



*Office of the Sangguniang Panlungsod*

CITY RESOLUTION NO. 2023-320  
Series of 2023

**A RESOLUTION INSTITUTING THE RECORDS MANAGEMENT TEAM OF THE SANGGUNIANG PANLUNGSOD OF THE CITY OF BACOOR, CAVITE AND ENUMERATING ITS DUTIES AND FUNCTIONS.**

Sponsored by:

**Hon. Alejandro F. Gutierrez**

Co-Sponsored by:

**Hon. Roberto L. Advincula, Hon. Ramon N. Bautista, Hon. Simplicio G. Dominguez, Hon. Mac Raven Espiritu, Hon. Catherine S. Evaristo, Hon. Reynaldo M. Fabian, Hon. Adrielito G. Gawaran, Hon. Rogelio M. Nolasco, Hon. Alde Joselito F. Pagulayan, and Hon. Michael E. Solis and Hon. Levy M. Tela**

**WHEREAS**, Republic Act No. 9470 (the "National Archives of the Philippines Act of 2007") provides that the "State shall give utmost priority for the safeguard, protection and preservation of its public documents and records, not only as fundamental instruments for efficient and effective governance but also as essential tools for the preservation of the country's history and cultural memory. Towards this end, all public records with enduring value, held by government offices, including, but not limited to, all branches of government, constitutional offices, local government units (LGUs), government-owned and -controlled corporations (GOCCs), state universities and colleges, Philippine embassies, consulates and other Philippine offices abroad shall be transferred to a permanent government repository for proper management, control and regulation of record disposition."

**WHEREAS**, in compliance with the said mandate, the Sangguniang Panlungsod approved on 29 November 2012 City Ordinance No. 38-2012 establishing the Legislative Archives and Records Management Office (LARO) which was tasked primarily to take charge of the Records and Archives Management Program 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, JR.  
City Councilor

HON. ALEJANDRO F. GUTIERREZ  
City Councilor

HON. LEVY M. TELA  
City Councilor

DISTRICT II

HON. ROBERTO L. ADVINCULA  
City Councilor

HON. REYNALDO D. PALABRICA  
City Councilor / President Pro-Tempore

HON. REYNALDO M. FABIAN  
City Councilor

HON. ROGELIO M. NOLASCO  
City Councilor

HON. ALDE JOSELITO F. PAGULAYAN  
City Councilor

HON. SIMPLICIO G. DOMINGUEZ  
City Councilor

HON. RAMON N. BAUTISTA  
Liga ng mga Barangay President

HON. MAC RAVEN ESPIRITU  
SK Federation President

Attested by:

MS. CRISTINA R. MALAWIG  
Supervising Admin. Officer

Certified by:

HON. REYNALDO D. PALABRICA  
President Pro-Tempore

Approved by:

HON. STRIKE B. REVILLA  
City Mayor



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City Mayor

**WHEREAS**, in compliance with the said Ordinance, the Sangguniang Panlungsod approved the 2012 Records Management Manual which aimed to (a) uplift the records management practices of the Sanggunian so that it can meet ISO 15489 standards, (b) to ensure that the Sanggunian will be compliant to the requirements of RA 9470 and Republic Act No. 9792 (the "E-Commerce Act").

**WHEREAS**, the City Government is now in the process of applying for ISO certification. The Sangguniang Panlungsod and the Office of the Vice Mayor are among the offices that will participate in the said undertaking.

**WHEREAS**, one of the requirements for ISO 15489 certification is a records management program that will uplift the operations of a particular government agency to world-class standards. A records management manual that effectively reflects the best practices of the Sanggunian, ensures the integrity of its records, and helps the City Council and its personnel to meet the challenges and promise of emerging technologies is necessary in order for any organization such as the Sangguniang Panlungsod to function smoothly and efficiently.

**NOW THEREFORE**, upon motion of Hon. Alejandro F. Gutierrez, duly seconded by the rest of the council, **BE IT RESOLVED AS IT IS HEREBY RESOLVED** by the 5<sup>th</sup> Sangguniang Panlungsod of the City of Bacoor, Cavite in regular session duly assembled to institute the creation of the Records Management Team of the Sangguniang Panlungsod to be comprised of the following personnel:

Team Leader:	Atty. Khalid A. Atega Jr.
Asst. Team Leader:	Ms. Cristina Malawig
Members:	Rufithar Sarreal
	Wally Gonzales
	Lyn Ainza
	Ariel Montevirgen
	Maricris Leynes
	Raymond Felizardo



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President Pro-Tempore

Approved by:

HON. STRIKE B. REVILLA  
City Mayor

**RESOLVED FURTHER**, the Records Management Team is hereby tasked to update and revise the Records Management Manual of the Sangguniang Panlungsod subject to the approval of the Records Management Improvement Committee created by virtue of City Ordinance No. 38-2012, the Sangguniang Panlungsod, and by the City Vice Mayor.

**RESOLVED LASTLY**, to furnish the City Mayor, the Human Resources Development and Management Department, the University of the Philippines- Office of the National Administrative Registry (UP-ONAR), and all other government agencies concerned with copies of this Resolution.

**APPROVED** this 23<sup>rd</sup> day of August 2023 at the City of Bacoor, Cavite.

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

Certified by:

HON. REYNALDO D. PALABRICA  
Acting Presiding Officer

Attested by:

MS. CRISTINA R. MALAWIG  
Supervising Admin. Officer

Approved by:

HON. STRIKE B. REVILLA  
City Mayor