

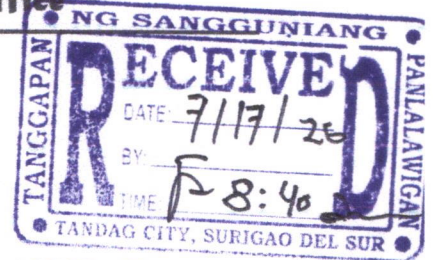
Refer To: Committee on Good Government, Public Ethics and Accountability



Republic of the Philippines
PROVINCE OF SURIGAO DEL SUR
Tandag City

Provincial Human Resource Management Office

July 14, 2026



HONORABLE MEMBERS OF THE 21st SANGGUNIANG PANLALAWIGAN
This Province

THRU: HON. HENRICH M. PIMENTEL

Chairperson

Committee on Good Governance, Public Ethics and Accountability

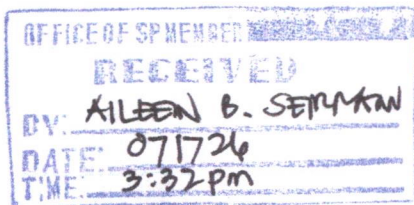
Your Honors:

Respectfully forwarded the attached draft of the Ordinances for the creation of the offices of the Provincial Cooperative Development, Provincial Youth Development and Persons With Disability Affairs in the Province of Surigao del Sur as requested in the Committee Meeting held on July 7, 2026 at the Legislative Session Hall, Legislative Building, Capitol Hills, Tandag City, for your consideration and appropriate action.

Respectfully yours,

ACE R. ORCULLO, MPA, CHRA

Provincial Human Resources Management Officer



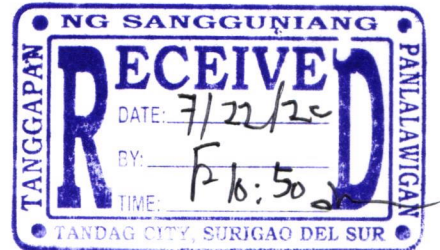
Republika ng Pilipinas
LALAWIGAN NG SURIGAO DEL SUR
TANDAG CITY

Tanggapan ng Sangguniang Panlalawigan
(Office of the Provincial Council)

EXCERPTS FROM THE MINUTES OF THE ____ REGULAR SESSION OF THE 21st
SANGGUNIANG PANLALAWIGAN OF SURIGAO DEL SUR HELD AT THE LEGISLATIVE
BUILDING SESSION HALL, CAPITOL HILLS, TELAJE, TANDAG CITY, SURIGAO DEL SUUR
ON _____.

PRESENT:

HON. RUEL D. MOMO, CE
Acting Vice Governor
Presiding Officer



Regular Sangguniang Panlalawigan Members:

District I

Hon. Henrich M. Pimentel
Hon. Jose M. Dumagan, Jr.
Hon. Antonio C. Azarcon
Hon. Valerio T. Montesclaros, Jr.

District II

Hon. Joey S. Pama
Hon. Gines Ricky J. Sayawan, Sr.
Hon. Margarita V. Garay
Hon. Anthony Joseph G. Canedo
Hon. Raul R. Salazar

Ex-Officio Members

Hon. John Paul C. Pimentel
Hon. Melanie Joy M. Guno
Hon. Yuri Art Eufy R. Sanchez
Hon. Jimmy I. Guinsod

- President, Philippine Councilors' League, Surigao del Sur Chapter
- President, Provincial Chapter of the Liga ng mga Barangay sa Pilipinas
- President, Panlalawigang Pederasyon ng mga Sangguniang Kabataan
- Indigenous Peoples Mandatory Representative, Surigao del Sur

ORDINANCE NO. _____
(dated _____)

AN ORDINANCE CREATING THE PROVINCIAL COOPERATIVE DEVELOPMENT
OFFICE AS A DEPARTMENT IN THE PROVINCIAL GOVERNMENT OF SURIGAO
DEL SUR, PROVIDING FOR ITS ORGANIZATIONAL STRUCTURE AND STAFFING
PATTERN, AND DEFINING ITS DUTIES, FUNCTIONS AND RESPONSIBILITIES.

