



REPUBLIC OF THE PHILIPPINES  
 PROVINCE OF ILOILO  
 MUNICIPALITY OF PAVIA  
 -oOo-  
 OFFICE OF THE SANGGUNIANG BAYAN



EXCERPT FROM THE MINUTES OF THE REGULAR SESSION OF THE SANGGUNIANG BAYAN HELD ON MAY 22, 2023 AT 9:00 A.M. IN THE SESSION HALL, MUNICIPAL BUILDING, PAVIA, ILOILO.

PRESENT

- |                                       |                                             |
|---------------------------------------|---------------------------------------------|
| 1. Hon. Edsel G. Gerochi              | - Municipal Vice-Mayor<br>Presiding Officer |
| 2. Hon. Jo Jan Paul J. Peñol          | - Municipal Councilor                       |
| 3. Hon. Ariel B. Gerada               | - -do-                                      |
| 4. Hon. Jose Maria D. Trimañez        | - -do-                                      |
| 5. Hon. Leonardo L. Belasa            | - -do-                                      |
| 6. Hon. Daniel S. Fajardo, II         | - -do-                                      |
| 7. Hon. Roy H. Gorriceta, Sr.         | - -do-                                      |
| 8. Hon. Rhia B. Sotomil               | - -do-                                      |
| 9. Hon. Joshua Philippe B. Gumban     | - -do-                                      |
| 10. Hon. Hanson H. Guyos              | - Liga President, Ex-Officio Member         |
| 11. Hon. Kervin Matthew G. Zaldariaga | - SK Fed. President, Ex-Officio Member      |

ORDINANCE NO. 2023-15

ORDINANCE MANDATING GOVERNMENT BUILDINGS, COMMERCIAL, FINANCIAL, MEDICAL, EDUCATIONAL, AND INDUSTRIAL ESTABLISHMENTS IN THE MUNICIPALITY OF PAVIA TO INSTALL CLOSED-CIRCUIT TELEVISION (CCTV) CAMERAS IN ALL THEIR ENTRANCES AND EXITS, HALLWAYS / LOBBIES, ELEVATORS, FIRE EXITS AND CAR PARKS.

Authored by:

Hon. Jo Jan Paul J. Peñol

Chairperson, Committee on Disaster Risk Reduction and Management

WHEREAS, Pursuant to Section 16 of Republic Act 7160 or the Local Government Code of 1991, all Local Government Units (LGUs) shall exercise the powers expressly granted, those necessarily implied therefrom, as well as the powers necessary, and appropriate, or incidental for its efficient and effective governance, and those which are essential to the promotion of the general welfare.

**WHEREAS**, Pursuant to Section 147 of the Banko Sentral ng Pilipinas (BSP) Manual of Regulations for Banks, banks are required to install CCTV Systems as part of minimum security features in order to deter bank crimes and assist in the identification and apprehension of culprits.

**WHEREAS**, Pursuant to DiLG Memorandum Circular No. 2022-060, the State hereby directs LGUs to require the installation of closed-Circuit Televisions (CCTV) for certain business establishments in accordance with Section 16 of RA 7160 to support the maintenance of peace and order and public safety;

**NOW THEREFORE, BE IT ORDAINED BY THE SANGGUNIANG BAYAN OF PAVIA IN A REGULAR SESSION ASSEMBLED:**

**SECTION 1. TITLE.** This Ordinance shall be known and cited as the Pavia Comprehensive CCTV Ordinance of 2023.

**SECTION 2. DECLARATION OF POLICY.** It is the policy of the Municipality of Pavia to serve and protect the people of Pavia, specifically our public officials and employees, business owners, customers, stall vendors, concessioners, students, teachers and staff, industrial laborers, housing occupants, and visitors and tourists from thieves, robbers, intruders, housebreakers and other criminal elements and to maintain peace and order, to protect life, liberty and property, and to promote the general welfare of the people of Pavia.

