



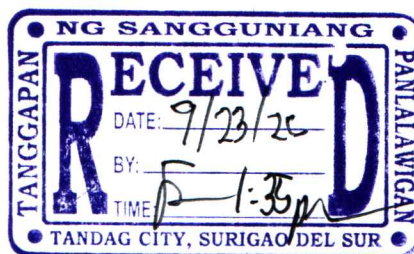
**Republic of the Philippines
MUNICIPALITY OF CAGWAIT
PROVINCE OF SURIGAO DEL SUR**

Office of the Sangguniang Bayan Secretary

September 23, 2026

**The Honorable
Sangguniang Panlalawigan Members**

**Thru: Hon. Manuel O. Alameda
Provincial Vice Governor
Tandag City**



Sir:

Pursuant to pertinent provision of the Local Government Code of 1991, I have the honor to submit the herein approved ordinance by the Sangguniang Bayan of Cagwait, for your review and approval, to wit:

ORDINANCE NO. 26-26 – An Ordinance creating the Municipal Cooperative Development Council (MCDC) of Cagwait, Province of Surigao del Sur, defining its objectives, functions, composition and appropriate funds thereof and for other purposes.

Hoping for your favorable consideration and appropriate action.

Attached herewith:

- Certificate of Posting and Publication;**

Very truly yours,

ALAN A. CABRERA

Secretary to the Sanggunian



Republic of the Philippines
MUNICIPALITY OF CAGWAIT
SURIGAO DEL SUR

Office of the Sangguniang Bayan Secretary

CERTIFICATE OF POSTING AND PUBLICATION

This is to certify that, in compliance to Section 59 of RA 7160; Article 113, IRR of R.A. No. 7160, copy of approved Ordinance titled hereunder was properly posted and published in three conspicuous places in the municipality.

ORDINANCE NO. 26-26 – AN ORDINANCE CREATING THE MUNICIPAL COOPERATIVE DEVELOPMENT COUNCIL (MCDC) OF CAGWAIT, PROVINCE OF SURIGAO DEL SUR, DEFINING ITS OBJECTIVES, FUNCTIONS, COMPOSITION AND APPROPRIATE FUNDS THEREOF AND FOR OTHER PURPOSES.

Date Enacted	:	September 1, 2026
Date Approved	:	September 23, 2026
Date Posted	:	September 23, 2026
Place Posted	:	Municipal Hall Bulletin Board; Tubo-tubo Public Terminal; and Poblacion Gymnasium Cagwait, Surigao del Sur

Certified Correct:

ALAN A. CABRERA

Secretary to the Sanggunian



Republika ng Pilipinas
LALAWIGAN NG SURIGAO DEL SUR
BAYAN NG CAGWAIT

Tanggapan ng Sangguniang Bayan

EXCERPT FROM THE MINUTES OF THE 33rd REGULAR SESSION OF THE SANGGUNIANG BAYAN
OF THE MUNICIPALITY OF CAGWAIT, SURIGAO DEL SUR HELD AT THE SESSION HALL ON
SEPTEMBER 1, 2026:

PRESENT:

Hon. Armando P. Reyes ----- SB Member
(Temporary Presiding Officer)

REGULAR SANGGUNIANG BAYAN MEMBERS:

Hon. Joanne Socorro L. Ubongen	Hon. Joel E. Bayogbog, CE
Hon. Amelito E. Estrada	Hon. Guardiano C. Lozada
Hon. Rogen P. Tabugoc	Hon. Angelyn P. Prado

EX-OFFICIO MEMBERS:

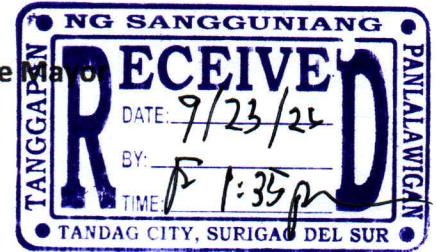
Hon. Bernard V. Loma ----- LnB Fed. Pres./SB Member

OFFICIAL BUSINESS:

Hon. Melchie C. Tuscano ----- Municipal Vice Mayor

OFFICIAL ON LEAVE:

Hon. Arthur M. Sanchez ----- SB Member
Hon. Princess Chewon C. Park ----- SK Fed. Pres./SB Member