Author: _____
Sponsors: _____
Seconder: _____

WHEREAS, pursuant to Section 76 of Republic Act (R.A.) No. 7160, otherwise known as the Local Government Code of 1991 (LGC), local government units (LGUs) shall design and implement their own organizational structures and staffing patterns (OSSPs) based on their service requirement and financial capability, subject to the minimum standards and guidelines prescribed by the CSC;

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 non-governmental organizations (PO/NGO) in advancing



PROVINCE OF SURIGAO DEL SUR
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OSSP-26-06102

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 463 of the Local Government Code, provides that the position of Cooperative Development Officer is mandatory in the municipal, Province and provincial levels. It further provides that if the province shall appoint a full-fledged CDO, the province has the option to set the rank, remuneration and other emoluments of the Provincial CDO subject to existing laws, rules, and regulations;

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

WHEREAS, the Provincial Government of Surigao del Sur acknowledges the importance of the Cooperative sector and aims to establish the Provincial Cooperative Development Office to support the viability and development of cooperatives as instruments of equity, social justice and economic development;

NOW, THEREFORE, be it ordained as it is hereby ordained by the Sangguniang Panlalawigan ng Surigao Del Sur, in regular session duly assembled, that:

SECTION 1. THE PROVINCIAL COOPERATIVE DEVELOPMENT OFFICE (PCDO). - There shall be created a Provincial Cooperative Development Office (PCDO) in the Provincial Government of Surigao del Sur to carry out the provisions of this ordinance.

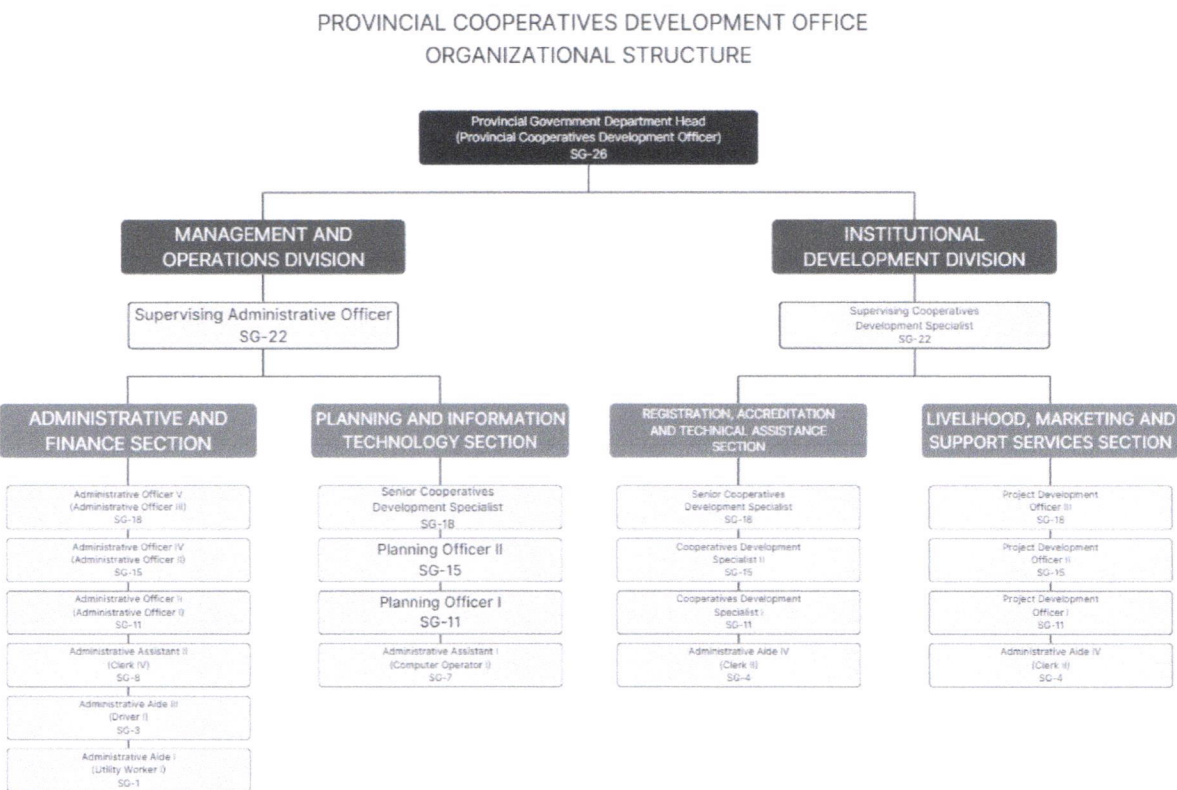
SECTION 2. FUNCTIONS AND RESPONSIBILITIES — The Office shall have the following functions and responsibilities:

- a. Formulate measures for the consideration of the Sanggunian, and provide technical assistance and support to the Provincial Governor 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 Provincial Governor, implement the same, particularly those which have to do with the integration of cooperative values, principles and practices in programs and projects, which the Provincial Governor 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 province;

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

SECTION 3. ORGANIZATIONAL STRUCTURE - The Provincial Cooperatives Development Office (PCDO) shall have the following Organizational Structure and Staffing Pattern as follows:



SECTION 4. STAFFING PATTERN. - In order that the office may effectively perform the functions and responsibilities as mandated by this Ordinance and adequately assist cooperatives in the province of Surigao del Sur, the following positions are hereby deemed created:

Position Title	Salary Grade	Number of persons
Provincial Government Department Head (Provincial Cooperatives Development Officer)	26	1
MANAGEMENT AND OPERATIONS DIVISION		
Supervising Administrative Officer	22	1
Administrative and Finance Section		
Administrative Officer V (Administrative Officer III)	18	1
Administrative Officer IV (Administrative Officer II)	15	1
Administrative Officer II (Administrative Officer I)	11	1
Administrative Assistant II (Clerk IV)	8	1
Administrative Aide III (Driver I)	3	1
Administrative Aide I (Utility Worker I)	1	1
Planning and Information Technology Section		
Senior Cooperatives Development Specialist	18	1
Planning Officer II	15	1
Planning Officer I	11	1
Administrative Assistant I (Computer Operator I)	7	1
INSTITUTIONAL DEVELOPMENT DIVISION		
Supervising Cooperatives Development Specialist	22	1
Registration, Accreditation and Technical Assistance Section		
Senior Cooperatives Development Specialist	18	1
Cooperatives Development Specialist II	15	1
Cooperatives Development Specialist I	11	1
Administrative Aide IV (Clerk II)	4	1
Livelihood, Marketing and Support Services Section		
Project Development Officer III	18	1
Project Development Officer II	15	1
Project Development Officer I	11	1
Administrative Aide IV (Clerk II)	4	1
Total Number of Positions: 21		

SECTION 5. DUTIES AND RESPONSIBILITIES OF THE HEAD OF PCDO — The duties and responsibilities of the Provincial Cooperatives Officer as stated in Section 4 of Republic Act 11535 amending Section 487, of Book III, Title Five, Article Seventeen of Republic Act No. 7160 otherwise known as the Local Government Code of 1991, shall be as follows:

1. Formulate measures for the consideration of the sanggunian, and provide technical assistance and support to the governor or mayor, as the case may be, 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 governor or mayor, as the case may be, implement the same, particularly those which have to do with the integration of cooperatives values, principles and practices in programs and projects which the governor or mayor is empowered to implement and which the sanggunian is empowered to provide for under this 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, city or province;
 - 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, 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; "

(4) 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;

SECTION 6. ADMINISTRATIVE AUTHORITY. The Provincial Cooperative Development Office shall be headed by a Cooperative Development Officer whose rank shall be that of a Department Head. The Cooperative Development Officer must be a citizen of the Philippines, a resident of Surigao del Sur, 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 7. APPOINTMENT AND QUALIFICATION - The positions in the department shall be appointed by the Provincial Governor, in accordance with Civil Service laws and rules that the appointees shall have met the qualification standards set by the Civil Service Commission, CSC 2025 ORAOHRA, issuances by the Department of Budget and Management, and pursuant to R.A. No. 11535 and other pertinent laws, rules, and regulations.

- A. The qualification standards for the positions in the department as stated in Section 487 of the Local Government Code of 1991 as amended, Civil Service Commission Memorandum Circulars, DBM Index of Occupational Services, Occupational Groups, Classes, and Salary Grades for LGUs, and DBM Local Budget Circular are as follows:

