



Republic of the Philippines  
**CITY GOVERNMENT OF ALAMINOS**  
 San Jose Drive, Poblacion, City of Alaminos, Pangasinan

**EXCERPT TAKEN FROM THE JOURNAL OF THE REGULAR SESSION OF THE SANGGUNIANG PANLUNGSOD OF THE CITY OF ALAMINOS, PANGASINAN HELD ON MARCH 14, 2023**

**PRESENT:**

- |   |                                 |
|---|---------------------------------|
| <b>Vice Mayor Jan Marianne R. Fontelera</b> | - <b>Presiding Officer</b>      |
| Councilor Michelle S. Segundera             | - Presiding Officer Pro-Tempore |
| Councilor Kelvin Theus O. Humilde           | - Minority Floor Leader         |
| Councilor Apple Joy B. Tolentino            | - Member                        |
| Councilor Joselito O. Fontelera             | - Member                        |
| Councilor Raul B. Bacay                     | - Member                        |
| Councilor Dahlia M. de Leon                 | - Member                        |
| Councilor Oscar A. Boling, Sr.              | - Member                        |
| LBP Salvador P. Dona                        | - Ex-Officio Member             |
| PPSKP Lovely V. Bernabe                     | - Ex-Officio Member             |

**ABSENT:**

- |                                  |                        |
|----------------------------------|------------------------|
| Councilor Carolyn D. Sison       | - On official travel   |
| Councilor Verna S. D. Rabago     | - On official business |
| Councilor Arthur C. Celeste, Jr. | - On official travel   |

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**ORDINANCE NO. 2023-11**

**AN ORDINANCE INSTITUTIONALIZING THE CITY COOPERATIVES DEVELOPMENT OFFICE IN THE LOCAL GOVERNMENT UNIT OF THE CITY OF ALAMINOS, PANGASINAN, PROVIDING FOR ITS FUNCTIONS, ORGANIZATIONAL STRUCTURE AND STAFFING PATTERN**

Sponsored by: Councilor Michelle S. Segundera

**WHEREAS**, Republic Act No. 6939 or the Cooperative Development Authority Act fosters the creation and growth of cooperatives for promoting self-reliance and harnessing the people’s power for economic development and social justice. It further provides, among others, that all departments, branches, subdivisions and instrumentalities and agencies shall ensure the provision of technical guidance, financial assistance and other services to enable the cooperative sector into viable and responsive enterprises towards economic expansion;

**WHEREAS**, Article 2 of Republic Act No. 9520, otherwise known as the “Cooperative Code of 2008,” further declares that it is a policy of the State to promote the viability and growth of cooperatives as instruments of equity, social justice and economic development and recognizes cooperatives as associates organized for economic and social betterment of their members, operating business enterprises based on mutual aid, and founded upon accepted cooperative principles and practices;

*(Handwritten signatures of councilors and officials)*





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(Cont. Ord. No. 2023-11, enacted on the 14<sup>th</sup> day of March, 2023)

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**WHEREAS**, Republic Act No.11535, also known as “An Act Making the Position of Cooperative Development Officer Mandatory in the Municipal, City, and Provincial Levels Amending for the Purpose Republic Act No. 7160, otherwise known as the Local Government Code of 1991, as amended”, made the position of City Cooperatives Development Officer as a mandatory position in the local government units;

**WHEREAS**, the City Government of Alaminos, Pangasinan has been continuously acknowledging the importance of the cooperative sector and the role it primarily plays in the institutional development of local cooperatives;

**NOW, THEREFORE**, on motion of Councilor Michelle S. Segundera, duly seconded by all members present

**BE IT ORDAINED BY THE SANGGUNIANG PANLUNGSOD OF THE CITY OF ALAMINOS, PANGASINAN IN REGULAR SESSION ASSEMBLED:**

**SECTION 1. TITLE.** — This ordinance shall be known as “An Ordinance Institutionalizing the City Cooperatives Development Office in the Local Government Unit of the City of Alaminos, Pangasinan.”

**SECTION 2. FUNCTIONS.** — The City Cooperatives Development Office (CCDO) of the Local Government Unit of the City of Alaminos, Pangasinan is hereby institutionalized as a separate department to provide developmental services to cooperatives in the area of cooperative promotion, pre-organizational and registration assistance, enterprise development, institutional development and continuing cooperative information and education, to monitor compliance to regulatory requirements of the Cooperative Development Authority (CDA), and to strengthen cooperatives as vehicles of socio-economic development and people empowerment through cooperatives’ continuing education.

