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May 09, 2011

**OFFICE OF THE SANGGUNIANG BAYAN  
 ITOGON, BENGUET**

**ADMINISTRATIVE ORDER NO. 044**  
 Series of 2011

BY: \_\_\_\_\_  
 DATE: 05/10/11

**AN ADMINISTRATIVE ORDER DESIGNATING MARIO MENDOZA BAUCAS AS THE MUNICIPAL COOPERATIVE DEVELOPMENT OFFICER (MCDO) OF ITOGON, BENGUET**

**WHEREAS**, this new municipal government administration aims to fortify its livelihood programs to augment the financial gains of the various sectors of the community especially the poor and the underprivileged;

**WHEREAS**, one of the approaches to sustainable livelihood programs is the setting up and strengthening of cooperatives and other sectoral associations/groups in the different barangays of this municipality ;

**WHEREAS**, MR. WHIGAS P. CILO, the current Municipal Agriculturist of this Municipality was designated as the Municipal Cooperative Development Officer (MCDO) for quite a long time and he requested to be relieved of this task in order for him to have ample time to focus on other equally important concerns of the office of the Municipal Agriculturist ;

**WHEREAS**, the services of MR. MARIO MENDOZA BAUCAS was engaged particularly to assist the formulation of livelihood programs and their implementation and it is deemed most practical that Mr. Mario Baucas will also assist the formation of cooperatives as one of the components of livelihood programs;

**NOW THEREFORE**, by virtue of the powers vested in me by law, I, OSCAR MAINGPES CAMANTILES, Municipal Mayor of Itogon, Benguet, hereby designate MR. MARIO MENDOZA BAUCAS as the Municipal Cooperative Development Officer (MCDO) to relieve Mr. Whigas P. Cilo of this same task. The following duties and functions of the MCDO shall be the following:

**I. DUTIES AND FUNCTIONS**

- To assist, to facilitate the formation and strengthening of cooperatives/associations found within the territorial jurisdiction of this Municipality by doing status assessment, document validation/updating and by conducting trainings;
- To coordinate cooperative development concerns with the different department and offices which has cooperative programs;
- To evaluate the performance of the individual cooperatives on a regular basis;
- To give feedbacks to the Municipal Local Chief Executive as to the status of status of Cooperatives Developments likewise as regards the development of other associations;
- To come up with a Municipal Cooperative Development Programs which will form part of the Municipal Livelihood Programs for SB adoption
- To perform other duties and functions as maybe required by this office and /or as maybe instructed by higher authorities.

This Administrative Order takes effect immediately.

DONE this 9<sup>th</sup> day of May 2011, in the Municipality of Itogon, Province of Benguet.

MSWD-ecycap  
5/10/11

MUNICIPAL ENGINEER OFFICE  
**RECEIVED**  
 MAY 10 2011  
 Cc: file  
 All concerned

RECEIVED OFFICE OF THE  
 MUNICIPAL ASSESSOR  
 05-10-11

*[Signature]*  
**OSCAR MAINGPES CAMANTILES**  
 Municipal Mayor

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 DATE 05/10/11  
 ITOGON, BENGUET

MACCO: JE 05/10/11  
 MHO - 05/10/11  
 MEA 8-5/10/11  
 DILG - 5/10/11