

CITY ORDINANCE NO. 05, S-2000

AN ORDINANCE CREATING THE CITY INVESTMENT PROMOTION OFFICE (CIPO) INCLUDING ITS BOARD WITH THEIR RESPECTIVE COMPOSITIONS, DUTIES, FUNCTIONS AND RESPONSIBILITIES AND APPROPRIATING FUNDS THEREOF.

BE IT ENACTED, by the Sangguniang Panlungsod of Tagum in Session Assembled, that:

SECTION 1. There shall be created an office known as City Investment Promotion Office (CIPO).

SECTION 2. The CIPO shall serve as the Technical Arm and Secretariat of CIPO Board here in to be created and supports the needs of offices associated with investment promotions and other forms of investments established pursuant to Municipal Ordinance No. 17, s-1996, to facilitate and enhance not only agri-industrial development in the City of Tagum but also other sectors like tourism, etc. and its influence areas within Davao Province, in the region, and the country as a whole.

SECTION 3. The major functions of the CIPO are as follows:

1. Provision of services for enterprises or industry development (Investment Nurturing).

1.1 Provision of Sectoral Development

I Priority Industries

- a. High-Valued Fruits;
- b. Livestock and Poultry;
- c. Food Processing;
- d. Service Industry
- e. Cutflower and Ornamental Plants Industry;
- f. Gold and Silver Based Jewelry and Novelty Making; and
- g. Furniture

II. Other Related Industries

1.2 Provision of Long-term Directions;

1.3 Support to Economic Development Programs;

1.4 Matching of Area Focused Comparative Advantages; and

1.5 Strengthening Area Complementation.

2. Investor Assistance: Serves as "ONE-STOP-ACTION-CENTER (OSAC)" for investors and locators.

2.1 Business Briefings;

2.2 Processing of application for availment of LGU incentives;

2.3 Business Matching ;

2.4 Investor-J ob Seeker Matching;

2.5 Site Identification;

2.6 Facilitation in serving permits, licenses and registration; and

2.7 Provide updated sectoral information.

3. Organizes, links, assists, or participates in trade missions, conferences, conventions, trade fairs, fora, business matching and other similar programs and activities.
4. Marketing: Provision of marketing assistance to our existing SME's and investors or locators.
 - 4.1 Local and Foreign selling missions;
 - 4.2 Promotion collateral;
 - 4.3 Trade Fairs (provincial, regional, national and international);
 - 4.4 Conduct of related training, seminars, orientations, briefings, forums, etc.;
 - 4.5 Information dissemination; and
 - 4.6 Consultancy
5. Acts as secretariat of the CIPO Board and to an hosting office based activity in relation to investment promotion.
6. Conduct researches and studies related to the Area Industry Plan (AIP) and the establishment of a Databank.
 - 6.1 Periodic research, processing and analysis of data;
 - 6.2 Formalize link-up with other date sources; and
 - 6.3 Installation and Maintenance of Internet Homepage.
7. Networking and linkaging to related government agencies (other than local and national) business sector, civic and non-government organizations, and the academe on matters relating to investment.
8. Performs such other functions as may be assigned by the CIPO Board on matters concerning Tagum City Investment Promotion.

SECTION 4. COMPOSITION, SALARY GRADE AND QUALIFICATIONS OF CITY INVESTMENT PROMOTION OFFICE (CIPO) STAFF. The City Investment Promotion Office (CIPO) Staff shall be composed of four (4) personnel with the corresponding salary grade and qualifications:

A. One (1) PROJECT DEVELOPMENT OFFICER 111 – SG 18

1. Bachelor's Degree relevant to the job, preferably Economics, Business Administration, Commerce and other related courses;
2. At least two (2) years relevant experiences in trade and industrial promotion;
3. Background on Area Industry Planning (AIP);
4. Sixteen (16) hours relevant training;
5. Career Service Professional, Level 2;
6. Preferably a resident of Tagum City;
7. Good moral character;
8. Age bracket between 25-40 yrs. old; and
9. Computer literate

