



**ADMINISTRATIVE ORDER NO. 19**  
Series of 2022

**DESIGNATING MS. CYNTHIA A. TAULI, EXECUTIVE ASSISTANT II, AS MUNICIPAL LIVELIHOOD AND COOPERATIVES DEVELOPMENT COORDINATOR.**

**WHEREAS**, consistent with the General Welfare clause of the Local Government Code of 1991, the Municipality of Itogon institutionalized the Municipal Livelihood Assistance Program by virtue of Ordinance No. 58, series of 2018 which seeks to alleviate poverty and improve the quality of lives of its constituents;

**WHEREAS**, pursuant to the aforementioned ordinance, it is declared a policy of the municipal government to promote social justice by supporting livelihood projects, programs and activities that aim to promote the economic conditions of its inhabitants, and strengthen the financial capability of qualified associations, cooperatives and organizations by providing them with financial assistance subject to regular auditing rules and regulations;

**WHEREAS**, to effectively carry out the purpose and objectives of the Itogon Municipal Livelihood Assistance Program, it is necessary that a coordinator for livelihood and cooperatives development concerns be designated to help in facilitating the conduct of various activities such as community organizing, capability building and skills training, establishment of partnership and cooperation with both the public and private sectors, formulation of production and marketing strategies, and others;

**NOW THEREFORE**, by virtue of the powers vested in me as Municipal Mayor of the Municipality of Itogon, I, **BERNARD S. WACLIN** hereby ORDER as follows:

Section 1. *Designation of a Focal Person.* Ms. Cynthia A. Tauli, Executive Assistant II under the office of the Local Chief Executive is hereby designated as Municipal Livelihood and Cooperatives Development coordinator.

Section 2. *Duties and Functions.* The Municipal Livelihood and Cooperatives Development coordinator shall perform the following duties and functions:

1. Assist in organizing interested individuals who wish to venture into livelihood undertakings through associations or cooperatives and be qualified to avail of such programs of government as well as those similar programs being offered by private entities and/or funding institutions. Corollary, shall assist organized livelihood groups in complying with the requirements enumerated in Ordinance No. 58, series of 2018 for purposes of accreditation and application for livelihood assistance under the program.
2. Shall closely coordinate with the MPDO, MSWDO, the Municipal Agriculture Office and other offices, entities, agencies, or funding institutions for the conduct of capability building and skills training and such other similar activities aimed at enhancing the knowledge of each individual member of an association, organization or cooperative for the successful management of their respective livelihood projects, business or ventures.

3. Keep and maintain a record of all duly organized livelihood groups, associations, or cooperatives containing the list of its officers and their respective contact numbers, name of members, kind of livelihood project/program, status of the project including the status of their soft loan if under the IMPLAP. Other relevant information shall likewise be indicated therein. For record and monitoring purposes, similar data shall also be kept for those who availed of livelihood assistance from the national government agencies and other private entities. Likewise, shall provide the CSO Desk Officer with copies of the aforementioned data for consolidation with the latter's records.
4. Shall coordinate with concerned offices and agencies of the national government and other funding institutions for the provision of livelihood assistance to qualified beneficiaries.
5. Shall coordinate with the Municipal Attorney for the preparation of Memorandums of Agreement relative to the release of livelihood assistance to qualified groups, subject to the pertinent provisions of Ordinance No. 58, series of 2018; and
6. Shall perform other related functions as may be directed by the Local Chief Executive or other appropriate authorities.

Section 3. *Repealing Clause.* All administrative orders or parts thereof that are inconsistent herewith or parts hereof are deemed repealed or modified accordingly.

Section 4. *Effectivity.* This Administrative Order shall take effect immediately.

**DONE** this 11<sup>th</sup> day of July, 2022 at Itogon, Benguet.

  
**HON. BERNARD S. WACLIN**  
Municipal Mayor

*Copy furnished:*

- Ms. Cynthia A. Tauli
- Sanguniang Bayan Office
- All Heads of Offices
- All Punong Barangays, this municipality
- file