



Republic of the Philippines
QUEZON CITY COUNCIL
Quezon City
20th City Council

PO20CC-418

73rd Regular Session

ORDINANCE NO. SP- **2762**, S-2018

AN ORDINANCE AMENDING ORDINANCE NO. SP-2364, S-2014, OTHERWISE KNOWN AS THE "QUEZON CITY SMALL BUSINESS DEVELOPMENT AND PROMOTION OFFICE", REORGANIZING THE BUSINESS AND RESOURCE DIVISION OF THE QUEZON CITY SMALL BUSINESS DEVELOPMENT AND PROMOTION OFFICE BY CREATING THE COOPERATIVES DEVELOPMENT SECTION, AND PRESCRIBING ITS DUTIES AND FUNCTIONS.

Introduced by Councilor **ALEXIS R. HERRERA**.

Co-Introduced by Councilors **Jose A. Visaya, Marivic Co-Pilar, Gian Carlo G. Sotto, Lena Marie P. Juico, Elizabeth A. Delarmente, Victor V. Ferrer, Jr., Oliviere T. Belmonte, Precious Hipolito Castelo, Voltaire Godofredo L. Liban III, Rumon P. Medalla, Ranulfo Z. Ludovica, Estrella C. Valmocina, Allan Benedict S. Reyes, Kate Abigail G. Coseteng, Jose Mario Don S. De Leon, Franz S. Pumaren, Eufernio C. Lagumbay, Marvin C. Rillo, Raquel S. Malañgen, Irene R. Belmonte, Ivy Xenia L. Lagman, Marra C. Suntay, Hero Clarence M. Bautista, Karl Edgar C. Castelo, Julianne Alyson Rae V. Medalla, Godofredo T. Liban II, Allan Butch T. Francisco, Melencio "Bobby" T. Castelo, Jr., Rogelio "Roger" P. Juan, Diorella Maria G. Sotto, Donato C. Matias, Eric Z. Medina, Alfredo S. Roxus and Noe Lorenzo B. Dela Fuente III.**

WHEREAS, it is the desire of the Filipino people as expressed in the Philippine Constitution of 1987 to promote the viability and growth of cooperatives as instruments of social justice and economic development;

WHEREAS, to give life to this desire of the Filipino people, Congress passed Republic Act No. 9520, known as the Cooperative Code of 2008, which restates that is the declared policy of the State to foster the creation and growth of cooperatives as a practical vehicle of promoting self-reliance and harnessing people power towards the attainment of economic development and social justice. The State shall create an atmosphere that is conducive to the growth and development of these cooperatives;

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WHEREAS, it is the declared policy of Quezon City to adopt the principle of consultative and participatory democracy as an effective instrument to promote good governance, and the cooperative sector, a non-governmental organization which has grown in numbers and membership can be a more pro-active participant in the consultative process;

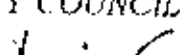

WHEREAS, it is the declared policy of Quezon City to promote a diverse, strong and vibrant economy (Comprehensive Development Plan) and the growing number of cooperatives which are economic enterprises having a strong potential in contributing to the realization of this policy as it plays a vital role in promoting economic prosperity, political unity and social justice within Quezon City. Accordingly, the City Government recognizes the rights of the cooperative sector to initiate and foster within its own ranks Cooperative promotion, organization, training, information gathering, audit and support services, with government assistance where necessary;


WHEREAS, Ordinance No. SP-2364, S-2014, entitled, "An Ordinance creating the Quezon City Small Business Development and Promotions Office (QC-SBDPO), defining its powers and functions, appropriating funds therefor and for other purposes," was enacted to create a new office to effectively and efficiently implement the policies and programs and facilitate the grant of incentives and other privileges under the Quezon City Magna Carta for Micro and Small Business Enterprises;


WHEREAS, there is a need to amend Ordinance No. SP-2364, S-2014, in order to provide services, assist and enhance the viability and growth of five hundred thirty-seven (537) existing and pre-existing cooperatives, which are still growing in numbers in Quezon City;

WHEREAS, the creation of a Cooperative Development and Resource Section under the Quezon City Small Business Development and Promotions Office (QC-SBDPO), registered cooperatives and cooperative organizations in the city, can be assured of necessary assistance and support to enhance their viability as an economic enterprise and social organization and thereby bring about a strong cooperative movement.