**SECTION 3 DEFINITION OF TERMS.** For the purposes of the Ordinance, the following shall be considered:

- a. **Government Buildings** – for the purposes of this Ordinance, government buildings refer to all buildings which house any branch of government – national and local.
- b. **Commercial Establishments** – This refers to establishments made for the purposes of gaining profit whether publicly or privately owned including but not limited to: malls, theaters, movie houses, restaurants, fast-food chains, internet cafes, arcades, markets, offices, shopping centers, supermarkets, convenience stores, wet markets or palengke, KTV bars, car dealerships, gasoline/fuel stations, public transportation terminals, parking lots, and other business that draw in a considerable number of customers
- c. **Financial Establishments** – Refers to banks, pawnshops, money lenders, remittance services, money changers, and others with similar transactions.
- d. **Medical Establishments** – Refers to hospitals, drug stores, clinics, laboratories, and other similar establishments.
- e. **Educational Establishments** – Refers to institutions established for the purposes of providing educational services whether publicly or privately from pre-school to college levels.

- f. **Industrial Establishments** – This refers to establishments built for the purpose of manufacturing and storing goods such as but not limited to manufacturing plants, feed mills, factories, and warehouses.
- g. **Residential Establishments** – For the purposes of this Ordinance, residential establishments include the following but not limited to: subdivisions, housing facilities and communities, hotels, nursing homes, boarding houses, apartments, inns.

**SECTION 4. RECOMMENDED MINIMUM SPECIFICATIONS.** As recommended by the Anti-Cybercrime Group of the Philippine National Police (PNP), the issued ordinance must require the CCTV Systems to have the following minimum specifications:

**a. CAMERA**

- a. It shall be High Definition (HD 1080p or higher) or at least 2 Megapixel Digital Camera.
- b. 0.1 Lux Minimum Illumination
- c. 2.8mm to 3.6mm Focal Length
- d. Auto-Iris Focus Lens (fixed/vari-focal)
- e. 1/30s to 1/50,000s Shutter Speed
- f.  $\geq$  50-meter Infrared Range
- g. 120dB Wide Dynamic Range
- h. Pan and Tilt adjustment of 0 degrees to 180 degrees and Rotate adjustment of 0 degrees to 360 degrees
- i. Outdoor cameras must be vandal-proof with IP 66 Weatherproof Casing

**b. VIDEO/AUDIO INPUT**

- a. Hybrid Type (accepts Digital and Analog signal), Minimum of four (4) camera input
- b. Video and Audio Stream Input
- c. H.263 (Advanced Video Coding) Video Compression and G.711u Audio Compression
- d. 30 frames-per-second (FPS) recording capability per camera
- e. Analog High-Definition Input (1080p@25FPS, 1080p@30FPS, 720p@25FPS, 720p @30FPS)
- f. Hard Disk Drive storage system with enough capacity to accommodate the prescribed retention period. (4TB Capacity is approximately sufficient for 40 days of recording for Digital Video Recorder (DVR) with 4 cameras at 1080p)
- g. Time stamping feature

**c. VIDEO/AUDIO OUTPUT**

- a. 720p or 1080p resolution
- b. 30 FPS
- c. At least 10 Megabits per second (Mbps) Video Bitrate and at least 64 Kilobits (Kbps) Audio Bitrate.

**d. OTHER SPECIFICATIONS**

- a. At least four (4) cameras covering the areas of transaction and risks. When possible, one camera must be facing the street/entrance, with the actual number of cameras to depend on the size of the establishment and nature of business, as determined by the LGU.
- b. Centralized power supply for the Video Recorder and Cameras
- c. Uninterruptible Power Supply (UPS) to provide standard and reasonable back-up power to the Video Recorder and Cameras

