



## COMMITTEE ON ETHICS, APPOINTMENTS AND GOVERNMENT REORGANIZATION

### REPORT OF THE COMMITTEE HEARING VIA ZOOM NO. EAGR-038-S-2026

Office of the Sangguniang Panlungsod  
Received by DepEd  
Date: 3/11/2026  
Time: 5:27 pm

Meeting I.D.: 820 9784 4071  
Passcode: 473909

Subject: **AN ORDINANCE CREATING THE PROPOSED ORGANIZATIONAL STRUCTURE AND PLANTILLA POSITIONS FOR THE ESTABLISHMENT OF THE CITY COOPERATIVE DEVELOPMENT OFFICE (CCDO) OF THE CITY GOVERNMENT OF BACOOR.** (PCO 2026-095 dated 06 April 2026).

This committee report pertains to the committee hearing conducted on April 16, 2026 relative to the above-stated subject matter. The hearing was presided over by Hon. Miguel N. Bautista, Chairperson of the Committee on Ethics, Appointments and Government Reorganization via Zoom Videoconferencing.

The said subject matter was referred to this Committee by the Presiding Officer, Hon. Rowena Bautista-Mendiola, during the 38<sup>th</sup> Regular Session of the 6<sup>th</sup> Sangguniang Panlungsod on April 13, 2026.

The committee convened to deliberate on the above-mentioned subject matter which seeks to institutionalize a dedicated office that will strengthen the City Government's support to cooperatives through responsive programs on regulation, capacity development, research, and enterprise development. The proposed structure is designed to promote efficiency, accountability, and alignment with existing systems, particularly the centralized functions of the E-Governance Department.

Thus, the Committee respectfully reports that:

- The CCDO shall adopt a two-tier functional structure, consisting of:
  1. **Administrative Support Unit**, and
  2. **Technical and Operations Unit**, to be headed by a **Senior Cooperatives Development Specialist (SG 18)** in lieu of a deputy position, ensuring technical expertise in supervision and operations.
- The said proposal maximizes the utilization of existing plantilla positions while rationalizing the creation of additional positions necessary for the full operationalization of the Office.
- Pursuant to the directive of the Committee, the Human Resources Development and Management Department (HRDMD) respectfully submit the revised Organizational Structure and Plantilla Position Matrix for the establishment of the



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CCDO, as mandated under Republic Act No. 10160 (City Charter of Bacoor) is hereby presented below:

Organizational Unit	Position Title	SG	No. of Items	Status	Remarks
Office Proper	City Government Department Head I (City Cooperatives Officer)	25	1	Proposed	Overall head (RA 10160)
	Administrative Officer II	11	1	Proposed	Administrative Support Unit
	Administrative Assistant II (Clerk IV)	7	1	Proposed	Communications, records, documentation
	Administrative Aide III (Driver I)	3	1	Proposed	Transport support
Technical & Operations Unit	Senior Cooperatives Development Specialist	18	1	Existing	Head, Technical and Operations Unit
	Cooperatives Development Specialist II	15	1	Proposed	Regulations, inspection, technical supervision
	Cooperatives Development Specialist I	11	1	Existing	Programs/Projects

Summary:

- Total Positions: 7
- Existing Items: 2
- Proposed New Items: 5



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**RECOMMENDATION:**

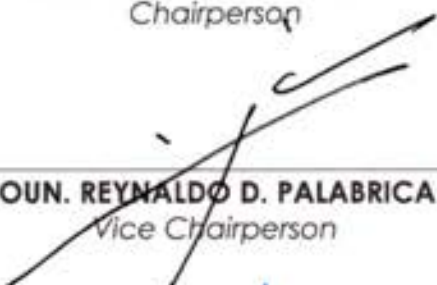
In view of the foregoing, the Committee respectfully recommends to the Sangguniang Panlungsod for the **APPROVAL** of an ordinance creating the proposed organizational structure and plantilla positions for the establishment of the City Cooperative Development Office (CCDO) on Second Reading and be calendared for Third Reading on the Council's next Order of Business. The approval of the said ordinance will ensure the effective delivery of cooperative development programs of the City Government.

**WE HEREBY CERTIFY** that the contents of the foregoing report are true and correct.

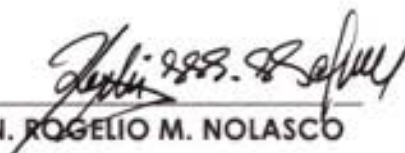
Signed this 29<sup>th</sup> day of April, 2026 at the City of Bacoor, Cavite.

**COMMITTEE ON ETHICS, APPOINTMENTS AND GOVERNMENT REORGANIZATION**

  
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**COUN. MIGUEL N. BAUTISTA**  
Chairperson

  
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**COUN. REYNALDO D. PALABRICA**  
Vice Chairperson

  
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**COUN. CATHERINE S. EVARISTO**  
Member

  
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**COUN. ROGELIO M. NOLASCO**  
Member