NOW, THEREFORE,

BE IT ORDAINED BY THE CITY COUNCIL OF QUEZON CITY IN
REGULAR SESSION ASSEMBLED:  





SECTION 1. Amendments to Ordinance No. SP-2364, S-2014, otherwise known as the "Quezon City Small Business Development and Promotion Office" are as follows:

"SECTION 1 of Ordinance No. SP-2364, S-2014 is hereby amended to read as:

SECTION 1. SHORT TITLE - This Ordinance shall be known as the "Quezon City Small Business and Cooperatives Development and Promotions Office (QC-SBCDPO)".

SECTION 2. Section 2 of Ordinance No. SP 2364, S-2014, is hereby amended to read as:

"SECTION 2. CREATION OF THE QUEZON CITY SMALL BUSINESS AND COOPERATIVES DEVELOPMENT AND PROMOTIONS OFFICE (QC-SBCDPO) - The Quezon City Small Business and Cooperatives Development and Promotions Office is hereby created, organized and established under the control and direct supervision of the City Mayor."

SECTION 3. Section 3-B, C, F and G of Ordinance No. SP-2364, S-2014 is hereby amended to read as:

"B. FRONT-OF-OFFICE SERVICES

COOPERATIVES DEVELOPMENT and BUSINESS RESOURCES DIVISION - The COOPERATIVES DEVELOPMENT and BUSINESS RESOURCES DIVISION shall have two (2) Sections: (a) COOPERATIVES DEVELOPMENT SECTION; and (b) BUSINESS RESOURCES SECTION.

(a) The COOPERATIVES DEVELOPMENT SECTION shall have the following duties and functions:

1. Provide technical assistance and support to the City Mayor, to ensure the delivery of basic services and provisions of facilities through the development of cooperatives, and in providing access to such service and facilities;
2. Develop plans and strategies particularly those which have to do with the integration of cooperatives principles and method in programs and projects; A

3. Pursuant to Section 3 of Ordinance No. SP-2098, S-2011, also known as the "Quezon City Cooperative Development Council Ordinance", the SBCDPO through the Cooperatives Development Section shall act as the Secretariat of the Cooperative Development Council.
4. Provide technical and other forms of assistance to the formation of cooperatives;
5. Provide technical and other forms of assistance to newly formed and existing cooperatives to enhance their viability as an economic enterprise and social organization;
6. Assist cooperatives in establishing linkages with government agencies and non-government organizations involved in the promotions and integration of the concept of cooperatives in the livelihood of the people and other community activities;
7. Be in the frontline of cooperative organization, rehabilitation of viability-enhancement, particularly during and in the aftermath of man-made natural calamities and disasters, to aid in their survival and if necessary, subsequent rehabilitation;
8. Initiate and implement a program of cooperative promotion and development, in line with the regional and national development of cooperatives, likewise, in coordination with other established cooperatives;
9. Implement continuing information and education programs for the promotion and development of cooperatives;
10. Undertake the evaluation of any cooperative's economic survey and requirements for registration and recommend its registration or non-registration;
11. Monitor compliance of cooperatives with the rules and regulations and other Issuances of the Cooperative, including those reached through its mediation, conciliation conferences and as a result of Cooperative Development Authority's decision; and,

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12. Provide such information as may be required by the Cooperative Development Authority and gather information from Cooperative Development Authority for the QC-CD.

13. Perform such other functions as may be delegated by the CDC or the SBCDPO Head.

(b) The BUSINESS RESOURCES SECTION shall have the following duties and functions:

1. The Business Center shall directly provide, for a fee, shared services such as:

- (a) Meeting and communication facilities
- (b) Specialist or Professional services (e.g. legal, bookkeeping, accounting, auditing, product design);
- (c) City managed product distribution networks; and
- (d) Perform such other functions as may be delegated by the SBCDPO Head.

2. The Resource Center shall provide for free business assistance services such as:

- (a) Basic Information for starting and growing a business;
- (b) Business consulting;
- (c) Referrals and linkages;
- (d) Training (Entrepreneurial Skills, Business Skills, Technology Management Skills, etc.)
- (e) Perform such other functions as may be delegated by the SBCDPO Head.

