

**REPUBLIKA NG PILIPINAS**  
**TANGGAPAN NG SANGGUNIANG PANLUNGSOD**  
**LUNGSOD NG BAKOLOD**  
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**CITY ORDINANCE NO. 1054**  
**September 20, 2023**

**AN ORDINANCE PROMOTING AND ENSURING THE INTEGRITY OF OFFICIAL DOCUMENTS AND ISSUANCES OF FRONTLINE OFFICES/DEPARTMENT OF THE CITY GOVERNMENT OF BACOLOD BY MANDATING THE USE OF DOCUMENT SECURITY SEAL ON OFFICAL AND ORIGINAL DOCUMENTS ISSUED TO TRANSACTING PERSONS, SETTING APPROPRIATE FEES FOR SUCH SECURITY SEAL, APPROPRIATING THE NEEDED FUNDS FOR ITS IMPLEMENTATION AND PROVIDING PENALTIES FOR VIOLATIONS THEREOF.**

**WHEREAS**, Republic Act No. 7160, otherwise known as the Local Government Code of 1991, provides that every local government unit shall exercise the powers necessary, appropriate, or incidental for its efficient and effective governance and those which are essential to the promotion of the general welfare;

**WHEREAS**, it is in furtherance of the general welfare clause under the Local Government Code of 1991 and for the protection of the general public that appropriate measures shall be undertaken by the City Government of Bacolod in ensuring that the official and regularly issued legal and original documents to transacting persons and/or entities such as permits, clearances, licenses, franchises, certificates, registrations and receipts are trusted and secured;

**WHEREAS**, the prevalence of fake, counterfeit, bogus and forged documents as reported recently has made the need of putting additional security feature to official and regularly issued legal and original documents of the City of Government of Bacolod even more imperative;

**WHEREAS**, the use of document security seal will provide sufficient and able protection to the City's official and regularly issued legal and original documents. Moreover, the present document security seal unique features and technology will also promote ease in the verification of such document's authenticity and ultimately would redound to expediency in the delivery of services;

**WHEREAS**, the City Government also acknowledged that the ordinance shall also promote social justice as to not to unnecessarily burden the indigent and poor constituents of its efforts to prevent forgery or counterfeiting;

**WHEREAS**, to promote public trust and faith to official and regularly issued legal and original documents of the City, it is hereby mandated that the City shall adopt a Document Security Seal System;

**NOW THEREFORE**, the Sangguniang Panlungsod of Bacolod City in its session assembled, enacts an ordinance to be designated as:

**Section 1. TITLE.** This Ordinance shall be known as the "Bacolod City Document Security Seal Ordinance".

**Section 2. DECLARATION OF POLICY.** It is the declared policy of the City that:

- i. The promotion of people's faith and trust to official and regularly issued legal and original documents of Offices/Departments of the City Government of Bacolod by providing a document security system that will ensure its authenticity and genuineness;
- ii. The City shall give importance to efforts aimed to curb, discourage and frustrate the intending counterfeiting or forgery of its official and regularly issued documents by availing technology-based document security system that is also easily verifiable;

**Section 3. DEFINITION OF TERMS.** The following words and phrases as used in this ordinance shall be defined as follows:

- i. **OFFICIAL DOCUMENT** - Shall refer to regularly issued legal and original documents by the different Offices/Departments of Bacolod City Government to transacting persons and/or entities such as but not limited to permits, clearances, licenses, franchises, certificates, registrations and receipts;
- ii. **DOCUMENT SECURITY SEAL** - An official seal used by the City Government of Bacolod to execute a legal document or guarantee the document's authenticity;
- iii. **POOR AND INDIGENT PERSON** - Refers to a person who has no visible means of income, or whose income is insufficient for the subsistence of his family, as identified and certified to by the Department of Social Services and Development (DSSD) or Department of Social Welfare and Development (DSWD);
- iv. **PERSON WITH DISABILITY** - Refers to individuals defined under Section 4 of RA 7277 as amended by R.A. 9442. This is defined as a person suffering from restriction or different abilities, as a result of a mental, physical or sensory impairment, to perform an activity in a manner or within the range considered normal for human being. Disability shall mean (1) a physical or mental impairment that substantially limits one or more psychological, physiological or anatomical function of an individual or activities of such individual; (2) a record of such an impairment; or (3) being regarded as having such an impairment.

