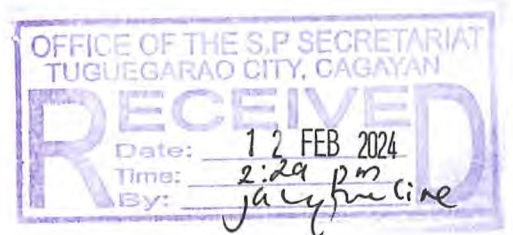


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Republic of the Philippines
Province of Cagayan
Tuguegarao City

OFFICE OF THE CITY MAYOR

12 February 2024

THE PRESIDING OFFICER AND MEMBERS

Sangguniang Panlungsod
This City

Dear **Presiding Officer and Members of the Sanggunian:**

Greetings of Solidarity and peace!

We are respectfully forwarding to your level the attached letter and Memorandum Circular No. 2022-060 of the Department of the Interior and Local Government on the "Submission of Consolidated Report of LGUs Enacting Ordinances Requiring Business Establishments to Install CCTVs as a Pre-requisite for the renewal of Business Permits".

For your information and appropriate action.

In the name of public service,

MAILA ROSARIO S. TING-QUE
City Mayor



RELEASED

FEB 08 2024

Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
TUGUEGARAO CITY, CAGAYAN
2nd Floor, Tuguegarao City Hall, Enrile Boulevard, Carig Sur, Tuguegarao City
dilg.tugcity@gmail.com

OFFICE OF THE CITY LOCAL GOVERNMENT OPERATIONS OFFICER

February 8, 2024

HON. MAILA ROSARIO S. TING-QUE
City Mayor
Tuguegarao City, Cagayan

OFFICE OF THE CITY MAYOR
RECEIVED

Date: 02-08-24
Time: 10:50 AM
By: [Signature]

THRU : MR. JUANITO A. CALUBAQUIB
City Administrator

Ma'am:

We are respectfully providing you a copy of a Memorandum dated February 5, 2024 from the Office of the Undersecretary for Local Government Marlo L. Iringan, CESO III, with the title, "**Submission of Consolidated Report of LGUs Enacting Ordinances Requiring Business Establishments to Install CCTVs as Pre-Requisite of or Renewal of Business Permits,**" for your information and reference.

In this connection, may we request your good office to accomplish the report thru the link: <https://bit.ly/MC2022-060> on or before February 12, 2024.

Thank you and our warmest regards.

Very truly yours,


FERNANDO T. CALABAZARON III
CLGOO

DILGTUGCITY
FTCIII/ein




Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
 DILG-NAPOLCOM Center, EDSA cor. Quezon Avenue, West Triangle, Quezon City

MEMORANDUM

FOR : ALL DILG REGIONAL DIRECTORS

SUBJECT : SUBMISSION OF CONSOLIDATED REPORT OF LGUs ENACTING ORDINANCES REQUIRING BUSINESS ESTABLISHMENTS TO INSTALL CCTVs AS PREREQUISITE OF OR RENEWAL OF BUSINESS PERMITS

DATE : FEB 05 2024

DILG Memorandum Circular (MC) No. 2022-060 provides that local government units (LGUs) are enjoined to enact and/or amend ordinances on the installation of CCTVs of business establishments in their respective localities.

Pursuant to Section 8.0 of the same, LGUs shall provide a report on the ordinances that have been issued or updated. Further, DILG Regional Offices shall compile and submit reports on a bi-annual basis to the Bureau of Local Government Supervision (BLGS).

To date, seven (7) regions that have not yet provided reports since the issuance of the MC, and eight (8) regions have not provided further updates from their previous year's submission. As of January 15, 2024, only two (2) regions have provided updates on the list of LGUs.

In view of the foregoing, the DILG Regional Offices are requested to cause the submission of an updated consolidated report, using the sample monitoring form, attached as Annex B in the aforementioned MC. Submissions to the BLGS are requested **on or before February 16, 2024**.

Should there be concern/s, kindly coordinate with LGOO II Joe Vincent Dela Cruz or PDO III John Joseph Tagle, BLGS, through telephone number: (02) 8876-3454 local 4207.

For information and appropriate action.