C. To spur inclusive growth and development by stimulating entrepreneurship and growing micro and small enterprises through appropriate organizational and business development programs and services; †

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- D. *Oversee and facilitate the planning, delivery, coordination, consolidation and convergence of all stakeholder efforts to develop and promote micro and small enterprises and entrepreneurship in Quezon City;*
- E. *Classify Micro and Small Enterprises according to its business activity, product/service offered and target market. Such business classification shall be forwarded to the City Treasurer and BPLO for consistency and uniformity;*
- F. *Evaluate Micro Enterprises (ME) covered by Republic Act No. 9178, also known as the "BMBE Law", as amended by R.A. No. 10644. Upon determination that such ME is qualified to avail the incentives and benefits provided therein, the QC-SBDCPO shall forward the same to the proper agency/office of the government for the issuance of "Certificate of Authority"; and*
- G. *To perform other functions and duties through its different divisions provided herein or as may be delegated by the CDC or the SBDCPO Head*

SECTION 4. Section 4 (A) - STAFFING PATTERN of the BUSINESS AND RESOURCE DIVISION under Ordinance No. SP-2364, S-2014, is hereby amended to read as:

COOPERATIVES DEVELOPMENT and BUSINESS RESOURCES DIVISION

No. of POSITION	POSITION TITLE	SALARY GRADE
1	Project Development Officer V	24
1	Cooperative Development Specialist II	15
1	Cooperative Development Specialist I	11
1	Administrative Aide VI (Clerk III)	6
1	Market Specialist III	18
1	Community Affairs Officer II	15
1	Administrative Aide VI (Clerk III)	6
7	TOTAL	

"SECTION 4 (B) – QUALIFICATION STANDARDS OF SBDPO of the BUSINESS AND RESOURCE DIVISION under Ordinance No. SP-2364, S-2014 is hereby amended to read as follows:

COOPERATIVES DEVELOPMENT and BUSINESS RESOURCES DIVISION

No. of Position	Position Title	SI	Education	Experience	Training	Eligibility
1	Project Development Officer V	24	Master's Degree	4 years in position/s involving management and supervision	24 hours of training in management and supervision	Career Service (Professional) Second Level Eligibility

COOPERATIVES DEVELOPMENT SECTION

1	Cooperatives Development Specialist II	15	Bachelor's Degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Career Service (Professional) Second Level Eligibility
1	Cooperatives Development Specialist I	11	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) Second Level Eligibility
1	Administrative Aide VI (Clerk III)	6	Completion of two year studies in college	None Required	None Required	Career Service (Sub-Professional) Second Level Eligibility
3	TOTAL					

BUSINESS RESOURCES SECTION

1	Market Specialist II	18	Bachelor's Degree relevant to the job	2 years of relevant experience	8 hours of relevant training	Career Service (Professional) Second Level Eligibility
1	Community Affairs Officer II	15	Bachelor's Degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Career Service (Professional) Second Level Eligibility

