

REPUBLIKA NG PILIPINAS  
PAMAHALAAN LUNGSOD NG MUNTINLUPA  
KALAKHANG MAYNILA

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OFFICE OF THE SANGGUNIAN  
TO THE SANGGUNIAN  
MUNTINLUPA



U.P. LAW CENTER  
OFFICE of the NATIONAL ADMINISTRATIVE REGISTER  
Administrative Rules and Regulations  
APR 25 2025  
REGISTERED  
#25-0473

CERTIFIED TRUE  
FROM THE ORIGINAL

DATE: 22 APR 2025 Julia Siaboc

ONAR Registration TIME: BY: *Jan*

ORDINANCE NO. 2022-007

AN ORDINANCE MANDATING CERTAIN COMMERCIAL OR BUSINESS ESTABLISHMENTS OPERATING WITHIN THE TERRITORIAL JURISDICTION OF MUNTINLUPA CITY TO INSTALL A CLOSED-CIRCUIT TELEVISION (CCTV) SYSTEM AND PRESCRIBING PENALTIES FOR VIOLATIONS THEREOF OR ALSO KNOWN AS "NO CCTV, NO BUSINESS PERMIT POLICY" AMENDING FOR THIS PURPOSE ORDINANCE 14-036.

- Sponsored by:
- HON. COUN. ALEXSON V. DIAZ
  - Hon. Coun. Atty. Raul R. Corro
  - Hon. Coun. Paty Katy C. Boncayao
  - Hon. Coun. Rachel Katriel Ann C. Arciaga
  - Hon. Coun. Ivey Rhia A. Tadea
  - Hon. Coun. Allan Rey A. Camilon
  - Hon. Coun. Jedidiah R. Presnedi, LPT
  - Hon. Coun. Ting Niefes
  - Hon. Coun. Mark Lester M. Baes
  - Hon. Coun. Francis Ian T. Bagatsing
  - Hon. Coun. Luvi P. Constantino
  - Hon. Coun. Engr. Mamerto T. Sevilla, Jr.
  - Hon. Coun. Engr. Marissa C. Rongavilla
  - Hon. Coun. Engr. Arlene D. Hilapo
  - Hon. Coun. Cornelio M. Martinez
  - Hon. Coun. Rodolfo W. Moldez, Jr.
  - Hon. Coun. Walter A. Arcilla
  - Hon. Coun. Kenichi D. Takagi, Jr.

WHEREAS, Section 16 of Republic Act No. 7160, otherwise known as the Local Government Code of 1991, 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, Section 447 and 458 of the said Republic Act provide in part, "That the Sangguniang Panlungsod shall enact ordinances for the general welfare of the 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 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 City, regulating thereby any business which does not require government examination within the 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.



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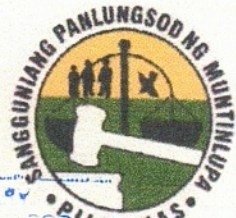
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DATE **22 APR 2025** JULIA SIABOC

Page 2  
Ordinance No. 2022-007

WHEREAS, **Honorable Rozzano Rufino B. Biazon**, City Mayor, as the present Local Chief Executive has prioritized Peace and Order stability as one of the pillars of his administration's "7K Agenda" under "**Kapayapaan at Kaayusan**";

WHEREAS, in order to intensify the 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 (DILG)**, 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 THEREFOR BE IT ORDAINED, AS IT IS HEREBY ORDAINED, by the 10<sup>th</sup> Sangguniang Panlungsod of Muntinlupa in Regular Session assembled that:

**SECTION 1. Title of Ordinance** – This ordinance shall be known as: "An ordinance mandating certain commercial or business establishments operating within the territorial jurisdiction of Muntinlupa City to install a Closed-Circuit Television (CCTV) System and prescribing penalties for violations thereof or also known as "**No CCTV, No Business Permit Policy**" amending for this purpose Ordinance No. 14-036.