**SECTION 3. ORGANIZATIONAL STRUCTURE AND STAFFING PATTERN.** — In order that the office may effectively discharge the powers and functions as mandated by this Ordinance, and in order to provide effective and adequate assistance to cooperatives in the City of Alaminos, Pangasinan, the following positions shall be the personnel compliment of the Alaminos City Cooperatives Development Office (ACCDO):

Position	Salary Grade
City Cooperatives Development Officer	25
Senior Cooperatives Development Specialist	18
Cooperative Development Specialist II	15
Cooperative Development Specialist I	11
Administrative Assistant III	9
Administrative Assistant II	8



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**SECTION 4. QUALIFICATION STANDARDS AND FUNCTIONS. —**

**1. City Cooperatives Development Officer**

Salary Grade: 25

Education : Bachelor's degree preferably in Business Administration,  
and/or allied fields

Experience : Five (5) years relevant experience

Training : Specialized training in cooperatives

Eligibility : Career Service (Professional) / Second Level Eligibility

The City Cooperatives Development Officer shall:

- a) Take charge of the City Cooperatives Development office;
- b) Formulate measures for 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 organization, promotion and development of cooperatives, and in providing access to such services and facilities;
- c) Develop plans and strategies in consultation with the cooperative sector and upon approval thereof by 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;
- d) Take the lead in identifying groups, sectors or communities that can be organized into cooperatives, provide assistance to prospective cooperatives in the conduct of the required preregistration seminar; provide technical and other forms of assistance to duly registered cooperatives; assist cooperatives in establishing linkages with government agencies, cooperative unions, and federations, the academe, and non-government organizations involved in the promotion and integration of the concept of cooperatives; and
- e) 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 in necessary subsequent rehabilitation.

**2. Senior Cooperative Development Specialist**

Salary Grade: 18

Education : Bachelor's degree relevant to the job

Experience : 2 years of relevant experience

Training : 8 hours of relevant training

Eligibility : Career Service (Professional) / Second Level Eligibility



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The Senior Cooperatives Development Specialist shall:

- a) Assist in identifying groups, sectors or communities that can be organized into cooperatives and conduct necessary meetings to facilitate the formation of the same;
- b) Assist cooperatives and associations prepare and process necessary documents for registration;
- c) Coordinate with concerned agencies regarding the conduct of necessary seminars, such as Pre-registration Seminar (PRS), Cooperative Education and Transport Operation Seminar (CETOS), and others;
- d) Provide technical assistance to cooperatives in securing necessary permits and/or licenses, and other required documents for their operations;
- e) Provide technical and other forms of assistance to existing associations, cooperatives or organizations to enhance their viability as an economic enterprise and social organization;
- f) Assist in the conduct of training needs analysis for cooperatives, associations, and micro, small and medium enterprises (MSMEs);
- g) Prepare proposals for comprehensive cooperative training and development programs and implement the same once approved;
- h) Assist in the preparation of proposals for livelihood enterprise and skills trainings;
- i) Monitor submission of Status Reports of associations, cooperatives or organizations operating in the city;
- j) Conduct continuous monitoring, evaluation and assessment of programs and projects being implemented by the associations, cooperatives or organizations in collaboration with the City Government or other government agencies and submit recommendation/s to the City Cooperatives Development Officer for further action;
- k) Assist associations, cooperatives and organizations in establishing linkages with government agencies and non-government organizations involved in the promotion and integration of the concept of cooperatives in the livelihood of the people and other community activities;
- l) Assist in the operation and management of the Negosyo Center and the OTOP Tinda One Pasalubong Center;
- m) Prepare communication letters, reports and other documents as instructed; and
- n) Perform other duties that may be assigned from time to time.



(Cont. Ord. No. 2023-11, enacted on the 14<sup>th</sup> day of March, 2023)

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**3. Cooperative Development Specialist II**

Salary Grade: 15

Education : Bachelor's degree relevant to the job

Experience : One (1) year relevant experience

Training : Four (4) hours of relevant training

Eligibility : Career Service (Professional) / Second Level Eligibility

The Cooperatives Development Specialist II shall:

- a) Assist in organizing and facilitating the conduct of meeting of identified groups, sectors or communities to form associations, cooperatives or organizations;
- b) Assist cooperatives and associations in the preparation and processing of necessary documents for registration with registering authority;
- c) Assist in coordinating with concerned agencies regarding the conduct of necessary seminars, such as PRS, CETOS, and others;
- d) Provide technical and other forms of assistance to existing associations, cooperatives or organizations to enhance their viability as an economic enterprise and social organization;
- e) Assist in providing frontline services on cooperative organization, rehabilitation or viability enhancement, particularly during and in the aftermath of man-made and natural disaster and calamities, to aid in their survival, and, if necessary, subsequent rehabilitation;
- f) Assist in the preparation of proposals for comprehensive cooperative training and development programs on livelihood enterprise, skills trainings and other forms of capability trainings;
- g) Assist during the conduct of evaluation and assessment of assisted projects and programs of the associations, cooperatives and/ or organizations;
- h) Assist associations, cooperatives, and organizations in establishing linkages with government agencies and non-government organizations involved in the promotion and integration of the concept of cooperatives in the livelihood of the people and other community activities;
- i) Assist in the operation and management of the Negosyo Center and the OTOP Tinda One Pasalubong Center; and
- j) Perform other duties that may be assigned from time to time.