ORDINANCE NO. 26-26

AN ORDINANCE CREATING THE MUNICIPAL COOPERATIVE DEVELOPMENT COUNCIL (MCDC) OF
CAGWAIT, PROVINCE OF SURIGAO DEL SUR, DEFINING ITS OBJECTIVES, FUNCTIONS,
COMPOSITION AND APPROPRIATE FUNDS THEREOF AND FOR OTHER PURPOSES:

WHEREAS, Section 15, Article XII of the 1987 Philippine Constitution provides that, it is
the policy of the State to promote the viability and growth of cooperatives as instruments of
equity, social justice, and economic development;

WHEREAS, Section 4 (cc) of Republic Act No. 11364, otherwise known as the *Cooperative
Development Authority (CDA) Charter of 2019*, provides that, "[CDA] has the power to establish
the formation and organization of cooperative development councils in the national, regional,
provincial, city and municipal levels in order to provide the cooperative movement a system for
policy consultation and program coordination in accordance with the guidelines to be prescribed
by the Authority;



WHEREAS, CDA Memorandum Circular No. 2022-03 provides for the guidelines on the structure, organization and operation of Cooperative Development Councils (CDCs);

WHEREAS, the composition of the Cooperative Development Council shall embody and highlight the partnership and resource sharing between the cooperative sector and the government sector;

NOW THEREFORE:

BE IT ORDAINED by the Sangguniang Bayan of the Municipality of Cagwait, Province of Surigao del Sur in session assembled, that:

SECTION 1. Title. This Ordinance shall be known as “***An Ordinance Creating the Municipal Cooperative Development Council (MCDC) of Cagwait***”.

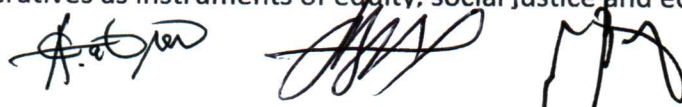
SECTION 2. Legal Basis. The establishment and creation of the Cooperative Development Council is authorized under the following:

- a) Section 4 (cc) of Republic Act No 11364, otherwise known as the Cooperative Development Authority Charter of 2019. Establish the formation and organization of cooperative development councils in the national, regional, provincial, city and municipal levels in order to provide the cooperative movement a system for policy consultation and program coordination in accordance with the guidelines to be prescribed by the Authority;
- b) Rule X of the Implementing Rules and Regulations (IRR) of RA No. 11364; and
- c) Republic Act No. 11535, 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.

SECTION 3. Purpose. The Cooperative Development Council shall serve as a mechanism for collaboration, consultation and coordination in the implementation of various cooperative and agencies, and policy initiatives for cooperative developments.

SECTION 4. Definition of Terms. For better understanding in this Ordinance, the following terms shall mean:

- a) **Cooperative Development Council** – refers to a multi-sectoral body, under the supervision of the Cooperative Development Authority, created to provide a system with regard to policy monitoring, consultation and coordination of cooperative programs and projects to be established at the national, regional, provincial, city and municipal levels;
- b) **Cooperative Development Authority** – refers to the government agency created by virtue of Republic Act No. 3939, as amended by Republic Act No. 11364, in compliance with the provisions of Section 15, Article XII of the Philippine Constitution, which mandates Congress to create an agency to promote the viability and growth of cooperatives as instruments of equity, social justice and economic development.



- c) **Multi-sectoral Body** – refers to a group consisting of representatives of cooperatives. LGUs, ZNGAs, NGOs, GFIs, academe, and other stakeholders at the national, regional, provincial, city and municipal levels working together as a system with regard to policy consultation and coordination of cooperative programs and projects;
- d) **National Coordinating Committee** – refers to the committee chaired by CDA where all government branches, instrumentalities, subdivision, and agencies with programs and projects concerning cooperatives coordinate such programs and projects with CDA with a view to providing a comprehensive technical and financial program for cooperatives. It is composed of representatives from the said government branches, instrumentalities, subdivision and agencies.

