

[LETTER OF IMPLEMENTATION NO. 138, January 13, 1982]

IMPLEMENTING EXECUTIVE ORDER NO. 634, DATED DECEMBER 4, 1980, GOVERNING THE CREATION OF THE REGIONAL COOPERATIVE DEVELOPMENT ASSISTANCE OFFICES , IN REGIONS IX AND XII AND FOR OTHER PURPOSES

In view of the promulgation of Executive Order No. 634 on December. 4, 1980 in line with the policy of the Administration to provide every possible national government, support to the autonomous governments of Regions IX and XII and to the Office of Muslim Affairs in order to accelerate the rehabilitation and development of Southern Philippines, the guidelines herein provided shall govern the implementation of the integrated regional cooperatives development program in Regions IX and XII and, furthermore, establish the organization, powers, and responsibilities, of the Regional Cooperatives Development Assistance Offices in each of the said autonomous regions.

GENERAL PROVISION

SECTION 1. In accordance with the concept of regional autonomy, pursuant to PD No. 1618 and other pertinent issuances, the integrated regional cooperatives development program shall be pursued vigorously in Regions IX and XII without necessarily having to circumscribe the existing national government obligation to extend support to local echelons and international commitments of which the Republic of the Philippines assume responsibility.

SEC. 2. All functions and responsibilities relative to the promotion and development of all types and federations/unions of cooperatives and pre-cooperative associations within the purview of Presidential Decree No. 175 and implementing guidelines or administrative issuances thereto appertaining in Regions IX and XII are assumed by the integrated regional cooperatives development program.

SEC. 3. The Regional Cooperatives Development Assistance Offices each of Regions IX and XII shall in all their operational activities be guided by the internationally accepted principles and practices of cooperativism and by the national policies involving the promotion, organization, development and supervision of cooperatives pursuant to Presidential Decree No. 175 and Letter of Implementation No. 23.

SEC. 4. In the implementation of the integrated regional cooperatives development program in Regions IX and XII, the implementors shall endeavor to introduce Innovative Approaches and strategies of cooperativism adaptive to the cultural pattern and environmental conditions obtaining in said autonomous regions.

It shall be the prime concern of the Regional Cooperatives Development Assistance Offices for Regions IX and XII to focus their main .programs oh*the KILUSANG KABUHAYAN AT KAUNLARAN PROGRAM of the New Republic, especially on the following areas:

- a. Retraining and reorientation of staff and field implementators on the KILUSANG KABUHAYAN AT KAUNLARAN program and concept;

- b. Motivation and principal participation of the private sector in the KILUSANG-KABUHAYAN AT KAUNLARAN projects;
- c. Tight coordination with the local elective officials; and
- d. Livelihood projects on agro-forestry, agro-livestock, aqua-marine, shelter, cottage and light industry, waste utilization and services.

GENERAL POWERS AND FUNCTIONS

SEC. 5. The Regional Cooperatives Development Assistance Office, subject to existing laws and regulations, shall have the following powers and functions:

- a. To administer the implementation of the integrated regional cooperatives development program within its jurisdiction.
- b. To closely coordinate with and/or enlist the support and cooperation of the Office of Muslim Affairs, the regional autonomous government, the Ministry of Agriculture .Regional Office and such other government agencies or private entities as may be deemed vital to the effective; execution of the plans and project designed to accelerate the socio-economic development of the region through the Integrated Regional Cooperatives Development Program.
- c. To evolve systematic action plans; employ innovative approaches and strategies; and conduct continuous evaluation, researches and studies that are necessary in program and project implementation.
- d. To promote, organize, register, develop and supervise all forms, federations and unions of cooperatives and pre-cooperative associations pursuant to PD 175 and LOI 23 among all sectors of the_ population and consistently conduct training courses and information drives to institutionalize cooperation among the populace.
- e. To contract, receive and/or convey grants, donations, gifts, loans and any other form of bequeathal needed to carry out its plans and projects as provided for in Section 20.
- f. To disburse funds within the limits of the budgetary ceiling therefor authorized in accordance with auditing and Accounting rules and regulations.
- g. To maintain personnel force within the limits authorized by the Ministry of the Budget and ensure the effective discharge of their duties, their high morale, and their professional growth and development.

ORGANIZATION

SEC. 6. The Regional Cooperative Development Assistance Offices in Regions IX and XII, shall respectively maintain a regional Office and field offices in each province, city and municipality. It shall likewise establish monitoring and/or liaison office in the national level to maintain close coordination with other agencies involved in the implementation of the Program.

SEC. 7. Executive Director. The Regional Cooperatives Development Assistance Offices shall be headed each by an Executive Director with the rank of Career

Executive Service Officer II appointed by the President of the Philippines. He shall have the following powers and duties:

- a. Administers the Regional Cooperatives Development Assistance Office and executes: such plans and policies as are evolved pursuant to the implementation of the integrated regional cooperatives development program.
- b. Negotiates and signs contracts under the usual rules and regulations for government contracts in behalf of the Regional Cooperatives Development Assistance Office in connection with the plans, projects, grants, donations, loans or bequests to and from the Regional Cooperatives Development Assistance Office.
- c. Signs administrative issuances, communications, and other documents, including vouchers in the amount authorized under existing law, rules and regulations and the budgetary ceiling or indemnity bond posted in his behalf.
- d. Appoint, promote, transfer, reinstate, terminate and supervise personnel of the Regional Cooperatives Development Assistance Office subject to existing laws, rules and regulations of the Civil Service Commission.
- e. Performs such other duties and assumes such other responsibilities as the Minister of Agriculture may assign from time to time.

SEC. 8. Deputy Executive Director. The Executive Director shall be assisted by a Deputy Executive Director with a rank, of Career Executive Service Officer III appointed by the President of the Philippines. He shall have the following powers and duties:

- a. Assists the Executive Director and acts for and in his absence.
- b. Signs vouchers or financial documents as maybe delegated or in accordance with the indemnity bond posted in his behalf.
- c. Performs such other duties and assumes such other responsibilities as the Executive Director may delegate from time to time.

SEC. 9. The Executive Director shall be back staffed by different divisions or units to effectively carry out his functions and whose specific responsibilities are herein enumerated.

SEC. 10. Administrative Division. The Administrative Division headed by an officer with the rank of Chief of Division shall exercise the following functions and responsibilities:

- a. Performs the housekeeping chores in the Regional Office.
- b. Procures supplies and equipment needed by the different division/units of the regional, office and by the field offices and their respective personnel.
- c. Maintains the serviciability of vehicles and equipment of the Regional Cooperatives Development Assistance Office.