Republic of the Philippines
Province of Laguna
Municipality of Los Baños
Special Science and Nature City
OFFICE OF THE SANGGUNIANG BAYAN
2/F, Municipal Building, National Highway, Brgy. Timugan, Los Baños, Laguna, 4030
Tel. Nos. : (049) 530 2981; 530 2952; 530 2953; 530 2818 Local: 2001

BAGONG PILIPINAS

EXCERPTS FROM THE MINUTES OF THE FORTY-FIFTH (45TH) REGULAR SESSION OF THE 12TH SANGGUNIANG BAYAN HELD ON JUNE 22, 2026 AT THE SANGGUNIANG BAYAN SESSION HALL, NATIONAL HIGHWAY, BRGY. TIMUGAN, LOS BAÑOS, LAGUNA.

PRESENT:

Hon. Marlo PJ A. Alipon	Municipal Vice Mayor/Presiding Officer
Hon. Miko C. Pelegrina	S.B. Member
Hon. Aldous Amiel B. Perez	S.B. Member
Hon. Muriel Laisa B. Dizon	S.B. Member
Hon. Leren Mae M. Bautista	S.B. Member
Hon. Benedicto S. Alborida	S.B. Member
Hon. Rand Edouard R. De Jesus	S.B. Member
Hon. Myla E. Alinsunurin	S.B. Member
Hon. Jay G. Rolusta	S.B. Member
Hon. Samantha Nicole A. Banasihan-Ortega	Ex-Officio Member/SK Federation President

ABSENT:

Hon. Gaudencio P. Macatangay	Ex-Officio Member/Liga President, O.B.

ORDINANCE NO. 2026-2500

AN ORDINANCE CREATING THE LOS BAÑOS COOPERATIVE, LIVELIHOOD AND ENTERPRISE DEVELOPMENT OFFICE (LB CLEDO) OF THE MUNICIPALITY OF LOS BAÑOS, LAGUNA, DEFINING ITS POWERS AND FUNCTIONS AND APPROPRIATING FUNDS THEREFOR.

Author : Councilor Miko C. Pelegrina

WHEREAS, Section 2 of the Local Government Code of 1991 declares that; "The State shall provide for a more responsive and accountable local government structure instituted through a system of decentralization whereby Local Government Units shall be given more powers, authorities, responsibilities and resources";

WHEREAS, Section 16 of Republic Act No. 7160, otherwise known as the Local Government Code of 1991, mandates local government units to promote the general welfare of their inhabitants;

WHEREAS, Article 2 of RA No. 9520 or the Philippine Cooperative Code of 2008 provides for the declared policy of the State to foster the creation and growth of cooperatives as a practical vehicle for promoting self-reliance and harnessing people power towards the attainment of economic development and social justice;

WHEREAS, Article 2 prescribes further that the Government and all its branches, subdivision, instrumentalities and agencies shall ensure the provision of technical guidance, financial assistance and other services to enable cooperatives to develop into viable and responsive economic enterprises and thereby bring about a strong cooperative movement;

WHEREAS, Republic Act No. 11535 provides for the mandatory position of Cooperatives Development Officer in the municipal, city and provincial levels, who shall take charge of the office for the development of cooperatives;

WHEREAS, DILG Memorandum Circular 2021-110 enjoins all Local Government Units to appoint local Cooperative Development Officer in accordance to Republic Act No. 11535 to take charge of the office for the development of Cooperatives;

WHEREAS, CDA-DILG JMC 2019-01 directs all Local Government Units to facilitate and implement Cooperative Promotion, Organization, and Development;

WHEREAS, Los Banos Local Ordinance No. 2004-353 enacted An Ordinance Creating the Cooperative Development and Livelihood Office under the Office of the Mayor and Providing Funds for its Operation and Other Purposes;

WHEREAS, the Municipality of Los Baños recognizes the vital role of cooperatives, micro, small and medium enterprises (MSMEs), livelihood organizations, and investments in generating employment, increasing productivity, reducing poverty, and stimulating local economic growth;

WHEREAS, there is a need to inculcate the objectives of the "Magna Carta for Micro, Small, and Medium Enterprises" into the Los Banos setting;

WHEREAS, there is a need to institutionalize a local office that shall integrate cooperative development, livelihood assistance, business development, enterprise promotion, and investment generation programs under one coordinating body;

NOW THEREFORE, on motion of Councilor Miko C. Pelegrina duly seconded by Councilor Jay G. Rolusta and approved by the Councilors present;

BE IT ORDAINED BY THE SANGGUNIANG BAYAN OF LOS BAÑOS, LAGUNA, in session assembled, **THAT**:

SECTION 1. **TITLE**. This Ordinance shall be known as the "Los Baños Cooperative, Livelihood and Enterprise Development Office (LB CLEDO) Ordinance".

SECTION 2. **DECLARATION OF POLICY**. It is hereby declared the policy of the Municipality of Los Baños to promote sustainable economic development through the strengthening of cooperatives, enhancement of livelihood opportunities, support for local enterprises, facilitation of business services, and promotion of investments.