SECTION 4. Composition – The Municipal Cooperative Development Council (MCDC) shall be composed of the following:

- a) Municipal Mayor, in his capacity as Chairperson of the MDC as Honorary Chairperson;
- b) Chairperson of the SB Committee on Cooperatives;
- c) Municipal Agriculturist;
- d) Municipal Planning and Development Officer;
- e) President, Liga ng mga Barangay;
- f) Representative, PESO;
- g) Chairperson, Cooperative Federation and Union;
- h) Municipal Cooperative Development Officer/Focal Person;
- i) Cooperative Development Authority (CDA) Representative;
- j) DepEd, Cagwait Schools District Supervisor/Representative;
- k) MLGOO
- l) Official representatives of NGOs with cooperative programs.

Representative from the Office of the Congressman may be invited as special non-voting member of the MCDC.

SECTION 5. Officers of the Council – The MCDC shall have the following officers that shall be elected directly by members constituting the Council:

- a) Chairperson;
- b) Vice Chairperson;
- c) Secretary;
- d) Treasurer;
- e) Auditor.

No CDA representative may be elected to any position in the Council.

SECTION 6. Powers and Functions – The Municipal Cooperative Development Council shall exercise the following powers and functions:



- a) Coordinate and harmonize the implementation of various cooperative plans, programs, and projects of the government;
- b) Assist the CDA in the broad-based monitoring and coordination of the implementation of the Philippine Cooperative Development Plan (PCDP), through the collective efforts of all sectors and to develop such mechanism in line with PCDP; and
- c) Propose policies affecting cooperatives for local and national implementation.

SECTION 7. Manner and Schedule of Elections – The manner of election of officers shall be by secret ballot and the general elections shall be held every 2nd week of April and every other year thereafter.

Any member of the Council who is not present during the conduct of the general assembly cannot be nominated to any position in the MCDC

SECTION 8. Term of Office of the Officers – The term of office of the elected officers shall be two (2) years and shall commence at noon on the day following their election. No officer shall serve for more than two (2) consecutive terms.

SECTION 9. Duties and Responsibilities:

a) Chairperson

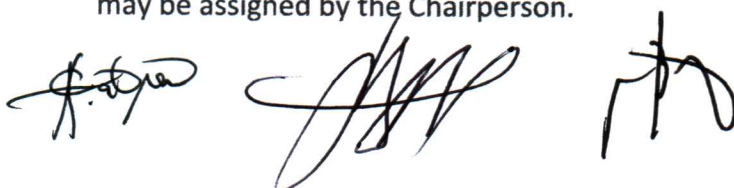
- 1) Preside in all meetings of the Council;
- 2) Exercise general supervision and control over the operation and internal administration of the Council;
- 3) Signs all papers, agreements and other documents for and on behalf of the Council, subject to the existing policies and guidelines;
- 4) Calls special meetings of the Council, when necessary;
- 5) Ensures that the Council maintains records of all its proceedings and operations;
- 6) Performs such other duties and responsibilities as may be necessary.

b) Vice Chairperson

- 1) Acts as Chairperson in the absence of the Chairperson; and
- 2) Performs such other duties and responsibilities as may be delegated to him/her by the Chairperson.

c) Secretary

- 1) Oversee the preparation of the Minutes and Agenda and Keeps the record of the attendance and proceedings of all meetings of the Council;
- 2) Ensures that the Notices of all meetings of the Council are sent to members;
- 3) Signs the Minutes of the Meetings prepared by the Secretariat;
- 4) Keeps a complete record of the names, addresses and contact details of the members of the Council;
- 5) Performs all duties incidental to the functions of the Secretariat and those that may be assigned by the Chairperson.



d) Treasurer

- 1) Have custody, control and accountability of funds and properties of the Council;
- 2) Disburses all administrative expenditures of the Council in accordance with its plans and budget and such expenditures duly approved by the Council through a resolution;
- 3) Renders financial reports during meetings; and
- 4) Performs such other duties may be assigned by the Chairperson and/or the Council.

e) Auditor

- 1) Inspects, examine, and audits all transactions, financial or otherwise, made by the Chairperson, other officers and/or the Council itself and shall submit reports thereof to the Council at least once a year, or as required by the Council;

SECTION 10. VACANCY Among Officers – Any vacancy in the Officers of the Council shall be filled by a majority vote of the members of the Council during the next regular meeting. The elected officer shall serve only for the unexpired term of his/her predecessor.

