



REPUBLIC OF THE PHILIPPINES
SANGGUNIANG PANLUNGSOD
CITY OF MANDALUYONG

ORDINANCE NO. 914, S-2023



AN ORDINANCE ADOPTING THE DOCUMENT SECURITY SEAL TO BE USED BY ALL OFFICES/DEPARTMENTS OF THE CITY GOVERNMENT OF MANDALUYONG WHICH ISSUE LEGAL AND ORIGINAL DOCUMENTS TO TRANSACTING PERSONS AND/OR ENTITIES, APPROPRIATING THE NECESSARY FUNDS THEREFOR, AND FOR OTHER PURPOSES

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

WHEREAS, offices/departments of the City Government of Mandaluyong regularly issue legal and original documents to transacting persons and/or entities such as permits, licenses, clearances, certificates, registrations and receipts;

WHEREAS, there are individuals or organized offenders who steal, counterfeit or attempt to counterfeit the aforementioned legal documents, all of which placing the authenticity of these documents and the quality of services provided by the City of Mandaluyong at risk;

WHEREAS, the said forms can be protected against counterfeiting and forgery through the use of security printing technology. Through this technology, a security document will be more readily recognized as the genuine instrument, its validity will not be doubted, and the subject document shall be better accepted by the public;

WHEREAS, it is hereby necessary to adopt a document security seal and system in order to confirm and guarantee the lawfulness and authenticity of the issuance of said legal document/paper, and to frustrate the intending counterfeit by setting the technological threshold to a level that will discourage the offender for tampering the said document/paper.

NOW, THEREFORE, BE IT ORDAINED, by the Sangguniang Panlungsod of Mandaluyong, in regular session assembled:

SECTION 1. TITLE. This Ordinance shall be known as the "DOCUMENT SECURITY SEAL ORDINANCE".

SECTION 2. SECURITY DOCUMENT SEAL DESIGN. The City Mayor shall determine and choose the features and/or design of the document security seal.

SECTION 3. COVERAGE AND APPLICATION. The document security seal shall be used by all frontline offices/departments of the Mandaluyong City Government and it shall be affixed to the outgoing documents, papers, certifications, licenses or permits issued by such offices/departments originally sourced from the said offices/departments. Provided that this Ordinance shall not cover the City Accounting Department, the City Treasurer's Department and the City Traffic and Parking Management Department.

SECTION 4. EXEMPTIONS. The document security seal need not be used for documents used for internal communications among the departments/offices of Mandaluyong City, official communications or letters originating from one department to an outside entity, memoranda of agreement or memoranda of understanding, contracts, ordinance violation receipts, and traffic or towing apprehension tickets issued by the City Traffic and Parking Management Department, standard forms to be accomplished by the public for a specific purpose, informal documents for guidance and reference and such other documents where the form is mandated and standardized by the National Government.

SECTION 5. MANNER OF USE. Frontline offices/departments shall designate a Records Officer in accordance with the Control of Documents Policy of the City of Mandaluyong. Upon approval of the Office Head and after compliance with the procedures outlined in the Control of Documents Policy and the internal procedures particular to each of the departments/offices of the City, the Records Officer shall cause the attachment of the document security seal prior to the issuance of the outgoing document, paper, certification, license or permit to the requesting entity, provided, no document, paper, certification or permit originating from the front line offices of the City of Mandaluyong shall be issued without the required document security seal. Provided further, no document, paper, certification, license or permit sealed with the document security seal shall be released without proof of payment or official receipt originating from the City Treasury Department.

SECTION 6. FEES. An additional Seventy Pesos (P70.00) for each official outgoing document, paper, certification or permit, on top of the existing fees being collected for its issuance, shall be charged to the requesting entity. This amount shall be reflected in the tax order of payment issued by the office/department from which the document, paper, certification, license or permit is requested from and will be used as basis of payment to be made at the City Treasury Department.

SECTION 7. FUNDING. The appropriations for the procurement of the security seal shall be taken from the funds of the Office of the City Mayor, or City General Services Department and shall be included in the Annual Investment Program (AIP).

SECTION 8. TRANSITORY PROVISION. This Ordinance applies prospectively. Documents dated prior to the effectivity of this Ordinance shall still be accepted and honored by the City.

Reckoned from the time this Ordinance takes effect, only documents, papers, certifications, licenses or permits that bear the document security seal of Mandaluyong City shall be recognized by the City as proof of compliance by the requesting entity to the requirements of the specific office/department in relation to a particular transaction.

SECTION 9. All administrative orders, circulars, memoranda and rules and regulations or any part thereof, which are inconsistent with this Ordinance, are deemed repealed or modified accordingly.

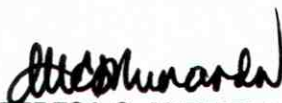
SECTION 10. This Ordinance shall take effect fifteen (15) days after publication. Possible application for the document security seal:


1. Certificate of Compliance – smoke belching confiscated license plate (CEMD)
2. Permit or Clearance of PNP, AFP, BFP, Coast Guard (City Administrator)
3. Permit to Rally/Parade/Motorcade (City Administrator)
4. Events Venue Permit (City Administrator)
5. Tax Declaration (City Assessor)
6. Business/Mayor's Permit (City Business and Licensing Department)
7. Individual Working Permit (City Business and Licensing Department)
8. Service Permit (City Cultural Affairs)

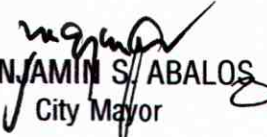
9. Electrical Permit (City Engineering)
10. Building Permit (City Engineering)
11. Sanitary/Plumbing Permit (City Engineering)
12. Mechanical Permit (City Engineering)
13. Electronics Permit (City Engineering)
14. Demolition Permit (City Engineering)
15. Ground Preparation and Excavation Permit (City Engineering)
16. Fencing Permit (City Engineering)
17. Sidewalk Construction Permit (City Engineering)
18. Temporary Sidewalk Enclosure and Occupancy Permit (City Engineering)
19. Erection of Scaffolding Permit (City Engineering)
20. Certificate of Occupancy (City Engineering)
21. Signage/Billboard Permit (City Engineering)
22. Wiring Permit and Certificate of Final Electrical Inspection (City Engineering)
23. Permit to Operate (City Engineering)
24. Certificate of Annual Inspection (City Engineering)
25. Meat Inspection Certificate (City Health)
26. Health Certificate (City Health)
27. Certificate of Compliance of Pre-Marriage Orientation (Civil Registry)
28. Green Building Compliance Certificate (City Planning)
29. Locational Clearance (City Planning)
30. Certificate of Non-conformance (City Planning)
31. Zoning Certificate (City Planning)
32. Certificate of Registration (Mandaluyong Youth Development Office)

ENACTED on this 13th day of February 2023, in the City of Mandaluyong.

I HEREBY CERTIFY THAT THE FOREGOING ORDINANCE WAS ENACTED AND APPROVED BY THE SANGGUNIANG PANLUNGSOD OF MANDALUYONG IN A REGULAR SESSION HELD ON THE DATE AND PLACE FIRST ABOVE GIVEN.


MA. TERESA S. MIRANDA
Sanggunian Secretary

ATTESTED BY:

CARMELITA A. ABALOS
City Vice Mayor &
Presiding Officer

APPROVED BY:

BENJAMIN S. ABALOS
City Mayor

Date: FEB 27 2023