



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

Ordinance No. 26  
Series of 2023

*290*

**AN ORDINANCE CREATING THE PASIG CITY COOPERATIVE DEVELOPMENT OFFICE, DEFINING ITS FUNCTIONS AND RESPONSIBILITIES, STAFFING PATTERN, AND APPROPRIATING FUNDS THEREOF.**

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**Author: Councilor Paul Roman C. Santiago**

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**WHEREAS**, the Local Government Code, Section 454 (c)(2) states that the Sangguniang Panlungsod may create such other offices as may be necessary to carry out the purposes of the city government;

**WHEREAS**, Section 34 and 45 of Republic Act No. 7160, otherwise known as the Local Government Code, recognizes the importance of the local government's partnerships with people's and nongovernmental organizations (PO/NGO) in advancing enterprises intended to improve productivity and income and enhance the economic and social well-being of the people;

**WHEREAS**, Republic Act No. 9520, otherwise known as the Cooperative Code of the Philippines, states that it is the policy of the State to promote 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. It further provides that the Government and all its branches, subdivisions, instrumentalities and agencies shall ensure the provision of technical guidance, financial assistance and other services to enable said cooperatives to develop into viable and responsive economic enterprises. The State further recognizes cooperatives as associates organized for the economic and social betterment of their members, operating business enterprises based on mutual aid, and founded upon accepted cooperative principles and practices;

**WHEREAS**, Republic Act No. 11535, which amends Section 454 of the Local Government Code, provides that the position of Cooperative Development Officer is mandatory in the municipal, city and provincial levels. It further provides that if the city shall appoint a full fledged CDO, the city has the option to set the rank, remuneration and other emoluments of the city CDO subject to existing laws, rules, and regulations;

**WHEREAS**, it is declared the policy of the City to adopt the principle of a consultative and participatory government as an effective device to gain cooperation from nongovernmental organizations for economic prosperity, political unity and social justice;

**WHEREAS**, the City Government of Pasig acknowledges the importance of the Cooperative sector and aims to establish the Pasig City Cooperative Development Office to support the viability and development of cooperatives as instruments of equity, social justice and economic development;

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

Ordinance No. 26  
Series of 2023

-page 2-

AN ORDINANCE CREATING THE PASIG CITY COOPERATIVE DEVELOPMENT OFFICE, DEFINING ITS FUNCTIONS AND RESPONSIBILITIES, STAFFING PATTERN, AND APPROPRIATING FUNDS THEREOF.

**NOW, THEREFORE**, be it ordained as it is hereby ordained by the Sangguniang Panlungsod ng Pasig, in regular session duly assembled, that:

**SECTION 1. THE COOPERATIVE DEVELOPMENT OFFICE.** – There shall be created a Cooperative Development Office in the City Government of Pasig to carry out the provisions of this ordinance.

**SECTION 2. FUNCTIONS AND RESPONSIBILITIES.** – The Office shall have the following functions and responsibilities:

- a. Formulate measures for the consideration of the Sanggunian, and provide technical assistance and support to the City Mayor in carrying out measures to ensure the delivery of basic services and provision of facilities through the organization, promotion and development of cooperatives, and in providing access to such services and facilities;
- b. Develop plans and strategies in consultation with the cooperative sector and, upon approval of the City Mayor, implement the same, particularly those which have to do with the integration of cooperative values, principles and practices in programs and projects, which the City Mayor is empowered to implement and which the Sanggunian is empowered to provide for under this Ordinance;
- c. Identify groups, sectors or communities that can be organized into cooperatives with the objective that the cooperatives to be organized shall be vehicles in poverty reduction, job creation, and socioeconomic development of the City;
- d. In collaboration with the Cooperative Development Authority (CDA), provide assistance to prospective cooperatives in the conduct of the required pre-registration seminar and/or pre-membership education seminar and in the preparation of required documents for registration;
- e. In partnership with government agencies, cooperative federations and unions, and private organizations, provide technical and other forms of assistance to duly registered cooperatives to enhance their viability as an economic enterprise and social organization including, but not limited to, training and education, business management, finance and financial management;
- f. Assist cooperatives in establishing linkages with government agencies, cooperative unions and federations, and nongovernment organizations involved in the promotion and integration of the concept of cooperatives in the livelihood of the people and other community activities;
- g. Assist cooperatives in the development and implementation of risk management plans and business continuity plans and management as a response to anticipated or unexpected man-made and natural calamities and disasters, to aid in their survival and, if necessary, subsequent rehabilitation;





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

Ordinance No. 26  
Series of 2023

-page 3-

AN ORDINANCE CREATING THE PASIG CITY COOPERATIVE DEVELOPMENT OFFICE, DEFINING ITS FUNCTIONS AND RESPONSIBILITIES, STAFFING PATTERN, AND APPROPRIATING FUNDS THEREOF.

- h. Exercise such other functions as may be necessary to implement the provisions of cooperative laws and measures.