MARLO L. RINGAN
 Undersecretary for Local Government

BLGS-2024-01-09-023
 BLGS/DTT/SZB/LGRD/DMB/AABM/jvdc

"Matino, Mahusay at Maasahan"
 Trunkline No. (02) 8876 3454





OFFICIAL
RELEASE
MAY 18 2022
4:00 PM

Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
DILG-NAPOLCOM Center, EDSA cor. Quezon Ave., West Triangle, Quezon City
www.dilg.gov.ph

MEMORANDUM CIRCULAR
No. 2022-060

TO : ALL CITY AND MUNICIPAL MAYORS, PRESIDING OFFICERS AND MEMBERS OF SANGGUNIANS AT THE CITY AND MUNICIPAL LEVELS, PNP PERSONNEL, DILG REGIONAL AND FIELD OFFICERS, AND OTHERS CONCERNED

SUBJECT : AMENDING DILG MC NO. 2014-119, TITLED: DIRECTING CITIES/CAPITAL TOWNS TO REQUIRE THE INSTALLATION OF CLOSED-CIRCUIT TELEVISIONS (CCTV) FOR CERTAIN BUSINESS ESTABLISHMENTS IN ACCORDANCE WITH SECTION 16 (GENERAL WELFARE CLAUSE) OF REPUBLIC ACT NO. 7160 TO SUPPORT THE MAINTENANCE OF PEACE AND ORDER AND PUBLIC SAFETY

DATE : MAY 18 2022

1.0 BACKGROUND

- 1.1. 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 powers necessary, and appropriate, or incidental for its efficient and effective governance, and those which are essential to the promotion of the general welfare. Within their respective territorial jurisdictions, local government units shall maintain peace and order, and preserve the comfort and convenience of their inhabitants.
- 1.2. Pursuant to Section 147 of the Bangko Sentral ng Pilipinas (BSP) Manual of Regulations for Banks, banks are required to install CCTV Systems¹ as part of minimum security features in order to deter bank crimes and assist in the identification and apprehension of the culprit/s.

¹ A CCTV system is a system of cameras that, through a network of video cameras and video signals, capture and transmit a real-time visual image of the CCTV system to a central location.

2.0 PURPOSE

- 2.1.** To ensure that the guidelines for the specifications, operation and retention of CCTV Systems, and the data it collects are consistent with the progress in technology and are addressing the growing privacy concerns over the years;
- 2.2.** To encourage Local Sanggunians to enact an ordinance for the prescription of CCTV Systems as a requirement for the issuance of business permits; and,
- 2.3.** To encourage City and Municipal Peace and Order Council Chairpersons to prioritize the inclusion of Programs, Projects, and Activities (PPAs) in relation to the guidelines prescribed by this Memorandum Circular in their Peace and Order and Public Safety (POPS) Plans.

3.0 SCOPE AND COVERAGE

This policy applies to all Cities and Municipalities, City and Municipal Peace and Order Councils, DILG Regional and Field Offices, business owners, and the general public.

4.0 POLICY CONTENT AND GUIDELINES

4.1. GENERAL PROVISIONS

Cities and Municipalities are encouraged to enact an ordinance prescribing the installation of CCTV Systems as a requirement in the issuance of business permits to establishments catering to a large number of customers or conducting transactions and operations which carry risks of being targeted by criminal activity, as well as to those establishments that are prone to accidents, natural disasters, and other unforeseen incidents. These establishments include, but not limited to, the following:

- Financial establishments such as banks, pawnshops, money lenders, money remittance services, money changers, and others with similar transactions.
- Business establishments that are part of a national chain or have several branches in other parts of the country such as restaurants/fast-food chains, convenience stores, grocery stores, drug stores, etc.
- Shopping malls, shopping centers, supermarkets, wet markets or *palengke*, and other similar establishments.
- Hospitals, laboratories, clinics, and other medical facilities.

- Theaters, movie houses, *perya*, arcades, internet cafes, and other places of entertainment that draw in a considerable number of customers.
- Airports, ports, public transportation terminals, parking lots, and other similar establishments that cater to a large number of vehicles.
- Car dealerships, gasoline/fuel stations, vehicle maintenance/service stations.
- Other business establishments that may be deemed necessary by the LGU considering the factors mentioned above.

