



Province of Benguet
Municipality of Itogon
Office of the Municipal Mayor
Email Address: vic.palangdan@gmail.com

ADMINISTRATIVE ORDER NO. 17
Series of 2019.

DESIGNATION OF THE LIVELIHOOD AND COOPERATIVE DEVELOPMENT FOCAL PERSON AND ESTABLISHMENT OF ITS OFFICE

WHEREAS, Ordinance No. 58, S. 2018 entitled: "An Ordinance Institutionalizing The Itogon Municipal Livelihood Assistance Program (IMLAP) and Setting –Up A Revolving Trust Fund Account for the Purpose" was passed by the Sanguniang Bayan of Itogon and was given favorable review by the Sanguniang Panlalawigan of Benguet per Resolution No. 19-035.

WHEREAS, per Joint Memorandum Circular No. 2019-01 dated January 21, 2019 issued by the Department of Interior and Local Government (DILG) and the Cooperative Development Authority (CDA), Local Government Units (LGUs) are enjoined to perform enumerated powers and functions through the local chief executives for the promotion, organization, regulation and development of cooperatives.

WHEREAS, to realize attainment of economic development and social justice for the constituents, there is a need to designate livelihood and cooperative development focal person for the implementation of the programs.

NOW THEREFORE, by virtue of the powers vested in me by law, I, **ATTY. VICTORIO T. PALANGDAN**, Municipal Mayor of the Municipality of Itogon, Benguet Province, hereby establish the Municipal Livelihood and Cooperative Development Section and designate the Focal Person of the Municipality of Itogon as follows:

Section 1. Focal Person, Municipal Livelihood and Cooperative Development Section; The designated Focal Person for the Municipal Livelihood and Cooperative Development Section is in the person of Miss Jorenda V. Osonero.

Section 2. Functions, Municipal Livelihood and Cooperative Development Section; The office shall perform the following duties and functions:

1. Determine if the association, organization or cooperative is duly accredited by the Sangguniang Bayan, and the project proposal duly endorsed by the Sangguniang Barangay concerned;
2. Determine if the proposed project does not encounter any social conflict, and that it is well within the requirements of environmental laws;
3. Determine project feasibility in terms of sustainability, income generation and return of investment capability;
4. Monitor compliance by the beneficiaries with the terms and conditions stipulated in the contract;

5. Make recommendations to the Local Chief Executive in accordance with the relevant provisions of the institutionalization of the Municipal Livelihood Assistance Program;
6. Prepare an annual monitoring report of livelihood ventures;
7. Prepare and deliver demand letters to defaulting ventures;
8. Conduct consultation with ventures or investigate any issues of non-implementation, mismanagement or malversation of soft loan granted and submit report to the Special Accreditation Committee (SAC), SB Committee on Livelihood and the Municipal Mayor for their appropriate actions; and
9. Perform such other duties and functions as may be directed by the Local Chief Executive.

This Administrative Order shall take effect immediately.

DONE this August 6, 2019 at Itogon, Benguet.

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ATTY. VICTORIO T. PALANGDAN
Municipal Mayor

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