

AN ORDINANCE CREATING THE COOPERATIVES DEVELOPMENT OFFICE, DEFINING ITS DUTIES, FUNCTIONS AND RESPONSIBILITIES, APPROPRIATING THE AMOUNT OF FIVE MILLION FIVE HUNDRED NINETY ONE THOUSAND FOUR HUNDRED FIFTEEN PESOS AND FIFTY CENTAVOS (PHP 5,591,415.50) FOR ITS INITIAL OPERATION, AND FOR OTHER PURPOSES.

Be it ordained by the City Council of Manila, in session, assembled, THAT:

SECTION 1. Title of Ordinance. – This shall be known as the **ORDINANCE CREATING THE COOPERATIVES DEVELOPMENT OFFICE OF THE CITY OF MANILA.**

SEC. 2. Declaration of Policy. – It shall hereby be declared the policy of the City of Manila to encourage the creation of cooperatives and to ensure, promote, support, sustain and strengthen their development, growth and viability under a comprehensive, integrated, organized and unified program in order to best accomplish their constitutional mandates of social justice and economic development.

SEC. 3. Creation of the Cooperatives Development Office of Manila. – To effectively and efficiently carry out the above-stated policy, the Cooperatives Development Office of the City of Manila is hereby created. It shall be known as the CDOM, for brevity.

It shall be placed under the control, direction and supervision of the Office of the Mayor, and headed by a Cooperatives Development Officer (CDO), who shall be assisted by an Assistant CDO for each of the six (6) districts of the City, and such other administrative staff as may be necessary.

Sec. 4. Duties, Functions and Responsibilities – The Office shall:

- a) Formulate measures for the consideration of the sanggunian, and provide technical assistance and support to the mayor in carrying out measures to ensure the delivery of basic services and provisions of facilities through the development of cooperatives, and in providing access to such services and facilities;
- b) Develop plans and strategies and, upon approval thereof by the mayor, implement the same, particularly those which have to do with the integration of cooperatives, principles and methods in programs and projects which the mayor is empowered to provide for under the Local Government Code of 1991 or its amendments;
- c) Assist in the organization of cooperatives;
- d) Provide technical and other forms of assistance to existing cooperatives to enhance their viability as an economic enterprise and social organization;

- e) Assist cooperatives in establishing linkages with government agencies and non-governmental organizations involved in the promotion and integration of the concept on cooperatives in the livelihood of the people and other community activities;
- f) Be in the frontline of cooperatives organization, rehabilitation or viability enhancement, particularly during and in the aftermath of man-made and natural calamities and disasters, to aid in their survival and, if necessary subsequent rehabilitation;
- g) Recommend to the sanggunian, and advise the mayor on all matters relative to cooperatives development and viability enhancement which will improve the livelihood and quality of life of the inhabitants;
- h) Coordinate with the Cooperatives Development Authority; and
- i) Exercise such powers and perform such other duties and functions as may be convenient, implied, inherent or necessary to effectively and efficiently discharge the above.

Sec. 5. Organizational Composition. – The CDOM shall be headed by the City Government Office Head I to be assisted by the City Government Assistant Dept. Head III. They shall have supervision over the Administrative Division composed of (1) Administrative Officer I, (1) Clerk II, (1) Driver I and (1) Utility Worker I; and, Cooperative Development Division composed of (1) Senior Cooperatives Development Specialist, (6) Cooperatives Development Specialist I, (2) Clerk II, (2) Bookbinder I and (1) Messenger. Attached hereto as Annex "A" is the organizational structure.

Sec. 6. Staffing Pattern. – The CDOM shall implement the following staffing pattern in accordance with the Civil Service Commission Rules and Regulations, thus:

6.1. City Government Office Head I. – who shall be appointed in accordance with the qualifications set and required under Section 487 of the Local Government Code of 1991 and responsible for the planning, directing, supervision and coordination of cooperative affairs and programs of the department.

- Salary Grade: 26
- Salary Rate: PhP 27,250.00

Duties and Responsibilities

- Assists the City Mayor in the implementation of the Comprehensive Cooperative Development Plans and Programs for the City of Manila;
- Assists the City Mayor in the monitoring and evaluation of registered cooperatives;



- Undertakes information campaign, promotion, organization & registration of all types of cooperatives;
- Undertakes regular education and training for livelihood and cooperative activities;
- Undertakes researches and studies for the development of cooperatives;
- Submits regular monthly reports to the City Mayor; and,
- Performs such other functions as may be assigned by the City Mayor.

