



Republic of the Philippines
Office of the City Mayor
City of Naga, 4400



NCCDC Secretariat:

Jomar Edward A. Brazal – Administrative Assistant II
Jasen B. Castillo – Job Order

SECTION 2. DUTIES AND FUNCTIONS. The aforementioned members of the Metro PESO – CDC shall have the following duties and functions:

- **PESO Manager** – shall exercise over-all supervision and administrative control over the CDO – designate and the NCCDC Secretariat;
- **CDO – designate** – pursuant to Section 21 of Ordinance No. 2015-002, shall assist in the regulatory powers of the Cooperative Development Authority (CDA), as follows:
 - a) Collection of annual reports and audited financial statements of cooperatives;
 - b) Mediation and conciliation of disputes between members of a cooperative operating within Naga City;
 - c) Conduct preliminary investigation through a committee jointly created by the CDA and the City Mayor for violation of any provision of the Cooperative Code and the Implementing Rules and Regulations (IRR), and recommend the termination and cancellation of the certificate of registration;
 - d) Monitor the compliance of cooperatives with the rules, regulations, and other issuances of the CDA including those reached through the mediation and conciliation conferences and as a result of decisions of the CDA.
- **NCCDC Secretariat** – under Section 10 of Ordinance No. 2015-002, shall perform the following functions:
 - a) Prepare the minutes and agenda and records the attendance and proceedings of all meetings of the Council;
 - b) Serve notices of meetings to all members of the Council;
 - c) Furnish the officers and members certified copies of the minutes of the meetings;
 - d) Keep a register of the names and addresses of all members and keeps file of the laws, resolutions, and executive orders relevant to the creation of the Council;
 - e) In general, perform all duties incidental to the office of the secretariat and those that may be assigned to it by the Chairperson and/or the Council.

In addition, pursuant to DILG-CDA Joint Memorandum Circular No. 2019-01, the above named personnel, in coordination with the NCCDC, shall jointly:



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- a. Assist in the organization of cooperatives, including the preparation of registration documents and mandatory reports;
- b. Help establish cooperative linkages with government agencies and non-government organization involved in the promotion and integration of the concept of cooperatives in the livelihood of the people;
- c. Spearhead the formulation of the Naga City Cooperative Development Plan, consistent with the National Development Plan and the Philippine Cooperative Medium-Term Development Plan, to be incorporated in the Comprehensive Development Plan (CDP) and Annual Investment Plan (AIP) of the City Government of Naga;
- d. Initiate and implement the localized program of the City Government of Naga for cooperative promotion and development in line with the national policy on cooperatives;
- e. Ensure the provision of technical guidance, financial assistance and other services to develop cooperatives into viable and responsive economic enterprises;
- f. Provide training for the development of cooperatives in accordance with guidelines prescribed by the CDA;
- g. Be in the frontline of cooperative organization, rehabilitation or viability enhancement, particularly during and in the aftermath of man-made and natural calamities and disasters, to aid in their survival and, if necessary subsequent rehabilitation;
- h. Identify cooperatives-related best practices for possible replication by the City Government of Naga and collaborate, consolidate, or coordinate efforts, services, and resources with other LGUs relative to cooperative promotion, organization and development;
- i. Recommend to the Sanggunian Panlungsod and advise the City Mayor on all matters relative to cooperatives development and viability-enhancement which will improve the livelihood and quality of life of the Nagueños;
- j. Provide information as required by the Cooperative Development Authority (CDA) in relation to its research projects;
- k. Perform such other functions contributory to cooperative promotion, organization, development, as may be deemed necessary and in accordance with existing law, rules, and regulations.

SECTION 3. BUDGET. Pursuant to existing ordinances of the city, necessary funds shall be provided to carry out the smooth implementation and management of the NCCDC and Metro PESO – CDC, to wit:

- a. **Section 18 of Ordinance No. 2015-002, the amount of Two Hundred Thousand Pesos (Php 200,000.00) per annum shall be appropriated for the operation of the NCCDC which shall be specifically and automatically provided for in the Annual Appropriation Ordinance of the City.**