SECTION 3. **CREATION OF THE LOS BAÑOS COOPERATIVE, LIVELIHOOD AND ENTERPRISE DEVELOPMENT OFFICE**. There is hereby created the Los Baños Cooperative, Livelihood and Enterprise Development Office (LBCLEDO), which shall serve as the primary office responsible for

planning, coordinating, implementing, and monitoring programs and projects related to cooperative development, livelihood promotion, enterprise development, business facilitation, and investment promotion.

SECTION 4. **FUNCTIONS AND RESPONSIBILITIES**. The LB CLEDO shall:

a. Formulate and implement programs for cooperative development and strengthening;
b. Assist in the registration, accreditation, training, and capacity-building of cooperatives;
c. Develop and implement livelihood and entrepreneurship programs for residents;
d. Promote micro, small, and medium enterprises (MSMEs);
e. Coordinate local economic development initiatives of the municipality;
f. Facilitate investment promotion and investor assistance programs;
g. Recommend policies and incentives to encourage investments and business expansion;
h. Coordinate with national government agencies, academic institutions, private organizations, and development partners;
i. Maintain a database of cooperatives, enterprises, investors, and livelihood beneficiaries;
j. Assist in business facilitation and regulatory streamlining initiatives;
k. Prepare annual plans, budgets, and reports relating to cooperative and local economic development;
l. Spearhead the celebration of MSME Month every July; and
m. Perform such other functions as may be assigned by the Municipal Mayor and authorized by law.

SECTION 5. **ORGANIZATIONAL STRUCTURE**. The LB CLEDO shall initially be composed of the following existing personnel:

Cooperative Development Specialist I – who shall serve as the focal person for cooperative development and community livelihood programs.

Business Permit and Licensing Officer – who shall serve as the focal person for enterprise development, business facilitation, and regulatory improvement initiatives.

Local Economic Development and Investment Promotions Officer – who shall serve as the focal person for local economic development planning, investment promotion, and investor relations.

The Municipal Mayor may designate one of the foregoing personnel as Officer-in-Charge of the LBCLEDO until such time that a permanent office head position may be created and funded subject to existing laws, rules, and regulations.

SECTION 6. DUTIES OF THE FUNCTIONAL PERSONNEL.

Cooperative Development Specialist shall:

a. Coordinate cooperative development programs;
b. Provide technical assistance to cooperatives;
c. Conduct trainings and capability-building activities;
d. Monitor cooperative performance and compliance; and
e. Implement livelihood-related projects.

Business Permit and Licensing Officer shall:

a. Facilitate business registration and licensing support programs;
b. Assist MSMEs and entrepreneurs;
c. Recommend measures for ease of doing business;
d. Maintain business-related data and statistics; and
e. Coordinate enterprise development activities.

Local Economic Development and Investment Promotions Officer shall:

a. Formulate local economic development strategies;
b. Promote investment opportunities in Los Baños;
c. Assist prospective investors;
d. Coordinate investment missions, forums, and business matching activities;
e. Prepare investment profiles and promotional materials; and
f. Monitor and implement marketing efforts and activities for existing LGU-initiated or supported products and services.

SECTION 7. **COORDINATION WITH OTHER OFFICES**. The LB CLEDO shall closely coordinate with the Office of the Municipal Mayor, Municipal Planning and Development Office, Municipal Treasurer's Office, Municipal Budget Office, Public Employment Service Office, Office of the Municipal Agriculturist and other concerned offices to ensure the effective implementation of local economic development programs.

SECTION 8. **PROMOTION OF INCLUSIVITY**. The LB CLEDO shall consider and cater not only groups of participants but also individuals and those not affiliated with organized associations.

SECTION 9. **COORDINATION WITH CIVIL SOCIETY ORGANIZATIONS**. The LB CLEDO shall coordinate with the Local Chamber of Commerce and other business organizations and communities within the municipality.

SECTION 10. **PHYSICAL OFFICE**. There shall be a designated physical office for LB CLEDO where its functions and purpose may be performed and delivered with consideration for strategic location.

SECTION 11. **FUNDING.** The initial operational requirements of the LB CLEDO shall be sourced from available appropriations of the Municipality subject to accounting, budgeting, and auditing rules and regulations. Thereafter, funding shall be included in the annual municipal budget.

SECTION 12. **IMPLEMENTING RULES AND REGULATIONS**. Within sixty (60) days from the effectivity of this Ordinance, the Municipal Mayor may issue the necessary implementing guidelines for its effective implementation.

SECTION 13. **SEPARABILITY CLAUSE**. If any provision of this Ordinance is declared unconstitutional or invalid, the remaining provisions not affected thereby shall continue to be in full force and effect.

SECTION 14. **REPEALING CLAUSE**. All ordinances, resolutions, executive orders, and other issuances inconsistent with this Ordinance are hereby repealed, amended, or modified accordingly.

SECTION 15. **EFFECTIVITY**. This Ordinance shall take effect upon approval and compliance with the publication and posting requirements prescribed by law.

ENACTED : June 22, 2026

I HEREBY CERTIFY to the correctness of the above-quoted Ordinance.

DONA T. ALBORIDA-DIZON
Secretary to the Sangguniang Bayan

CERTIFIED ENACTED:

HON. MARLO PJ A. ALIPON, MPA, REE, RMP
Municipal Vice Mayor/Presiding Officer

APPROVED:

HON. NEIL ANDREW N. NOCON
Municipal Mayor