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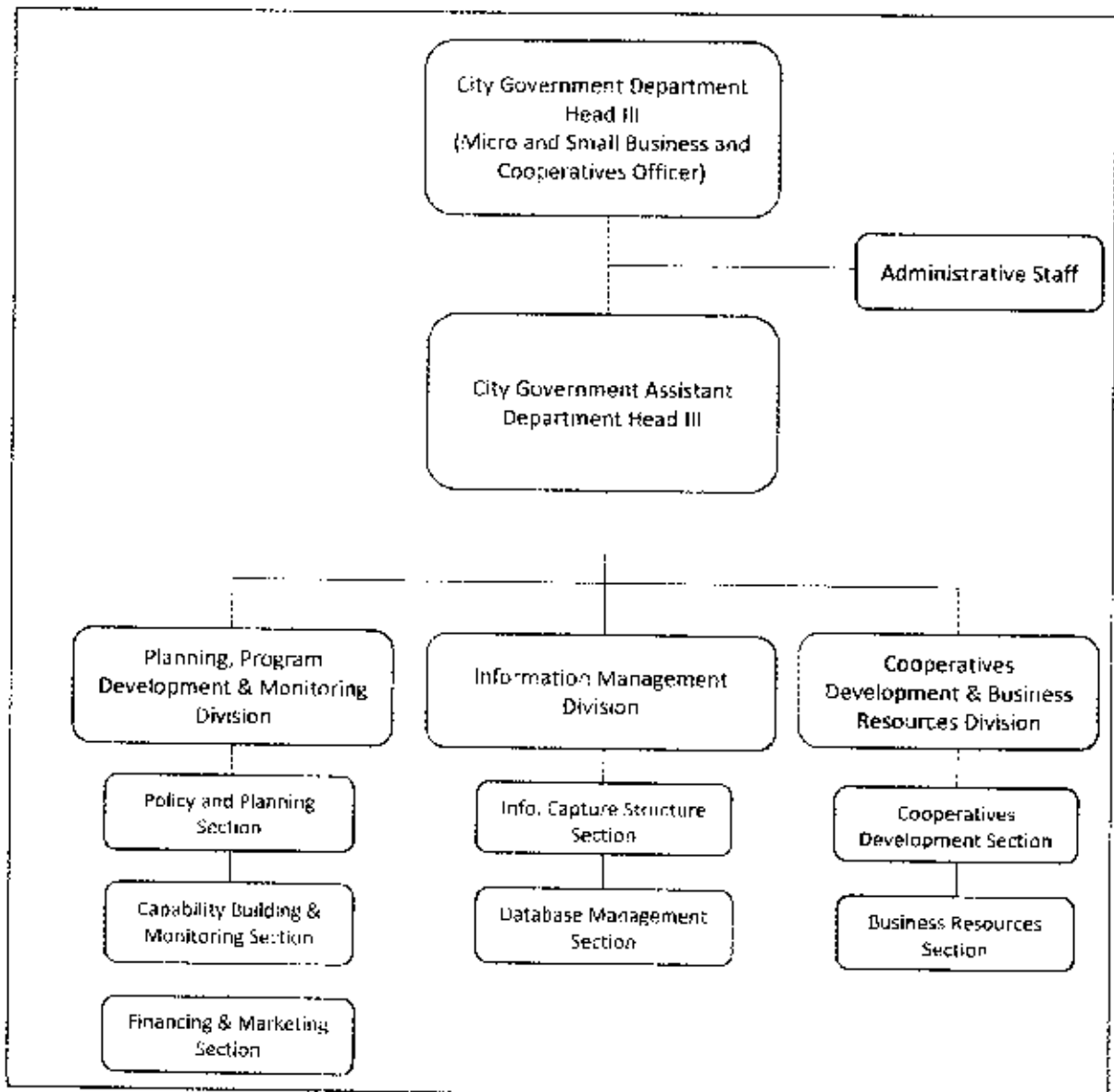
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1	Administrative Aide VI (Clerk III)	6	Completion of two year studies in college	None Required	None Required	Career Service (Professional) Second Level Eligibility
3	TOTAL					

