



Province of Cavite  
**MUNICIPALITY OF BACOOR**  
*Office of the Sangguniang Bayan*

**MUNICIPAL ORDINANCE NO. 6**  
 Series of 2012

**AN ORDINANCE ESTABLISHING THE BACOOR LOCAL TITLING, INFORMATION AND MANAGEMENT OFFICE AND PROVIDING FUNDS THEREFOR.**

Introduced by Hon. Edwin Gawaran, Hon. Avelino Solis, Hon. Reynaldo M. Fabian, Hon. Venus De Castro, Hon. Reynaldo D. Palabrica, Hon. Jaime Sapanghila, Hon. Bayani M. De Leon, Hon. Catherine Evaristo and Hon. Ma. Eliza Bautista.

WHEREAS, Republic Act No. 10023, otherwise known as "AN ACT AUTHORIZING THE ISSUANCE OF FREE PATENTS TO RESIDENTIAL LANDS", was enacted into law on March 9, 2010, thereby enabling any Filipino citizen who is an actual occupant of a residential land to apply for a free patent title.

WHEREAS, Administrative Order No. 2011-06 was promulgated by the Department of Environment and Natural Resources (DENR) prescribing the guidelines for the implementation of public land titling in partnership with local government units and mandates the establishment of a Local Titling Program, a Local Titling Office and Adjudication Teams as a prerequisite for any local government unit to avail of the assistance from the field offices of the DENR;

WHEREAS, the municipal government of Bacoor seeks to promote the above-mentioned national objectives by translating them into operational provisions which shall enable the Municipality to formulate and carry out a responsive and sustainable local titling program, through the creation of a Local Titling, Information and Management Office, in order to promote and enhance local titling activities in the municipality for the benefit of its constituents specially the underprivileged.

**BAGONG BACOOR!**

Tapat sa Serbisyo, Nagkakaisa sa Pagbabago...

WHEREAS, the Sangguniang Bayan of Bacoor, Cavite, in session duly assembled, after due deliberations, recognizes the need to fully integrate its local titling program and activities of the Municipality with the programs, objectives and policies of the national government for the optimum benefit of its people;

*[Signature]*  
 EDWIN G. GAWARAN  
 Councilor

*[Signature]*  
 AVELINO B. SOLIS  
 Councilor

*[Signature]*  
 REYNALDO M. FABIAN  
 Councilor

*[Signature]*  
 ATTY. VENUS D. DE CASTRO  
 Councilor

Absent  
 JANAIRO C. SAN MIGUEL  
 Councilor

*[Signature]*  
 REYNALDO D. PALABRICA  
 Councilor

*[Signature]*  
 JAIME M. SAPANGHILA  
 Councilor

*[Signature]*  
 BAYANI M. DE LEON  
 Councilor

*[Signature]*  
 CATHERINE S. EVARISTO  
 Councilor ABC President

*[Signature]*  
 MA. ELIZA H. BAUTISTA  
 Councilor SR President

Attested by:  
*[Signature]*  
 ATTY. KHALID A. ATEGA, JR.  
 Secretary to the Sangguniang Bayan

Certified by:  
*[Signature]*  
 ROSETTE MIRANDA FERNANDO  
 Municipal Vice Mayor/Presiding Officer

Approved by:  
*[Signature]*  
 STRIKE B. REVILLA  
 Municipal Mayor



Province of Cavite  
**MUNICIPALITY OF BACOOR**  
*Office of the Sangguniang Bayan*

NOW THEREFORE,

BE IT ORDAINED by the Sangguniang Bayan of Bacoor, Cavite in regular session duly assembled, that:

**Section 1. Purpose.** This Ordinance provides for the creation of the Bacoor Local Titling, Information and Management Office (BLTIMO), which shall primarily be tasked with creating, implementing, monitoring and assessing the local titling program of the Municipality, pursuant to the provisions of Republic Act No. 10023 and its Implementing Rules, Regulations and pertinent guidelines. *Provided, that the lands to be subjected under the said program shall cover all lands that are zoned as residential areas, including townsites as defined under the Public Land Act. Provided further, that none of the provisions of Presidential Decree No. 705 shall be violated.*

Zoned residential areas located inside a delisted military reservation or abandoned military camp, and those of local government units (LGUs) or townsites which preceded Republic Act No. 7586 or the National Integrated Protected Areas System (NIPAS) law, shall also be covered by this Ordinance.