**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.**
- ❖ **Airstrip, helipads, 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.**



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**YAN ANG MUNTINLUPA**



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2-2 APR 2025

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Page 3  
Ordinance No. 2022-007

- ❖ Games and Amusements (PAGCOR) places.
- ❖ Health Clubs, Spa, and Massage Parlors.
- ❖ Schools including colleges and universities.
- ❖ Hotels, motels, hospitality establishments and the like.
- ❖ Other business establishments which the Sanggunian deems proper considering the nature of business and potential risks.

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:

**A. CAMERA**

- High-Definition Analog or at least 2 Megapixel Digital Camera
- 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
- Greater than or equal to 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

**B. 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)



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Page 4  
Ordinance No. 2022-007

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- 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

C. 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

D. 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. Installation Guide** – The following installation guide is recommended to be followed:

- Cameras must be installed at a secure location with maximum area of coverage of entrance/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.

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Page 5  
Ordinance No. 2022-007

- 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.
- Signage indicating that the establishment/areas is being monitored by a CCTV system must also be installed in areas that is visible and obvious to the public and must use clear, plain, and concise language.
- At least 1 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 **minimum period of three (3) weeks, unaltered/uninterrupted**, in order to allow investigating authorities to properly retrieve and prepare back-ups of the data relevant to any incidents 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.



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Page 6  
Ordinance No. 2022-007

B. From the exterior of the establishment (when the establishment is not located inside a mall 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-thru lanes (when applicable).

**SECTION 7. Implementing Offices** – The City Public Order and Safety Office (POSO) shall be responsible for the verification and determination of the relevant establishments' compliance with the directives of this ordinance. Also, the Business Permits and Licensing Office (BPLO) as the department in-charge with the issuance of pertinent business permits and licenses should accept all applications by all businesses covered by this ordinance subject to the said department's own regulations and requirements.

**Provided further**, that such business permit and license application shall be accompanied by a Sworn Affidavit executed by the owners/managers/officers or any of the authorized representative of the said establishment stating that there is an existing CCTV System which is compliant with the provisions of this ordinance. The POSO may thereafter conduct inspections during reasonable business hours, to determine the initial and continued compliance with this ordinance post-issuance or renewal of such establishments' business permit or license by the BPLO.

If the POSO found out that such establishment is in violation with any of the provisions of this ordinance, a notice of non-compliance shall then be issued against the erring establishments in accordance with Sections 10 and 11 of this ordinance. For all these purposes, the POSO shall seek the advice and assistance of 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 owners 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.

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Page 7  
Ordinance No. 2022-007

2022 APR 2025 Julia Siaboc

**SECTION 9. Prohibition** – The viewing of recorded or captured video footage or images shall be made with due respect to the privacy of individuals. Any form of copying or video recording of the CCTV footages by any unauthorized individual is prohibited by this ordinance. **Furthermore**, any act of doing, recording and copying of video footage must be in accordance with the NPC Advisory No. 202-02

Also, this ordinance prohibits any specification of any brand/model, manufacturer, supplier, or distributor, except for the minimum specification of the prescribed CCTV system provided herein.

**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.

**Furthermore**, failure to comply by the said establishment within a period of 30 days after a notice of non-compliance was served by the POSO officer or any designated authority to the owners/managers/officers of said establishment, a fine amounting to **Five Thousand Pesos (Php5,000.00)** and revocation and cancellation of business permit shall be imposed on such erring establishment. Those business establishments which deliberately install a defective CCTV or has failed to record uninterrupted footages shall likewise be imposed with the same penalty.

Also, any person who failed to comply with any of the provisions provided by this ordinance shall be liable to a fine amounting to **Five Thousand Pesos (Php 5,000.00)**.

