



Republic of the Philippines  
**SANGGUNIANG PANGLUNGSOD**  
City Government of Pasig

Ordinance No. 42  
Series of 2018

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**AN ORDINANCE APPROVING THE REVITALIZATION PROGRAM FOR COOPERATIVES IN THE CITY OF PASIG.**

Authored By: Councilor Rosalio D. Martires  
Co-Authored By: Councilors Rodrigo B. Asilo, Ferdinand A. Avis, Regino S. Balderrama, Orlando R. Benito, Rhichie Gerard T. Brown, Mario C. Concepcion, Jr., Corazon M. Raymundo, Gregorio P. Rupisan, Jr., Alejandro E. Santiago, Wilfredo F. Sityar, Victor Ma. Regis N. Sotto, LIGA Pres. Rigor J. Enriquez and SK Fed. Pres. Georgia Lynne P. Clemente

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**WHEREAS**, the Sangguniang Panglungsod ng Pasig approved an Ordinance creating the Pasig Cooperative Development Council (PCCDC) last July 22, 1996;

**WHEREAS**, Section 2 of the said Ordinance states that; the PCCDC shall assist the Sanggunian in the formulation of policies, monitor the implementation on cooperatives development plan within the City of Pasig, and to recognize and promote the observance of its principles as embodied in the Cooperative Code of the Philippines ;

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**WHEREAS**, Section 3 of the said Ordinance mandates the PCCDC to submit for the approval of the Sangguniang Panglungsod all its policies, programs and projects;

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**WHEREAS**, the PCCDC formulated the policies and procedures for the **revitalization** program in order to address problems encountered by the cooperatives besetting their operations such as the following: internal dissension, integrity issue, financial loss, collusion among leaders and officers, loss of trust in people managing the cooperative, delinquency in the payment of CDLF, rated as "unsatisfactory to very poor" in the CDA's financial performance and social audit, non-compliance to CDA's reportorial requirements, etc.

**WHEREAS**, PCCDC will support the cooperative needing **revitalization** in terms of technical and or financial assistance to prevent further deterioration of cooperative operations which may lead to closure and dissolution of the cooperative.

**BE IT ORDAINED** by the City Council of Pasig in session assembled that:

**SECTION 1. DEFINITION OF TERMS**

1. **Cooperative Revitalization** – A diagnostic process of determining the root cause of problems encountered by the cooperative and prescribing preventive actions or solutions in order to arrest the continuing financial and/ or leadership and managerial hemorrhage being suffered by the cooperative until the latter have been brought back to normal operations mainstream.

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2. **CDLF** – Cooperative Development Loan Fund extended to qualified-accredited cooperatives in the City of Pasig to fund economic projects and capability building activities per Sangguniang Panglungsod Resolution No. 17 series of 1997 as amended by Sangguniang Panglungsod Resolution No. 14 Series of 1998.
3. **Accredited Cooperatives** – Those cooperatives operating in the City of Pasig that have passed the requirements of and recognized by the Pasig City Government for possible financial and technical assistance.
4. **CDLF Delinquent Cooperatives** – Those cooperatives which were given loan fund by the City Government but failed to pay according to amortization schedule.
5. **Non- Complying Cooperatives** – Those Cooperatives that failed to secure Certificate of Compliance from Cooperative Development Authority (CDA) due to non- submission of Cooperative Annual Progress Report and its attachments.
6. **Revitalization Plan** – A comprehensive action plan of the cooperative that will address the problems encountered by them. This shall include the action plan of the Revitalization Committee complementing the actions to be made by the cooperative.
7. **Revitalization Procedure** – A step by step processes to be undertaken by the Revitalization Committee and the concerned cooperative in order to achieve the goals and objectives as set forth by both parties.

**SECTION 2. WHEN IS A COOPERATIVE CONSIDERED AS DELINQUENT?**

1. When the cooperative's existing CDLF is unpaid per amortization schedule.
2. When there were already three (3) reminder letters to pay the loan have not been responded by the co-op borrower.
3. When the Pasig City Cooperative Development Council's Executive Committee assessed that a one-time penalty of 2% on loan balance per month computed on quarterly basis is effected.
4. When extension of loan maturity, condonation of penalties and/or interest are requested by concerned cooperative and when the **Revitalization Committee** assessed that based on meritorious cases such request for condonation can be considered and hence can be recommended for approval by the Executive Committee.