Position Title	SG	EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
Provincial Government Department Head (Provincial Cooperatives Development Officer)	26	Bachelor's Degree preferably in Cooperatives, Business Administration with Special Training in cooperatives or any related course from a recognized college or university.	5 years of experience in cooperatives organization and management.	None required	Career Service Professional/ Second Level Eligibility
MANAGEMENT AND OPERATIONS DIVISION					
Supervising Administrative Officer	22	Bachelor's degree relevant to the job	3 years of relevant experience	16 hours of relevant training	Career Service (Professional) /Second Level Eligibility
Administrative and Finance Section					
Administrative Officer V (Administrative Officer III)	18	Bachelor's Degree relevant to the job	2 years of relevant experience	8 hours of relevant training	Career Service (Professional)/ Second Level Eligibility
Administrative Officer IV (Administrative Officer II)	15	Bachelor's degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Career Service (Professional) Second Level Eligibility
Administrative Officer II (Administrative Officer I)	11	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility
Administrative Assistant II (Clerk IV)	8	Completion of 2 yrs studies in college	1 year Relevant Experience	4 hours relevant training	CS Sub-Professional/First Level Eligibility
Administrative Aide III (Driver I)	3	Elementary School Graduate	None required	None required	Professional Driver's License (MC 10, s. 2013 - Cat. IV)
Administrative Aide I (Utility Worker I)	1	Must be able to read and write	None required	None required	None required (MC 11, s. 1996 - Cat. III)
Planning and Information Technology Section					
Senior Cooperatives Development Specialist	18	Bachelor's degree relevant to the job	2 years of relevant experience	8 hours of relevant training	Career Service (Professional)Second Level Eligibility
Planning Officer II	15	Bachelor's degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Career Service (Professional)Second Level Eligibility
Planning Officer I	11	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)Second Level Eligibility
Administrative Assistant I(Computer Operator I)	7	Completion of two years studies in College or High School Graduate with relevant vocational/ trade course	None required	None required	Data Encoder (MC 11, s. 1996 - Cat. I)/ CS Subprofessional

INSTITUTIONAL DEVELOPMENT DIVISION					
Supervising Cooperatives Development Specialist	22	Bachelor's degree relevant to the job	3 years of relevant experience	16 hours of relevant training	Career Service (Professional) Second Level Eligibility
Registration, Accreditation and Technical Assistance Section					
Senior Cooperatives Development Specialist	18	Bachelor's degree relevant to the job	2 years of relevant experience	8 hours of relevant training	Career Service (Professional) Second Level Eligibility
Cooperatives Development Specialist II	15	Bachelor's degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Career Service (Professional) Second Level Eligibility
Cooperatives Development Specialist I	11	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility
Administrative Aide IV (Clerk II)	4	Completion of two years studies in College	None required	None required	Career Service (Subprofessional) First Level Eligibility
Livelihood, Marketing and Support Services Section					
Project Development Officer III	18	Bachelor's degree relevant to the job	2 years of relevant experience	8 hours of relevant training	Career Service (Professional) Second Level Eligibility
Project Development Officer II	15	Bachelor's degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Career Service (Professional) Second Level Eligibility
Project Development Officer I	11	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility
Administrative Aide IV (Clerk II)	4	Completion of two years studies in College	None required	None required	Career Service (Subprofessional) First Level Eligibility

SECTION 8. DUTIES AND FUNCTIONS OF THE DIVISIONS AND SECTIONS.
The Divisions and Section presented in the Organizational Structure and Staffing Pattern of the Provincial Cooperative Development Office shall have the following duties and functions:

- A. **Management and Operations Division** – The MOD shall be responsible for providing overall administrative backbone, financial management, strategic planning, monitoring, and information technology infrastructure support to sustain the department's front-line services.

POSITION TITLE	FUNCTIONS
Supervising Administrative Officer, SG-22	a. Coordinates and supervises the strategic outputs of the Administrative and Finance Section and the Planning and IT Section. b. Directs the preparation, consolidation, and execution of the department's annual budget, procurement plans, and financial allocations. c. Oversees the implementation of civil service rules, personnel management programs, and staff development initiatives within the office. d. Reviews internal management control

	systems to ensure transparency, accountability, and efficiency in the utilization of government resources. e. Monitors the evaluation of office performance indicators and ensures alignment with the provincial government's quality management standards. f. Facilitates cross-sectional collaboration to streamline internal workflows and optimize the delivery of support services. g. Reviews and endorses administrative reports, procurement requests, and financial documents for the Department Head's final approval.
Administrative and Finance Section - Manages human resources, records, procurement, property management, budgeting, and accounting services to maintain the day-to-day operational integrity of the department.	
Administrative Officer V (Administrative Officer III), SG-18	a. Manages the implementation of comprehensive human resource management systems, including recruitment, selection, and performance evaluation. b. Supervises the preparation of the department's annual budget proposals, financial statements, and fund utilization reports. c. Oversees the procurement process, contract management, and systematic inventory control of office supplies, equipment, and assets. d. Implements internal accounting and auditing procedures to guarantee compliance with existing government accounting rules and regulations. e. Evaluates staff performance within the section and designs targeted interventions for skill enhancement and workplace efficiency. f. Facilitates the resolution of complex administrative, personnel, and fiscal matters arising within the office. g. Certifies the accuracy of payrolls, vouchers, and liquidity requests prior to submission to higher authorities.
Administrative Officer IV (Administrative Officer II), SG-15	a. Assists in the preparation and consolidation of the department's itemized annual budget and financial