**Section 2. Incorporation of RA 10023.** For this purpose, the Municipality of Bacoor, Cavite, fully adopts and incorporates as integral parts of this ordinance, the pertinent provisions of Republic Act No. 10023.

**Section 3. Creation of Bacoor Titling, Information and Management Office.** There is hereby created a Bacoor Titling, Information and Management Office (BLTIMO), the powers, functions and prerogatives of which shall be equivalent to a regular department or unit of the municipality, and which shall be under the direct control and supervision of the Office of the Municipal Mayor subject to availability of funds and the exigencies of public service.

**Section 4. Officers.** The Bacoor Titling, Information and Management Office shall be composed of the following: a) Community Affairs Officer V, (Salary Grade 24) , b) Community Affairs Officer IV, (Salary Grade 22), c) Community Affairs Officer I, (Salary Grade 14) and d) Community Affairs Assistant I, (Salary Grade 5).

**PAGONG BACOOR!**  
 Tapat sa Serbisyo, Nagkakaisa sa Pagbabago...

**Section 5. Qualification/s of Officers.** a) The Community Affairs Officer V, (Salary Grade 24) is the Head of the BLTIMO, appointed by virtue of this ordinance. He/she shall i) be a Filipino citizen, ii) be a *bonafide* resident of the municipality for at least one (1) year prior to his/her appointment, iii) have masteral degree, iv) be 4 years in position/s involving management and supervision, v) have 24 hours training in management and supervision or any related field, vi) be a career service professional eligible, and vii) be a person of known integrity and probity in the community where he or she resides, and

*[Signature]*  
 EDUARDO G. GAWARAN  
 Councilor

*[Signature]*  
 AVELINO B. SOLIS  
 Councilor

*[Signature]*  
 REYNALDO M. PABEN  
 Councilor

*[Signature]*  
 ATTY. VENUS D. DE CASTRO  
 Councilor

Absent  
 JANAIRO C. SAN MIGUEL  
 Councilor

*[Signature]*  
 REYNALDO D. PALABRICA  
 Councilor

*[Signature]*  
 JAIME A. SANGHILLA  
 Councilor

*[Signature]*  
 BAYANI M. DE LEON  
 Councilor


*[Signature]*  
 CATHERINE S. EVARISTO  
 Councilor - APC President

*[Signature]*  
 MA. ELIZA H. BAUTISTA  
 Councilor - SA President

Attested by:  
*[Signature]*  
 ATTY. KHALID A. ALEGA, JR.  
 Secretary to the Sanggunian

Certified by:  
*[Signature]*  
 ROSETTE MIRANDA FERNANDO  
 Municipal Vice Mayor/Presiding Officer

Approved by:  
*[Signature]*  
 STRIKE B. REVILLA  
 Municipal Mayor



EDWIN G. SAWARAN  
Councillor

AVELINO B. SOLIS  
Councillor

REYNALDO M. FABIAN  
Councillor

ATTY. VENUS D. DE CASTRO  
Councillor

Absent  
JANAIRO C. SAN MIGUEL  
Councillor

REYNALDO D. PALABRICA  
Councillor

JAYME A. SAPANGHILA  
Councillor

BAYANI M. DE LEON  
Councillor

CATHERINE P. EVARISTO  
Councillor - P/C President

MA. ELZA L. BAUTISTA  
Councillor - S/C President

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

Certified by:  
ROSETTE MIRANDA FERNANDO  
Municipal Vice Mayor/Presiding Officer