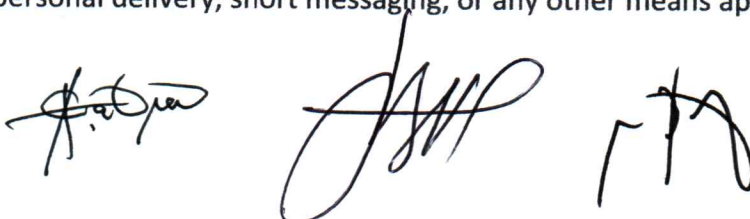
SECTION 11. Secretariat at the Council – The Secretariat of the Council shall be the Municipal Cooperative Development Office (MCDO) which shall have the following functions:

- a) In consultation with the Chairperson of the Council, prepares the agenda of the meetings and records of attendance and proceedings of all meetings of the Council;
- b) Serves notices of meetings to all members of the Council;
- c) Furnishes the officers and members certified copies of the minutes of meetings;
- d) Keeps a register of the names and addresses of all members and keeps a complete file of the laws, resolutions and executive orders relevant to the organization and operation of the council; and
- e) Performs 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 12. Committees – The Council may create such committees that will study and or carry out specific undertakings and make coordination more effective, whose term shall be co-terminous with the elected officers.

SECTION 13. Meetings – the MCDC shall meet quarterly at a date and time determined by the officers; however, the officers may call for a special meeting when necessary. The Council may opt for virtual meetings, as may be necessary. The venue of the meetings shall likewise be determined by the council officers.

SECTION 14. Notice of the Meeting – A notice containing the date, place, time and agenda shall be sent to every member, at least once a week before the scheduled meeting, either by email, personal delivery, short messaging, or any other means approved by the Council.



SECTION 15. Quorum – The majority of the MCDC officers shall constitute the quorum for any meeting. The Quorum may decide all matters at the meeting.

SECTION 16. Order of Business – As far as practicable, the Order of Business of the meeting of the Council shall be as follows:

- 1) Call to Order
- 2) Roll Call
- 3) Determination of Quorum
- 4) Approval of the Agenda
- 5) Reading, consideration and approval of the Minutes of the previous meeting
- 6) Matters arising from the previous meeting
- 7) Officers/Committee Report
- 8) Unfinished Business
- 9) Business of the Day
- 10) Other Matters
- 11) Announcement
- 12) Adjournment

SECTION 17. Manual of Operations. The Council shall develop their respective internal policies which shall govern their operations.

SECTION 18. Appropriations. – The funds of the Council shall primarily be derived from resource sharing among cooperatives without prejudice to the right of the Council to receive gifts, donations, benefits and grants from any person, whether natural or juridical.

A one-time membership fee and annual dues shall be collected from the member-cooperatives, the amount of which shall be determined by the Council during the first Council Meeting after the approval of this Ordinance.

The Municipal Government shall likewise incorporate in its annual budget such amount as may be necessary for the operation and effective functioning of the Municipal Cooperative Development Council.

SECTION 19. Turn Over of Records, Documents, Properties and Money Accountabilities.
– For continuity of operation, the outgoing officers of the Council shall turn-over the official records, documents, properties and money accountabilities to the new set of officers, within thirty (30) days after election. Failure to turn-over shall be subject to appropriate legal actions.

SECTION 20. Separability Clause. – Should any part of this Ordinance shall be declared unlawful or unconstitutional, the remaining parts or provisions not affected thereby shall remain in full force and effect.

SECTION 21. Repealing Clause – All ordinances, rules and regulations, or parts thereof, in conflict with or inconsistent to the provisions of the Ordinance are hereby repealed or modified accordingly.



SECTION 22. Effectivity. – This Ordinance shall take effect upon its approval in accordance with the law.

Adopted and approved this 1st day of September 2026 authored by Hon. Guardiano C. Lozada and co-authored by Hon. Joanne Socorro L. Ubongen.

Unanimously Approved

I HEREBY CERTIFY to the correctness of the above-quoted ordinance.


ALAN A. CABRERA
Secretary to the Sanggunian

ATTESTED:


ARMANDO P. REYES
SB Member
Temporary Presiding Officer

APPROVED:


GLENN G. BATIANCILA, REE
Municipal Mayor

Date of Approval: _____