B. One (1) PROJECT DEVELOPMENT OFFICER 1 – SG 11

1. Bachelor's Degree relevant to the job preferably Economics, Business Administration, Commerce and other related courses;

2. At least two (2) years relevant experience;
3. Background on Area Industry Planning(AIP) is an advantage;
4. Eight (8) hours relevant training;
5. Career Service Professional, Level 2;
6. Preferably a resident of Tagum City;
7. Good moral character;
8. Age bracket between 25-40 years old; and
9. Computer literate

C. One (1) ECONOMIC RESEARCHER – SG –9

1. Bachelor's Degree, relevant to the job preferably Economics, Business Administration, Commerce, Computer Science and other related courses;
2. At least two (2) years relevant experience;
3. Background on Area Industry Planning (AIP) is an advantage but not a requirement;
4. Eight (8) hours relevant training;
5. Career Service Professional, Level 2;
6. Preferably a resident of Tagum City;
7. Good moral character;
8. Age bracket between 25-40 years old; and
9. Computer literate.

D. One (1) COMPUTER OPERATOR 1 – SG –7

1. Bachelor's Degree preferably in MassCom, Computer Science, Commerce and related courses;
2. Computer literate;
3. Can type 30 wpm;
4. Excellent in oral and written communications;
5. Preferably a resident of Tagum City
6. Age bracket – 20 years old and above; and

SECTION 5. FUNCTIONS, DUTIES AND RESPONSIBILITIES OF TAGUM CITY INVESTMENT PROMOTION OFFICE STAFF. The following shall be the function, duties and responsibilities of Tagum City Investment Office (CIPO) Staff:

- A. PROJECT DEVELOPMENT OFFICER 111 – SG 18
1. Shall be responsible for the implementation of the plans and programs as approved by the CIPO Board and the identified projects, activities and services in coordination with the Office of the Mayor and/or designated Program Director;
 2. Shall ensure that the secretariat needs of City Investment Promotion Office be properly provided;
 3. Shall prepare the details of the approved annual plans, programs, projects and activities of Tagum City Investment Promotion Office;
 4. Shall prepare/review project proposals/program designs, accomplishment reports, technical studies, concept paper related to investment promotion programs/activities and communication of technical staff in the CIPO;

5. Prepares the annual CIPO programs and budgetary requirements or the implementation of annual targets in close coordination with the CIPO Staff;
6. Shall motu proprio, recommend to the CIPO Board plans, programs, projects, activities and services relevant to Tagum City Investment Promotion Office (CIPO) operations;
7. Shall supervise the Tagum City Investment Promotion Office (CIPO) Staff and the day to day operations of such office;
8. Shall supervise and ensure the efficient and effective operation of Tagum City Investment Promotion Office (CIPO) and its staff in the conduct of their respective programs/projects and maximize the use of available resources to attain the vision, mission, objectives and goals (VGMO's) of Tagum City;
9. Conduct staff meetings to monitor and evaluate the implementation of their respective programs/projects and discuss problems, needs, etc. and at the same time evaluate targets met and discuss strategies for respective annual targets that are still to be met;
10. Shall work closely with the respective Committee Chairmen on Enterprise Development (SME and Large Enterprise); Chairman on Committee of Fund Sourcing; Chairman of Committee on Promotion, Networking, Linkaging and Coordination; Chairmen on the Committee on Support Facilities (Power, Water, Telecommunication and Transportation); and Chairman of the Committee on Research and Development;
11. Shall closely coordinate and network with the Local Chief Executive, concerned government agencies, non-governmental organizations (NGO's), private sector and all Tagum City Investment Promotion (CIPO) Office related plans, programs, projects and activities;
12. Represents the CIPO in inter-agency meetings, seminars, conferences and other adhoc committee meetings where the CIPO is invited to participate;
13. Assists in enlisting opinions and suggestions of the private sector and other government agencies through dialogues and public hearings on the implementation of government programs related to CIPO in the achievement of the economy's goal.
14. Shall provide annual Tagum City investment Promotion (CIPO) reports and updates to concerned agencies or as may be required by the same;
15. Shall exercise and perform such other functions, duties, responsibilities as maybe prescribed by law or ordinance.