	operations plans. b. Process financial transactions, including the liquidation of cash advances, processing of vouchers, and monitoring of obligations. c. Maintains updating personnel records, leave applications, service cards, and statutory benefits compliance files. d. Facilitates the procurement of office goods and services through the coordination of Project Procurement Management Plans (PPMP). e. Conducts periodic inventory and physical inspection of property, plant, and equipment allocated to the office. f. Drafts administrative memoranda, office orders, and correspondence regarding internal policies and finances. g. Prepares standard financial reports and compliance documents required by provincial fiscal bodies.
Administrative Officer II (Administrative Officer I), SG-11	a. Records, tracks, and manages the incoming and outgoing official correspondence, records, and communications of the department. b. Maintains a systematic indexing, filing, and archiving system for all legal, administrative, and personnel records. c. Assists in checking the completeness of supporting documents for disbursements, travel claims, and purchase requests. d. Requisitions, stores, and issues office supplies while maintaining an accurate ledger of stock distribution. e. Serves as a liaison with other provincial government departments concerning routing administrative matters. f. Prepares draft minutes of staff meetings, administrative briefings, and office assemblies. g. Operates standard office equipment to reproduce, scan, and distribute vital internal documentation.

Administrative Assistant II (Clerk IV), SG-8	a. Encodes, formats, and proofreads administrative reports, letters, and routine office documentation. b. Receives and logs incoming communications and channels them to the appropriate sections for action. c. Maintains the schedule of activities, meetings, and appointments for the division and section heads. d. Assists in the physical setup, registration, and secretariat duties during office seminars or activities. e. Updates routine administrative monitoring logs, trackers, and document routing sheets daily. f. Files duplicate copies of financial transactions and administrative issuances systematically. g. Answers phone calls, attends to office visitors, and routes inquiries to relevant personnel.
Administrative Aide III (Driver I), SG-3	a. Operates the official vehicle of the office safely to transport personnel, materials, and officials to designated fields. b. Conducts daily preventive maintenance checks on the assigned vehicle, including fuel, oil, water, and tire pressures. c. Maintains an accurate and updated travel logbook documenting destinations, mileage, and fuel consumption. d. Reports vehicular defects, repair requirements, and scheduled maintenance timelines to the administrative section. e. Ensures the cleanliness, orderliness, and roadworthiness of the assigned vehicle at all times. f. Assists in loading, unloading, and securing office equipment and supplies during field missions. g. Adheres strictly to traffic rules, local ordinances, and safety regulations during all transport operations.

Administrative Aide I (Utility Worker I), SG-1	a. Maintains the cleanliness, sanitation, and orderliness of all office rooms, furniture, and common areas daily. b. Hauls, moves, and rearranges office furniture, equipment, and heavy supplies as required by office operations. c. Disposes of office waste and garbage in accordance with environmental and ecological waste segregation protocols. d. Runs external errands, delivers urgent manual communications, and distributes inter-office documents. e. Assists in preparing the office premises for special events, meetings, and official corporate functions. f. Monitors and reports building maintenance issues, such as busted lights or plumbing leaks, to supervisors. g. Opens and locks office doors and windows securely at the start and closing of daily operations.
Planning And Information Technology Section - Formulates strategic institutional plans, designs data-driven monitoring frameworks, manages spatial and statistical databases, and maintains the digital infrastructure of the PCDO.	
Senior Cooperative Development Specialist, SG 18	a. Leads the formulation, translation, and updating of the short-term and long-term Provincial Cooperative Development Plans. b. Designs comprehensive monitoring and evaluation frameworks to measure the socioeconomic impacts of cooperative programs. c. Supervises the conduct of extensive field research, policy analyses, and statistical profiling of local cooperatives. d. Directs the conceptualization, integration, and security of the department's information systems and database infrastructure. e. Reviews project proposals, feasibility studies, and research outputs for submission to local and national development bodies. f. Spearheads the development of institutional project proposals seeking

