



REPUBLIC OF THE PHILIPPINES
METROPOLITAN MANILA, PHILIPPINES
CITY OF MAKATI 1200

BARANGAY BEL-AIR

BARANGAY ORDINANCE NO. 2025-003 Series of 2025

ORDINANCE PROVIDING FOR THE RULES IN THE ISSUANCE OF IDENTIFICATION (I.D.) CARDS TO THE RESIDENTS OF BARANGAY BEL-AIR AND FOR OTHER PURPOSES

WHEREAS, Republic Act. No. 7160, as amended, otherwise known as the “Local Government Code of 1991”, authorizes the Sangguniang Barangay to enact Ordinances for the general welfare of the Barangay to maintain peace and order to preserve the comfort, safety, and convenience of their inhabitants by enacting measures to prevent and suppress lawlessness, disorder and violence and imposing penalties for violation thereof;

WHEREAS, the goal of an identification (I.D.) card is to store personal information that can help identify a person with certainty, thereby building security in a number of ways that make it convenient for security personnel to quickly identify every resident from a visitor, immediately determine who shall have access to certain privileges and emoluments that are exclusive to *bona fide* residents and consequently minimize impersonation and theft, thereby further enhancing the peace and order in the community.

NOW, THEREFORE, be it ORDAINED by the Sangguniang Barangay of Bel-Air in session assembled that:

SECTION 1. TITLE. This Ordinance shall be known as the “*Ordinance Regulating the Issuance of Barangay Bel-Air (BBA) ID Cards*”.

SECTION 2. DEFINITION OF TERMS. For purposes of this Ordinance, the following terms are being defined hereunder as follows, to wit:

- 1. Resident** - Any natural person, at least fifteen (15) years of age at the time of application and presently residing within the territorial jurisdiction of Barangay Bel-Air, provided that applicants aged 15-17 years of age must be accompanied by their respective parent or guardian. This Ordinance shall not be applicable to all residents of Bel-Air 1, 2, 3 and 4.
- 2. Courtesy**- Employees of Barangay Bel-Air Residential Condominiums may also apply for the Barangay Bel-Air ID. However, they are only eligible for a maximum of five (5) IDs per building. Administrative personnel are also eligible to apply for a BBA ID under the same terms and conditions provided hereunder. The following job descriptions are permitted under courtesy: Property Managers, Property Administrators, Maintenance, Housekeeping, and Security.
- 3. Domestic Household** - Support staff employed by a family or resident to assist with daily living and household needs. This typically includes kasambahays (house helpers), drivers, and other service personnel directly connected to the upkeep of the home and the well-being of its residents.
- 4. Application Form** - It is the prescribed form issued by Barangay Bel-Air.



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5. **Application Fee** - It is the fee that is required to be paid by all applicants to cover administrative costs which shall be **ONE HUNDRED FIFTY (Php 150.00) PESOS** per application valid for one (1) year.

6. **Barangay** - This refers to Barangay Bel Air.

SECTION 3. COVERAGE. All qualified residents, employees of Barangay Bel-Air Condominiums, kasambahays (house helpers), drivers, and other service personnel of the resident, courtesy ID recipients as described under Section 2.2. subject to the terms and conditions specified hereunder, may apply for a BBA ID provided that the prescribed application form is filled up in a manner it is so required, subject to the payment of the application fee.

SECTION 4. APPLICATION PROCEDURE. In the enforcement of this Ordinance, the following procedures shall be observed and strictly implemented:

4.1. For residents who are applicants for a Barangay Bel-Air Identification Card ("BBA ID") shall be required to accomplish, legibly and truthfully, the official application form issued by the Barangay. The application must be accompanied by a Certificate of Residency issued by the building administration, together with valid proof of the applicant's identity and residency which may be any government-issued identification, along with other details pertinent to the application. A sample copy of the application form is attached herewith as **Annex "A"** and is hereby made an integral part of this Ordinance

4.2. For applicants who are employees of residential condominiums, such as kasambahays (house helpers), drivers, and other service personnel, and who wish to avail of the Barangay Bel-Air Identification Card (BBA ID), the requirements shall include: a Certificate of Employment to be accomplished at the back of the application form, a Certificate of Residency of the employer issued by the building administrator, and a photocopy of a valid proof of identification of his or her employer.