4.2. 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:

| CAMERA |
|--|
| <ul style="list-style-type: none"> - High-Definition Analog or at least 2 Megapixel Digital Camera - 0.1 Lux Minimum Illumination - 2.8mm to 3.6mm Focal Length - Auto-Iris Focus Lens (fixed/vari-focal) - 1/30s to 1/50,000s Shutter Speed - ≥ 50-meter Infrared Range - 120dB Wide Dynamic Range - Pan and Tilt adjustment of 0 degrees to 180 degrees and Rotate adjustment of 0 degrees to 360 degrees - Outdoor cameras must be vandal-proof with IP 66 Weatherproof Casing |

| VIDEO/AUDIO INPUT |
|---|
| <ul style="list-style-type: none"> - Hybrid Type (accepts Digital and Analog signal), Minimum of four (4) camera input - Video and Audio Stream Input - H.264 (Advanced Video Coding) Video Compression and G.711u Audio Compression |

- 30 frames-per-second (FPS) recording capability per camera
- Analog High-Definition Input (1080p@25FPS, 1080p@30FPS, 720p@25FPS, 720p@30FPS)
- Hard Disk Drive storage system with enough capacity to accommodate the prescribed retention period below. (4TB Capacity is approximately sufficient for 40 days of recording for DVR with 4 cameras at 1080p)
- Time stamping feature

VIDEO/AUDIO OUTPUT

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

OTHER SPECIFICATIONS

- 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
- Centralized power supply for the Video Recorder and Cameras
- Uninterruptible Power Supply (UPS) to provide standard and reasonable back-up power to the Video Recorder and Cameras

4.3 INSTALLATION

Further, recommended guidelines for the installation of the CCTV Systems must be provided in the same ordinance as follows:

INSTALLATION

- 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.
- Video recorders must be mounted at secure or concealed locations to protect them from deliberate tampering.

- CCTVs should be installed in well-lit areas and with consistent lighting to pick-up identifying details, such as facial features.
- The angle of the cameras should be considered to avoid lens flare and backlighting.
- The following objectives and recording distance when installing CCTV Cameras shall be determined: General Surveillance = 10 feet or greater, Facial Recognition = 5 to 7 feet, Plate Recognition (for Parking Lots) = 3 to 4 feet.
- When possible, a back-up system should be installed alongside the CCTV system 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.
- When possible, dummy CCTV cameras should also be placed in a conspicuous area to deter possible criminal acts and protect the cameras.
- Signages indicating that the establishment/area is being monitored by a CCTV System must also be installed in areas that visible and obvious to the public, and must use clear, plain, and concise language.
- At least one staff or employee should be trained to operate the CCTV System.

4.4 PRIVACY

The ordinances must also contain the following provisions pertaining to privacy:

- 4.4.1. Establishments covered shall strictly comply with the National Privacy Commission's guidelines on the use of CCTV Systems, as detailed in NPC Advisory No. 2020-04² (copy attached).
- 4.4.2. 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

² Guidelines on the Use of Closed-Circuit Television (CCTV) Systems, dated 16 November 2020, issued by the National Privacy Commission

the lapse of the prescribed period, video footage and all existing forms of back-up shall be permanently deleted from the system.

4.5 OTHER PROVISIONS

The ordinances should also contain the following requirements:

- 4.5.1.** Provision/s for appropriate actions/sanctions for non-compliance;
- 4.5.2.** Non-specification of any brand/model, manufacturer, supplier, or distributor, except for the minimum specifications provided herein; and,
- 4.5.3.** In case/s where existing CCTV systems installed do not meet the specifications contained in the ordinances enacted or updated in compliance with this issuance, 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.

4.6 RESPONSIBILITIES OF CITIES AND MUNICIPALITIES

As Chairperson of the City and Municipal Peace and Order Council pursuant to Section 116 of Republic Act No. 7160 in relation to Executive Order No. 773, s. 2009, Mayors of Cities and Municipalities are hereby enjoined to:

- 4.6.1.** Cause the enactment of an ordinance in compliance with the provisions provided by this Memorandum Circular, or the amendment/supplementation of any existing regulation and requirement of CCTV systems in accordance with the requirements of this issuance. All inconsistent provisions of earlier ordinances should be repealed or modified accordingly.
- 4.6.2.** Set-up digital CCTV cameras, with the prescribed minimum specifications, in strategic areas frequented by the public, including public roads, public terminals, public hospitals, schools, parks, and others of similar nature, within the city or municipality.
- 4.6.3.** Include Programs, Projects, and Activities (PPAs) in compliance with this Memorandum Circular as priority activities in their Peace and Order and Public Safety (POPS) Plans.