**4. Cooperative Development Specialist I**

Salary Grade: 11

Education : Bachelor's degree relevant to the job

Experience : None required

Trainings : None required

Eligibility : Career Service (Professional) / Second Level Eligibility



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The Cooperatives Development Specialist I shall:

- a) Assist in organizing and facilitating the conduct of meeting with proposed associations, cooperatives or organizations;
- b) Assist in the preparation and processing of necessary documents for registration;
- c) Assist in the registration of association, cooperative or organization at registering authority;
- d) Provide technical and other forms of assistance to existing associations, cooperatives or organizations to enhance their viability as an economic enterprise and social organization;
- e) Assist in providing frontline services on cooperative organization, rehabilitation or viability enhancement, particularly during and in the aftermath of man-made and natural disaster and calamities, to aid in their survival, and, if necessary, subsequent rehabilitation;
- f) Assist during the conduct of evaluation and assessment of assisted projects and programs of the associations, cooperatives and/ or organizations;
- g) Assist associations, cooperatives, and organizations in establishing linkages with government agencies and non-government organizations involved in the promotion and integration of the concept of cooperatives in the livelihood of the people and other community activities;
- h) Assist in the operation and management of the Negosyo Center and the OTOP Tinda One Pasalubong Center; and
- i) Perform other duties that may be assigned from time to time.

**5. Administrative Assistant III**

Salary Grade: 9

Education : Completion of two (2) years studies in college or high school graduate with relevant vocational/trade course

Experience : One (1) year of relevant experience

Training : Four (4) hours of relevant training

Eligibility : Career Service (Sub-Professional) / First Level Eligibility

The Administrative Assistant III shall:

- a) Encode office communications, documents and data;
- b) Maintain office records;
- c) Process vouchers and other transactions of the office;
- d) Act as liaison officer of the office; and
- e) Perform other duties that may be assigned from time to time.



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**6. Administrative Assistant II**

Salary Grade: 8

Education : Completion of two (2) years studies in college or high school graduate with relevant vocational/trade course

Experience : One (1) year of relevant experience

Training : Four (4) hours of relevant training

Eligibility : Career Service (Sub-professional) / First Level Eligibility

The Administrative Assistant II shall:

- a) Act as administrative support staff in all programs and activities of the City Cooperatives Development Office; and
- b) Perform other duties that may be assigned from time to time.

**SECTION 5. FUNDING.** — The amount of Four Million Two Hundred Sixty Thousand Two Hundred Thirteen Pesos (PhP 4,260,213.00) is appropriated under the 2023 Annual Budget of the City of Alaminos, Pangasinan for the operation and implementation of plans, program, and activities (PPAs) of the Alaminos City Cooperatives Development Office. Its operations and PPAs shall thereupon be appropriated in succeeding annual budgets of the city.

**SECTION 6. REPEALING CLAUSE.** — All ordinances, measures, rules and regulations inconsistent herewith are hereby repealed or modified accordingly.

**SECTION 7. SEPARABILITY CLAUSE.** — If any provision or part hereof is held invalid or unconstitutional, the remainder of the ordinance or the provision not otherwise affected shall remain valid, in force and effect.

**SECTION 8. EFFECTIVITY CLAUSE.** — This ordinance shall take effect immediately upon approval.

APPROVED.....



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I **HEREBY CERTIFY** to the correctness of the foregoing ordinance consisting of eight (8) pages including this page.

*lhale*  
**LUZ B. VALE**  
 Secretary

ATTESTED:

*[Signature]*  
**JAN MARIONNE R. FONTELERA**  
 City Vice Mayor/Presiding Officer

*[Signature]*  
**MICHELLE S. SEGUNDERA**  
 Presiding Officer Pro-Tempore

*[Signature]*  
**KELVIN THEUS O. HUMILDE**  
 Minority Floor Leader

*[Signature]*  
**APPLE JOY B. TOLENTINO**  
 Member

*[Signature]*  
**JOSELITO O. FONTELERA**  
 Member

*[Signature]*  
**RAUL B. BACAY**  
 Member

*[Signature]*  
**DAHLIA M. DE LEON**  
 Member

*[Signature]*  
**OSCARA A. BOLING, SR.**  
 Member

*[Signature]*  
**SALVADOR P. DONA, LBP**  
 Ex-Officio Member

*[Signature]*  
**LOVERLY V. BERNABE, PPSKP**  
 Ex-Officio Member

APPROVED BY:

*[Signature]*  
**ARTH BRYAN C. CELESTE**  
 City Mayor

04/13/2023  
 Date