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**SECTION 3. COMPOSITION OF REVITALIZATION COMMITTEE**

1. PCCDC's Vice Chairperson to act as Chairperson
2. Auditor
3. Treasurer
4. CDO Representative
5. CDA Representative
6. SAKOP Representative
7. Chairperson - Policy and Planning Committee

**SECTION 4. FUNCTIONS OF THE REVITALIZATION COMMITTEE**

The Revitalization Committee shall have the following functions and duties:

1. Table review and assessment of the Financial and Management Operations of the concerned cooperative based on submitted documents.
2. Conduct of diagnostic workshop with leaders/ officers and management staff.
3. Formulate comprehensive revitalization plan with the cooperative.
4. Present and recommend approval of the revitalization to the PCCDC.
5. Conduct periodic (quarterly) assessment/evaluation of the progress of revitalization plan.
6. Submit quarterly report to PCCDC.

**SECTION 5. DOCUMENTARY REQUIREMENTS IN SEEKING REVITALIZATION ASSISTANCE FROM PCCDC**

1. Letter/ Board Resolution requesting for assistance to revitalize their cooperative;
2. Minutes of the Board of Directors' meeting indicating the approval/consent of the body for the revitalization;
3. List of BOD (elected or interim), committee officers and management staff;
4. Complete list of members with their corresponding addresses, amount of paid -up shares;
5. Latest financial condition (Assets and Liabilities); and
6. Copies of CDA Certificate of Registration, Articles of Cooperation and By-Laws.

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**Section 6. Revitalization Procedures**

1. The CDA Field Specialist (CDS) together with the Cooperative Development Officer (CDO) will identify the cooperatives which are found to be non-complying and rated as "Unsatisfactory to Very Poor" in its Cooperative Annual Progress Report and Performance Evaluation Report, respectively.
2. The CDS and CDO will submit the list of non-complying and rated "Unsatisfactory to Very Poor" cooperatives to PCCDC.
3. The PCCDC will inform the concerned cooperatives in writing about their status and offer its services to avail of the revitalization program.
4. The cooperative will be given two (2) months to decide whether or not it will avail of the Revitalization Program.
5. If decided to avail of the program, the cooperative Chairperson shall write letter requesting for revitalization and submit the required documents.
6. The Revitalization Committee (RC) will conduct a table review and assessment of the financial and management operations of the concerned cooperative based on documents submitted.
7. RC will meet the cooperative and discuss the revitalization program and roles of the people who will be involved in the activity and the processes involved.
8. If in the process, an independent auditor is needed, RC will commission an independent /CDA accredited auditor to determine the actual financial condition of the cooperative. The cost of audit services shall be shouldered by the PCCDC.
9. RC will conduct a diagnostic workshop with the leaders and officers and management staff for the leveling of expectations and Identifying of root cause of the problems encountered by the cooperative and draw possible solution(s) to problems identified.
10. RC and the cooperative will make an activity/action plan based on problems identified and agree on the responsibilities of each actors and time frames in the revitalization plan.



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11. The comprehensive revitalization plan will be duly signed by the key persons involved (i.e. the Board of Directors, General Manager, the RC) to confirm their commitments to carry out the plan.
12. The Revitalization Plan will be presented to the GA for ratification and approval of the Plan.
13. The revitalization Plan will be presented to PCCDC for approval.
14. PCCDC and the cooperative concerned will execute Memorandum of Agreement (MOA) regarding the terms and conditions of the revitalization program.
15. The Revitalization period shall not exceed two (2) years. Throughout this period, it is expected that the cooperative will diligently comply with the terms and conditions as agreed in the MOA as well as in the Revitalization Plan. If necessary, PCCDC will appoint a representative of the concerned sector to personally monitor progress of the coop revitalization.
16. The RC will submit a quarterly progress report to the PCCDC and the BOD on the status of the coop revitalization.
17. Upon satisfactory completion of the revitalization program as determined by the RC, the non-complying and rated as "Unsatisfactory to Very Poor" cooperative will be certified by the PCCDC and endorsed to the CDA for change of status.
18. If the cooperative does not respond to the offer within two (2) months and does not have interest to revitalize, CDS and CDO will report the matter to PCCDC and the CDA for appropriate action.