5.0 REFERENCES

- 5.1. DILG Memorandum Circular No. 2014-119
- 5.2. BSP Manual of Regulations for Banks
- 5.3. NPC Advisory No. 2020-04

6.0 ANNEXES

- 6.1. Sample Ordinance
- 6.2. Sample Monitoring Form for Compliance of LGUs

7.0 EFFECTIVITY

This Memorandum Circular shall take effect immediately. Ordinances passed or updated in compliance to this M.C. shall only affect new business applications and renewal applications.

8.0 MONITORING

As compliance with this Memorandum Circular, LGUs shall provide a report on the Ordinances that have been issued or updated to their respective DILG Field Offices, for subsequent submission to the DILG Regional Offices. Subsequently, the DILG Regional Offices shall compile all reports on a bi-annual basis and submit to the Bureau of Local Government Supervision – Policy Compliance Monitoring Division (PCMD) using the enclosed sample monitoring form (Annex B).

9.0 DISSEMINATION

All DILG Regional Directors and the BARMM Minister of Interior and Local Government are directed to cause the immediate and widest dissemination of this Circular to all local government units, within their respective regional jurisdictions, and to ensure compliance thereof.

10.0 APPROVING AUTHORITY


EDUARDO M. AÑO
Secretary

BLGS-2021-12-22-001
VPS/BLGS/PCMD/jat



ANNEX A
SAMPLE ORDINANCE (FOR MUNICIPALITIES AND CITIES)

ORDINANCE NO. __, S.20__
AN ORDINANCE MANDATING BUSINESS ESTABLISHMENTS OPERATING
WITHIN THE TERRITORIAL JURISDICTION OF _____ TO INSTALL A
CLOSED-CIRCUIT TELEVISION (CCTV) SYSTEM AND PRESCRIBING
PENALTIES FOR VIOLATIONS THEREOF

WHEREAS, Section 16 of the Local Government Code of 1991 or Republic Act No. 7160, also known as the General Welfare Clause, provides in pan that every local government unit shall exercise powers necessary for its efficient and effective governance and those which are essential to the promotion of general welfare;

WHEREAS, Sections 447 and 458 of the of said Republic Act 7160 provide in part, that the Sangguniang Bayan/Panlungsod shall enact ordinances for the general welfare of the municipality/city and its inhabitants pursuant to the abovementioned Section 16 of said law, and in this regard, enact and approve ordinances relative to the: (i) maintenance of peace and order in the municipality/city, (ii) suppression of lawlessness therein, and (iii) authorization of the issuance of permits or licenses upon conditions and for such purposes intended to promote the general welfare of the inhabitants of the municipality/city, regulating thereby any business which does not require government examination within the municipality/city and the conditions under which the license for said business may be issued or revoked.

WHEREAS, law enforcement agencies in the country have already proven that Closed Circuit Televisions (CCTV) are among the most effective tools in crime deterrence, prevention, detection and solution since there is a video recording which can be used in addition to the testimonies of witnesses

WHEREAS, in order to intensify the Municipality's/City's drive to deter, prevent, detect, and solve criminality, and to preserve video recording as evidence, this August Body deems it proper to require the use of CCTV systems in business establishments within

WHEREAS the Department of the Interior and Local Government, through the Philippine National Police Anti-Cybercrime Group, has conducted a study as to the minimum technical specifications to be required of CCTVs to be installed pursuant to this ordinance.

NOW, THEREFORE,
BE IT ORDAINED BY THE SANGGUNIANG BAYAN/PANLUNGSOD OF
_____ IN REGULAR SESSION ASSEMBLED:

SECTION 1. TITLE OF ORDINANCE - This ordinance shall be known as: AN ORDINANCE MANDATING BUSINESS ESTABLISHMENTS OPERATING WITHIN THE TERRITORIAL JURISDICTION OF _____ TO INSTALL CLOSED CIRCUIT TELEVISION SYSTEM (CCTV) AND PRESCRIBING PENALTIES FOR VIOLATIONS THEREOF.