**SECTION 5. INSTALLATION OF CLOSED-CIRCUIT TELEVISION (CCTV) CAMERAS.**

- a. All government buildings, commercial, financial, medical, educational, industrial, and residential establishments employing and accommodating more than twenty (20) employees, boarders, concessioners and with work premises of not less than fifty (50) square meters are hereby mandated to install and maintain in good working condition surveillance and/or Closed-Circuit Television (CCTV) cameras in all their entrances, elevators, hallways/ lobbies, fire exits and car parks and such other areas as they may deem proper in their premises to protect the people of Pavia, specifically our public officials and employees, business owners, customers, stall vendors, concessioners, students, teachers and staff, industrial laborers, housing occupants, and visitors and tourists from thieves, robbers, intruders, housebreakers and other criminal elements and to maintain peace and order, to protect life, and to further deter crime from being committed in the said premises.
- b. Establishments employing or accommodating less than twenty (20) people or whose work premises is less than fifty (50) square meters, but whose transactions amount to not less than fifty thousand pesos (P50,000) each day, shall also install and maintain surveillance and/or CCTV cameras.
- c. Other establishments not covered under this ordinance are not mandated but likewise encouraged to install CCTV cameras.
- d. These establishments shall ensure that their surveillance/CCTV cameras are turned on and recording twenty-four (24) hours each day and for seven (7) days each week.
- e. Video footage obtained through the CCTV Systems shall be retained for a maximum period of three (3) weeks in order to allow investigating authorities to properly retrieve and prepare back-ups of the data relevant to any incidents that occur. Upon the lapse of the prescribed period, video footage and all existing forms of back-up shall be permanently deleted from the system.

- f. In case of unannounced or uncontrolled power interruption resulting to municipal-wide blackout, the operators are exempted from payment of penalties arising from this Ordinance.
- g. An Uninterrupted Power Supply (UPS) shall be connected with the CCTV's Digital Video Recorder (DVR) to make sure that there is sufficient supply of power to secure the health and functionality of the CCTV device to ensure that data is kept secure in the event of physical harm to the storage devices such as fires, earthquakes, any form of deliberate tampering, and other similar situations.
- h. Cameras must be installed at a secure location with maximum area of coverage of entrances/exits and areas of transaction or risk, making sure that there will be no blind spots.
- i. CCTVs should be installed in well-lit areas and with consistent lighting to pick-up identifying details, such as facial features.
- j. The angle of the cameras should be considered to avoid lens flare and backlighting.
- k. Recommended recording distances should be 10 feet (3 meters) and above for general surveillance; 5 to 7 ft (1.5 to 2 m) for facial recognition; and 3 to 4 ft (1 to 1.2 m) for plate recognition in parking lots and must be mounted at secure or concealed locations to avoid deliberate tampering.
- l. When possible, dummy CCTV cameras should also be placed in a conspicuous area to deter possible criminal acts and protect the cameras.
- m. At least one (1) staff or employee should be trained to operate the CCTV System.

**SECTION 6. NOTICE OF SURVEILLANCE.**

The fact that surveillance/CCTV cameras have been installed in government buildings, commercial, educational, industrial, and residential establishments, it shall be made known to the general public through a published notice prominently displayed at the entrance of the establishment and other conspicuous places within the vicinity. A sign like this must be properly and visibly displayed:



**SECTION 7. PROHIBITED SURVEILLANCE.**

Establishments covered shall strictly comply with the National Privacy Commission's guidelines on the use of CCTV Systems, as detailed in NPC Advisory No. 2020-04.

The installation of surveillance/CCTV cameras in any restroom, toilet, shower, changing or dressing rooms, and other similar areas shall be strictly prohibited.

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**SECTION 8. CONFIDENTIALITY AND NON-DISCLOSURE OF VIDEO RECORDINGS.** The owner and/or manager of the commercial, educational, industrial, and residential establishment shall maintain the privacy and confidentiality of the video feeds and recordings obtained as a result of the surveillance performed in accordance with this Ordinance and Republic Act 10173, otherwise known as the "Data Privacy Act of 2012." Towards this end, the owner and/or manager shall prohibit the unauthorized use, viewing, copying, disclosure, or publication of said video feeds and recordings for any purpose not allowed under this Ordinance.

The viewing of recorded or captured video footage or images shall be made with due respect to the privacy of individuals.

**SECTION 9. ALLOWED USE AND DISCLOSURE.** The use, viewing, copying, or disclosure of video feeds and recordings obtained pursuant to the surveillance performed in accordance with this Ordinance shall only be allowed in the following instances:

- a. Use, viewing, copying, or disclosure to a member or officer of a law enforcement agency (PNP, DRRMO, Barangay) shall be in connection with a complaint duly filed and limited to the investigation or prosecution of an offense punishable by law or regulation;
- b. Use, viewing, copying, or disclosure in connection with any pending criminal or civil proceedings, and/or administrative investigation; or
- c. Use, viewing, copying, or disclosure that may be necessary for persons to determine whether or not an offense was committed against their person or property, to ascertain the identity of a criminal perpetrator, and to determine the manner by which the offense was perpetrated.
- d. It shall be the responsibility of the owner and/or manager to ensure that the conditions for the use, viewing, copying, or disclosure of video feeds and recordings are reasonably established before giving access to requesting parties. The extent of video feeds and recordings to be used, viewed, copied, or disclosed shall be limited to the images pertaining to the above-mentioned instances.