	external funding and grants for cooperative growth. g. Advises division chiefs on strategic targets and alignments during the Annual Investment Programming (AIP).
Planning Officer II, SG-15	a. Gathers, consolidates, and analyzes statistical data relative to cooperative operations, memberships, and assets across the province. b. Drafts regular quarterly, semi-annual, and annual accomplishment reports of the department against set targets c. Conducts preliminary evaluations of project proposals submitted by cooperatives applying for provincial assistance. d. Maintains and updates the computerized statistical profile and master list of registered and accredited cooperatives. e. Tracks performance indicators of various sections to assess operational progress and identify programmatic bottlenecks. f. Coordinates with municipal planning bodies to synchronize cooperative development indicators at the grassroots level. g. Drafts briefing materials, sector situational analyses, and narrative inputs for local development plans
Planning Officer I, SG-11	a. Assists in the field collection of data and distribution of planning surveys to local cooperative networks. b. Conducts primary data entry, cleaning, and preliminary tabulation of gathered cooperative sector statistics. c. Prepares draft charts, graphs, and simple visual representations of cooperative development trends and statistics. d. Documents the proceedings, workshops, and multi-stakeholder consultations held for planning purposes. e. Maintains physical and digital repositories of national laws, local ordinances, and planning guidelines

	on cooperatives. f. Monitors timeline submissions of performance reports from the various sections within the department. g. Assists in conducting basic tracking surveys of completed cooperative development interventions.
Administrative Assistant III (Computer Operator II), SG-9	a. Operates and updates database applications, spreadsheet systems, and specialized information registries of the department. b. Troubleshoots basic hardware breakdowns, software glitches, and local network connectivity issues within the office. c. Encodes complex data sets, survey results, and narrative planning documents with a high level of accuracy. d. Performs regular data backups and security protocols to preserve the integrity of electronic files and databases. e. Assists in designing digital layouts, publication materials, presentations, and infographics for cooperative advocacy. f. Manages the technical configuration of IT hardware during virtual meetings, webinars, and audio-visual presentations. g. Monitors the preventative maintenance schedules of all office computers, printers, and peripheral devices.

B. Institutional Development Division - Focuses on the core front-line technical services, including registration assistance, compliance monitoring, capacity-building, marketing linkages, and livelihood enhancement for all cooperatives within the province.

POSITION TITLE	FUNCTIONS
Supervising Cooperatives Development Specialist, SG-22	a. Plans, directs, and synchronizes the programmatic activities of the technical sections under the Institutional Development Division. b. Oversees the delivery of institutional development, technical assistance,

	marketing linkages, and livelihood support to the cooperative sector. c. Directs compliance monitoring mechanisms to ensure cooperatives adhere to the provisions of RA 9520 and CDA rules. d. Reviews training curricula, modules, and intervention packages designed for cooperative transformation and governance. e. Establishes collaborations with financial institutions, market sectors, and entrepreneurs to expand cooperative market reach. f. Evaluates the socio-economic impacts of technical and livelihood interventions provided to community-based cooperatives. g. Resolves escalated technical issues regarding cooperative organizational disputes or compliance deficiencies.
Registration, Accreditation and Technical Assistance Section -Assists emerging groups in organizing into formal cooperatives, handles local accreditation, evaluates regulatory compliance, and provides specialized institutional training and advisory services.	
Senior Cooperatives Development Specialist, SG-18	a. Supervises the delivery of pre-registration seminars, mandatory trainings, and technical advisories to prospective and existing cooperatives. b. Evaluates compliance documents, financial audits, and annual reports submitted by cooperatives for provincial accreditation. c. Designs specialized training modules on cooperative governance, financial management, internal auditing, and conflict resolution. d. Leads teams in conducting institutional diagnostic assessments to identify structural and operational weaknesses in cooperatives. e. Coordinates with the Cooperative Development Authority (CDA) regarding regulatory validations, issues, and compliance mandates. f. Formulates intervention plans to revitalize distressed or non-compliant cooperatives within the province.