SECTION 2. SCOPE AND APPLICATION - The following business establishments are required to install CCTVs:

- Financial establishments such as banks, pawnshops, money lenders, money remittance services, money changers, and others with similar transactions.
- Business establishments that are part of a national chain or have several branches in other parts of the country such as restaurants/fast-food chains, convenience stores, grocery stores, drug stores, etc.
- Shopping malls, shopping centers, supermarkets, wet markets or *palengke*, and other similar establishments.
- Hospitals, laboratories, clinics, and other medical facilities.
- Theaters, movie houses, *perya*, arcades, internet cafes, and other places of entertainment that draw in a considerable number of customers.
- Airports, ports, public transportation terminals, parking lots, and other similar establishments that cater to a large number of vehicles.
- Car dealerships, gasoline/fuel stations, vehicle maintenance/service stations.
- Other business establishments which the Sanggunian deems proper considering the nature of business and potential risks in their respective areas.

The CCTV shall be maintained in proper working order at all times, shall be in continuous operation, and shall meet the minimum technical specifications set by this ordinance.

SECTION 3. MINIMUM TECHNICAL SPECIFICATIONS - The CCTV system to be installed must meet the following minimum specifications:

| CAMERA |
|---|
| - High-Definition Analog or at least 2 Megapixel Digital Camera |
| - 0.1 Lux Minimum Illumination |
| - 2.8mm to 3.6mm Focal Length |
| - Auto-Iris Focus Lens (fixed/vari-focal) |
| - 1/30s to 1/50,000s Shutter Speed |
| - \geq 50-meter Infrared Range |

- 120dB Wide Dynamic Range
- Pan and Tilt adjustment of 0 degrees to 180 degrees and Rotate adjustment of 0 degrees to 360 degrees
- Outdoor cameras must be vandal-proof with IP 66 Weatherproof Casing

VIDEO/AUDIO INPUT

- Hybrid Type (accepts Digital and Analog signal), Minimum of four (4) camera input
- Video and Audio Stream Input
- H.264 (Advanced Video Coding) Video Compression and G.711u Audio Compression
- 30 frames-per-second (FPS) recording capability per camera
- Analog High-Definition Input (1080p@25FPS, 1080p@30FPS, 720p@25FPS, 720p@30FPS)
- Hard Disk Drive storage system with enough capacity to accommodate the prescribed retention period below. (4TB Capacity is approximately sufficient for 40 days of recording for DVR with 4 cameras at 1080p)
- Time stamping feature

VIDEO/AUDIO OUTPUT

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

OTHER SPECIFICATIONS

- 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
- Centralized power supply for the Video Recorder and Cameras
- Uninterruptible Power Supply (UPS) to provide standard and reasonable back-up power to the Video Recorder and Cameras

SECTION 4. INSTALIATION GUIDE - The following Installation Guide is recommended to be followed:

INSTALLATION

- 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.
- Video recorders must be mounted at secure or concealed locations to protect them from deliberate tampering.
- CCTVs should be installed in well-lit areas and with consistent lighting to pick-up identifying details, such as facial features.
- The angle of the cameras should be considered to avoid lens flare and backlighting.
- The following objectives and recording distance when installing CCTV Cameras shall be determined: General Surveillance = 10 feet or greater, Facial Recognition = 5 to 7 feet, Plate Recognition (for Parking Lots) = 3 to 4 feet.
- When possible, a back-up system should be installed alongside the CCTV system 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.
- When possible, dummy CCTV cameras should also be placed in a conspicuous area to deter possible criminal acts and protect the cameras.
- Signages indicating that the establishment/area is being monitored by a CCTV System must also be installed in areas that visible and obvious to the public, and must use clear, plain, and concise language.
- At least one staff or employee should be trained to operate the CCTV System.

SECTION 5. PRIVACY – All the establishments required to install CCTVs under Section 2 hereof shall comply with the following guidelines on privacy:

- 5.1** 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.

- 5.2 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 exceeding the prescribed period, video footage shall be permanently deleted from the system and all existing forms of back-up.

