



Republic of the Philippines  
**PROVINCE OF NORTHERN SAMAR**  
Catarman  
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**SANGGUNIANG PANLALAWIGAN**

*EXCERPT FROM THE JOURNAL OF THE REGULAR SESSION OF THE SANGGUNIANG PANLALAWIGAN OF THE PROVINCE OF NORTHERN SAMAR HELD ON MARCH 18, 2005, AT 9:00 O'CLOCK IN THE MORNING AT ITS SESSION HALL, CAPITOL BUILDING, CATARMAN, NORTHERN SAMAR.*

**ORDINANCE NO. 05**  
**Series of 2005**

**AN ORDINANCE REORGANIZING AND MERGING THE PROVINCIAL COOPERATIVE AND DEVELOPMENT OFFICE (PCDO) AND COMMUNITY AFFAIRS OFFICE (CAO) INTO PROVINCIAL COOPERATIVE AND COMMUNITY AFFAIRS OFFICE (PCCAO) AND FOR OTHER PURPOSES.**

WHEREAS, of the 38 departments/office and division/sections of the Provincial Government of Northern Samar, there are those which perform similar functions and responsibilities and cater to the same kind of services to the public;

WHEREAS, the principal function of the Provincial Cooperative Development Office (PCDO) is to promote the creation and growth of cooperatives as a practical vehicle for promoting self-reliance and harnessing people power towards attainment of economic development and social justice at the provincial level;

WHEREAS, the Community Affairs Office (CAO) is akin to the said function by undertaking the capability building of community or people's organizations;

WHEREAS, in the exigency of the service and for the general welfare, as well as for service economy, institutional efficiency and good governance, there is an urgent need to consolidate and merge the functions of the Provincial Cooperative Development Office and Community Affairs Office.

NOW, THEREFORE, upon motion, be it ordained by this Sangguniang Panlalawigan –

Section 1. Merging. The Provincial Cooperative and Development Office and Community Affairs Office are hereby merged into one office and shall be named "Provincial Cooperative and Community Affairs Office (PCCAO)".

Section 2. Functions and Responsibilities. The functions and responsibilities of the former Provincial Cooperative Development Office and Community Affairs Office are hereby consolidated, which shall be:

1. Cooperative development and strengthening;
2. Implement the Public Employment Service Office (PESO) and Placement and Livelihood Assistance Center (PLACE) programs;
3. Conduct community organizing, livelihood development and capability building to communities/barangays in the province;

4. Conduct barangay affairs services; and
5. Conduct research and database development.

The specific functions and responsibilities of each employee and staff and the units and/or divisions created under Section 5 hereunder shall be determined and defined by the Governor, in consultation with the Provincial Administrator's Office, the Provincial Human Resource Management and Development Office and the Provincial Cooperative and Community Affairs Office.

Section 3. Employees and Staff; Salaries and Benefits. Subject to the limitations of Section 463 (c) of Republic Act No. 7160, otherwise known as the "Local Government Code of 1991", and its Implementing Rules and Regulations, and the Republic Act No. 6656, otherwise known as "An Act to Protect the Security of Tenure and Civil Service Officers and Employees in the Implementation of Government Reorganization", the employees and staff of the Provincial Cooperative and Community Affairs Office shall be that of the former Provincial Cooperative Development Office and the Community Affairs Office.

The employees and staff shall receive salaries and benefits they are currently enjoying, and those that may be provided for by law or ordinance later.

Employees and staff whose functions and responsibilities do not conform and fit with those of the Provincial Cooperative and Community Affairs Office shall be assigned or detailed to other offices; Provided, that, there shall be no diminution both in their ranks and salaries; Provided, further, that, said employees and staff shall first be consulted and shall agree to such assignment or detail.

Section 4. Provincial Government Department Head and Assistant Department Head. The Provincial Cooperative and Community Affairs Office shall be headed by the Provincial Cooperative Development Officer and assisted by the Community Affairs Officer V as assistant head office. The employees and staff of the Provincial Cooperative and Community Affairs Office shall be under the direct technical and administrative supervision of the former.

Section 5. Units and/or Divisions. For effective and efficient delivery of services to the constituents, the Provincial Cooperative and Community Affairs Office shall have the following units and/or divisions:

1. Administrative support Services;
2. Community, Cooperative and Livelihood Development Division;
3. Public Employment Service Office and PLACE Programs Division;
4. Barangay Affairs Division; and
5. Research and Database Development Division.

Section 6. Office. The employees and staff of the Provincial Cooperative and Community Affairs Office shall hold office in and transact official business at an office space or offices to be designated by the Governor at the Provincial Capitol Building, Catarman, Northern Samar.

Section 7. Repealing Clause. All ordinances and resolutions or part or parts thereof which are inconsistent with any provisions of this Ordinance are hereby repealed or modified accordingly.

Section 8. Separability Clause. If, for any reason or reasons, any part or provision of this Ordinance shall be held to be unconstitutional or invalid by any competent court or tribunal, other parts or provisions hereof which are not affected thereby shall continue to be in full force and effect.

Section 9. Transitory Provision. The funds and budget of the Provincial Cooperative and Community Affairs Office shall be taken from the combined budget of the former Provincial Cooperative Development Office and Community Affairs Office, subject to usual budgetary allocation and limitation.

Section 10. Effectivity. This ordinance shall take effect immediately upon approval.

**LUIS R. DASMARIÑAS**  
Member, Sangguniang Panlalawigan

**RODOLFO R. DEL VALLE**  
Member, Sangguniang Panlalawigan

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SK Federation President  
Member, Sangguniang Panlalawigan

**GUIDO A. LAVIN, JR.**  
Vice Governor/Presiding Officer

**ADONIS H. REBADULLA**  
Secretary to the Sangguniang Panlalawigan

*Approved:*

**RAUL A. DAZA**  
Governor