For expediency of the availment of the benefit under this Ordinance, the presentation of the PWD I.D. issued by the DSSD ipso facto qualify such person of benefit provided for under this Ordinance;

Two handwritten signatures in black ink, one on the left and one on the right, located at the bottom right of the page.

- v. **SENIOR CITIZEN** - A Filipino Citizen who is Sixty (60) Years old and above.

For expediency of the availment of the benefit under this Ordinance, the presentation of the Senior Citizen I.D. issued by the Office of the Senior Citizen's Affairs (OSCA) ipso facto qualify such person of benefit provided for under this Ordinance;

- vi. **SOLO PARENT** - Is any individual who falls under any of the following categories: 1) A woman who gives birth as a result of rape and other crimes against chastity even without a final conviction of the offender: Provided, that the mother keeps and raises the child; 2) Parent left solo or alone with the responsibility of parenthood due to death of spouse; 3) Parent left solo or alone with the responsibility of parenthood while the spouse is detained or is serving sentence for a criminal conviction for at least one (1) year; 4) Parent left solo or alone with the responsibility of parenthood due to physical and/or mental incapacity of spouse as certified by a public medical practitioner; 5) Parent left solo or alone with the responsibility of parenthood due to legal separation or *de facto* separation from spouse for at least one (1) year, as long as he/she is entrusted with the custody of the children; 6) Parent left solo or alone with the responsibility of parenthood due to declaration of nullity or annulment of marriage as decreed by a court or by a church as long as he/she is entrusted with the custody of the children; 7) Parent left solo or alone with the responsibility of parenthood due to abandonment of spouse for at least one (1) year; 8) Unmarried mother/father who has preferred to keep and rear her/his child/children instead of having others care for them or give them up to a welfare institution; 9) Any other person who solely provides parental care and support to a child or children; 10) Any family member who assumes the responsibility of head of family as a result of the death, abandonment, disappearance or prolonged absence of the parents or solo parent.

For expediency of the availment of the benefit under this Ordinance, the presentation of the Solo/Single Parent I.D. issued by the DSSD ipso facto qualify such person of benefit provided for under this Ordinance;

**Section 4. DOCUMENT SECURITY SEAL.** The City Mayor shall have the discretion to determine and choose the appearance, features and/or design of the document security seal as well as the documents, offices, departments, Barangay, and other agency/ies of the Local Government Unit that will require the use of the said Documentary Seal.

**Section 5. MANDATORY USE OF DOCUMENT SECURITY SEAL.** It shall be mandatory to all offices/departments of the City Government of Bacolod to use document security seal and it shall be affixed to the documents/papers issued by such offices/departments, detailed as follows:

- i) **Local Civil Registrar (LCR)** - Certified Copy of the Birth Certificate, Certified Copy of the Marriage Certificate, Certified Copy of the Death Certificate, Marriage License, Application for Correction of Entry to be submitted to the Civil Registrar General;



