

Republic of the Philippines
Province of Benguet
Municipality of La Trinidad

OFFICE OF THE MUNICIPAL MAYOR

**ADMINISTRATIVE ORDER
No. 23-2016**

AN ADMINISTRATIVE ORDER REORGANIZING THE MUNICIPAL COOPERATIVE DEVELOPMENT COUNCIL OF THE MUNICIPALITY OF LA TRINIDAD, PROVINCE OF BENGUET.

WHEREAS, Section 34 of R.A. 7160 or the 1991 Local Government Code of the Philippines states that the "Local Government Units shall promote the establishment and operation of non-governmental organizations and people's organizations to become active partners in the pursuit of local autonomy";

WHEREAS, Article 2 of RA 9520 or the Philippine Cooperative Code of 2008 states that it is the declared policy of the state to foster the creation and growth of cooperatives as a practical vehicle for promoting self-reliance and harnessing people power towards the attainment of economic development and social justice;

WHEREAS, Memorandum Circular No. 2013-01 of the Cooperative Development Authority (CDA) states that the creation, organization and functions of the different Cooperative Development Councils shall be in accordance with the intention and purpose of Executive Order No. 95, s. 1993;

WHEREAS, Municipal Ordinance No. 15-2014, authored by Hon. Horacio A. Ramos Jr., created the La Trinidad Cooperative Development Council of the Municipality of La Trinidad, Benguet, and defining its Composition, Functions and Responsibilities;

WHEREAS, the municipality has numerous cooperatives and it recognizes the need to reorganize them for a coordinated LGU-Private sector partnership in promoting and implementing various cooperative programs, projects and activities;

NOW THEREFORE, I, ROMEO K. SALDA, by virtue of the powers vested in me as the duly elected Municipal Mayor of La Trinidad, Province of Benguet, do hereby reorganize the Municipal Cooperative Development Council of the Municipality of La Trinidad as follows:

Section 1. COMPOSITION. The Cooperative Development Council shall be composed of the following and shall elect among themselves their officers pursuant to CDA Memorandum Circular No. 2011-02 and Municipal Ordinance No. 15-2014 with additional composition not mentioned in the two legal bases:

- a) Hon. Romeo K. Salda, Municipal Development Council Chairperson;
- b) Hon. Joey Jovencio Marrero, Municipal Vice-Mayor;
- c) Hon. Horacio A. Ramos Jr., SB Com. Chair on Cooperatives, POs and NGOs;
- d) Municipal Administrator;
- e) Ms. Felicitas M. Ticbaen, Municipal Agriculturist;
- f) Atty. Jennifer Fianza, Municipal Legal Officer;
- g) Ms. Wilma M. Lintan, Municipal Treasurer;
- h) Atty. Henson Golocan, Municipal Accountant;
- i) Ms. Imelda M. Grupo, Municipal Budget Officer;
- j) Engr. Benedict Pineda, Municipal Engineer;
- k) Engr. Vicente C. Perez Jr., Municipal Planning and Development Coordinator;
- l) Municipal Local Government Operations Officer;
- m) Mr. Valred E. Olsim, Municipal Tourism Officer;
- n) Mr. Joel M. Cervantes, Community Affairs Officer;

- o) Mr. Orlando B. Pacya, Municipal Cooperative Development Officer;
- p) Ms. Elengy S. Bolidi, Municipal Local Employment Officer;
- q) Mr. Miguel P. Luma-ang, Benguet Provincial Coop Dev't Council Chairperson;
- r) Ms. Julie Tabcao, Office of the Provincial Governor Representative;
- s) Representative, Accredited Business Association;
- t) Representative, Private Sector;
- u) Representative of National Government Agencies with cooperative programs including government financial institutions (GFIs) operating within the municipality;
 - 1. Cooperative Development Authority
 - 2. Department of Trade and Industry
 - 3. Department of Science and Technology
 - 4. Land Bank of the Philippines
- v) Chairpersons of the Municipal Cooperative Federations and Unions; and
- w) Representative/Chairperson of All Primary Cooperatives operating in the municipality.

The members shall elect among themselves their officers pursuant to CDA Memorandum Circular No. 2013-01 and submit result to the Local Chief Executive.

Section 2. FUNCTIONS OF THE COUNCIL. The council shall perform the following functions in accordance to CDA Memorandum Circular No. 2011-02 and Municipal Ordinance No. 15-2014:

- a) To coordinate, harmonize and monitor the implementation of various cooperative development plans, programs and projects of NGAs, GFIs, LGUs and NGOs in the municipality;
- b) To formulate implementing guidelines and create mechanisms to operationalize and monitor the Cooperative Medium Term Development Plans (CMTDP) ;
- c) To share resources towards the full realization of such development plans;
- d) In coordination with the CDA, to maintain a data base on relevant information concerning the condition of the cooperative movement in the municipality and periodically conduct an information dissemination about the cooperative movement's contribution to local autonomy and the movement;
- e) In coordination with the CDA, to call a meeting for all concerned NGAs, GFIs, LGUs, coop-promoting NGOs and institutions and other cooperative council, the primary cooperatives, leagues, union and federations to discuss various problems, issues and concerns affecting cooperatives within the municipality, and to recommend appropriate solutions thereof;
- f) To undertake project and/or activities that may generate funds for its operational stability;
- g) To support, assist, and participate in the holding of cooperative activities such as but not limited to the celebrations of cooperative month, scheduled cooperative congress, and summits; and
- h) To actively promote and strongly endorse the observance at all times of the universal cooperative principles as enshrined in the Cooperative Code in the performance of the above functions.