4.3 For applicants of Courtesy Identification Cards, such as Property Managers, Property Administrators, Maintenance Personnel, Housekeeping Staff, and Security Personnel, the requirements shall include a Certificate of Employment attesting to at least five (5) years of continuous service, together with a photocopy of any valid government-issued identification card.

4.4 Upon submission of the duly accomplished application form, the authorized officer of the Barangay shall immediately evaluate the application. However, if the authorized officer determines that the application is deficient either in form or in the required documents, the applicant shall be immediately advised to rectify the deficiency. If the application conforms to the requirements of this Ordinance, it shall be promptly endorsed for processing and payment, and the BBA ID shall be issued **on the same day**. In cases where the deficiency cannot be corrected due to the applicant's disqualification under this Ordinance, the applicant shall likewise be informed of the disqualification and the grounds therefor.



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4.5 Any legally issued BBA ID shall be valid for a period of **one (1) year**, and may be cancelled or revoked for violation of any provision of this Ordinance. The BBA ID may likewise be renewed **subject to the same requirements, terms, and conditions applicable to new applicants**. The rights, privileges, duties, and obligations arising from the issuance of a BBA ID shall be strictly personal to the holder and shall not be assigned, transferred, or otherwise used by any person other than the individual to whom the card was originally issued.

4.6 Any applicant for a BBA ID represents and warrants that:

- 4.6.1. Any and all data provided in the application are true and correct and up-to-date, and any changes thereto are promptly reported to the Barangay.
- 4.6.2. Applicant will observe and will continue to hold all necessary licenses, authorizations and permissions required to meet his obligations under this Ordinance.
- 4.6.3. Applicant shall not act in any manner which may cause damage or otherwise adversely affect the reputation of the BBA.
- 4.6.4. All applicants shall abide by the provisions of this Ordinance.
- 4.6.5. For applicants defined under Section 2, they shall surrender the BBA ID to the Barangay upon change of residency as defined under Section 2.1. or termination of employment.

SECTION 5. Rights and Privileges.

Any resident who has been lawfully issued BBA ID shall be entitled to:

- 5.1. Benefits granted to a holder of a BBA-issued ID; and
- 5.2. Bring the holder's children inside the Village during Barangay events/activities; provided that for BBA ID holders from Condominiums, as defined under Section 2.2. and 2.3., written approval shall be first secured from their respective employers.

SECTION 6. LOST OR STOLEN BBA I.D.

- 6.1. BBA IDs that are either lost or stolen must be immediately reported by the ID holder to the Barangay Office.
- 6.2. A replacement fee of **TWO HUNDRED (Php200.00) PESOS** shall be charged for a BBA ID replacement.

SECTION 7. PROHIBITED ACTS. Under no circumstance that a BBA ID duly issued shall be used in any illegal or nefarious act, scheme or deed, and the Barangay shall incur no liability to anyone who may have been damaged or prejudiced by such use or misuse. Nonetheless, any violation of this Section, or any part of this Ordinance, shall be a cause for the immediate revocation of the BBA ID.



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SECTION 8. INFORMATION DISSEMINATION. Immediately upon the approval of this Ordinance, Barangay Bel-Air shall conduct an information drive by putting up posters/signs in conspicuous public places around Barangay Bel-Air.

SECTION 9. ENFORCEMENT AND ISSUANCE. The issuance of the BBA ID shall be undertaken exclusively by duly assigned Barangay personnel designated by the Punong Barangay. Said personnel shall be responsible for receiving applications, evaluating compliance with requirements, and releasing approved BBA IDs.

All Barangay Bel-Air personnel are hereby deputized to enforce this Ordinance, particularly on the proper use and presentation of the BBA ID within the Barangay jurisdiction. They shall ensure compliance and report any violations or misuse of the ID to the Barangay Council for appropriate action.

SECTION 10. SEPARABILITY CLAUSE. Should any provision in this Ordinance or any part, thereof, be declared invalid or unconstitutional, the remaining provisions not Affected shall continue in full force and effect.

SECTION 11. EFFECTIVITY. This Ordinance shall take effect immediately upon its approval in accordance with law.

APPROVED AND ADOPTED, this 13th day of **October** 2025 in the City of Makati, Metro Manila.