**SECTION 7. EFFECTIVITY**

The Pasig City Cooperative Development Office and the Pasig City Cooperative Development Council are given the authority to implement this Cooperative Revitalization Program immediately upon its approval by the Sanggunian Panlungsod.

APPROVED this 27<sup>th</sup> day of **September 2018** at Pasig City.

**VICTOR MA. REGIS N. SOTTO**  
Councilor

**RODRIGO B. ASILO**  
Councilor



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**GREGORIO P. RUPISAN JR.**  
Councilor

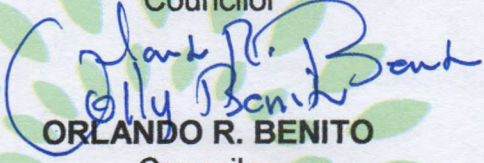
  
**RHICIE GERARD T. BROWN**  
Councilor

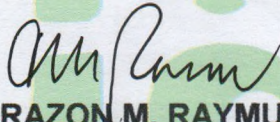
**ALEJANDRO E. SANTIAGO**  
Councilor

  
**REGINO S. BALDERRAMA**  
Councilor

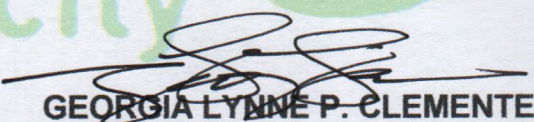
  
**RIGOR J. ENRIQUEZ**  
LIGA President

  
**MARIO C. CONCEPCION, JR.**  
Councilor

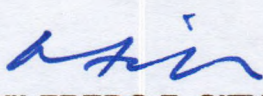
  
**ORLANDO R. BENITO**  
Councilor

  
**CORAZON M. RAYMUNDO**  
Councilor

  
**ROSALIO D. MARTIRES**  
Councilor

  
**GEORGIA LYNNE P. CLEMENTE**  
SK Fed. President

  
**FERDINAND A. AVIS**  
Councilor  
Minority Floor Leader

  
**WILFREDO F. SITYAR**  
Councilor  
Majority Floor Leader



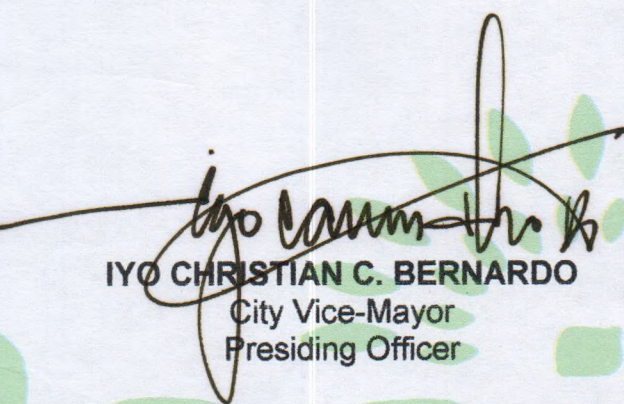
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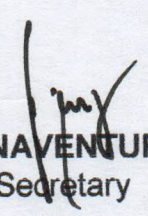
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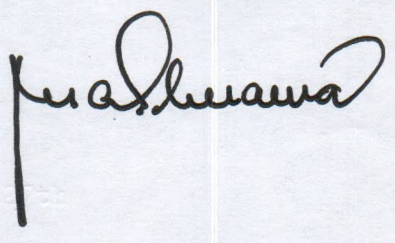
  
**IYO CHRISTIAN C. BERNARDO**  
City Vice-Mayor  
Presiding Officer

APPROVED:

  
**ROBERT C. EUSEBIO**  
City Mayor

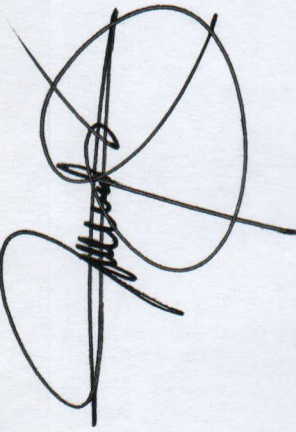
Attested by:

  
**REYNALDO R. SAN BUENAVENTURA III**  
Acting City Council Secretary



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*Christian C. Bernardo*  
*Iyo Bernardo*

