

ORDINANCE NO. _____
(Series of 2026)

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AUGUST 10, 2026
Tandag City

31

AN ORDINANCE CREATING THE PROVINCIAL COOPERATIVE DEVELOPMENT OFFICE (PCDO) 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

SPONSORS:

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MOVANT:

SECONDER:

WHEREAS, pursuant to Section 76 of Republic Act (R.A.) No. 7160, otherwise known as the "Local Government Code of 1991", 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, Sections 34 and 45 of Republic Act No. 7160, recognizes the importance of the local government's partnerships with People's Organization and Non-Governmental 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 463 of the Local Government Code, provides that the position of Cooperative Development Officer (CDO) is mandatory in the municipal, city 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 (PCDO) to support the viability and development of cooperatives as instruments of equity, social justice and economic development;

WHEREAS, in view of the foregoing;

NOW THEREFORE

BE IT ORDAINED BY THE SANGGUNIANG PANLALAWIGAN OF THE PROVINCE OF SURIGAO DEL SUR IN A SESSION ASSEMBLED:

SECTION 1. TITLE. This Ordinance shall be known as "An Ordinance Creating the Provincial Cooperative Development Office (PCDO) 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".

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~~g~~ 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; and
- h. exercise such other functions as may be necessary to implement the provisions of cooperative laws and measures.

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    A["Provincial Government Department of Agriculture  
(Provincial Cooperative Development Officer)  
SG-28"] --> B["MANAGEMENT AND OPERATIONS DIVISION"]
    A --> C["INSTITUTIONAL DEVELOPMENT DIVISION"]
    B --> D["Supervising Administrative Officer  
SG-22"]
    C --> E["Supervising Cooperative Development Specialist  
SG-22"]
    D --> F["ADMINISTRATIVE AND FINANCE SECTION"]
    D --> G["PLANNING AND INFORMATION TECHNOLOGY SECTION"]
    E --> H["REGISTRATION, ACCREDITATION AND TECHNICAL ASSISTANCE SECTION"]
    E --> I["LIVELIHOOD, MARKETING AND SUPPORT SERVICES SECTION"]
    F --> F1["Administrative Officer V  
(Administrative Officer IV)  
SG-18"]
    F --> F2["Administrative Officer IV  
(Administrative Officer III)  
SG-15"]
    F --> F3["Administrative Officer III  
(Administrative Officer II)  
SG-11"]
    F --> F4["Administrative Assistant II  
(Clerk III)  
SG-8"]
    F --> F5["Administrative Aide II  
(Clerk II)  
SG-5"]
    F --> F6["Administrative Aide I  
(Utility Worker II)  
SG-1"]
    G --> G1["Senior Cooperative Development Specialist  
SG-18"]
    G --> G2["Planning Officer II  
SG-15"]
    G --> G3["Planning Officer I  
SG-11"]
    G --> G4["Administrative Assistant I  
(Computer Operator II)  
SG-7"]
    H --> H1["Senior Cooperative Development Specialist  
(I)  
SG-18"]
    H --> H2["Cooperative Development Specialist II  
SG-15"]
    H --> H3["Cooperative Development Specialist I  
(SG-11)"]
    H --> H4["Administrative Aide IV  
(Clerk III)  
SG-4"]
    I --> I1["Project Development Officer II  
SG-15"]
    I --> I2["Project Development Officer I  
SG-11"]
    I --> I3["Project Development Officer  
SG-11"]
    I --> I4["Administrative Aide IV  
(Clerk III)  
SG-4"]
  
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The organizational chart is structured as follows:

- Provincial Government Department of Agriculture (Provincial Cooperative Development Officer) SG-28**
 - MANAGEMENT AND OPERATIONS DIVISION**
 - Supervising Administrative Officer SG-22**
 - ADMINISTRATIVE AND FINANCE SECTION**
 - Administrative Officer V (Administrative Officer IV) SG-18
 - Administrative Officer IV (Administrative Officer III) SG-15
 - Administrative Officer III (Administrative Officer II) SG-11
 - Administrative Assistant II (Clerk III) SG-8
 - Administrative Aide II (Clerk II) SG-5
 - Administrative Aide I (Utility Worker II) SG-1
 - PLANNING AND INFORMATION TECHNOLOGY SECTION**
 - Senior Cooperative Development Specialist SG-18
 - Planning Officer II SG-15
 - Planning Officer I SG-11
 - Administrative Assistant I (Computer Operator II) SG-7
 - INSTITUTIONAL DEVELOPMENT DIVISION**
 - Supervising Cooperative Development Specialist SG-22**
 - REGISTRATION, ACCREDITATION AND TECHNICAL ASSISTANCE SECTION**
 - Senior Cooperative Development Specialist (I) SG-18
 - Cooperative Development Specialist II SG-15
 - Cooperative Development Specialist I (SG-11)
 - Administrative Aide IV (Clerk III) SG-4
 - LIVELIHOOD, MARKETING AND SUPPORT SERVICES SECTION**
 - Project Development Officer II SG-15
 - Project Development Officer I SG-11
 - Project Development Officer SG-11
 - Administrative Aide IV (Clerk III) SG-4

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; *ml*
 - 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 (DBM) 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.
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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; and

- 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.

ENACTED by the 21st Sangguniang Panlalawigan of Surigao del Sur this ____th day of _____, 2026 at the City of Tandag, Province of Surigao del Sur by unanimous votes of all Sangguniang Panlalawigan Members present.

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