



# MUNICIPALITY OF ASINGAN

## OFFICE OF THE MUNICIPAL MAYOR



AWARDEE: 2016 2017 2019

2/F Municipal Hall, Poblacion, Asingan, Pangasinan 2439 | Tel. (075) 633-9390 | Fax (075) 632-8612  
Email: asenso.asingan2022@yahoo.com | Website: www.asingan.gov.ph

### EXECUTIVE ORDER NO. 039, S. 2023

## CONSTITUTING THE MUNICIPAL COOPERATIVES DEVELOPMENT COUNCIL (MCDC) OF THE MUNICIPALITY OF ASINGAN, PANGASINAN, DESIGNATING THE COOPERATIVE DEVELOPMENT OFFICER (CDO), AND FOR OTHER PURPOSE

**WHEREAS**, it is the declared policy of the State, as enshrined in Article 2 of the Republic Act No. 6938, as amended by RA No. 9520 or the Cooperative Code of the Philippines "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**, the Local Government Code of 1991 provides for the transfer of the delivery of basic services to the public, including the support to the development of cooperatives in their respective areas in accordance with state policies on cooperatives. In addition, the State shall provide a more responsive and accountable local government structure instituted through a system of decentralization whereby local government units (LGUs) shall be given more powers, authority, responsibilities, and resources;

**WHEREAS**, in line with the Supreme Court decision on Mandanas-Garcia petition, Executive Order No. 138, s. 2021 was issued that orders the full devolution of functions, services, and facilities by the National Government to the LGUs. The LGUs shall be primarily and ultimately responsible and accountable for the provision of all basic services and facilities fully devolved to them;

**WHEREAS**, the passage of RA No. 11535, otherwise known as "An Act Making the Position of a Cooperatives 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" institutionalized the mandatory nature of the position of a Cooperative Development Officer, which the local governments shall be guided by the qualification, powers, and duties;

**WHEREAS**, the DBM-DILG Joint Memorandum Circular (JMC) No. 2021-1 included the creation of Local Cooperatives Officer in municipal, city, and provincial governments as part of the Devolution Transition Plan. Likewise, DILG Memorandum Circular No. 2021-110 which directed all provincial, city, and municipal governments to have a Cooperatives Development Officer (CDO) in their respective local governments;

**WHEREAS**, there is a necessity to coordinate, harmonize, and monitor the implementation of the various cooperatives development plans, programs, and projects; and encourage the active participation of the cooperative sector thereby creating an environment conducive for its growth and development;

**NOW, THEREFORE, I, Engr. CARLOS F. LOPEZ, JR**, Municipal Mayor of Asingan, Pangasinan by virtue of the powers vested in me by law, do hereby order and decree:

**SECTION 1. COOPERATIVES DEVELOPMENT OFFICER.** Hereby designating **Mr. ARJAY M. GARCIA** – Planning Officer I as the Cooperatives Development Officer, who shall take charge of the office for the development of cooperatives and shall:

1. 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 provision of facilities through the organizing, promotion, and development of cooperatives, and in providing access to such services and facilities;
2. Develop plans and strategies in consultation with the cooperative sector and, upon approval thereof by the Mayor, implement the same, particularly those which have to do with the integration of cooperatives values, principles, and practices in programs and projects which the Mayor is empowered to implement and which the Sanggunian is empowered to provide for under the LGU Code;
3. In addition to the foregoing duties and functions, the cooperatives development officer shall:
  - a. Take the lead in identifying 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 municipality;





# MUNICIPALITY OF ASINGAN

## OFFICE OF THE MUNICIPAL MAYOR



AWARDEE: 2016 2017 2018

2/F Municipal Hall, Poblacion, Asingan, Pangasinan 2439 | Tel. (075) 633-9390 | Fax (075) 632-8612  
Email: asenso.asingan2022@yahoo.com | Website: www.asingan.gov.ph

- b. 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;
  - c. In partnership with the CDA, the Department of Trade and Industry, other government agencies, cooperative unions and federations, the academe, and other 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;
  - d. Assist cooperatives in establishing linkages with government agencies cooperative unions and federations, the academe and nongovernment organizations involved in the promotion and integration of the concept of cooperatives in the livelihood of the people and other community activities;
  - e. Assist cooperatives in the development and implementation of risk management plans and business continuity plans and management as a response to anticipate or unexpected man-made natural calamities and disasters, to aid in their survival, if necessary subsequent rehabilitation.
4. 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;
  5. Recommend to the Sanggunian, and advise the mayor on all other matters relative to cooperatives development and viability-enhancement which will improve the livelihood and quality of life of the inhabitants; and
  6. Exercise such other powers and perform such other duties and functions as may be prescribed by law or ordinance.