	g. Supervises the maintenance of an updated registry of accredited and compliant cooperatives within the section's scope
Cooperatives Development Specialist II, SG-15	a. Conducts mandatory and advanced training courses for cooperative officers, management staff, and general memberships. b. Reviews applications for registration and accreditation, verifying the completeness and authenticity of supporting documents. c. Provides direct technical advisory services on bookkeeping, statutory compliance, and operational governance to micro-cooperatives. d. Monitors the submission of Cooperative Annual Progress Reports (CAPR) and audited financial statements of local cooperatives. e. Validates complaints or governance issues in the field and provides mediation or technical guidance to resolve conflicts. f. Conducts field verification visits to assess the operational status and institutional readiness of cooperative applicants. g. Drafts localized technical guidelines, procedural guides, and information brochures regarding cooperative formation.
Cooperatives Development Specialist I, SG-11	a. Assists in facilitating pre-registration seminars and orientation briefings for community groups seeking to organize cooperatives. b. Receives, processes, and conducts initial screenings of documents submitted for cooperative accreditation. c. Assists in the physical conduct and administrative facilitation of institutional capability-building workshops. d. Gathers field data regarding the specific training needs and operational challenges of micro and small cooperatives.

	e. Updates individual compliance tracking profiles for cooperatives assigned within specific municipal clusters. f. Distributes official regulatory updates, CDA advisories, and local guidelines directly to field cooperatives. g. Prepares field activity reports, attendance registers, and documentation summaries for every conducted seminar.
Administrative Aide IV (Clerk II), SG-4	a. Receives, logs, and routes all incoming documents, accreditation applications, and correspondence for the section. b. Encodes training reports, certificates of completion, and general administrative files accurately. c. Maintains the section's physical filing cabinets, ensuring files for individual cooperatives are arranged orderly. d. Prepares and packages training materials, registration kits, and handouts prior to scheduled field seminars. e. Handles logistics, reservation of venues, and food coordination for section-hosted technical workshops. f. Records minutes of meetings, institutional consultations, and technical briefings conducted by the section. g. Updates the section's document tracking system to monitor the processing timeline of applications.
Livelihood, Marketing and Support Services Section - Enhances the economic viability of cooperatives by implementing livelihood projects, developing product value chains, facilitating market matches, and providing business support services.	
Project Development Officer III, SG-18	a. Oversees the design, execution, and evaluation of livelihood generation, product development, and marketing programs for cooperatives. b. Conducts comprehensive feasibility studies, business plans, and market analyses for large-scale cooperative enterprises. c. Establishes sustainable market linkups, institutional buy-back arrangements, and commercial

	networks for cooperative products. d. Manages the allocation, disbursement, and recovery mechanisms of provincial livelihood funds and grants given to cooperatives. e. Directs the participation of local cooperatives in trade fairs, business expos, and product development clinics. f. Formulates strategic plans to upscale cooperative enterprises from micro-level into highly competitive value-chain players. g. Evaluates the financial viability and operational efficiency of existing cooperative business modules and projects
Project Development Officer II, SG-15	a. Formulates itemized project proposals and implementation plans for specific livelihood and marketing interventions. b. Conducts business advisory services and technical mentoring in product packaging, labeling, and quality standardizations. c. Facilitates product matching activities, trade linkages, and supply contracts between cooperatives and commercial buyers. d. Monitors the field execution and fund utilization of ongoing livelihood and enterprise development projects. e. Validates the technical requirements and site suitability for proposed cooperative infrastructure or equipment grants. f. Organizes business management, entrepreneurship, and product-specific skills training for cooperative beneficiaries. g. Prepares comprehensive project monitoring, project evaluation, and periodic field status reports.
Project Development Officer, SG-11	a. Conducts baseline community assessments and field profiling of potential beneficiaries for livelihood interventions. b. Assists in the direct field distribution

	and installation monitoring of livelihood inputs, tools, and equipment. c. Gathers updated market price trends, commodity volumes, and consumer demand data for dissemination to cooperatives. d. Documents the localized implementation challenges of livelihood projects and reports them to the section head. e. Assists in organizing logistical and physical arrangements for local trade fairs, pop-ups, and marketing events. f. Tracks the repayment or financial growth parameters of cooperatives utilizing provincial enterprise support funds. g. Prepares routine field validation reports, photo-documentation records, and project updates.
Administrative Aide IV (Clerk II), SG-4	a. Logs and routes all correspondence, project requests, and livelihood proposals entering the section. b. Encodes project profiles, monitoring tables, delivery receipts, and programmatic templates for section tasks. c. Tracks the flow of project documents and approvals through the different offices of the provincial government. d. Manages the filing system of project documents, Memorandum of Agreements (MOA), and beneficiary list registries. e. Coordinates administrative and catering arrangements for livelihood training sessions and marketing meetings. f. Encodes and prints certificates, labels, and programmatic directories for cooperative enterprises. g. Answers phone queries, assists walk-in clients, and routes livelihood-related requests to the appropriate project officers.