B. PROJECT DEVELOPMENT OFFICER 11 – SG 11

1. Shall attend promptly to queries of investors, locators and other concerns relative to CIPO;
2. Shall be responsible for the investment promotional activities of CIPO and provide the necessary information/checklist of requirements to potential investors, locators, etc.

3. Shall provide assistance to investors and locators in the processing of documents and requirements pertaining to project applied;
4. Shall formulate systems and procedures to fast track processing of documents and requirements of projects being applied for by the investors and locators;
5. Shall coordinate closely with related agencies concerned with marketing and investment researches, information sources and studies to identify comparative advantage of CIPO in the region and the country as a whole;
6. Shall assist the CIPO Board to conceptualize investment promotion strategies to aggressively promote Tagum City as an investment haven for investors and locators;
7. Shall assist the CIPO Board to conceptualize promo collaterals for packaging and promotion such as brochures, catalogues, leaflets, flyers and similar materials as ready references to incoming investors, locators, visitors, business matching activities, conferences, study mission, inquiries, trade fairs, local and international business conventions, etc.;
8. Shall facilitate the conduct of seminars, orientations, briefings, investment fora's, clinics, opportunity seminars, information dissemination, etc. relative to investment promotional activities.
9. Shall coordinate the conduct of the following annual fairs of Tagum City;
 - a. Araw ng Lungsod ng Tagum "GOLDEN FAIR"; and
 - b. Fiesta fair
10. Shall assist Tagum city producers in trade fair participation, indorsement to specified fairs (e.g. provincial regional, national and international) and other related activities.
11. Shall network with media (radio, print and television) as potent marketing channels for Tagum City Investment and Promotion Office activities and developments;
12. Shall monitor regularly investment generation in Tagum City;
13. Shall perform such other related functions as maybe assigned by the Project Development Officer 111.

C. ECONOMIC RESEARCHER – SG 9

1. Conduct periodic research, gathering, processing and analysis of data/information;
2. Shall be responsible in the systematic records keeping and filing of office reports and other documents as well as data banking;
3. Shall network and link-up with related agencies, institutions, etc. for information, updates and sources;
4. Formalize link-up with other data sources;

5. Shall be responsible for packaging CIPO presentations;
6. Shall perform other office related functions as may be assigned by the Project Development Officer 111.

D. COMPUTER ENCODER/SECRETARY – SG 7

1. Shall be responsible for the computer encoding/typing of reports, office documents and correspondence relative to the City Investment Promotion Office (CIPO);
2. Shall provide computer clerical assistance to other office staff of the City Investment and Promotion Office (CIPO);
3. Shall act as office receiving clerk to clients, incoming communications, inquiries, messengerial functions, etc.;
4. Shall keep track of office schedules (e.g. activities, meetings, seminars, appointments) and receive client inquiries, phone calls and taking notes of important messages, etc.;
5. Shall take charge in the proper disbursement of office supplies, inventory and purchases;
6. Take charge in following-up/processing of important office supplies, procurements of supplies, reimbursements, advances, etc.;
7. Take charge in the proper upkeep/maintenance of office equipment and facilities;
8. Shall be responsible in keeping the office presentable to our clients and visitors as a One-Stop-Action Center (e.g. cleanliness, orderliness, interior decorations, etc.)
9. Shall perform other related functions as may be assigned by the Project Development Officer 111.

SECTION 6. That the screening and hiring of Tagum City Investment Promotion Office (CIPO) Staff shall be in accordance with the existing provisions of the Civil Service Law and other issuances, laws, rules and regulations.

SECTION 7. That a CIPO Board shall also be created and be known as the BOARD.

SECTION 8. That the Board shall be composed of representatives from the LGU, National Agencies based in the City, National Government Organizations, Private Organizations, Private Sector, Academe and others that may help or enhance the board effectiveness and capability.

SECTION 9. That the Board shall be composed of the following regular members as follows:

Chairman - