said session. The said amount shall be collected by the Presiding Officer and kept by the Office of the City Vice Mayor. The accumulated amount collected pursuant to this provision shall be used at the end of each year for whatever purpose as the Presiding Officer deems appropriate.

All members of the Sanggunian must wear long-sleeved shirts with collars and a blazer during sessions – including during hybrid sessions. Proper behavior and decorum is expected from everyone attending the session. The Presiding Officer shall have the power to fine anyone who shall violate this Rule for an amount not to exceed Five Hundred Pesos (P500.00).

**SECTION 37. VOTING.** Every member present in the session shall vote on every question put unless he/she inhibits himself/herself on account of personal or pecuniary interest therein. Unless provided otherwise by these Rules, every question put shall be resolved by a majority vote of the members present there being a quorum. If the City Government shall borrow money, incur obligation, or guarantee indebtedness, a vote of majority of all the members is required except those outside the country and those outside the City of Bacoor on official business.

**SECTION 38. E-VOTING DURING PUBLIC CALAMITIES AND OTHER REASONS.** The rules on voting specified in Section 37 hereof shall be relaxed during the occurrence of public calamities within the City of Bacoor or due to personal or health reasons which will prevent members of the Sanggunian to physically attend a special or regular session and cast their votes personally. During or immediately after the occurrence of such a public calamity, or personal/health reasons, the members of the Sanggunian concerned may be allowed to cast their votes through



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 Sangguniang Panlungsod Secretary

Certified by:

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 City Vice-Mayor

Approved by:

HON. STRIKE B. REVILLA  
 City Mayor

text messages, emails sent to the Presiding Officer or to the Sanggunian Secretary, or during their attendance in the session through videoconferencing. Provided, that the members who cast their votes via text message, email, or during a videoconference shall confirm his/her vote immediately following the occurrence of such public calamities or personal/health reasons.

**SECTION 39. SESSIONS OPEN TO THE PUBLIC; EXCEPTIONS.** - All sessions shall be open to the public unless an Executive Session is ordered by a majority vote of the members present, there being a quorum, in the interest or for reasons of security, decency or morality. No two sessions, regular or special, may be held in a single day. A loudspeaker system shall also be placed outside the Session Hall to apprise the members of the public who can no longer be accommodated within the Session Hall of the deliberations of the council.

**SECTION 40. LIVE STREAMING OF REGULAR SESSIONS AND COMMITTEE HEARINGS; EXCEPTIONS.** - All regular sessions and committee hearings of the Sanggunian shall be video recorded and aired via live streaming on the Sanggunian website unless an Executive Session is ordered by a majority vote or when technical difficulties render such video recording or live streaming impossible or impractical.

**SECTION 41. EXECUTIVE SESSION.** - When the Sanggunian decides to hold an executive session, the Presiding Officer shall direct the galleries and hallways to be cleared and all doors closed.

**SECTION 42. PERSONS ALLOWED IN EXECUTIVE SESSION.** - Only the Secretary to the Sanggunian, and other persons specifically authorized by the Sanggunian shall be admitted to the executive session and they shall preserve the secrecy of whatever may be read or said at the session.

**SECTION 43. CONFIDENTIAL DOCUMENTS.** - When, by request of the Sanggunian, confidential documents or papers marked as such are transmitted to it by the City Mayor or a head of department and require consideration in an executive session, their existence or contents shall not be revealed without leave of the Sanggunian. **Confidential documents** are written records the unauthorized disclosure of which would not endanger national security but would either (1) cause embarrassment to the administration, (2) unwarranted injury to an individual, (3) give undue advantage to a foreign nation, or (4) be prejudicial to the interest of the nation, the government, or of any government agency or activity. **Examples:** (a) personnel records, (b) documents giving the identification of personnel being investigated for misconduct, anomaly, or fraud prior to the filing of charges or completion of the investigation, (c) documents related to an investigation being conducted by a Committee against an individual prior to the filing of formal charges against that individual or the conclusion of the investigation. (*reference Memorandum Circular No. 78, Series of 1964*).



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 Liga nga mga Barangay President

HON. MAL RAVEN ESPIRITU  
 City Councilor

Attested by:

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 Sangguniang Panlungsod Secretary

Certified by:

HON. ROWENA BAUTISTA-MENDIOLA  
 City Vice-Mayor

Approved by:

HON. STRIKE B. REVILLA  
 City Mayor

**SECTION 44. SUSPENSION AND ADJOURNMENT OF SESSION.** - Sessions shall not be adjourned except by direction of the Sanggunian, but the Presiding Officer may, in his/her discretion, declare at any time a suspension or recess of short interval.

**SECTION 45. SPECIAL SESSION.** - When public interest so requires, the Sanggunian, if not in session, shall, upon request of any of its members or of the City Mayor convene on such date and time so stated in an appropriate Executive Order or letter request issued for the purpose, to deliberate on and pass the required resolution or ordinance. For this purpose, a written notice to the members shall be served personally at the member's usual place of residence, or through instant messaging, or through electronic mail, at least twenty-four hours before the special session is held. Unless otherwise concurred in by two-thirds vote of the members present, there being a quorum, no other matters may be considered at a special session except those stated in the notice.

**SECTION 46. OPENING AND ADJOURNMENT ENTERED IN JOURNAL.** - The exact hour of opening and adjournment of a session shall be entered in the Journal of the Sanggunian.

**RULE VIII**  
**ROLL CALL AND QUORUM**

**SECTION 47. ROLL CALL.** - Upon every roll call, the names of members shall be called alphabetically by surnames, except when two or more have the same surname, in which case the full name shall be called. If there are two members with the same name and surname, their legislative districts shall be added. Any member who, at the time the Secretary to the Sanggunian calls the roll is not inside the Session Hall shall be marked "Absent" and even if he/she appears after the roll call, he/she shall not be discharged until he/she states and explains the justifiable reason/s for his/her discharge. In this case, the Presiding Officer shall, at his/her discretion, order his/her discharge and direct the Secretary to the Sanggunian to change his/her status from "Absent" to "Present" with an indication that he/she is "Late". In case a member is late due to his/her attendance to an official business, he/she shall be marked as "Late/Official Business". In case a member is late due to a personal emergency, he/she shall be marked as "Late/Personal Emergency".

No member shall be allowed by the Presiding Officer to leave the Session Hall without the express consent of the Presiding Officer. The time when a member leaves the Session Hall, as well as the time when he/she returns, shall be reported in the Journal, and mentioned on the attendance report of the Sanggunian Secretary.

**SECTION 48. ATTENDANCE REPORTS. Publication.--** The Sanggunian Secretary shall publish a weekly attendance report of all the members of the Sanggunian which shall be posted



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Certified by:

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 City Vice-Mayor

Approved by:

HON. STRIKE B. REVILLA  
 City Mayor

on the website of the Sangguniang Panlungsod. Such report shall be updated monthly. Within five (5) working days after the close of the last session of the Sanggunian on the month of December, the Sanggunian Secretary shall publish a report summarizing the attendance record of the council members. Such report shall be posted on the bulletin board of the Sanggunian as well as on its website.

**SECTION 49. QUORUM. Determination of existence.** - A majority of all the members of the Sanggunian who have been elected and qualified shall constitute a quorum to do business. For this purpose, the City Vice Mayor, the Liga ng mga Punong Barangay President, and the SK Federation President shall be considered members of the Sanggunian in the determination of the existence of a quorum. Thus, a quorum is hereby deemed to exist when eight (8) or more members are present during a regular or special session.

**SECTION 50. ABSENCE OF QUORUM.** - In the absence of a quorum after the roll call, the members present may compel the attendance of absent members. In all calls of the Sanggunian, the doors shall be closed. Except those whose attendance are excused, the absentees, by order of a majority of those present, shall be sent for and arrested wherever they may be found and conducted to the Session Hall in custody to secure their attendance at the session.

The order shall be executed by such police officers as the Presiding Officer may designate when necessary. After the presence of the members arrested is secured at the Session Hall, the Presiding Officer shall determine the condition for their discharge. Members who voluntarily appear shall be admitted immediately to the Session Hall. They shall report to the Secretary to the Sanggunian to have their presence recorded.

If there is still no quorum despite the enforcement of the immediately preceding paragraph, no business shall be transacted. The Presiding Officer, upon proper motion duly approved by the members present, shall then declare the session adjourned for lack of quorum.

**SECTION 51. AUTOMATIC CALL OF THE SANGGUNIANG.** -

When the result of the voting on a question shows the absence of a quorum and a member calls the attention of the Sanggunian to this fact, there shall be a call of the Sanggunian to compel attendance of absent members who shall be given the opportunity to vote unless it adjourns. Should a question of quorum be raised during a session, the Presiding Officer shall immediately proceed to call the roll of the members and thereafter announce the results.

If those voting on the question and those who are present but abstain from voting shall together make a majority of the Sanggunian, the Presiding Officer shall declare that a quorum is



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Sangguniang Panlungsod Secretary

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City Vice-Mayor

Approved by:

HON. STRIKE B. REVILLA  
City Mayor

constituted, and the pending questions shall be resolved, as most of those voting shall decide. Thereupon, further procedure under the call shall be dispensed with.

**SECTION 52. MOTION TO ADJOURN VACATES CALL.** - At any time after the roll call is completed, a motion to adjourn shall be in order and, if approved, by a majority of those present, all proceedings under the preceding section shall be vacated.

**RULE IX  
ORDER OF BUSINESS**

**SECTION 53. ORDER OF BUSINESS.** - The Order of Business of the session shall be:

- a) Roll Call;
- b) Approval of the Journal of the previous session;
- c) First reading and referral to committees of proposed ordinances, resolutions, messages, communications, petitions and memorials;
- d) Committee reports;
- e) Unfinished business;
- f) Business for the day;
- g) Proposed ordinances for third reading;
- h) Other matters;
- i) Privilege Hour/Question Hour
- j) Announcements; and
- k) Adjournment.

**SECTION 54. PARTS OF THE ORDER OF BUSINESS.** - The Order of Business (OOB) shall consist of:

(a) *Unfinished Business.* - Refers to business being considered by the Sanggunian at the time of its last adjournment. Its consideration shall be resumed until it is disposed of. This may also include the second reading of an ordinance or resolution, or the continuance of a debate on a matter on second reading. Thereafter, the Presiding Officer shall call for the business for the day.

(b) *Business for the Day.* - These are proposed ordinances, resolutions and other measures set on the calendar for the day by the Sanggunian Secretary. They shall be considered in the order in which they are listed in the calendar and after the business mentioned in the preceding paragraph.

(c) *Proposed Ordinances.* - Proposed Ordinances shall be submitted to a final vote of those in favor and opposed as provided for in Section 57 of these Rules after copies thereof in final form have been distributed to the members of the Sanggunian at least three days prior to their passage, except when the City Mayor certifies to the necessity of their immediate enactment to meet a public calamity or emergency.



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 City Vice-Mayor

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 City Mayor

**SECTION 55. DISTRIBUTION OF ORDER OF BUSINESS. -**

The OOB shall be distributed at least a day before a regular or special session unless there is no addition to the one previously distributed, in which case a note to this effect on the order of business shall be sufficient. The Sanggunian Secretary shall take charge of such distribution.

The calendar, and its documentary attachments, shall be downloaded on the iPad, tablet, laptop, or smartphone issued by the Sanggunian to the members. The members shall be duty-bound to temporarily surrender the said gadgets to the Sanggunian Secretary not later than two o'clock in the afternoon (2:00 pm) of the Thursday prior to the next regular session to enable the Sanggunian Secretariat to make the said downloads. The Sanggunian Secretariat shall then return the said gadgets to the member concerned, or through their legislative staff, upon completion of the download.

The Sanggunian Secretariat shall not print a calendar and its documentary attachments, except the one to be kept at the Records Section of the Sanggunian, to minimize the use of paper and the use of electricity. Sanggunian members who fail to surrender the gadgets issued to them within the period specified above shall be responsible on how to participate during the deliberations without the said calendar.

**RULE XI  
 PRIVILEGE HOUR**

**SECTION 56. PRIVILEGE HOUR. -** After the reading of the announcements to be included in the order of business, there shall be a privilege hour. The entire length of the privilege hour shall not extend beyond one (1) hour to allow the Sanggunian to focus on other matters and prevent filibustering or grandstanding.

Any member may speak for not more than ten (10) minutes on any matter of general interest. If more than one member desires to make use of this privilege, the first to apply, either in writing to the office of the Secretary to the Sanggunian or verbally in open session, shall be given precedence. The other members may interpellate any member who avails of the privilege hour at the end of his/her speech. Provided that the period of interpellation shall not exceed ten minutes to give time to the other speaker/s. If, after a member has finished, sufficient time is left of the hour, the second member who has asked to speak may do so, and so on successively until the full hour is consumed. If requests to make use of the one-hour privilege remain recorded at the expiration of the hour, they shall be recorded in the same order for the next session.

**SECTION 57. REFERRAL. -** On motion of any member *after the privilege hour*, the privilege speech may be referred to the appropriate Committee for the approval of the necessary resolution



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 City Vice-Mayor

Approved by:

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 City Mayor

or ordinance. Once the motion to refer has been approved, it cannot be discussed any further on the floor. If the member who availed of the privilege hour makes a motion for the approval of a resolution after his speech, the Sanggunian may suspend its rules and approve the said motion.

**RULE XI**  
**QUESTION HOUR;**  
**APPEARANCE OF HEAD OF DEPARTMENT**

**SECTION 58. APPEARANCE UPON INITIATIVE OF DEPARTMENT HEAD.** - When a department head desires to appear before the Sanggunian on any matter pertaining to his/her department, he/she may, with the consent of the City Mayor, notify the Sanggunian through the Presiding Officer who, with the concurrence of the Sanggunian, may set the date and hour for his/her appearance.

**SECTION 59. APPEARANCE UPON REQUEST OF THE SANGGUNIANG.** - A department head or any person may -- by majority vote of the members present there being a quorum -- be requested to appear before the Sanggunian and be heard by it on any matter pertaining to his/her department or on any issue of general interest. The request shall state specifically the questions to be answered and the date and hour for his/her appearance. His/her appearance shall be scheduled at least three days from receipt of the request. The Sanggunian may also conduct inquiries in aid of legislation on any matter of general interest in accordance with these Rules and/or Rules of Procedure it may adopt governing the conduct of said inquiries.

The order of business shall specify the subject of the question, the Department Head requested to answer them, and the proponent thereof.

**SECTION 60. DAY OF APPEARANCE.** - The appearance of Department Heads shall be scheduled on any session and on such other day as may be determined by the Presiding Officer or a majority of the members of the Sanggunian after the reading of the Order of Business. The Department Head may answer the questions directed to him/her either orally or in writing. Interpellations of members shall not be limited to the written questions but may cover matters related thereto. Such interpellations shall conform to the standards for questions herein provided. The questions and answers shall be recorded in the Journal.

**SECTION 61. APPEARANCE IN EXECUTIVE SESSION.** The appearance of a Department Head shall be conducted in an executive session when public interest requires, and the City Mayor so states in writing.

**SECTION 62. QUESTIONS.** - Written questions shall be submitted to the Presiding Officer in triplicate. Questions of an



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 City Councilor

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 Liga nga mga Barangay President

HON. MAC RAYEN ESPIRITU  
 City Councilor

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

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

Approved by:  
 HON. STRIKE B. REVILLA  
 City Mayor

urgent nature or those relating to current issues shall be given priority. The Presiding Officer may also ask questions to any resource person invited during a committee hearing en banc but not during a regular session. However, the Presiding Officer is empowered to simplify a question propounded to a resource person or to assist a resource person to be responsive to a propounded question. The Presiding Officer may also be allowed to ask questions to a resource person during regular or special sessions but only if (a) a majority of the councilors present voted in favor of allowing the Presiding Officer to ask his/her questions, and (b) the privilege shall only be exercised by the Presiding Officer after all the members are finished asking their questions.

**The proponent may withdraw questions.** *Provided,* that no answer has yet been made. The withdrawal shall be in writing, addressed to the Presiding Officer, and submitted before the day of the scheduled appearance. The reason/s for the withdrawal of the questions shall be stated in the letter of withdrawal.

**SECTION 63. STANDARDS SET FOR QUESTIONS.** -

Questions shall be based on facts, asked to obtain information, or press for action. No questions shall:

- (a) Contain arguments.
- (b) Suggest its own answer.
- (c) Include offensive or impolite language or expressions.
- (d) Pertain to *subjudice* matters.
- (e) Seek an opinion on a question of law, except if the resource person is a lawyer.
- (f) Include names or statements other than what is strictly necessary to make the question intelligible.
- (g) Relate to matters falling directly under the responsibility of another Department Head.
- (h) Refer to an item of the agenda of the current month's session or to proceedings of a committee not yet reported, or suggest amendments to proposed ordinances or resolutions; or
- (i) Repeat a question previously asked and answered.

**SECTION 64. FORM OF QUESTIONS AND ANSWERS.** - In form, questions and answers of excessive length are not in order and shall not be allowed.

**SECTION 65. WRITTEN QUESTIONS NOT CONFORMING TO STANDARDS.** If the question does not conform with the foregoing standards, the Presiding Officer may return the question to the member concerned and the latter may modify or restate the question to make it conform with the said standards or appeal the action of the Presiding Officer to the Sanggunian. Said appeal shall be resolved like all other appeals from the ruling of the Presiding Officer.

**SECTION 66. ORDER AND DISPOSITION OF QUESTIONS.** The Presiding Officer shall review the written questions and decide the order in which the same shall be asked.



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 City Vice-Mayor

Approved by:

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 City Mayor

The Presiding Officer shall verbally inform the members on the order of questioning before the start of any deliberation on a particular matter at hand. No new question shall be asked unless a previous question has already been answered to the satisfaction of the proponent.

The failure of a resource person to intelligibly answer a question shall not entitle the proponent to harangue such person.

During the appearance of the Department Head, the Presiding Officer shall direct the Secretary to the Sanggunian to read the questions according to their precedence, the name of the proponent and the Department Head to whom the question is directed.

**SECTION 67. STANDARDS SET FOR ANSWER.** - Answers shall immediately relate to the questions propounded, without need for discussing general policies or programs. They shall be concise and responsive and shall avoid argumentation. They shall conform to the standards set for questions, where these are applicable. Moreover, the answers shall be couched in polite and inoffensive language befitting an elected representative of the people of the City of Bacoor.

**SECTION 68. INTERPELLATIONS AND COMMENTS OF PROPONENTS OF ORIGINAL QUESTIONS.** - At the end of each question hour, it shall be for any proponent of the original questions to interpellate the Department Head concerned and make comments, observations, and statements relative to the answers given and to be interpellated by the Department Head concerned. Immediately thereafter, the Department Head concerned may make a reply. The interpellations and comments of the proponent and the reply of the Department Head shall be subject to the ten-minute rule.

A buzzer or bell shall be activated by the Sanggunian Secretary to inform a councilor that his/her ten-minute period of questioning has already expired.

No interpellation from other members shall be allowed on the reply of the Department Head. Only the proponent of the question shall have the right to debate thereon with the Department Head. The order of interpellations and comments shall be in the same order the original questions were asked.

**RULE XII**

**PROPOSED ORDINANCES, RESOLUTIONS,  
 MESSAGES, MEMORIALS AND PETITIONS**

**SECTION 69. FILING OF PROPOSED ORDINANCES AND RESOLUTIONS.** Every Filipino citizen may file a proposed ordinance or resolution with the Sanggunian by e-mailing a signed digital copy thereof with the Secretariat at [spsecretariatdocs@gmail.com](mailto:spsecretariatdocs@gmail.com).



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 Sangguniang Panlungsod Secretary

Certified by:

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 City Vice-Mayor

Approved by:

HON. STRIKE B. REVILLA  
 City Mayor

Proposed ordinances and resolutions shall be signed by their author or authors and shall be filed with the Secretary to the Sanggunian or with the Records Officer of the Sanggunian, who shall assign a control number for each pursuant to the Records Management Policy Manual of the Sanggunian. A proposed ordinance or joint resolution shall embrace only one subject which shall be expressed in the title thereof. The proponent or author of a proposed ordinance or resolution may be considered a member of the committee, upon which the proposed measure falls but shall not be allowed to vote in any committee hearing or deliberation. The Presiding Officer is not precluded from authoring a resolution or ordinance or from attending a committee hearing for the resolution/ordinance that he/she authored.

**SECTION 70. REQUIREMENTS FOR INCLUSION IN ORDER OF BUSINESS.** – A proposed measure that:

- [a] is not signed by its author/s or came from an anonymous source or from a person using a fake identity;
- [b] does not conform with the one-subject matter, one-title rule;
- [c] pertains to a matter that is contrary to law or to an existing city or provincial ordinance/resolution;
- [d] pertains to a matter already covered by an existing city/provincial ordinance or resolution or to a matter already referred to a committee;
- [e] pertains to a matter that is inimical to, or in violation of, public policy, public order, or public morals;
- [f] is based on false, misleading, or malicious information or news;
- [g] does not fall within the jurisdiction of the Sanggunian; or
- [h] possesses characteristics analogous to any of the foregoing

shall not be included in the Order of Business by the Secretariat and shall be summarily deleted from the official records of the Sanggunian. In which case, the author/s of the proposed measure shall be formally notified via email of the reason why his/her proposal was rejected by the Sanggunian.

**SECTION 71. FIRST READING.** - The Secretary to the Sanggunian shall report all proposed ordinances and resolutions to the Sanggunian for first reading within three days from receipt thereof copy furnished the Committee on Rules, Privileges, Laws & Ordinances. During the first reading, the principal author may propose the inclusion of additional authors by submitting a list of such authors to the Secretary to the Sanggunian.

**SECTION 72. REFERRAL TO COMMITTEE; COMMITTEE HEARING OR MEETING** - The Sanggunian Secretary shall do the first reading. The first reading shall only be by number, title and author, followed by a referral to the appropriate committee/s by the Presiding Officer.



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 Sangguniang Panlungsod Secretary

Certified by:

HON. ROWENA BAUTISTA-MENDIOLA  
 City Vice-Mayor

Approved by:

HON. STRIKE B. REVILLA  
 City Mayor

The Committee chairperson/s concerned shall then inform the Sanggunian Secretary as soon as the referral was made with regard the schedule of the committee/public hearing or of the committee meeting. The Secretary shall inform the committee chairperson concerned if the session hall or conference rooms of the Sanggunian are available on the proposed schedule of committee/public hearing. If no venue is available, an alternative schedule and venue shall be chosen by the committee chairperson concerned and shall be entered into the records of the session.

**SECTION 73. CONSOLIDATION OR SUBSTITUTION.** - A consolidated or substitute proposed ordinance or resolution by a committee shall have as authors the first two authors of the original proposed ordinance or resolution in the order in which their names appear in the latter and according to their dates of filing. The rest of the authors shall thereafter be enumerated in the same order.

**SECTION 74. COMMITTEE REPORT.** - No ordinance or resolution shall be considered on second reading in any regular session unless the proper committee to which it was referred has reported it out, or unless the City Mayor has certified it as urgent. The said report should be signed by all the members of the committee concerned and should indicate whether the said member/s are in favor of, or objects to the report.

The members of the committee who are not in favor of the majority position reflected in the committee report shall have the option of submitting a dissenting committee report.

**SECTION 75. PERIOD TO REPORT.** - The committee shall submit a report on the proposed ordinance or resolution within twenty (20) days after it is referred to it, except as herein otherwise provided. All committee reports shall be submitted to the Records Officer of the Sanggunian within two (2) working days after the final committee hearing or public hearing called for a particular matter for deliberation. The Records Officer shall then register and download the said report in the Sanggunian Information System.

**SECTION 76. ORDINANCE OR RESOLUTION FAVORABLY REPORTED.** - If the committee report on a proposed ordinance or resolution is favorable, the proposed ordinance or resolution shall be forwarded to the Sanggunian Secretary who shall then review and calendar the proposed ordinance or resolution for second reading.

**SECTION 77. ORDINANCE OR RESOLUTION UNFAVORABLY REPORTED.** - If the committee report on a proposed ordinance or resolution is unfavorable, the proposed ordinance or resolution shall be laid on the table for appropriate action by the Sanggunian or by its author/s. The author or authors shall be notified of the action, stating the reason or reasons thereof.

**SECTION 78. DISCHARGE OF COMMITTEE ON PROPOSED**



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 Sangguniang Panlungsod Secretary

Certified by:

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 City Vice-Mayor

Approved by:

HON. STRIKE B. REVILLA  
 City Mayor

**ORDINANCES NOT REPORTED.** - The author/s of a proposed ordinance or resolution may present to the Secretary to the Sanggunian a motion in writing to discharge a committee from the consideration of a proposed ordinance which has been referred to it over thirty days prior thereto and has not been returned to the Sanggunian. The motion may be placed in the custody of the Secretary to the Sanggunian who shall arrange some convenient place for the signature of members. A signature may be withdrawn by a member in writing at any time before the motion is entered in the Journal. When one-fifth of all the members sign the motion, it shall be included in the calendar and reported at the next following session of the Sanggunian.

**SECTION 79. CONSIDERATION OF MOTION TO DISCHARGE.** - After the privilege hour, any member who has signed a motion to discharge may demand the consideration thereof. After not more than thirty minutes of debate, the Sanggunian shall proceed to vote on the motion.

If the motion adopted refers to a proposed ordinance or resolution, a motion shall be to proceed to the immediate consideration of such proposed ordinance or resolution; and, if such motion prevails, the Sanggunian en banc shall immediately vote on whether to approve or disapprove the proposed ordinance or resolution.

After a motion to discharge is lost, it shall not be in order to entertain during the same session year any other motion to discharge the same committee or any other committee from the consideration of the same proposed ordinance or resolution of substantially the same subject matter. After the Sanggunian acts on the motion to discharge, all other motions to discharge dealing on proposed ordinance or resolution of similar subject matter which are pending in the calendar of business shall be stricken therefrom and shall not be acted upon during the remainder of the same session year.

**SECTION 80. URGENT ORDINANCES AND RESOLUTIONS.** - On motion by the Committee on Rules, Privileges, Laws & Ordinances, the Sanggunian may declare urgent a proposed ordinance or joint resolution and consider it in accordance with a timetable.

The timetable shall be prepared by the Committee on Rules, Privileges, Laws & Ordinances, fixing the date when the proposed ordinance or resolution must be reported by the committee concerned, the number of days or hours to be allotted to the consideration of the proposed ordinance or resolution on second reading, and the date and hour of debate must be concluded, and final vote taken.

**SECTION 81. SECOND READING AND DEBATE.** - On second reading of a proposed ordinance it shall be read in full with the amendments proposed by the committee, if any, unless copies



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 City Mayor

thereof are distributed or if a digital copy thereof is flashed by the Sanggunian Secretary on an overhead projector displayed in the Session Hall and such reading is dispensed with. Thereafter, the proposed ordinance shall be subject to debate and pertinent motions.

**SECTION 82. START/CONDUCT OF DEBATE.** - All debates shall begin once the Presiding Officer formally opens the floor for debate. The principal author, or the chairperson of the committee that recommended the approval of the proposed resolution or ordinance, shall be given five minutes to render his/her sponsorship speech. The sponsoring councilor shall then be subjected to interpellation by any of the members of the Sanggunian. Each member shall only be given three (3) minutes to interpellate the sponsoring councilor. Additional questions may only be asked with the permission of the Presiding Officer. The sponsoring councilor, if he/she so pleases, may refer the answering of the various questions to a member of the committee that reported out the proposed measure. Each member shall then be allowed to speak for not more than five (5) minutes in support of, or against, the proposed measure.

**SECTION 83. MOTION TO CLOSE DEBATE.** - In the discussion of any measure, a motion to close debate shall be in order after three speeches for and two against, or after only one speech for and none entered against.

During the last fifteen days before adjournment, a motion to close debate shall be in order after two speeches for and one against, or after only one speech for and none entered against.

**SECTION 84. CLOSURE.** - When several members register or signify their intention to speak on the matter under consideration and when the matter is sufficiently and thoroughly discussed by the member speaking, the Presiding Officer may, *motu proprio* or upon motion of a member, order that a member having the floor desist from speaking further so that other members may not be deprived of their opportunity to speak. The member reporting a measure may open and close the debate. If the debate extends beyond one session without debate being closed, he/she shall be entitled to an additional thirty minutes to close.

**SECTION 85. AMENDMENTS.** - After the close of debate, the Sanggunian shall proceed to the consideration of committee amendments subject to the five-minute rule. A member who desires to speak on an amendment shall also have five minutes.

The five-minute rule shall apply, likewise, in the consideration of an amendment to an amendment, or of an amendment by substitution.

The Sanggunian Secretary shall, as far as practicable, show the proposed amendments on the overhead projector displayed in the Session Hall for the consideration of the members. Once the



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Approved by:

HON. STRINE B. REVILLA  
 City Mayor

Sanggunian Secretary completes the proposed amendment, the Presiding Officer shall require the body to vote on the amendment. After the amendment is approved or disapproved, the body shall proceed to the next provision/s of the pending resolution or ordinance until the revision thereof on second reading is complete.

**SECTION 86. APPROVAL OF PROPOSED ORDINANCE ON SECOND READING.** - After the amendments are acted upon, the proposed ordinance shall be voted on second reading.

**SECTION 87. THIRD READING.** - A proposed ordinance approved on second reading shall be returned to the Secretary to the Sanggunian for finalization and then forwarded to the Committee on Rules, Privileges, Laws & Ordinances for review and thereafter included in the calendar of proposed ordinance or resolution for third reading.

No proposed ordinance shall be approved unless it passes three readings on separate days, and printed copies thereof in its final form are distributed to the members three days before its passage, except (1) when the City Mayor certified to the necessity of its immediate enactment to meet a public calamity or emergency, or (2) if a majority of the members of the Sanggunian voted in favor of dispensing the above-mentioned rule and expedite the proceedings.

On the third reading of a proposed ordinance, no amendment thereto shall be allowed. The vote thereon shall be taken immediately, and the votes of in favor and opposed entered in the Journal.

No proposed ordinance requiring appropriation of public funds shall be passed without a Certification duly issued for the purpose by the City Treasurer certifying that the corresponding funds therefor are available. In the case of the proposed Annual Budget of the City Government, all the departments or offices shall be required to submit to the Sanggunian their respective Accomplishment Report for the preceding year containing, among others, their accomplishments versus their targets and a statement of their expenditures versus their approved budgets before passage of the same shall be allowed.

The failure of a department or unit of the City Government to submit such an Accomplishment Report, or the evident failure of such department or unit to justify the proposed expense, may be used as basis for the disapproval or reduction of the proposed Annual Budget.

**SECTION 88. ACTION BY THE CITY MAYOR.** - Every proposed ordinance passed by the Sanggunian shall, before it is deemed approved, be presented to the City Mayor. If he approves the same, he shall sign it. Otherwise, he shall veto it and return the same with his objections to the Sanggunian within ten (10) days after receipt thereof. Otherwise, it shall be deemed



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 City Vice-Mayor

Approved by:

HON. STRIKE D. REVILLA  
 City Mayor

approved as if he had signed it.

**SECTION 89. PROCEDURE ON VETOED ORDINANCES.** - If the City Mayor vetoes an ordinance or any part thereof, the Sanggunian shall record the objections of the City Mayor in the Journal and shall proceed to reconsider the proposed ordinance or item vetoed.

During reconsideration, the Sanggunian shall proceed to vote with the names of the members voting recorded in the Journal. If the proposed ordinance or vetoed item is passed by a vote of two-thirds of all members of the Sanggunian, such proposed ordinance or item shall be deemed approved despite the City Mayor's veto.

**SECTION 90. PROCEDURE FOR RESOLUTION.** - Resolutions shall be subject to the same procedure as proposed ordinances regarding introduction, reference to the appropriate committee and consideration: *Provided:* that the Committee on Rules, Privileges, Laws & Ordinances may, for reasons of urgency, calendar for immediate consideration any resolution.

**SECTION 91. MESSAGES.** - Messages from the City Mayor shall be read in full before the Sanggunian, and those in which any recommendations are made shall be referred to the proper committees.

**SECTION 92. MEMORIALS AND PETITIONS.** - Communications from heads of department, memorials and petitions shall be reported to the Sanggunian and, if necessary, referred to the proper committees.

**RULE XIII  
 DECORUM AND DEBATE**

**SECTION 93. MANNER OF ADDRESSING THE CHAIR.** When a member desires to speak, he/she shall raise his/her hand for recognition who shall then address the chair to recognize the member concerned. When he/she is recognized, he shall then rise and respectfully address the Chair "Mr. President" or "Madam President".

**SECTION 94. RECOGNITION OF MEMBER.** - When two or more members rise at the same time, the Presiding Officer shall recognize the member who is to speak first. The Presiding Officer, at his/her discretion, may or may not recognize any member who came in late for the session without any justifiable reason or who is not properly attired in accordance with these Rules.

**SECTION 95. TIME LIMIT.** - No member shall speak more than TEN minutes in debate on any question nor more than once on any question without leave of the Sanggunian.