6.2. City Government Assistant Dept. Head III. – who shall be appointed in accordance with the qualifications set and required under Section 487 of the Local Government Code of 1991 and responsible for the administration, support services of the cooperatives affairs and programs of the department.

- Salary Grade: 25
- Salary Rate: PhP 26,203.00

Duties and Responsibilities

- Monitors and evaluates registered cooperatives;
- Gathers, follows-up, and maintains records necessary to be stored to the cooperative data bank;
- Assists in the implementation of research and studies;
- Coordinates regular education and training programs for livelihood cooperative programs;
- Assists the Cooperatives Development Officer in the preparation and submission of monthly reports;
- Prepares and monitors the implementation of the cooperatives development plans;
- Coordinates various sector activities;
- Attends to the daily requirements of the office from time to time; and,
- Performs such other duties as may be assigned by the department head.

6.3. Senior Cooperatives Development Specialist. – who shall be appointed in accordance with the qualifications set and required under Section 487 of the Local Government Code of 1991 and shall assist the City Government Office Head in the preparation and implementation of the comprehensive cooperatives.

- Salary Grade: 18
- Salary Rate: PhP 19,168.00

Duties and Responsibilities

- Supervises and monitors the work of the Cooperatives Development Specialist;
- Undertakes monitoring and evaluation of registered cooperatives;
- Designs researches and studies for the development of coops;

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- Coordinates cooperative promotion organization and development;
- Prepares plans and programs for livelihood and cooperative endeavor;
- Submits regular monthly report; and
- Performs other functions as may be assigned.

6.4. Cooperative Development Specialist I. – under general supervision, supervises and participates in the affairs and programs of cooperatives in the City of Manila.

- Salary Grade: 11
- Salary Rate: PhP 12,748.00
- Qualification: College Degree holder
- Eligibility: Civil Service (Prof.)

Duties and Responsibilities

- Provides regular education and training program for cooperative leaders;
- Assists in the technical assistance requirements of the cooperative sector;
- Assists in the implementation of researches and studies;
- Assists in the monitoring and evaluation of registered cooperatives;
- Coordinates cooperatives promotion organization and activities;
- Prepares the regular data bank issues;
- Undertakes information campaign and registration of cooperatives;
- Takes charge in the distribution of invitations, letters, memoranda, programs to all cooperatives and other offices of the government; and
- Performs such other jobs as may be assigned.

6.5. Administrative Officer I. – who shall be appointed in accordance with the Civil Service Rules and Regulations shall generally supervise, assist the City Government Office Head in the supervision of administrative services in advisory, research or procedural capacity and perform related work as required by the immediate supervisor.

- Salary Grade: 10
- Salary Rate: PhP 12,026.00

Duties and Responsibilities

- Supervises and reviews works of subordinates in the Administrative Division;
- Supervises the following clerical services; property and central files, building maintenance, payroll keeping and personnel records;
- Develops and recommends standardized operating procedures for the office;
- Prepares periodic reports;
- Keeps records and inventories of office resources;

- Attests to the accuracy of accounts and has custody of funds;
- Prepares and supervises the preparation of the budget, deals and entertains office visitors;
- Prepares general information regarding the office;
- Negotiates for office services; and
- Performs related tasks as may be assigned.

6.6. Clerk II. – under immediate supervision, performs a wide variety on non-technical office tasks such as keeping records, preparation and processing of communication and other papers, and the operation of office equipment such as typewriters and other machines.

- Salary Grade: 4
- Salary Rate: PhP 7,891.00
- Qualification: at least 2nd Year College
- Eligibility: Civil Service (Sub-Prof.)

Duties and Responsibilities

- Supplies feeder data to superior officers that may be needed in the preparation of office orders and reports;
- Files office records and other matters to be filed;
- Receives and releases incoming and outgoing correspondence and other forms of communication;
- Performs other clerical tasks that may be assigned from time to time;
- Does some typing job in the office; and
- Performs other related functions as may be assigned.

6.7. Driver I. – under general supervision, operates light automotive equipment in transporting personnel and various supplies to and from points of destination; does related work.

