Republika Ng Pilipinas
TANGGAPAN NG SANGGUNIANG PANLUNGSOD
Lungsod ng Bacolod

CITY ORDINANCE NO. 1113
December 4, 2025

AN ORDINANCE ESTABLISHING THE DIGITALIZATION OF THE SANGGUNIANG PANLUNGSOD OF BACOLOD CITY, PROVIDING FOR THE TRANSITION TO ELECTRONIC LEGISLATIVE PROCESSES, AND APPROPRIATING FUNDS THEREFOR.

WHEREAS, the City of Bacolod recognizes the importance of harnessing modern technology to improve governance, transparency, and service delivery to its constituents;

WHEREAS, the increasing volume of legislative and administrative documents necessitates an efficient, accessible, and sustainable system for record management;

WHEREAS, the adoption of a digital legislative management system can significantly enhance the efficiency of the legislative process, promote transparency, and facilitate public access to legislative information;

WHEREAS, in support of sustainable practices and environmental conservation, it is imperative to reduce the use of paper and minimize the city's carbon footprint by transitioning towards digital documentation;

NOW THEREFORE, BE IT ORDAINED, by the Sangguniang Panlungsod of Bacolod, in session assembled that:

SECTION 1. TITLE. This Ordinance shall be known as the "Bacolod City Ordinance on the Digitalization of the Sangguniang Panlungsod."

SECTION 2. DECLARATION OF POLICY. It is the policy of Bacolod City to promote transparency, efficiency, and accessibility in the legislative process through the digitalization of the Sangguniang Panlungsod, including its sessions, records, and processes.

SECTION 3. OBJECTIVES. This Ordinance aims to achieve the following objectives:

a. Promote the transition from traditional paper-based records to a comprehensive digital legislative management system to enhance efficiency and accessibility.

b. Facilitate seamless access, retrieval, and sharing of legislative documents and records among government officials and the public.

c. Strengthen transparency and accountability in the legislative process through digital documentation.

d. Reduce the city's carbon footprint by replacing hard or paper copies of voluminous documents with digital copies thereby minimizing paper consumption and environmental impact.

e. Improve overall governance and service delivery by leveraging modern technology and digital tools.

SECTION 4. SCOPE AND COVERAGE. This Ordinance shall cover the digitalisation of:

a) Legislative sessions, including agendas, minutes, and resolutions;
b) Legislative records and archives;
c) Communication and documentation processes within the Sangguniang Panlungsod;
d) Public access to legislative information via a digital platform or website.

SECTION 5. DIGITALIZATION COMMITTEE. A Digitalization Committee shall be established, composed of the following members:

a. The Vice-Mayor as Chairperson
b. The Sangguniang Panlungsod Secretary as Vice-Chairperson
c. The City IT Officer or his/her representative
d. A designated representative from the Sangguniang Panlungsod Office
e. A representative from the Public Information Office (PIO).

The Committee shall be responsible for developing, implementing, and overseeing the digitalization process.

SECTION 6. FUNDING. The city government shall allocate funds for the procurement of necessary technology, software, and training to facilitate the digitalisation of the Sangguniang Panlungsod. The initial budget shall be included in the annual executive budget, and supplementary funds may be sourced through grants or partnerships.

SECTION 7. IMPLEMENTATION. The Digitalization Committee shall develop a phased implementation plan, which shall include:

a) Digitization of existing records and archives;
b) Installation of necessary hardware and software;
c) Training of personnel involved in legislative processes;
d) Development of a user-friendly digital platform for legislative proceedings and public access;
e) Transition schedule for moving from manual to digital processes and
f) Monitoring and evaluation mechanisms to ensure effective implementation.

SECTION 8. DIGITAL PROCEDURES AND COMPLIANCE. All sessions, resolutions, ordinances, and other legislative documents of the Sangguniang Panlungsod shall be recorded, stored, and disseminated through a secured digital platform. The procedure shall adhere to existing 'laws on transparency and data protection, including applicable local and national regulations.

SECTION 9. PUBLIC ACCESS AND TRANSPARENCY. The digital platform shall be accessible to the public and shall provide:

a) Real-time updates on legislative sessions;

b) Archives of past proceedings, resolutions, and ordinances;
c) Contact and feedback mechanisms, and
d) Other relevant legislative information.

SECTION 10. TRAINING AND CAPACITY BUILDING. Personnel of the Sangguniang Panlungsod, including legislators and administrative staff, shall undergo regular training on the use of digital tools, data security, and cyber security measures.

SECTION 11. PENALTIES AND SANCTIONS. Any violation of this Ordinance, including improper handling or unauthorized access to digital records, shall be subject to appropriate administrative sanctions and penalties as provided by law.

SECTION 12. FUNDING AND SUPPORT. The City Government shall allocate the necessary funding, resources, and technical support for the effective implementation of this Ordinance. This includes procurement of equipment, software, training programs, and other necessary infrastructure.

SECTION 13. APPROPRIATIONS. The Local Government Budget shall include a dedicated appropriation for the initial setup, operational costs, and maintenance of the digital legislative system established under this Ordinance.

SECTION 14. MISCELLANEOUS PROVISIONS

a) The Sangguniang Panlungsod may create additional guidelines or amend the existing rules to facilitate the digital transformation process.
b) All existing laws and regulations inconsistent with this Ordinance are hereby amended or repealed accordingly.

SECTION 15. SEPARABILITY CLAUSE. If any part of this Ordinance is declared as unconstitutional or unlawful, such declaration shall not affect the other parts or the section hereof that are not declared unlawful or unconstitutional.

SECTION 16. REPEALING CLAUSE. All previous ordinances inconsistent with this ordinance shall be deemed repealed or modified accordingly.

SECTION 17. EFFECTIVITY CLAUSE. This Ordinance shall take effect fifteen (15) days after its publication in a newspaper of general circulation within the city or after its posting in three (3) conspicuous places within the city.

CARRIED BY THE VOTE OF:

Affirmative:

Councilors : Caesar Z. Distrito, Israel P. Salanga, Em L. Ang, Jude Thaddeus A. Sayson, Jason Isidro S. Villarosa, Celia Matea R. Flor, Dindo C. Ramos, Roberto M. Rojas, Wilson C. Gamboa, Jr., Psyche Marie E. Sy, Homer Q. Bais.

Official Travel : None.

Official Leave : None.

Author : Councilor Em L. Ang.

Co-author : Councilor Jason Isidro S. Villarosa.

Passed : December 4, 2025 (23rd Regular Session of the 12th Council).

Comments : P a s s e d .
Councilors Lady Gles Gonzales-Pallen and Danna Marie C. Barzo were not around when this Ordinance was passed.

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CLAUDIO JESUS RAYMUNDO A. PUENTEVELLA
Vice Mayor
Presiding Officer

ATTESTED:

ATTY. VICENTE C. PETIERRE III
Secretary to the Sangguniang

APPROVED: 19 DEC 2025

GREG G. GASATAYA
City Mayor

VCP/CGT/llt

SP LEGISLATIVE SERVICES SECTION
DATE: 01/06/2026 TIME: 9:15am