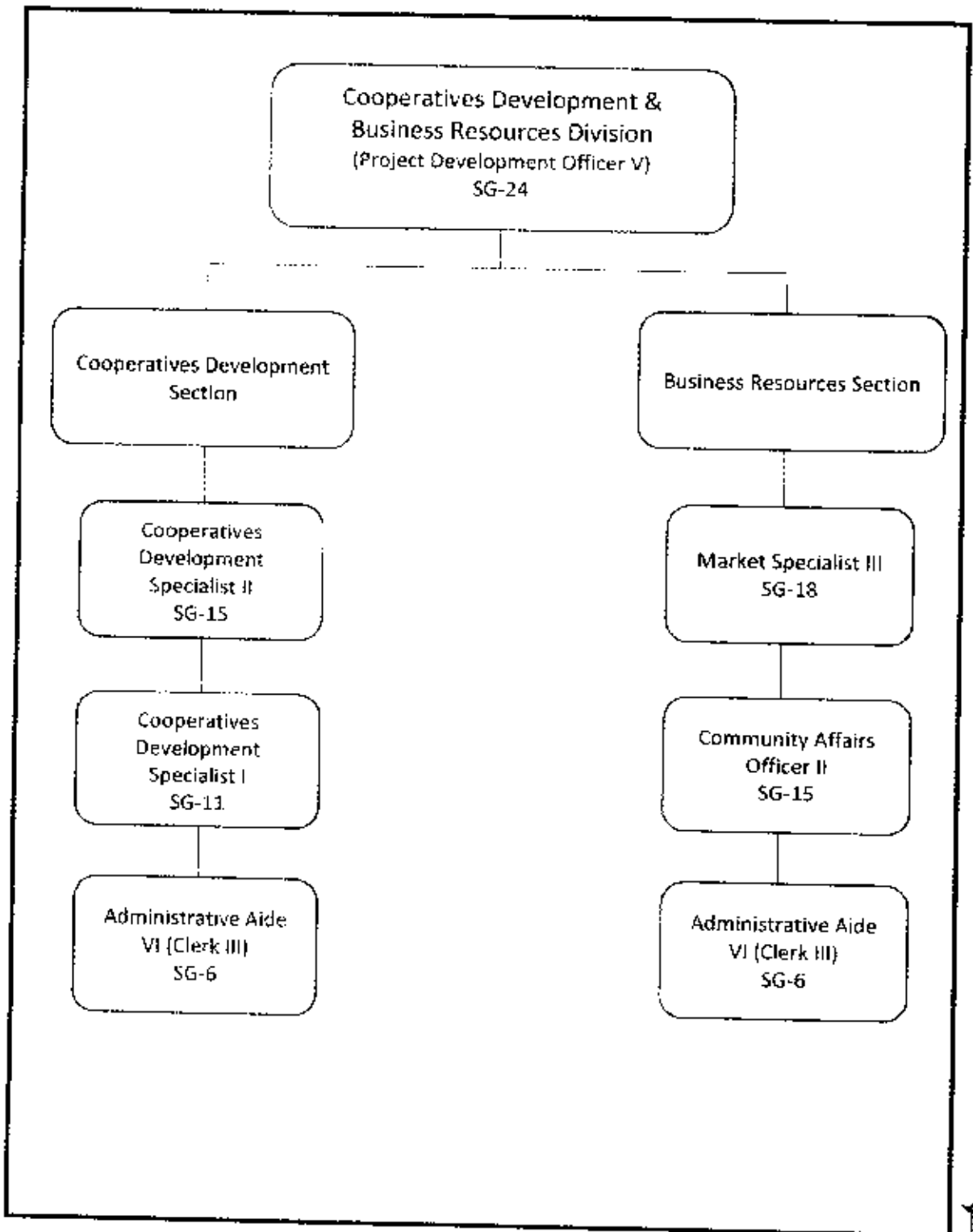
SECTION 4 - B. QUEZON CITY SMALL BUSINESS DEVELOPMENT AND PROMOTION OFFICE (SBDPO) ORGANIZATIONAL STRUCTURE and the BUSINESS AND RESOURCE DIVISION ORGANIZATIONAL STRUCTURE under Ordinance No. SP-2364, S-2014 is hereby amended to read as follows:

**QUEZON CITY
 SMALL BUSINESS & COOPERATIVES DEVELOPMENT
 AND PROMOTION OFFICE (SBCDPO)
 ORGANIZATIONAL STRUCTURE**



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Cooperatives Development & Business Resources Division



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SECTION 2. SEPARABILITY CLAUSE - Any provision of this Ordinance declared to be unconstitutional or invalid shall not affect the remaining portions or provisions hereof.

SECTION 3. REPEALING CLAUSE - Any Ordinance, Resolution or Executive Order inconsistent with this Ordinance or any provision hereof is hereby repealed or modified accordingly.

SECTION 4. EFFECTIVITY - This Ordinance shall take effect immediately upon its approval.

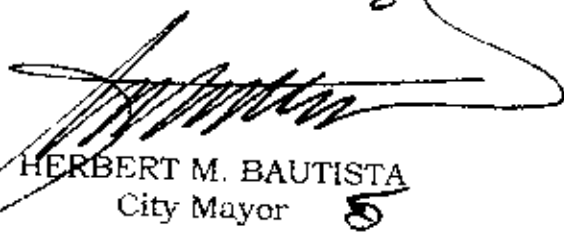
ENACTED: September 17, 2018.


MA. JOSEFINA G. BELMONTE
City Vice Mayor
Presiding Officer

ATTESTED:

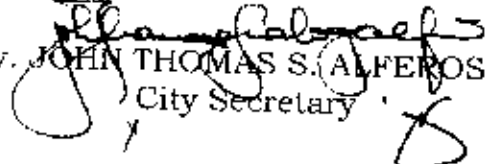

Atty. JOHN THOMAS S. ALFEROS III
City Secretary

APPROVED: 05 NOV 2018


HERBERT M. BAUTISTA
City Mayor

CERTIFICATION

This is to certify that this Ordinance was APPROVED by the City Council on Second Reading on September 17, 2018 and was PASSED on Third/Final Reading on October 1, 2018.


Atty. JOHN THOMAS S. ALFEROS III
City Secretary