Approved by:  
STRIKE B. REVILLA  
Municipal Mayor

Province of Cavite  
**MUNICIPALITY OF BACoor**  
*Office of the Sangguniang Bayan*

must not have been convicted by final judgment of any crime involving moral turpitude.

b) The Community Affairs Officer IV (Salary Grade 22) is the Assistant Head of the BLTIMO and shall be appointed by virtue of this ordinance. He/she shall i) be a Filipino citizen, ii) be a *bonafide* resident of the municipality for at least one (1) year prior to his/her appointment, iii) be a Bachelor's degree holder, iv) have 3 years of relevant experience, v) 16 hours of relevant training and vi) be a career service professional eligible and vii) be a person of known integrity and probity in the community where he or she resides, and must not have been convicted by final judgment of any crime involving moral turpitude.

c) The Community Affairs Officer I (Salary Grade 11) shall be appointed by virtue of this ordinance. He/she shall i) be a Filipino citizen, ii) be a *bonafide* resident of the municipality for at least six (6) months prior to his/her appointment iii) be a Bachelor's degree holder iv) have 1 year relevant experience, v) have 4 hours of relevant training, and vi) be a career service professional eligible.

d) The Community Affairs Assistant I (Salary Grade 5) shall be appointed by virtue of this ordinance. He/she shall i) be a Filipino citizen, ii) be a *bonafide* resident of the municipality for at least six (6) months prior to his/her appointment, iii) have completed of two years studies in college and iv) be a career service subprofessional eligible.

**Section 6. Compensation and Benefit.**- The salary and other benefits of the Community Affairs Officer V and the Community Affairs Officer IV, appointed by virtue of this Ordinance shall be equal to existing compensation and benefit program of the municipality in accord with pertinent civil service rules and regulations. Likewise, the salaries and other benefits of the Community Affairs Officer I and the Community Affairs Assistant I, shall be subject to existing compensation and benefit program of the municipality in accord with pertinent civil service rules and regulations. Within six (6) months from the approval of this ordinance, the Human Resources Development and Management Office of the municipality is mandated to come up with the corresponding compensation and benefit program for these personnel.

**Section 7. Manner of Appointment.** a) The Head and the Assistant Head of the BLTIMO shall be appointed by the Municipal Mayor and shall be subject to confirmation through a majority vote of the members of the Sangguniang Bayan present there being a quorum. b) The Community Affairs Officer I and the Community Affairs Assistant I, who may thereafter



*[Signature]*  
EDUARDO G. GAWARAN  
Councilor

*[Signature]*  
ARIELING R. SOLIS  
Councilor

*[Signature]*  
REYNALDO M. EADPAN  
Councilor

*[Signature]*  
ATTY. VENUS D. DE CASTRO  
Councilor

Absent:  
JANAIRO C. SAN MIGUEL  
Councilor

*[Signature]*  
REYNALDO B. PALABRICA  
Councilor

*[Signature]*  
JANIELO A. SAPANGHILA  
Councilor

*[Signature]*  
BAYANI M. DE LEON  
Councilor

*[Signature]*  
CATHARINE S. EVARISTO  
Councilor - P.N. President

*[Signature]*  
MA. FAIZA H. BAUTISTA  
Councilor - P.N. President

Attested by:  
*[Signature]*  
ATTY. KHALID A. ATEGA, JR.  
Secretary to the Sangguniang Bayan

Certified by:  
*[Signature]*  
ROSETTE MIRANDA FERNANDO  
Municipal Vice Mayor/Presiding Officer

Approved by:  
*[Signature]*  
STRIKE B. REVILLA  
Municipal Mayor

Republic of the Philippines  
Province of Cavite  
**MUNICIPALITY OF BACOOR**  
*Office of the Sangguniang Bayan*

be appointed in accordance with this ordinance, shall be appointed by the Municipal Mayor without need of concurrence by the Sangguniang Bayan.