**SECTION 3. ADMINISTRATIVE AUTHORITY.** – The Pasig City Cooperative Development Office shall be headed by a Cooperative Development Officer whose rank shall be that of an Assistant Department Head. The Cooperative Development Officer must be a citizen of the Philippines, preferably a resident of Pasig, of good moral character, a holder of a college degree preferably in cooperatives, business administration with special training in cooperatives or any related course from a recognized college or university, and a first grade civil service eligible or its equivalent. He/She must have experience in cooperative organizations and management or other comparable experience of at least five (5) years.

The Cooperative Development Officer shall take charge of the Office for the development of cooperatives and take the lead in the performance of the Office's functions and responsibilities.

**SECTION 4. STAFFING PATTERN.** – In order that the office may effectively perform the functions and responsibilities as mandated by this Ordinance and adequately provide assistance to cooperatives in the City of Pasig, the following positions are hereby created:

QTY	POSITION	SALARY GRADE	JOB DESCRIPTION	QUALIFICATION
1	Assistant Department Head (Cooperative Development Officer)	SG 24		Filipino citizen, preferably Pasig City resident; good moral character; Bachelor's degree-holder preferably in cooperatives, business administration with special training in cooperatives or any related course; First-Grade Civil Service-eligible; five (5) years' experience in cooperatives organizations and management or other comparable experience.



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

Ordinance No. 26  
 Series of 2023

-page 4-

AN ORDINANCE CREATING THE PASIG CITY COOPERATIVE DEVELOPMENT OFFICE, DEFINING ITS FUNCTIONS AND RESPONSIBILITIES, STAFFING PATTERN, AND APPROPRIATING FUNDS THEREOF.

1	Supervising Cooperative Development Specialist	SG 22	Filipino citizens; Bachelor's degree-holder (relevant to job); three (3) years relevant experience; sixteen (16) hours relevant training; Second-level Career Service (Professional) eligible.
1	Cooperative Development Specialist 2	SG 15	Filipino citizen; Bachelor's degree-holder (relevant to job); one (1) year relevant experience; four (4) hours of relevant training; Second-level Career Service (Professional) eligible.
1	Cooperative Development Specialist 1	SG 11	Filipino citizen; Bachelor's degree-holder (relevant to job); one (1) year relevant experience; four (4) hours of relevant training;
6	Administrative Aide 3	SG 3	Elementary or High School graduate or relevant trade or vocational course-holder.

**SECTION 5. APPROPRIATIONS.** – The City Government of Pasig shall appropriate funds to cover the salaries and other benefits of the abovementioned positions. This shall be taken from any available funds and shall be appropriated in the annual and/or supplemental budget for each fiscal year as may be deemed necessary based on existing laws.

**SECTION 6. REPEALING CLAUSE.** – All ordinances, resolutions, rules and regulations which are inconsistent with this Ordinance or any provision hereof are hereby repealed or amended.

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Republic of the Philippines  
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City Government of Pasig

Ordinance No. 26  
Series of 2023

-page 5-

AN ORDINANCE CREATING THE PASIG CITY COOPERATIVE DEVELOPMENT OFFICE, DEFINING ITS FUNCTIONS AND RESPONSIBILITIES, STAFFING PATTERN, AND APPROPRIATING FUNDS THEREOF.

**SECTION 7. SEPARABILITY CLAUSE.** – Any provision of this Ordinance declared to be unconstitutional or invalid shall not affect the other portions or provisions and thereby, shall continue to be in full effect.

**SECTION 8. EFFECTIVITY.** – This Ordinance shall take effect immediately.

APPROVED, this 15<sup>th</sup> day of **May 2023** in the City of Pasig.

**HON. RAYMUND FRANCIS S. RUSTIA**  
City Councilor

**HON. CORAZON M. RAYMUNDO**  
City Councilor

**HON. SIMON GERARD R. TANTOCO**  
City Councilor

**HON. SYVEL ASILO-GUPILAN**  
City Councilor

**HON. PAUL ROMAN C. SANTIAGO**  
City Councilor

**HON. NOEL L. AGUSTIN**  
City Councilor

**HON. RODERICK MARIO U. GONZALES**  
City Councilor

**HON. QUIN A. CRUZ**  
City Councilor

**HON. REGINO S. BALDERRAMA**  
City Councilor

**HON. MARION ROSALIO M. MARTIRES**  
City Councilor

**HON. RIGOR J. ENRIQUEZ**  
LIGA President

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

**HON. MARIA LUISA "ANGELU" M. DE LEON**  
City Councilor  
Minority Floor Leader





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

Ordinance No. 26  
Series of 2023

-page 6-

AN ORDINANCE CREATING THE PASIG CITY COOPERATIVE DEVELOPMENT OFFICE, DEFINING ITS FUNCTIONS AND RESPONSIBILITIES, STAFFING PATTERN, AND APPROPRIATING FUNDS THEREOF.

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**HON. MARK GIL M. DELOS SANTOS**  
City Councilor  
Majority Floor Leader

Attested by:

*[Signature]*  
**HON. ROBERT VINCENT JUDE B. JAWORSKI, JR.**  
City Vice-Mayor  
Presiding Officer

APPROVED:

*[Signature]*  
**HON. VICTOR MA. REGIS N. SOTTO**  
City Mayor

Attested by:

*[Signature]*  
**ATTY. NICOLO JOEL B. GUTIERREZ**  
Acting City Council Secretary

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