- ii) **Business Permits and Licensing Office (BPLO)** - Business Permits, Burial Permit, Special Permit, Transfer Cadaver, Certifications, License/Franchise to Operate for Tricycle;
- iii) **City Assessor's Office (CAO)** - Tax Declaration, Tax Clearance, Certificate of No Improvement, and other Certifications requested by the transacting person;
- iv) **City Engineering Office (CEO)** - Certificate of Completion and other Certifications and clearances requested by the transacting person;
- v) **City Health Office (CHO)** - Sanitary Permit, All Health Cards, Medical Certificate, Medico Legal Certification, other clearances and certifications requested by the transacting person;
- vi) **Bacolod Traffic Authority Office (BTAO)** – Traffic Citation Ticket, clearances, endorsement and other certifications requested by the transacting person;
- vii) **City Accountant's Office (CAO)** - Certifications, endorsement and other clearances requested by the transacting person;
- viii) **City Planning and Development Office (CPDO)** – Zoning Clearance, Zoning Certification, other clearances and certification requested by the transacting person;
- ix) **Environment and Natural Resources Office (ENRO)** - Permits, clearances and certifications requested by the transacting person;
- x) **Office of the Building Official (OBO)** - Building Permit, Occupancy Permit, Fencing Permit, other clearances and certifications requested by the transacting person;
- xi) **Bids and Awards Committee (BAC)** – Notice of Award, Certifications and Clearances requested by the transacting person;
- xii) **Office of the City Mayor** - Executive Orders;
- xiii) **Sangguniang Panlungsod** - Certified Copies of Ordinances, Certified Copies of Resolution;
- xiv) **Tourism Office** – Certificate of Accreditation, other Certifications and Clearances requested by the transacting person;
- xv) **City Library** - Library Identification Card, other Certifications and Clearances requested by the transacting person;

- xvi) **City Agriculture (CA)** - Fishing Vessel Permit, other Certifications and Clearances requested by the transacting person;
- xvii) **Bacolod City College (BCC)** - Student Identification Card, Employees Identification Card, Faculty (Full time/Part Time) Identification Card, Transcript of Records, Diploma, Certificate of Completion or Graduation, other Certifications and Clearances requested by the transacting person;
- xviii) **City Administrator Office (CAO)** - Certificate of Award of Stall or Block, Certificate of Payment, other Certifications and Clearances requested by the transacting person;
- xix) **Human Resource Management Office (HRMO)** - Employees Identification Card, Certificate of Employment, other Certifications and Clearances requested by the transacting person;
- xx) **City Treasurer's Office (CTO)** - Quarry Permit/Trip receipt, Weighing Scale certificate or permit, calibration stickers, other Permits, Certifications and Clearances requested by the transacting person;
- xxi) **City Budget Office (CBO)** - Certifications and Clearances requested by the transacting person;
- xxii) **City Legal Office (CLO)** - Legal Opinions, Orders;
- xxiii) **Bacolod Housing Authority (BHA)** - Certificate of Award, other Certifications and Clearances requested by the transacting person;
- xxiv) **City Veterinary (CityVet)** - Veterinary Health Certificate, Shipping Permit, Vaccinations Certificate, other Certifications and Clearances requested by the transacting person;
- xxv) **Department of Social Services and Development (DSSD)** - Identification Cards, other Certifications and Clearances requested by the transacting person.
- xxvi) **Barangays** - Barangay Certificate/s, Certificate of Residency, Barangay Clearance/s, Barangay Protection Orders, and Orders of the Lupon Tagapamayapa.

**Section 6. FEES.** The frontline offices/departments are hereby authorized to charge an additional fee of **Fifty Pesos (P50.00)** for each official form or document it issues to any transacting person or entity on top of the existing fees now being collected for the issuance of such forms, permits, licenses, franchises, certificates, and other similar legal documents.

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Barangays may use or implement their own Documentary Seal subject to the passage of their own Ordinance. Barangays may procure their Documentary Seal from the City similar to accountable forms being issued to the Barangay. The Barangays shall have a share of P5.00 per Documentary Seal issued.

**Provided, that,** no amount/s shall be collected by any City employee, official, office or department without issuing official receipt to the person/s who have paid the amount.

**Provided, further that,** all payments for the security seal shall be made to the City Treasury pursuant to prevailing government rules and regulations.