Section 3. OFFICERS OF THE COUNCIL AND THEIR DUTIES. The council members shall elect among themselves officers who shall occupy the following positions with the corresponding duties:

a) CHAIRPERSON

- 1. Presides in all meetings of the council;
- 2. Exercises general supervision and control over the operation and internal administration of the council in accordance with the policies set forth by the same;
- 3. Signs all papers, agreements and other documents for and in behalf of the council subject to the policies and guidelines of the council;
- 4. Represents the council in matters/meetings/conferences and other related activities;

5. Calls special meetings when necessary;
6. Ensures that the council maintains complete records of its operations;
7. Renders report of the operation of the council; and
8. Performs such other duties as may be required by the council.

b) VICE CHAIRPERSON

1. Acts as Chairperson in case of the latter's absence; and
2. Performs such other duties and functions as may be delegated to from time to time by the Chairperson and/or the council.

c) SECRETARY

1. Oversees the preparation of the minutes and agenda, and records the attendance and proceedings of all meetings of the council;
2. Signs the minutes of meetings prepared by the secretariat;
3. Ensures that notices of all meetings of the council are given to members;
4. Keeps a register of the names and addresses of all members and keeps all records through the secretariat; and
5. In general, performs all duties incidental to the office of the secretariat, and those that maybe assigned to him by the Chairperson and/or the council.

d) TREASURER

1. Has custody, control and accountability of funds and properties of the council;
2. Disburses all administrative expenditures of the council in accordance with its plan and budget and such expenditures duly approved by the council through a resolution;
3. Renders financial reports during meetings; and
4. Performs such other duties as maybe assigned by the Chairperson and/or the Councils.

e) AUDITOR

1. He/she shall have the right to inspect, examine and shall audit all transactions, financial or otherwise, made by the Chairperson, other officers, and/or the council itself.

Section 4. MANNER AND SCHEDULE OF ELECTION. Officers of the council shall be elected directly by the members constituting the council. Election shall be done every 2nd week of November of every year and shall be done by secret ballot. No cooperative representative/s to the council shall be allowed to participate in the next Municipal Cooperative Development Council election if the cooperative he/she represents has not conducted election.

SECTION 5. ELECTION COMMITTEE. The election committee shall conduct the annual election in accordance to the provisions of law or upon the agreement of the committee on another way of conducting such election if necessary and they shall be composed of the following:

- a) Ms. Felina Mercoles, BPCDC Treasurer;
- b) Ms. Carina Dangiwan, LTMEMPC BOD;
- c) Mr. Cris Eban, Alno Rural Community Dev't Coop BOD;
- d) Mr. George Babsa-ay, Information Officer

Section 5. TERM OF OFFICE. The term of office of elected officers shall be for one (1) year with right to re-election, and which shall commence on November 15 of the current year. No hold over capacity shall be allowed.

Section 6. VACANCY IN OFFICE. In case a vacancy in any office occurs, such vacancy shall be filled by the members of the council during the next regular meeting. The elected officer shall serve only the unexpired term of his/her predecessor.

Section 7. SECRETARIAT. The Secretariat of the council shall be the Cooperative Development Services Office (or as identified by the Local Chief Executive) composed of the following:

- a) MR. ORLANDO PACYA (CDS)
- b) MS. BRILYN ANTERO (Admin. Officer)
- c) MS. VICTORIA GALE JUANITO (Admin. Officer)
- d) MS. MARILYN MANGEG (Agriculturist)

Section 8. FUNCTIONS OF THE SECRETARIAT. The Secretariat shall perform the following functions:

- a) Prepare the minutes and agenda and records the attendance and proceedings of all meetings of the council;
- b) Serve notices of meetings to all members of the council;
- c) Furnish the officers and members certified copies of the minutes of the meetings;
- d) Keep a register of the names and address of all members and keeps a complete file of the laws, resolutions and executive orders relevant to the creation of the council; and
- e) In general, perform all duties incidental to the office of the secretariat and those that may be assigned to it by the Chairperson and/or the council.

Section 9. COMMITTEES. The council may create committees, as may be necessary, to study and/or carry out a specific undertaking as may be determined by the council, whose term shall be the same as the elected officers.

Section 10. MEETINGS. The council shall meet monthly and may call a special meeting whenever necessary. All business matters that need to be decided upon shall be by a majority vote.

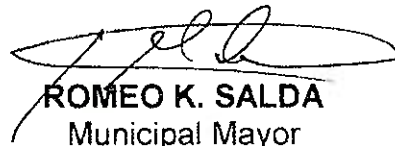
Section 11. FUNDS OF THE COUNCIL. The funds of the Council shall primarily be derived from resource sharing without prejudice to the right of the council to receive gifts, donations, benefits and grants from any persons whether natural or juridical, including allocations that may come from the LGU.

Section 12. MANUAL OF POLICIES. The Council shall develop its own internal policies which shall govern their operation.

Section 13. CALENDAR YEAR. The calendar year of the council shall be from January 1 to December 31 of each year.

Section 14. EFFECTIVITY. This Administrative Order shall take effect immediately until sooner amended or revoked.

Issued this 4th day of July 2016 at La Trinidad, Benguet Province.


ROMEO K. SALDA
Municipal Mayor

Copy furnished:

- Cooperative Development Authority
- The Provincial Governor, Benguet Province
- The Sangguniang Bayan, LTB
- The DILG through the MLGOO
- File