



Republic of the Philippines
CITY GOVERNMENT OF MUNTINLUPA
Sangguniang Panlungsod ng Muntinlupa



ORDINANCE NO. 2023-102

AN ORDINANCE CREATING THE COOPERATIVE DEVELOPMENT COUNCIL OF THE CITY OF MUNTINLUPA, DEFINING ITS OBJECTIVES, FUNCTIONS, COMPOSITIONS, AND APPROPRIATE FUNDS THEREOF AND FOR OTHER PURPOSES

Sponsored by:

- Hon. Coun. Cornelio M. Martinez
- Hon. Coun. Atty. Raul R. Corro
- Hon. Coun. Paty Katy C. Boncayao
- Hon. Coun. Atty. Rachel Katriel Ann C. Arciaga
- Hon. Coun. Ivey Rhia A. Tadea
- Hon. Coun. Allan Rey A. Camilon
- Hon. Coun. Jedidiah R. Presnedi, LPT
- Hon. Coun. Ting D. Niefes
- Hon. Coun. Mark Lester M. Baes
- Hon. Coun. Francis Ian T. Bagatsing
- Hon. Coun. Luvi P. Constantino
- Hon. Coun. Engr. Mamerto T. Sevilla, Jr.
- Hon. Coun. Engr. Marissa C. Rongavilla
- Hon. Coun. Engr. Arlene D. Hilapo
- Hon. Coun. Rodolfo W. Moldez, Jr.
- Hon. Coun. Walter A. Arcilla
- Hon. Coun. Kenichi D. Takagi, Jr.

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 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 organization of the cooperative development council shall embody and highlight the partnership and resource sharing between the cooperative sector, and the government sector;

NOW BE IT ORDAINED, AS IT IS HEREBY ORDAINED, by the 10th Sangguniang Panlungsod of Muntinlupa, in Session assembled that:

SECTION 1. Title. – This Ordinance shall be known as “an Ordinance Creating the Muntinlupa City Cooperative Development Council (MCCDC)”;



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SECTION 2. Composition. – The Muntinlupa City Cooperative Development Council shall be composed of the following:

City Mayor, in his capacity as Chairperson of City Development Council	Honorary Chairperson
Chairperson of the Committee on Livelihood and Cooperatives of Sangguniang Panlungsod	Member
Chairpersons or their duly authorized representatives, Registered and Accredited Secondary Cooperatives	Member
Chairpersons or their duly authorized representatives, Registered and Accredited Primary Cooperatives	Member
Head, City Cooperative Development Office	Member
Official Representatives of LGU Offices with cooperative programs:	Member
Head, Department of Agriculture – ESO	Member
Head, Public Employment and Services Office	Member
Head, Muntinlupa Traffic Management Bureau	Member
Head, Lake Management Office	Member
Head, Community Affairs Development Office	Member
Head, Gender and Development Office	Member
Head, City Planning and Development Office	Member
Director, Muntinlupa City Technical Institute	Member
University President, Pamantasan ng Lungsod ng Muntinlupa	
College Director, Colegio de Muntinlupa	Member
Official Representatives of the following National Government Agencies (NGAs):	
Director, City DILG Office	Member
Schools Division Superintendent, DepEd Muntinlupa	Member
Department of Trade and Industry Regional Office	Member
Bureau of Internal Revenue – RDO 53B Muntinlupa	Member
Social Security System Alabang-Muntinlupa Branch	Member
Pag-IBIG Fund Muntinlupa Branch	Member
PhilHealth Regional Office	Member
National Housing Authority NCR South District Office	Member
Official Representatives of the following Government Financial Institutions (GFIs):	
Landbank of the Philippines	Member
Development Bank of the Philippines	Member
Veterans Bank	Member
Two NGO Representatives with cooperative programs	Members
Official Representative from CDA;	Member
Official Representative from the Office of the Congressman	Special Non-Voting Member

SECTION 3. Powers and Functions of the Council. – MCCDC shall exercise the following powers and functions:

1. Coordinate and harmonize the implementation of various cooperative plans, programs, and projects of the government;



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2. 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 the PCDP; and
3. Propose policies affecting cooperatives for local and national implementation.

SECTION 4. Officers of the Council. – MCCDC shall have the following officers that shall be elected directly by the members constituting the council:

1. **Chairperson**
2. **Vice-Chairperson**
3. **Secretary**
4. **Treasurer**
5. **Auditor**

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

SECTION 5. 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 MCCDC.