SECRETARY'S CERTIFICATION

I HEREBY CERTIFY to the foregoing **Barangay Ordinance 2025-003, Series of 2025** was approved and adopted in its Regular Barangay Bel-Air Council Session of the Sangguniang Barangay of Bel-Air held on **October 13, 2025**, at the Barangay Bel-Air Board Room, 2nd Floor Barangay Multi-Purpose Hall, Hydra St., Bel-Air Village, Makati City.


PIA REDEMPTA T. MANALASTAS
Barangay Secretary

ATTESTED BY :


KEVIN ANDREW T. DIONISIO
Kagawad


JOAN O. ASUNCION
Kagawad



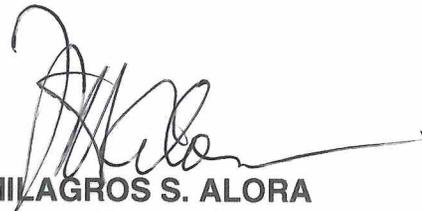
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CITY OF MAKATI 1200

BARANGAY BEL-AIR


MA. BELLA R. OPOSA
Kagawad


MARIA CARMEN R. GUERZON
Kagawad


PAOLO ROMALDO F. PAGULAYAN
Kagawad


MILAGROS S. ALORA
Kagawad


CRISTINA ALEXANDRA G. CAMUS
SK Chairperson


PATRICIA B. TURCUATO
Barangay Treasurer


CYNTHIA D. CERVANTES
Punong Barangay

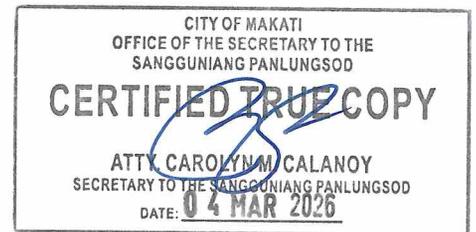


REPUBLIC OF THE PHILIPPINES
CITY GOVERNMENT OF MAKATI

SANGGUNIANG PANLUNGSOD OF MAKATI

PRESENT:

Vice Mayor	HON. ROMULO V. PEÑA, JR. - Presiding Officer
Councilor	HON. HEINRICH THADDEUS M. ANGELES
Councilor	HON. MARIA DOLORES M. ARAYON
Councilor	HON. MARTIN JOHN PIO Q. ARENAS
Councilor	HON. JOEL M. ARIONES
Councilor	HON. MARIE ALETHEA S.J. CASAL-UY
Councilor	HON. FERDINAND T. EUSEBIO
Councilor	HON. VIRGILIO V. HILARIO, SR.
Councilor	HON. FERNANDO FELIX L. IMPERIAL
Councilor	HON. MA. ARLENE M. ORTEGA
Councilor	HON. ARMANDO P. PADILLA
Councilor	HON. LEVY E. RAMBOYONG
Councilor	HON. KRISTINA T. SAROSA
Councilor	HON. BERNADETTE T. SESE
Councilor	HON. MARIBEL F. VITALES
Councilor	HON. ANNA ALCINA M. YABUT
Councilor	HON. NEMESIO S. YABUT, JR.
SK President	HON. JEROME TRISTAN G. PANGILINAN



N.B.:

LnB President HON. ROLANDO D. ALVAREZ, JR. - Official Business

ALSO IN ATTENDANCE:

Secretary to the Sanggunian ATTY. CAROLYN M. CALANOY

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Upon the motion of Hon. M.A.S.J. Casal-Uy, duly seconded, the Sangguniang Panlungsod of Makati, by a unanimous vote, approved City Resolution No. 2026-021 on second and final reading.

CITY RESOLUTION NO. 2026-021

Authors: Hon. J.M. Ariones, Hon. M.A.S.J. Casal-Uy, Hon. F.T. Eusebio, Hon. F.F.L. Imperial, Hon. M.A.M. Ortega, Hon. L.E. Ramboyong, Hon. K.T. Sarosa, Hon. B.T. Sese, Hon. M.F. Vitales, Hon. N.S. Yabut, Jr., and Hon. J.T.G. Pangilinan

A RESOLUTION DECLARING THAT, AFTER REVIEW, BARANGAY BEL-AIR ORDINANCE NO. 2025-003, ENTITLED AS "AN ORDINANCE PROVIDING FOR THE RULES IN THE ISSUANCE OF IDENTIFICATION (I.D.) CARDS TO THE RESIDENTS OF BARANGAY BEL-AIR AND OTHER PURPOSES", IS IN CONFORMITY WITH EXISTING LAWS, RULES, AND REGULATIONS.