Senior Citizens, Indigent Persons, Person With Disabilities, Solo Parents and Bacolod City College students shall only be assessed of the amount not exceeding the cost of procuring the document security seal. Availment of the benefit under this ordinance shall be subject to the condition of presentation of sufficient proof of qualification, such as but not limited to, Certificate of Indigency, PWD I.D., Senior Citizen I.D., Solo Parent I.D.

**Section 7. CUSTODY AND ACCOUNTABILITY OF SECURITY SEAL.** Document Security Seal defined and provided for under this Ordinance shall be distributed to the identified Offices/Departments by the City Mayor. For this purpose, there shall be designated a Security Seal Custodian for each offices/departments, who shall ensure the security of Document Security Seal entrusted to him/her. The Security Seal Custodian shall be accountable for the device, and shall answer for its loss, damage or for its unauthorized use.

**Section 8. EXEMPTIONS.** Transactions, request or issuance made and requested by the Government Agency, national or local, shall be free of charge.

**Section 9. PENALTIES.** The following penalties shall be imposed against any persons and/or entities for committing the following violations:

- i. Any employee of the City Government of Bacolod who fails to comply with any provisions of this Ordinance shall be penalized as follows:
  - a) **First Offense** - Five (5) days suspension without pay;
  - b) **Second Offense** - Ten (10) days suspension without pay;
  - c) **Third Offense** - Dismissal from service.
- ii. Any person caught in possession and use of any tampered, forged and/or counterfeit Document Security Seal shall be penalized as follows:
  - a) **First Offense** - Fine of P3,000;
  - b) **Second Offense** - Fine of P4,000;



c) **Third Offense** - Fine of P5,000 or an imprisonment of three (3) months or both, at the discretion of the court.

In addition to the fines imposed, Business Permit or Licenses issued to any establishment or business caught to have facilitated or have any involvement in the falsification of the Document Security Seal shall likewise be revoked.

**Section 10. APPROPRIATION CLAUSE** - The appropriations for the procurement of the document security seal shall be taken from the funds of the City and is hereby allocated in the amount of Thirty-Five Million Pesos (P35,000,000.00) to be taken from any available funds of the City;

**Section 11. SEPARABILITY CLAUSE** – If for any reason any provision of this ordinance shall be held to be unconstitutional or invalid, the other parts or provisions hereof not affected thereby shall continue to be in full force and effect;

**Section 12. REPEALING CLAUSE** - All ordinance, administrative orders, circulars, memoranda and rules and regulations or any part thereof, which are inconsistent with this Ordinance are deemed repealed and/or modified accordingly;

**Section 13. EFFECTIVITY CLAUSE** - This Ordinance shall take effect immediately after all requirements for posting and publication shall have been complied with.

**CARRIED BY THE VOTE OF:**

Affirmative:

Councilors : Jude Thaddeus A. Sayson, Israel P. Salanga, Em L. Ang, Al Victor A. Espino, Vladimir S. Gonzalez, Renecito S. Novero, Simplicia Z. Distrito, Celia Matea R. Flor, Psyche Marie E. Sy, Lady Gles Gonzales-Pallen.

Negative : None.

Official Leave : Councilors Cindy T. Rojas, Jason Isidro S. Villarosa, Claudio Jesus Raymundo A. Puentevella and Ayesha Joy Y. Villaflor.

Absent : None.


Main Author : Floor Leader Al Victor A. Espino.

Co-Author : Councilor Jude Thaddeus A. Sayson.

Passed : September 20, 2023 (64<sup>th</sup> Regular Session of the 11<sup>th</sup> Council).

Comments : Passed.

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**EL CID M. FAMILIARAN**  
Vice Mayor  
Presiding Officer

ATTESTED:



**ATTY. VICENTE C. PETIERRE III**  
Secretary to the Sanggunian

APPROVED: 10 OCT 06 2023



**ALFREDO ABELARDO B. BENITEZ**  
City Mayor

VCP/CGT/jbz

SP LEGISLATIVE  
SERVICES SECTION

DATE: 10/9/2023 TIME: 1:45 PM

[Signature]