SECTION 9. TRANSITORY PROVISIONS; TRANSFER OF POSITION, PERSONNEL, AND APPROPRIATIONS. To initially operationalize the Provincial

Cooperative Development Office (PCDO) and ensure an immediate manpower complement:

a. The existing plantilla position of Cooperatives Development Specialist II (Salary Grade 15), currently under the Office of the Provincial Agriculturist (OPA), is hereby officially transferred, absorbed, and reassigned to the newly created Provincial Cooperative Development Office (PCDO).

b. The incumbent employee holding the aforementioned position shall be transferred to the PCDO without any diminution in rank, salary, seniority, or benefits.

c. The corresponding Personal Services (PS) appropriations, including basic salary, allowances, bonuses, and other statutory benefits or personnel incentives attached to the said position for the current fiscal year, are hereby transferred and realigned from the budget allocation of the Office of the Provincial Agriculturist to the operational budget of the Provincial Cooperative Development Office.

d. The Provincial Budget Officer, Provincial Accountant, Provincial Treasurer, and the Human Resource Management Officer (HRMO) are hereby directed to effect the necessary adjustments in the records, payrolls, and accounting books of the Provincial Government to reflect this transfer immediately upon the effectivity of this Ordinance.

SECTION 10. APPROPRIATIONS. - The Provincial Government of Surigao del Sur 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 11. REPEALING CLAUSE. - All ordinances, resolutions, rules and regulations which are inconsistent with this Ordinance or any provision hereof are hereby repealed or amended.

SECTION 12. 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 13. EFFECTIVITY. — This Ordinance shall take effect immediately.

APPROVED, this ____ day of _____ in the Province of Surigao del Sur.



OFFICE OF THE SANGGUNIANG PANLALAWIGAN

REPORT
COMMITTEE ON GOOD GOVERNMENT, PUBLIC ETHICS
AND ACCOUNTABILITY
JULY 21, 2026

RECALENDARED FOR ANOTHER COMMITTEE MEETING:
REFERRAL DURING JANUARY 27, 2026 REGULAR SESSION:

1. Proposed Ordinance authored by Hon. Gines Ricky J. Sayawan, Sr. entitled “Creating Co-Terminus Positions of Driver I, Salary Grade 3 in Each Office of Regular and Ex-Officio Members in the Office of the Members of the Sangguniang Panlalawigan (OMSP) this Province and Providing Fund Thereof”.

RECOMMENDATION:

After a thorough discussion with the Provincial Human Resource Management Officer, the Committee recommends to pass the following ordinances for First Reading:

1. “An Ordinance Creating the Provincial Youth Development Office (PYDO) of the Province of Surigao del Sur, Providing Necessary Funds Thereof and For Other Purposes”;
2. “An Ordinance Creating the Provincial Cooperative Development Office as a Department in the Provincial Government of Surigao del Sur, Providing For Its Organizational Structure and Staffing Pattern, and Defining Its Duties, Functions and Responsibilities”; and
3. “An Ordinance Creating the Persons With Disabilities Affairs Office (PDAO) of the Province of Surigao del Sur, With the Status of a Department, Providing for Its Organizational Structure and Staffing Pattern, and Determining Its Duties, Powers, and Functions”.

RECALENDARED FOR ANOTHER COMMITTEE MEETING:
REFERRAL DURING MAY 19, 2026 REGULAR SESSION:

2. Ordinance No. 34 dated April 27, 2026 of the Municipality of San Miguel, this Province entitled “An Ordinance Creating the Following Co-Terminus Position Titles Such as: Administrative Aide IV (Driver II), SG-4 and Security Agent I, SG-8 Under the Office of the Vice Mayor and Appropriating Funds Thereof”. [26-05826](#)

RECOMMENDATION:

After a thorough review and deliberation, the Committee recommends to calendar a resolution in **Second Reading returning** Ordinance No. 34 dated April 27, 2026 of the Municipality of San Miguel, this Province, **for rectification** by adhering to the recommendations of the PHRMO.

RECALENDARED FOR ANOTHER COMMITTEE MEETING:
REFERRAL DURING MAY 29, 2026 REGULAR SESSION:

3. Ordinance No. 2026-13 dated April 28, 2026 of the City of Bislig, this Province entitled “An Ordinance Creating the Local Youth Development Office (LYDO) in the City of Bislig, Surigao del Sur, Providing Necessary Funds and for Other Purposes”. [26-05855](#)