SECTION 6. MINIMUM COVERAGE - All the establishments mentioned under Section 2 hereof shall be required to install CCTVs as to afford a full coverage of the following:

- a. From the interior of the establishment:
 - (i) All entrances/exits;
 - (ii) The center of business activity in the establishment (including the tellers, cashiers, cash registrars, sales counters, or areas leading to the vault/safe) according to the nature of business/operations of the establishment.

- b. From the exterior of the establishment (when the establishment is not located inside a mail or building which has its own exterior cameras):
 - (i) All entrances/exits;
 - (ii) From the entrances/exits, a clear view of the area to and from the street(s) abutting the establishment, including frontage thereof taking into particular consideration the clarity of shots in relation to the angles thereof;
 - (iii) Parking lots and drive-through lanes (when applicable).

SECTION 7. IMPLEMENTING OFFICES - The Municipal/City Office of Public Order and Safety (OPOS) (or its equivalent), shall be responsible for the verification and determination of the relevant establishments' compliance with the directives of this Ordinance. The OPOS 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 by the Business Permits and Licensing Office (BPLO) of a business permit or license. The OPOS may thereafter conduct inspections during reasonable business hours, to determine continued compliance with this Ordinance post- issuance or renewal of such establishments' business permit or license by the BPLO. For all these purposes, the OPOS shall seek the advice and assistance of the local Chief of Police or his duly authorized representative.

SECTION 8. ACCESS TO RECORDINGS - If a crime has been committed, or the operator, employee, or owner of the establishment has reason to believe that a crime has been committed and has been recorded by the CCTV, the operator, employee, or owner of the establishment shall immediately contact the nearest police station and shall provide access to the pertinent recordings to the police and other investigators.

The operator, employee or owner of the business establishment shall also make available the camera recordings to the law enforcement authorities engaged in criminal investigation upon written request of the authorized or designated officer thereof with the particular time and day covered by the request therein specified.

The captured video footage or images may be used at any time to satisfy the written order or subpoena of any court or body with competent jurisdiction.

SECTION 9. PROHIBITION - The viewing of recorded or captured video footage or images shall be made with due respect to the privacy of individuals.

SECTION 10. PENALTIES - No business permit or permit to operate shall be issued to or renewed for the business establishments mentioned in Section 2 hereof unless the CCTVs as herein specified are installed and fully operational.

Further, a fine amounting to Two Thousand and Five Hundred Pesos (PhP2,500.00 for municipalities)/Five Thousand Pesos (PhP5,000.00 for cities) shall be imposed on any business establishment in operation found to be in violation of this Ordinance.

SECTION 11. APPEAL PROCESS - Any establishment found to be in violation of this Ordinance by the OPOS may appeal the findings thereof to the Office of the Mayor within five (5) working days from being notified of its violation by the OPOS, furnishing a copy of the appeal to the OPOS prior to the filing thereof with the Office of the Mayor. Within five (5) working days from receipt of the copy of the appeal, the OPOS shall submit its answer to the Office of the Mayor, furnishing the business establishment a copy of the same on even date. Should the OPOS fail to file its answer to the appeal within the given period, it shall be deemed to have opposed the appeal on all its material points. The Office of the Mayor shall decide on the matter within five (5) working days from receipt of the answer of the OPOS or from the day the period of filing therefor has lapsed, giving due notice to the parties involved. The decision of the Mayor shall be final, and no motion for reconsideration shall be entertained thereafter, subject to such remedial measures as may be then available under the law or Rules of Court.

SECTION 12. COMPLIANCE - Businesses covered by the scope of this Ordinance shall have a period of from the effectivity of the same within which to comply with the directives hereof.

SECTION 13. SEPARABILITY CLAUSE - If for any reason, any section of this Ordinance shall be held unconstitutional or invalid, other sections which are not affected thereby shall continue to be in full force and effect.

SECTION 14. REPEALING CLAUSE - All ordinances, rules and regulations or parts thereof in conflict with this Ordinance are hereby repealed, provided that the rights that are vested upon the effectivity of this Ordinance shall not be impaired.

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

ANNEX B
SAMPLE MONITORING FORM FOR COMPLIANCE OF LGUS

| REGION | | | | |
|-------------------|---|-------------|--|-------------|
| City/Municipality | Previous Ordinance on CCTV Guidelines (N/A if none) | Date Issued | Ordinance Issued in Compliance to the MC | Date Issued |
| | | | | |
| | | | | |
| | | | | |