- Salary Grade: 3
- Salary Rate: PhP 7,307.00
- Qualification: High School Graduate
(Professional Driver's License)

Duties and Responsibilities

- Drives out official vehicles carrying passengers on official business under direct request of a City Official or employee;
- Checks if vehicles are full of gas, lubricated, watered and in good running condition before usage;
- Checks brakes and tires to ascertain if these are in good working order; observes City rules and regulations in issuing trip authorization and related orders aimed at conserving fuel and minimizing all but the most necessary official travel;
- Keeps exterior and interior of motor vehicle clean and presentable; fills out appropriate mileage, time and passenger log; reports any defects or suspected malfunctions in the vehicle to superiors, offers courteous service and gives clear information on directions when requested;



- Maintains respective equipment pool logbook and submits reports as required;
- Performs simple maintenance and minor mechanical repair on equipment and reports any related problems like accidents, etc; and
- Performs other functions as may be assigned.

6.8. Bookbinder I. – under general supervision, assists in directing and supervising the activities in the bindery section; and performs related work as required.

Salary Grade: 2
Salary Rate: PhP 6,703.00
Qualification: High School Graduate

Duties and Responsibilities

- Supervises bindery helpers and members in the pasting of old and torn-out pages of books and records;
- Directs and participates in binding old records, magazines, books into volumes;
- Arranges volumes either by numbers in chronological order or according to districts;
- Makes necessary insertions into corresponding volumes and arranges books in shelves; and
- Performs other functions as may be assigned.

6.9. Messenger. – under immediate supervision, delivers reports, invitations, letters, memoranda to all cooperatives and other offices of the government (local and national), NGOs, POs, GTI's etc..

- Salary Grade: 2
- Salary Rate: PhP 6,703.00
- Qualification: High School Graduate

Duties and Responsibilities

- Performs messengerial services;
- Reports undelivered documents;
- Attends to the requirements of the office clients as may be assigned by the City Government Office Head; and
- Performs related tasks as may be assigned.

6.10. Utility Worker I. – under immediate supervision, cleans buildings, offices and its surrounding areas and performs related work as required.

- Salary Grade: 1
- Salary Rate: Php 6,149.00
- Qualification: High School Graduate

Duties and Responsibilities

- Keeps offices, its surrounding areas, furniture and equipment clean and orderly;
- Collects and dumps garbage;
- Opens doors and windows before office hours and closes the same after office hours;
- Hauls and transfers office furniture, equipment, records and supplies;
- Reports damaged and/or missing government property and occasionally does messengerial work; and
- Performs related tasks as maybe assigned.

SEC. 7. Appropriation Clause. – The amount of Five Million Five Hundred Ninety One Thousand Four Hundred Fifteen Pesos and Fifty Centavos (PhP 5,591,415.50), as detailed under the attached annexes "B" and "C" or so much thereof, as may be necessary is hereby appropriated, out of any unappropriated funds existing in the City Treasury to be made available for the implementation of this Ordinance, upon availability of funds as certified to by the City Treasurer.

SEC. 8. Repealing Clause. – All Ordinances, Resolutions, City Government Administrative Issuances, Rules and Regulations or parts thereof, inconsistent with this Ordinance are hereby repealed or modified accordingly.

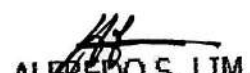
SEC. 9. Separability Clause. – If any provision of this Ordinance is declared unconstitutional or invalid, the same shall not affect the validity and effectivity of the other provisions hereof.

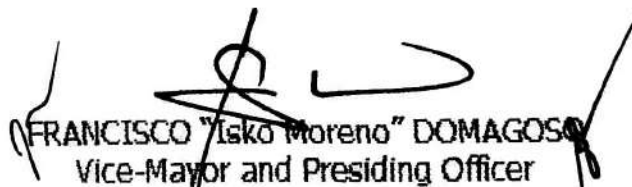
SEC. 10. Effectivity Clause. – This Ordinance shall take effect upon its approval.

Enacted by the City Council of Manila at its regular session today, July 14, 2009.

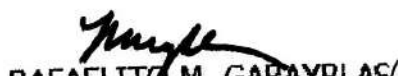
Approved by His Honor, the Mayor, on **20 AUGUST 2009**


APPROVED:


ALFREDO S. LIM
Mayor
City of Manila


FRANCISCO "Isko Moreno" DOMAGOSA
Vice-Mayor and Presiding Officer
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