The terms and conditions between the owner and the requestor shall be made so that the use of the footage shall only be utilized for official purposes.

In case there is a request for video footage/s, requestor shall provide a new storage equipment (USB flash drive) which is safe for use to avoid corruption of the computer system.

**SECTION 10. PENALTIES.**

- a. No business permit or permit to operate shall be issued to or renewed for the establishments mentioned in Section 3 hereof unless the CCTVs as herein specified are installed and fully operational.
- b. Any act or omission causing the violation of duties ascribed to establishments under this Ordinance shall be with a fine of Five Hundred Pesos (P500.00) for the First Offense; One Thousand Five Hundred

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Pesos (P1,500.00) for the Second Offense; and Two Thousand Five Hundred (P2,500.00) for the Third and Subsequent Offenses without prejudice to other civil or criminal liabilities that may arise therefrom.

- c. The owner and/or manager of the establishment shall, likewise, be answerable for violations of this Ordinance; provided that it is shown that the violation was due to his/ her direct participation, lack of supervision, or negligence.

**SECTION 11. IMPLEMENTING OFFICES.** The Municipal Peace and Order Council, in cooperation with the Municipal Information System (MIS) Office, Philippine National Police (PNP), and the Municipal Disaster Risk Reduction and Management Office (MDRRMO) shall ensure the implementation and enforcement of this Ordinance.

- a. MPOC shall be responsible for the verification and determination of the relevant establishment's compliance with the directives of this Ordinance.
- b. MPOC shall specify when compulsory inspection of the installed CCTVs shall be conducted before the necessary clearance or certification therefor may be issued, which clearance or certification shall be a mandatory requirement for the issuance or renewal of the Business Permits and Licensing Office (BPLO) of a business permit or license.
- c. MPOC may thereafter conduct inspections during reasonable business or operating hours to determine continued compliance with this Ordinance.
- d. MPOC shall seek the advice and assistance of the local Chief of Police or his duly-authorized representative.

**SECTION 12. IMPLEMENTING RULES AND REGULATIONS.** Within sixty (60) days from the effectivity of this Ordinance, the Office of the Municipal Mayor and in consultation with the other stakeholders, shall promulgate the necessary rules and regulations to implement this Ordinance.

In cases where existing CCTV systems installed do not meet the specifications contained in this Ordinance, the establishments shall be allowed a 3-year depreciation period of the previously purchased equipment prior to installing the new equipment with the recommended specifications.

**SECTION 13. REPEALLING CLAUSE.** The enactment of this Ordinance repeals Ordinance No. 2018-07.

**SECTION 14. SEPARABILITY CLAUSE.** Should any provision of this Ordinance be found unconstitutional, such provision shall be severed from the remainder of this Ordinance and such action shall not affect the enforceability of the remaining provisions of this Ordinance.

**SECTION 15. EFFECTIVITY CLAUSE.** This Ordinance shall take effect fifteen (15) days after its publication in a newspaper of general circulation.

**BE IT RESOLVED FURTHER,** to furnish copies of this Ordinance to all concerned agencies and individuals for information and appropriate action.

ENACTED this 22<sup>nd</sup> day of May, 2023 at Pavia, Iloilo, Philippines.

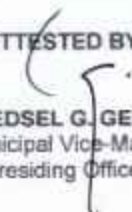
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I HEREBY CERTIFY to the correctness  
of the above-quoted ordinance:

  
GYNYN G. GUMBAN

Secretary to the Sangguniang Bayan

ATTESTED BY:

  
HON. EDSSEL G. GEROCHI  
Municipal Vice-Mayor  
Presiding Officer

APPROVED:

  
HON. LAURENCE ANTHONY G. GORRICETA  
Municipal Mayor