SECTION 6. Term of Office of 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 7. Duties and Responsibilities of Officers. – The officers shall have the following duties and responsibilities:

7.1 CHAIRPERSON:

- a. Presides in all the meetings of the Council;
- b. Exercise general supervision and control over the operation and internal administration of the Council;
- c. Signs all papers, agreements and other documents for and on behalf of the Council, subject to its existing policies and guidelines;
- d. Calls special meetings of the Council, when necessary;
- e. Ensures that the Council maintains records of all its proceedings and operations; and
- f. Performs such other duties and responsibilities as may be necessary;

7.2 VICE-CHAIRPERSON

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

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7.3. SECRETARY

- a. Oversees the preparation of the Minutes and Agenda and keeps a record of the attendance and proceedings of all meetings of the Council;
- b. Ensures that Notices of all meetings of the Council are sent to members;
- c. Signs the Minutes of the Meetings prepared by the Secretariat;
- d. Keeps a complete record of the names, addresses and contact details of the members of the Council;
- e. Performs all the duties incidental to the functions of the Secretariat and those that may be assigned by the Chairperson

7.4. TREASURER

- a. Have custody control and accountability of funds and properties of the council;
- b. 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;
- c. Renders financial reports during meetings;
- d. Performs such other duties as maybe assigned by the Chairperson and/or the Council;

7.5. AUDITOR

1. Inspects, examines, 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 8. 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 9. Secretariat of the Council. The secretariat of MCCDC shall be the Muntinlupa City Cooperative Development Office (MCCDO) which shall have the following functions:

1. *In consultation with the Chairperson of the Council, prepares the agenda of meetings and records attendance and proceedings of all meetings of the Council;*
2. *Serves notices of meetings to all members of the Council;*
3. *Furnishes the officers and members certified copies of the minutes of meeting;*
4. *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*
5. *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*



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SECTION 10. 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-terminus with the elected officers.

SECTION 11. Meetings. – The council 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.

SECTION 12. Notice of 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, facsimile transmittal or any other means approved by the Council;

SECTION 13. Quorum. – The majority of the MCCDC Officers shall constitute the quorum for any meeting. The quorum may decide all matters at the meeting.

SECTION 13. 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. 14. Manual of Operations. – The Council shall develop their respective internal policies which shall govern their operation.

SECTION 15. 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 local government unit shall likewise incorporate in its annual budget such amount as may be necessary for the operation and effective functioning of the MCCDC.

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SECTION 16. 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 17. Separability Clause. – Should any part of this ordinance shall be declared unlawful, the remaining parts not affected thereby shall remain in full force and effect.

SECTION 18. Repealing Clause. – All ordinances, rules and regulations, or parts thereof, in conflict with or inconsistent to the provisions of this ordinance are hereby repealed or modified accordingly.

SECTION 19. Effectivity Clause. – This ordinance shall take effect upon its approval in accordance with the law.

ENACTED, by the **10th Sangguniang Panlungsod of Muntinlupa**, this **7th** day of **August 2023**, on its **57th Regular Session**.

CONCURRED:

DISTRICT 1:

[Signature]
 COUN. ATTY. RAUL R. CORRO
 Member

COUN. ALEXSON V. DIAZ
 Member

[Signature]
 COUN. PATY KATH C. BONCAYAO
 Member

[Signature]
 COUN. ATTY. RACHEL KATRIEL ANN C. ARCIAGA
 Member

[Signature]
 COUN. IVEE RHIA A. TADEFA
 Member

[Signature]
 COUN. ALLAN REYA. CAMILON
 Member

[Signature]
 COUN. JEDIDIAH R. PRESNEDI, LPT
 Member

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 COUN. TING D. NIEFES
 Member

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DISTRICT 2:

[Signature]
COUN. MARK LESTER M. BAES
 Member

[Signature]
COUN. FRANCIS IAN T. BAGATSING
 Member

[Signature]
COUN. LUVI P. CONSTANTINO
 Member

[Signature]
COUN. ENGR. NAMERTO T. SEVILLA, JR.
 Member

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COUN. ENGR. MARISSA C. RONGAVILLA
 Member

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COUN. ENGR. ARLENE D. HILAPO
 Member

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COUN. CORNELIO M. MARTINEZ
 Member

[Signature]
COUN. RODOLFO W. MOLDEZ, JR.
 Member

Sectoral Representative:

[Signature]
COUN. WALTER A. ARCILLA
 President
 Association of Barangay Chairman

[Signature]
COUN. KENICHI D. TAKAGI, JR.
 President
 Federation of Sangguniang Kabataan

I HEREBY CERTIFY, as to the correctness of the foregoing Ordinance.

[Signature]
CECILIA C. LAZARTE
 Secretary to the Sanggunian

ATTESTED:

[Signature]
ARTEMIO A. SIMUNDAC
 City Vice-Mayor/Presiding Officer

APPROVED:

[Signature]
ROZZANO RUFINO B. BIAZON
 City Mayor

Date: 14 AUG 2023