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Liga nga mga Barangay President

HON. MAC RAYEN ESPIRITU  
City Councilor

Attested by:

ATTY. KHALID A. ATEGA, JR.  
Sangguniang Panlungsod Secretary

Certified by:

HON. ROWENA BAUTISTA-MENDIOLA  
City Vice-Mayor

Approved by:

HON. STRIKE B. REVILLA  
City Mayor

**SECTION 96. DECORUM.** - The member who has the floor shall confine himself/herself to the question under debate, avoiding personalities in all cases. He/she shall refrain from indecorous words or acts in all his/her remarks and speeches. If he/she persists, the Presiding Officer shall order him/her to desist from speaking and direct the Sergeant-At-Arms to escort the member concerned outside the Session Hall. Until he/she conducts himself/herself according to the Rules, he/she will not be allowed to go inside the Session Hall. The Presiding Officer may *motu proprio*, or as the Sanggunian may direct, order such unparliamentary statements, remarks or words stricken off the record.

If a member is called to order by another for words spoken in debate, the latter shall indicate the words excepted to. The Secretary to the Sanggunian shall note and read aloud said words. However, the member called to order shall not be held to answer nor be subject to censure by the Sanggunian if further debate or other business intervenes.

**SECTION 97. CONDUCT DURING SESSIONS.** - During the session, all the members of the Sanggunian shall be in proper attire and observe decorum. The proper attire shall be either short-sleeved barong, coat and tie or long sleeves polo shirt with tie for men, and Barong Filipina or formal dress for women members. For sessions outside the Sanggunian building, the use of comfortable attires if presentable shall be allowed.

No member shall be near the desk of the Secretary to the Sanggunian during the roll call or the counting of votes.

No member shall pass between the Chair and another member who has the floor.

Except when the Presiding Officer is addressing the Sanggunian or putting a question, any member shall, with prior consent of the Presiding Officer, be allowed to stand to confer with any or other members of the Sanggunian or to go out of the Session Hall for personal reasons and urgent matters. The use of cellular phones inside the Session Hall is absolutely prohibited. The reading of newspapers and magazines inside the Session Hall is not also allowed except when it is connected to or is the subject matter of the deliberation.

The Presiding Officer shall have the power to confiscate any cellular phone or gadget that creates any noise while the session is ongoing or impose a fine of Five Hundred Pesos (PhP 500.00) against its owner. The said fine shall be collected by the Presiding Officer and shall be turned over to the Office of the Vice Mayor.

**SECTION 98. FIREARM, DRINKING ALCOHOLIC BEVERAGES, AND SMOKING PROHIBITED.** - Carrying of firearms, drinking of alcoholic beverages, or smoking by any member or person is absolutely prohibited within and inside the



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City Vice-Mayor

Approved by:

HON. STRIKE B. REVILLA  
City Mayor

Session Hall or any other part of the Bacoor City Hall. The Presiding Officer shall ensure that this is always enforced within the Session Hall and its immediate environs including at the offices of the Sanggunian members, the restrooms of the Sanggunian, and its conference rooms. The following penalties shall be imposed against anyone who violates this Rule: (a) the firearm shall be confiscated by the Presiding Officer and its carrier shall be required to pay a fine of Five Hundred Pesos (P500.00), (b) the smoker shall be made to put out his cigarette or tobacco and pay a fine of Five Hundred Pesos (P500.00), and (c) the imbiber of alcoholic beverages shall be made to stop drinking and pay a fine of Five Hundred Pesos (P500.00).

RULE XIV  
VOTING

**SECTION 99. MANNER OF VOTING.** The Presiding Officer shall say: ***"All those in favor of (as the question may be), please raise your right hand,"*** and then proceed to count the affirmative votes.

The Presiding Officer shall then say: ***"All those not in favor of (as the question may be), please raise your right hand,"*** and then proceed to count the negative votes.

If the Presiding Officer doubts the outcome or a division is called for, the Sanggunian shall divide. Those in favor shall first rise and then those against.

In case voting is done during a hybrid session, the Secretariat shall take screen shots of the member voting virtually while his/her right hand is raised. The said screen shot and the audio/video recording of the hybrid session shall be saved in the digital archives of the Secretariat and shall form part of the official records of the Sanggunian.

The Sanggunian Secretary shall then proceed to read the names of the members who voted affirmatively and negatively into the records of the proceedings while the Sanggunian Secretariat flashes the names of those who voted affirmatively or negatively on the overhead display in the Session Hall. The Presiding Officer shall then state the result to the Body.

Unless otherwise provided by these rules, a majority of those voting, a quorum being present, shall decide the issue. No motion except on the presence of a quorum shall be entertained during voting or any matter.

**SECTION 100. ABSTENTION.** An abstention shall not be counted as a vote. Moreover, a member who abstains shall be required to explain why he abstained. The basis for the abstention may only be one of the following: (a) the member has a conflicting interest on the question at hand such a pecuniary interest, or filial or



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Approved by:

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 City Mayor

professional ties with a party concerned, or (c) failure to participate in any of the proceedings of the Sanggunian regarding the said matter which prevents him from making an opinion thereon. No other reason may be used as a ground to abstain.

**SECTION 101. RECORDING OF VOTES.** All votes and abstentions—as well as the reasons for such votes or abstention—shall be recorded by the Sanggunian Secretariat and published on the website of the Sanggunian. The voting history of each member of the council shall be published in the said website on a monthly and annual basis.

**SECTION 102. EXPLANATION OF VOTE.** - A member may explain his vote in not more than three minutes.

**SECTION 103. NO INTERRUPTION DURING VOTING; EXCEPTION.** - The voting shall not be interrupted except on a question of quorum.

**SECTION 104. TIE VOTE.** - In case of a tie, the Presiding Officer shall vote. A tie on an appeal from the ruling of the Chair sustains the decision of the Chair. A vote of unanimity shall be entered if there is no objection from the members there being a quorum.

**RULE XV  
 RECONSIDERATION**

**SECTION 105. WHO MAY VOTE; PROCEDURE; EXCEPTIONS.** - When a proposed ordinance or resolution, report or motion is adopted or lost, a member who voted with the majority may move for its reconsideration on the same or succeeding session day. The motion shall take precedence over all other questions, except a motion to adjourn a question of privilege, and a point of order.

**SECTION 106. LIMITATIONS.** - No proposed ordinance, resolution, memorial, or petition recommitted to a committee or ordered to be archived shall be brought back to the Sanggunian on a motion to reconsider.

**RULE XVI  
 MOTIONS AND THEIR PRECEDENCE**

**SECTION 107. RECORDING OF MOTION.** - Every motion shall be entered in the Journal with the name of the member making it unless it is withdrawn on the same day.

**SECTION 108. READING AND WITHDRAWAL OF MOTIONS.** - The Presiding Officer shall state the motion or, if in writing, shall cause it to be read by the Secretary to the Sanggunian before being debated. A motion may be withdrawn any time before its approval.

