



Republic of the Philippines
Province of Bohol
MUNICIPALITY OF TRINIDAD

OFFICE OF THE MUNICIPAL MAYOR

EXECUTIVE ORDER NO. 25
Series of 2023

**"AN ORDER CREATING THE MUNICIPAL COOPERATIVE DEVELOPMENT COUNCIL OF
THE MUNICIPALITY OF TRINIDAD, BOHOL"**

WHEREAS, the Cooperative Development Authority (CDA) issued Memorandum Circular No. 2013-01 dated 20 February 2013 which prescribes the "Revised Guidelines In the Organization, Structure, and Operation of the Cooperative Development Councils (CDCs) at the various levels;

WHEREAS, the CDA has issued Executive Order No. 95 dated 8 June 1993 entitled: Designating the Cooperative Development Authority (CDA) as the Lead Agency on Cooperative Promotion, Development, and Regulations, and Calling on all Government Agencies with Cooperative Programs to Coordinate these with the Cooperative Development Authority (CDA) and for other Purposes";

WHEREAS, Republic Act 7160 otherwise known as the Local Government of 1991 grants upon the local chief executive to issue executive orders to implement and localize national laws, issuances, and policies aimed at the general welfare common good.

NOW, THEREFORE, I, ATTY. ROBERTO C. CAJES Ph.D., Municipal Mayor of Trinidad, Bohol by virtue of the powers vested upon me by existing laws, do hereby order the following:

Section 1: Creation of the Municipal Cooperative Development Council (MCDC)- There is hereby created in the municipality a Municipal Cooperative Development Council, with the following members:

Chairperson : Atty. Roberto C. Cajés, Ph.D. – Municipal Mayor

Members:

Engr. Marvis G. Delloso	- MPDC	By: <i>[Signature]</i> 4/25/23
Mr. Averil Brian S. Tinio	- Mun. Coop Dev't. Officer Designate	
Hon. Manuel Garcia	- SB Chair Committee on Cooperatives	
Ms. Vanessa C. Cutanda	- PESO Manager	<i>[Signature]</i> 4/25/23
Mr. Leo G. Petarco	- TAME President (Chairpersons of Municipal federations and unions)	<i>[Signature]</i> 4/25/23
Ms. Lucrecia L. Conte	- Manager, TIMGAS (Chairperson of Primary Coop in the municipality)	<i>[Signature]</i> 4/25/23
Dr. Quirino T. Nugal, Ph.D.	- Chairman, TRIOEMPC (Chairperson of Primary Coop in the municipality)	<i>[Signature]</i> 4/25/23
Mr. Lolita A. Cagais	- President, TWC (NGO/CSO/PO with Coop Program as Identified with CDA)	<i>[Signature]</i> 4/25/23



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- National Agency Rep with Coop Program in the LGU
- Cooperative Development Authority (CDA)
 - Department of Trade and Industry (DTI)
 - Department of Labor and Employment (DOLE)

Section 2: Powers and Functions of the Municipal Cooperative Council – The Council shall perform the following duties and functions:

- a. To coordinate, harmonize and monitor the implementation of various cooperative development plans, programs, and projects of NGAs, GFIs, LGUs, and NGOs within the areas of such council;
- b. To operationalize and monitor the Philippine Cooperative Medium Term Development Plans (PCMTDP) through the collective efforts of all sectors and to develop such mechanism as may be required in line with the PCMTDP;
- c. To share resources (financial, supplies and equipment, manpower) towards the full realization of such development plans;
- d. To support, assist, and participate in the holding of cooperative activities such as but not limited to the celebrations of the cooperative month, scheduled cooperative congresses and summits;
- e. To promote actively and strongly endorse the observance at all times of the universally cooperative principles as enshrined in the Cooperative Code in the performance of the above functions.

Section 3. Officers of the Councils. The members shall elect among themselves their officers pursuant to CDA Memorandum Circular No. 2022-03 and submit the result to the Local Chief Executive.

The officers shall be composed of the following:

Chairperson	: Hon. Roberto C. Cajés Ph.D. – Municipal Mayor
Vice chairperson	: _____
Secretary	: _____
Treasurer	: _____
Auditor	: _____

Section 4: Duties of the Officers:

Chairperson:

- a. Presides in all meetings of their respective council;
- b. Exercises general supervision and control over the operation and internal administration of the council in accordance with the policies set forth by the same;
- c. Signs all papers, agreements, and other documents for and on behalf of the council subject to the policies and guidelines of the council;
- d. Represents the councils in matters/meetings/conferences and other related activities;
- e. Calls special meetings when necessary;

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- f. Ensures that the council maintains complete records of its operation;
- g. Renders report of the operation of the council; and
- h. Performs such other duties as may be required by the council.

Vice-chairperson:

- a. Acts as Chairperson in case of the latter's absence; and
- b. Performs such other duties and functions as may be delegated to him from time to time by the Chairperson and/or the council.

Secretary:

- a. Oversees the preparation of the minutes and agenda and the attendance and proceedings of all meetings of the council;
- b. Signs the minutes of the meetings prepared by the Secretariat;
- c. Ensures that notices of all meetings of the council are given to members;
- d. Keeps a register of the names and addresses of all members and keeps all records through the Secretariat;
- e. In general, performs all the duties incidental to the office of the Secretariat, and those that may be assigned to him by the Chairperson and/or the Council;

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 plan and budget and such expenditures duly approved by the council through a resolution;
- c. Renders financial reports during meetings; and
- d. Performs such other duties as may be assigned by the Chairperson and/or the Councils.

Auditor:

- a. He/She has the right to inspect, examine, and shall audit all financial or otherwise transactions 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 5: Secretariat: Functions of the Secretariat – The Council Secretariat shall perform the following functions: '

- a. Prepares the minutes and agenda and records the attendance and proceedings of all meetings of the councils;
- b. Serves notices of meetings to all members certified copies of the minutes of the meetings;
- c. Furnishes the officers and members certified copies of the minutes of the meetings;



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- 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 creation of the council; and
- e. In general, 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 6: Meetings: The Municipal Cooperative Development Council shall meet once a month.

Section 7: Repealing Clause: All executive orders earlier issued which are inconsistent hereof, are deemed modified, amended, or repealed accordingly.

Section 8: Separability Clause: If any provision/s of this Executive Order is/are declared unconstitutional or contrary to existing law, the provisions not affected thereby shall remain effective and enforceable.

Section 9: Effectivity: This Executive Order, shall take effect immediately upon approval.

Issued this 25th day of April 2023 at the Municipality of Trinidad, Bohol.


ATTY. ROBERTO C. CAJES Ph.D.
Municipal Mayor

Copy furnished:

- Sangguniang Bayan - *4/25/23*
- Provincial Cooperative Development Office - *24-25-23*
- Department of Trade and Industry
- Cooperative Development Authority
- Department of Labor and Employment (DOLE)
- The DILG through the MLGOO - *4/25/23*
- File