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CITY RESOLUTION NO. 2026-021

J.P. RIZAL STREET, BARANGAY POBLACION, MAKATI CITY 1210

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PK

CG

WHEREAS, Section 25, Article II of the Philippine Constitution provides that the State shall ensure the autonomy of local governments;

WHEREAS, Section 57 (a) of R.A. 7160, otherwise known as the Local Government Code of 1991, provides that the Sangguniang Panlungsod shall have the power to review barangay ordinances as to whether the ordinance is consistent with law and city or municipal ordinances;

WHEREAS, Section 10 (a) (1) of R.A. 7854, otherwise known as the Charter of the City of Makati, provides that the Sangguniang Panlungsod shall review all ordinances approved by the sangguniang barangay and executive orders issued by the punong barangay to determine whether these are within the scope of the prescribed powers of the sanggunian and of the punong barangay;

WHEREAS, the Sangguniang Barangay of Bel-Air, by virtue of Barangay Ordinance No. 2025-003, aims to help identify the residents from the visitor of the barangay for easy identification who shall have access to certain privilege and emoluments that exclusive to bona fide resident and consequently minimize impersonation and theft, thereby enhancing the peace and order in the community, a copy of which barangay ordinance, including its supporting documents, is hereto attached and made an integral part hereof as Annex "A";

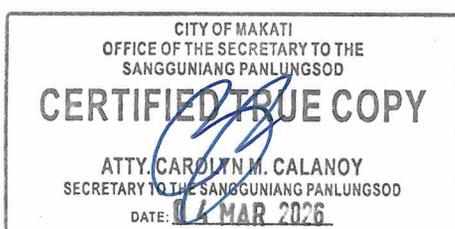
WHEREAS, after review, the Honorable Members of the Committee on Laws, Rules and Ethics and Barangay Affairs declared Barangay Bel-Air Ordinance No. 2025-003 to be in conformity with Section 391 (a) (1) of R.A. 7160, otherwise known as the Local Government Code of 1991, which states that:

"Sec. 391(a) (1). Enact ordinances as may be necessary to discharge the responsibilities conferred upon it by law or ordinances and to promote the general welfare of the inhabitants therein."

NOW, THEREFORE, BE IT RESOLVED, AS IT IS HEREBY RESOLVED BY THE SANGGUNIANG PANLUNGSOD OF MAKATI, METRO MANILA, BY THE POWERS VESTED IN IT BY LAW, IN SESSION ASSEMBLED, to declare that, after review, Barangay Bel-Air Ordinance No. 2025-003, Identification (I.D.) Cards to the residents of Barangay Bel-Air and for other purposes" is in conformity with existing laws, rules, and regulations.

Let copies of this Resolution be furnished the Office of the Mayor, Office of the City Administrator, Law Department, Liga ng mga Barangay, Urban Development Department (UDD), Information and Community Relations Department (ICRD), Department of the Interior and Local Government - Makati City Field Office (DILG-Makati City), Sangguniang Barangay of Bel-Air, and all other departments, offices, and agencies concerned for their information, guidance, and reference.

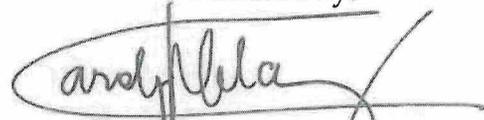
This Resolution shall be posted and published in accordance with the provisions of R.A. No. 7854, otherwise known as the Charter of the City of Makati.



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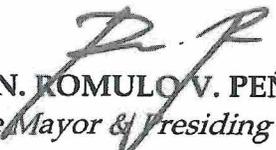
APPROVED BY THE SANGGUNIANG PANLUNGSOD OF MAKATI, METRO MANILA, in its Regular Session held on 9 February 2026.

Attested by:



ATTY. CAROLYN M. CALANOY
Secretary to the Sangguniang Panlungsod

Certified by:



HON. ROMULO V. PEÑA, JR.
Vice Mayor & Presiding Officer