**SECTION 11. Appeal Process** – Any establishment found to be in violation of this ordinance by the POSO may appeal the findings thereof to the office of the **Mayor** within **five (5) working days** from being notified of its **non-compliance** by the POSO, furnishing a copy of the appeal to the POSO 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 **POSO shall submit its answer** to the **Office of the Mayor**, furnishing the **business establishment** a copy of the same on even date. Should the POSO 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 POSO 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 comply with the directives **hereof on or before January 1, 2023** or upon the **renewal of business permit and licenses** and the **succeeding years thereafter**. Also, business establishments with existing CCTV systems which do not meet the specifications contained under Section 3 hereof shall be allowed a 3-year depreciation period of the previously purchased equipment prior to installing the new equipment with the recommended specifications as required by this Ordinance.

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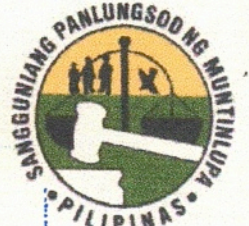


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Page 8  
Ordinance No. 2022-007

**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 **15 days** after its **publication** in a **newspaper of general circulation**.

ENACTED, by the **10<sup>th</sup> Sangguniang Panlungsod of Muntinlupa** this **1<sup>st</sup>** day of **August 2022**, on its **5<sup>th</sup> Regular Session**.

CONCURRED:

DISTRICT 1:

COUN. ATTY. RAUL R. CORRO  
Member

COUN. ALEXSON V. DIAZ  
Member

COUN. PATY KATY C. BONCAYAO  
Member

COUN. RACHEL KATRIEL ANN C. ARCIAGA  
Member

COUN. IVEE RHIA A. TADEFA  
Member

COUN. ALLAN REY A. CAMILON  
Member

COUN. JEDIDIAH R. PRESNEDI. LPT  
Member

COUN. TING NIEFES  
Member

DISTRICT 2:

COUN. MARK LESTER M. BAES  
Member

COUN. FRANCIS IAN T. BAGATSING  
Member

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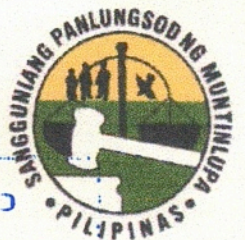


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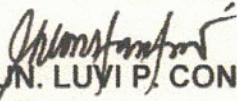


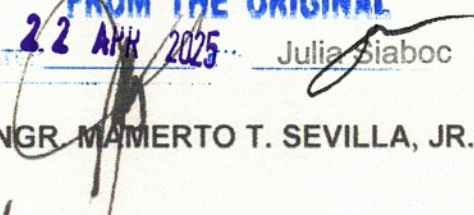
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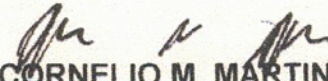
Page 9  
Ordinance No. 2022-007

  
COUN. LUYI P. CONSTANTINO  
Member

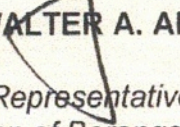
  
COUN. ENGR. MAMERTO T. SEVILLA, JR.  
Member

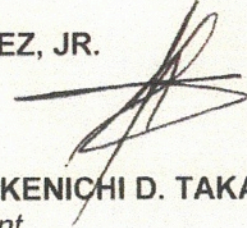
  
COUN. ENGR. MARISSA C. RONGAVILLA  
Member

  
COUN. ENGR. ARLENE D. HILAPO  
Member


  
COUN. CORNELIO M. MARTINEZ  
Member

  
COUN. RODOLFO W. MOLDEZ, JR.  
Member

  
COUN. WALTER A. ARCILLA  
President  
Sectoral Representative  
Association of Barangay Chairman

  
COUN. KENICHI D. TAKAGI, JR.  
President  
Sectoral Representative  
Federation of Sangguniang Kabataan

I HEREBY CERTIFY, as to the correctness of the foregoing Ordinance.

  
CECILIA C. LAZARTE  
Secretary to the Sanggunian

ATTESTED:

  
ARTEMIO A. SIMUNDAC  
City Vice-Mayor/Presiding Officer

APPROVED:

  
ROZZANO RUFINO B. BIAZON  
City Mayor

Date: 09 AUG 2022



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