**SECTION 109. PRECEDENCE OF MOTIONS.** - When any



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 Sangguniang Panlungsod Secretary

Certified by:

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 City Vice-Mayor

Approved by:

HON. STRIKE B. REVILLA  
 City Mayor

matter is under debate, no motion shall be entertained except to adjourn (*tapusin ang session*), raise a point of order (*ipaalala sa kapulungan na hindi ayon sa Internal Rules ang ginagawa o sinasabi ng isang kasapi*), raise a question of privilege (*isang katanungan ukol sa mga karapatan at pribilehiyo ng Sanggunian o ng sinuman sa mga kasapi nito gaya ng paghingi ng recess, pakiusap na laksan ang tinig ng nagsasalita, o kaya ay ipaulit ang isang kasagutan*), declare a recess (*pansamantalang paghinto ng sesyon sa maikling panahon*), lay on the table (*pagsusulong ng isang mosityon upang ito ay pagbotohan*) or postpone to a day certain (*pagpapaliban ng isang mosityon o usapin sa ibang araw dahil sa kakulangan sa oras*) which motions shall be decided without debate, or to refer, amend or postpone indefinitely (which motions shall be decided subject to the five-minute rule). Said motions shall have precedence in the foregoing order. After a motion to postpone to any day certain, refer to postpone indefinitely is lost, it shall not again be allowed on the same day.

**SECTION 110. AMENDMENTS.** - When any matter is under consideration, a motion to amend and a further motion to amend the amendatory motion shall be in order.

It shall also be to move for amendment by substitution but said motion shall not be voted upon until the text of the original matter is perfected. Any of said amendments may be withdrawn before a vote is had thereon.

No motion to amend a proposed ordinance or resolution shall be entertained on third reading.

**SECTION 111. RIDER PROHIBITED.** No motion or proposition on a subject matter different from that under consideration shall be allowed under the guise of an amendment.

**SECTION 112. ONE MOTION FOR ONE SUBJECT MATTER.** - No motion shall cover more than one subject matter unless the additional matter is germane or related to the main subject matter.

**SECTION 113. MOTION TO STRIKE AND INSERT.** - A motion to strike (*pagtatanggal ng isang komento o probisyon ng isang resolusyon o ordinansa sa records ng sesyon*) and insert (*isang mosityon na nagsisingit ng isang komento o probisyon bilang kahalili ng tinanggal na komento o probisyon*) is indivisible (*buo at hindi maaaring hatiin/nangangahulugan na hindi maaaring hatiin ang isang "motion to strike and insert"*). The loss of a pure motion to strike shall not preclude an amendment or a motion to strike and insert (*nangangahulugan na ang disapproval ng motion to strike ay hindi hadlang upang maaprubahan ang isang motion to insert*).

**SECTION 114. AMENDMENT OF TITLE.** - Amendments to the title of a proposed ordinance or resolution shall be in order only after the text thereof has been perfected. Amendments to the title shall be decided without debate.



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Approved by:

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City Mayor

**SECTION 115. VOTE ON PAPER OBJECTED TO.** A motion to read a paper other than that which the Sanggunian is called to vote upon shall be voted upon without debate.

**SECTION 116. POINT OF ORDER; PRECEDENCE.** - A motion to read any part of the rules is equivalent to a point or order and takes precedence over any motion other than to adjourn (*ang isang mosyon na nakikiusap na basahin ang bahagi ng Internal Rules na may relasyon sa deliberasyon ay bibigyan ng pahalaga sa ibabaw ng kahit na anong uri ng mosyon maliban sa motion to adjourn*).

**RULE XVII  
QUESTIONS OF PRIVILEGE**

**SECTION 117. DEFINITION.** - Questions of privilege are those affecting the duties, conduct, rights, privileges, dignity, integrity, or reputation of the Sanggunian or of its members, collectively or individually.

**SECTION 118. PRECEDENCE.** - Subject to the ten-minute rule, questions of privilege shall have precedence over all other questions, except a motion to adjourn and a point of order.

**RULE XVIII  
PRIVILEGED MOTION**

**SECTION 119. DEFINITION AND PRECEDENCE.** - A privileged motion pertains to a subject matter, which, under the rules, takes precedence over others. The order of precedence of privilege motions is determined in each case by the Rules.

**RULE XIX  
SUSPENSION OF THE RULES**

**SECTION 120. WHO CAN MOVE.** - Only the Chairperson, Vice-Chairperson, or Members of the Committee on Rules, Privileges, Laws & Ordinances can move for the suspension of the rules.

**SECTION 121. VOTE REQUIRED.** - No rule shall be suspended except by a vote of majority of all the members of the Sanggunian constituting a quorum.

**SECTION 122. LIMITATIONS** - Only proposed Resolutions or Ordinances that are urgent, may be considered during the suspension of the rules. A proposed Resolution or Ordinance is urgent if the consideration of the same demands immediate attention where time is of the essence.

**SECTION 123. URGENT ORDINANCES** - Unless the City Mayor or, in the case of proposed ordinances for the temporary closure to motor traffic of City Streets, roads or highways or portions thereof, the City Vice Mayor has certified to the necessity of its immediate enactment, no proposed Ordinance shall be considered during the



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 City Vice-Mayor

Approved by:

HON. STRIKE B. REVILLA  
 City Mayor

suspension of the Rules.

**SECTION 124. PROCEDURE** - a. Proposed resolutions for consideration under suspended rules shall be made in writing and duly signed by their author or authors and submitted to the Sanggunian Secretary, copies of which shall be furnished to all the members present.

b. The Sanggunian Secretary shall determine whether the proposed resolution is urgent which shall be then considered when the Rules are suspended. Should the Sanggunian Secretary determine that the consideration of the proposed resolution is not urgent, but the proponent insists otherwise, the Sanggunian Secretary shall immediately have the question of whether the consideration of the proposed resolution is urgent submitted for consideration by the Sanggunian, which question shall immediately be decided without debate by a majority vote, there being two-thirds of all the members present constituting a quorum.

c. Before the question is voted upon, however, the proponent may be allowed within an unextendible period of three (3) minutes to defend the urgency of the consideration of the proposed measure.

**SECTION 125. INTERRUPTION OF MOTION.** - When a motion to suspend the rules is pending, one motion to adjourn may be entertained. If the latter is lost, no similar motion shall be entertained until the vote is taken on the motion to suspend.

**SECTION 126. DEBATE; EFFECT OF SUSPENSION.** - A motion to suspend the rules for the passage of a measure may be debated for thirty minutes, which shall be divided equally between those in favor and those against. A debate is, however, unnecessary if the members unanimously support the motion.

If the Sanggunian votes to suspend the rules, it shall forthwith proceed to consider the measure. A majority vote of all the members of the Sanggunian shall be necessary for the passage of said measure.

**SECTION 127. REINSTATEMENT OF THE RULES.** - The Rules must be reinstated by means of a motion before the end of the session. The motion needs only be seconded to be approved. If no motion to reinstate is made, the Presiding Officer shall reinstate the Rules before the end of the session.

**RULE XX  
 DISCIPLINE**

**SECTION 128. DISCIPLINE OF MEMBERS.** - Upon recommendation of the Committee on Ethics and Good Government, the Sanggunian may punish its members for disorderly behavior or for absences without justifiable cause for



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 City Mayor

four (4) consecutive sessions, for which they may be censured, reprimanded, or excluded from the session.

**RULE XXI**  
**UNFINISHED BUSINESS**

**SECTION 129. RESUMPTION OF UNFINISHED BUSINESS. -**

The unfinished business at the end of a session shall be resumed at the commencement of the next session as if no adjournment has taken place.

All pending matters and proceedings shall terminate upon the expiration of the term of the Sanggunian and the records pertaining thereto delivered to the Archives within fifteen days after such expiration.

**RULE XXII**  
**PAPERS**

**SECTION 130. DELIVERY OF PAPERS TO ARCHIVES. -** All papers and records relating to the completed business of the Sanggunian shall be delivered to, kept by, and preserved in the Archives.

**SECTION 131. DUTY OF SECRETARIES OF COMMITTEES. -**

Secretaries of committees or their equivalent personnel shall, within seven days after the enactment of ordinances or joint resolutions, and fifteen days after final adjournment of the Sanggunian, deliver to the archives all ordinances, resolutions, petitions, and other papers referred to their respective committees together with the records of proceedings, reports of investigations conducted, and all evidence taken by such committees.

If the secretary of a committee fails or neglect to comply with this rule, the Secretary to the Sanggunian shall, within seven days thereafter, take into custody all such papers. Disciplinary action may be taken against the erring employee.

**SECTION 132. RECORDS AND BOOKS OPEN TO PUBLIC. -**

The records and books of accounts of the Sanggunian shall be preserved and be open to the public in accordance with law, and such books shall be available for audit by the Commission on Audit.

**SECTION 133. PERIOD OF SAFEKEEPING OF RECORDS. -**

Official records of the Sanggunian shall be kept in custody within the period provided for under Republic Act No. 9470.

**RULE XXIII**  
**SESSION HALL**



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Approved by:

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City Mayor

**SECTION 134. USE OF SESSION HALL.** - Except when the Sanggunian or the Presiding Officer so allows, the Session Hall shall be used only for sessions, caucuses, and meetings of its members. The Sanggunian Secretary shall not permit any other person to enter or stay within the said place. Fifteen minutes before the session, the Sanggunian Secretary shall cause the clearing of the said space of all other persons, and it shall be so kept until recess or adjournment except with respect to a consultant or a technical assistant needed by the reporting committee or by the movant of a motion under consideration.

**RULE XXIV  
SEATS AND ROOMS**

**SECTION 135. ASSIGNMENT OF SEATS AND ROOMS BY LOT.** - Except those assigned to the Presiding Officer and to the Sanggunian Secretary and his assistant, seats in the session hall and rooms in the Sanggunian building shall be assigned by the casting of lots among the members or by agreement of all Sanggunian members.

**RULE XXV  
OFFICIAL SEAL**

**SECTION 136. OFFICIAL SEAL.** - The Sanggunian shall adopt its own official seal the design of which shall be approved by means of a separate ordinance.

**RULE XXVI  
RULINGS AS PRECEDENTS**

**SECTION 137. RULINGS AS PRECEDENTS.** - Rulings on questions raised by members shall form part of the parliamentary practice of the Sanggunian.

**RULE XXVII  
AMENDMENTS**

**SECTION 138. AMENDMENTS.** Any portion of these Rules may be amended by a majority vote of all the members of the Sanggunian.

**RULE XXVIII  
SUPPLEMENTARY PROVISIONS**

**SECTION 139. SUPPLEMENTARY PROVISIONS.** - The parliamentary practices of the defunct Philippine Assembly, the House of Representatives, the Senate of the Philippines, and the defunct Batasan Pambansa as well as the provisions of Republic Act No. 7160 (The Local Government Code of 1991); Republic Act No. 10160 (City Charter of Bacoor); the old Rules of the Sangguniang Bayan of Bacoor, and the Robert's Rules of Order



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shall be supplementary to these rules.

**RULE XXIX**  
**ADOPTION AND EFFECTIVITY**

**SECTION 140. ADOPTION.** These Rules shall be adopted by the 3<sup>rd</sup> Sangguniang Panlungsod upon approval by majority vote of the members of the Sanggunian.

**SECTION 141. SEPARABILITY.** Any provision of these Rules declared void or unconstitutional by a court of law shall not affect the validity of the remaining provisions not affected thereby.

**SECTION 142. EFFECTIVITY.** - These rules shall take effect on the date of their adoption.

**ADOPTED** on the 1<sup>st</sup> day of July 2022 by a unanimous vote of all the members of the 5<sup>th</sup> Sangguniang Panlungsod of the City of Bacoor.

*I hereby certify that the foregoing Resolution is true and correct.*

**CERTIFIED BY:**

*[Signature]*  
**HON. ROWENA BAUTISTA-MENDIOLA**  
 City Vice Mayor/Presiding Officer

**ATTESTED BY:**

*[Signature]*  
**ATTY. KHALID A. ATEGA JR.**  
 Sangguniang Panlungsod Secretary

**APPROVED BY:**

*[Signature]*  
**HON. STRIKE B. REVILLA**  
 City Mayor

**DISTRICT I**

*[Signature]*  
**HON. CATALINA SARINO-EVARISTO**  
 City Councilor

*[Signature]*  
**HON. MICHAEL E. SOLIS**  
 City Councilor

*[Signature]*  
**HON. ADRIECITO G. GAWARAN**  
 City Councilor

*[Signature]*  
**HON. VICTORIO L. GUERRERO**  
 City Councilor

*[Signature]*  
**HON. ALEJANDRO F. GUTIERREZ**  
 City Councilor

*[Signature]*  
**HON. LEVI M. TELA**  
 City Councilor

**DISTRICT II**

*[Signature]*  
**HON. ROBERTO L. ADVINCULA**  
 City Councilor

*[Signature]*  
**HON. REYNALDO D. PALABRICA**  
 City Councilor

*[Signature]*  
**HON. REYNALDO M. LABIAN**  
 City Councilor

*[Signature]*  
**HON. ROGELIO M. NOLASCO**  
 City Councilor

*[Signature]*  
**HON. ALDE JOSEBITO F. PAGULAYAN**  
 City Councilor

*[Signature]*  
**HON. SIMPLICIO G. DOMINGUEZ**  
 City Councilor

*[Signature]*  
**HON. RAMON N. BAUTISTA**  
 Liga nga mga Barangay President

*[Signature]*  
**HON. MAC RAVEN ESPIRITU**  
 City Councilor

Attested by:

**ATTY. KHALID A. ATEGA, JR.**  
 Sangguniang Panlungsod Secretary

Certified by:

**HON. ROWENA BAUTISTA-MENDIOLA**  
 City Vice-Mayor

Approved by:

**HON. STRIKE B. REVILLA**  
 City Mayor