**SECTION 2. THE MUNICIPAL COOPERATIVES DEVELOPMENT COUNCIL.** The Asingan MCDC shall be composed of the following:

|              |   |
|--------------|---|
| Chairperson: | Engr. CARLOS F. LOPEZ, JR. – Municipal Mayor  |
| Members:     | Hon. JULIO P. DAYAG – Sanggunian on Agriculture and Cooperatives  |
|              | Hon. ATHENA IRA G. CHUA – Sanggunian on Tourism, Trade, and Commerce  |
|              | Engr. EMETERIO E. LAROYA – MPDC   |
|              | MINERVA L. ROSAS – Municipal Agriculturist  |
|              | ARJAY M. GARCIA – Planning Officer I/CDO Designate  |
|              | CATHERINE D. VELASQUEZ – MLGOO  |
|              | RIZALINA C. AYING – Sr. Labor and Employment Officer/PESO Manager   |
|              | MYLA V. DE GUZMAN – License Inspector II  |
|              | Representative of National Government Agencies with cooperative programs including Government Financial Institutions (GFIs) |
|              | ROLLY C. MATEO – Bantog Samahang Nayon MPC  |
|              | FRANCISCO S. SANCHEZ – Asingan Sheltered Workshop Consumers Coop.   |
|              | MARCELINO A. CASIO – Nagkaisa MPC   |
|              | VICENTE E. AQUINO – Asingan Mitura Farmers Irrigators Association, Inc.   |
|              | ELIAS A. BALLESTEROS – TOPACAPAS Asingan Farmers Irrigators Assoc.  |

**SECTION 3. DUTIES AND FUNCTIONS OF MCDC.** The Asingan MCDC shall have the following duties and functions:

1. Coordinate, harmonize, and monitor the implementation of various cooperative development plans, programs, and projects of NGAs, GFIs, LGUs, and NGOs within its area of jurisdiction;





# MUNICIPALITY OF ASINGAN

## OFFICE OF THE MUNICIPAL MAYOR



AWARDEE: 2016 2017 2018

2/F Municipal Hall, Poblacion, Asingan, Pangasinan 2439 | Tel. (075) 633-9390 | Fax (075) 632-8612  
Email: asenso.asingan2022@yahoo.com | Website: www.asingan.gov.ph

2. Operationalize and monitor the Cooperative Medium-Term Development Plans (CMTDP) through the collective efforts of all sectors and develop such mechanism as may be required in line with the CMTDP;
3. Share resources (financial, supplies, equipment, and manpower) towards the full realization of such development plans;
4. Support, assist, and participate the holding of cooperative activities such as but not limited to the celebrations of cooperative month, scheduled cooperative congress and summits; and
5. Promote actively and strongly endorse the observance at all times of the universally cooperative principles as enshrined in the Cooperative Code in the performance of the above functions.

**SECTION 4. SECRETARIAT.** The Secretariat of the Council shall be the Cooperative Development Officer who will provide administrative and technical support to the MCDC to ensure the efficient performance of its functions and conduct of activities, including the proper safekeeping of its records and documents. Specifically, the MCDC Secretariat shall have perform the following functions:

1. Prepare the minutes and agenda and record the attendance and proceedings of all meetings of the council;
2. Serve notices of all meetings of the council;
3. Furnish the officers and members certified copies of the minutes of the meetings;
4. Keep a register of the names and address of all members and keep a complete file of the laws, resolutions, and executive orders relevant to the creation of the council; and
5. 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 5. MEETINGS.** The Asingan MCDC shall meet monthly and may call a special meeting whenever necessary. All business matters that need to be decided upon shall be by majority vote.

**SECTION 6. FUNDS OF THE COUNCIL.** The funds of the MCDC 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 7. EFFECTIVITY CLAUSE.** This Executive Order shall take effect immediately and shall remain in effect unless sooner revoked or amended.

Let copies hereof be furnished to all concerned for information, reference, and guidance.

DONE this 23<sup>rd</sup> day of March 2023 in the Municipality of Asingan, Pangasinan, Philippines.

Engr. CARLOS F. LOPEZ, JR.  
Municipal Mayor