**Section 8. Duties, Powers and Functions.** a) The BLTIMO shall be the primary agency of the municipality in the implementation of the Local Titling Program of the Municipality, in accordance with the provisions of the Republic Act 10023. As such, its primary duties, powers and functions shall be those clearly provided for under the same law, and its Implementing Rules and Regulations, and the pertinent guidelines and issuances of the DENR, implementing the mandate of the law b) within six (6) months from the approval of this ordinance, the office created in accordance with this ordinance is hereby mandated to submit to the Office of the Municipal Mayor for evaluation and approval, the corresponding Municipal Titling Program. Subsequently, upon approval of the Office of the Municipal Mayor, the same Municipal Titling Program shall thereafter be submitted for ratification by the Sangguniang Bayan through a majority vote of the members present, there being a quorum.

**Section 9. Funding.** The funding of the foregoing newly created positions shall be appropriated from available funds in the next Supplemental Budget that covers the personal services of the employees who will be appointed to the positions above-mentioned, administration and operation expenses of BLTIMO.

**Section 10. Transitory Provisions.** Until such time that a Head, and/or Assistant Head of the office created pursuant to this ordinance shall have been appointed and qualified, the Head of the Municipal Environment and Natural Resources Office of this municipality shall temporarily perform such powers, functions and prerogatives appurtenant to the officials above-stated with the corresponding personnel expressly stated herein when circumstances so warrants in order to effect the mandate of Republic Act 10023 or this ordinance.

**Section 11. Separability Clause.** If for any reason, any section or provision of this Ordinance is declared illegal or unconstitutional, other sections and/or provisions thereof which are not affected thereby shall continue to be valid and in full force and effect.

**Section 12. Repealing Clause.** All previous ordinances, rules or regulations inconsistent with the provisions hereof are deemed repealed or modified accordingly.

**Section 13. Effectivity.** This Ordinance shall take effect fifteen (15) days after posting in three (3) public and conspicuous places within the municipality and after its publication in a newspaper of general circulation in the Municipality of Bacoor, Cavite.



*[Signature]*  
EDWIN G. GAWARAN  
Councillor

*[Signature]*  
AVELINO B. SOLIS  
Councillor

*[Signature]*  
REYNALDO M. FABIAN  
Councillor

*[Signature]*  
ATTY. VENUS D. DE CASTRO  
Councillor

Absent:  
JANAIRO C. SAN MIGUEL  
Councillor

*[Signature]*  
REYNALDO D. PALABRICA  
Councillor

*[Signature]*  
JAIWEA SAPANGHILA  
Councillor

*[Signature]*  
BAYANI M. DE LEON  
Councillor

*[Signature]*  
CATHERINE S. EVARISTO  
Councillor, ABC President

*[Signature]*  
MA. ELYA B. BAUTISTA  
Councillor, SK President

Attested by:  
*[Signature]*  
ATTY. KHALID A. ATEGA, JR.  
Secretary to the Sanggunian

Certified by:  
*[Signature]*  
ROSETTE MIRANDA FERNANDO  
Municipal Vice Mayor/Presiding Officer

Approved by:  
*[Signature]*  
STRIKE B. REVILLA  
Municipal Mayor

Province of Cavite  
**MUNICIPALITY OF BACCOOR**  
*Office of the Sangguniang Bayan*

**Section 14. Copy Furnished.** The Civil Service Commission, Municipal Budget Office, Sangguniang Panlalawigan and the HRDMD shall be furnished with copies of this Ordinance for their information and appropriate action.

ENACTED this 6<sup>th</sup> day of February 2012 by the Sangguniang Bayan in a regular session assembled in Bacoor, Cavite.

I hereby certify that the foregoing Ordinance is true and correct and that it was duly approved by the Sangguniang Bayan acting with a quorum.

Certified By:

*[Signature]*  
**HON. ROSETTE M. FERNANDO**  
*Municipal Vice Mayor/Presiding Officer*

Attested by:

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

Approved by:

*[Signature]*  
**HON. STRIKE B. REVILLA, PhD**  
*Municipal Mayor*

**BAGONG BACCOOR!**  
Tapat sa Serbisyo, Nagkakaisa sa Pagbabago...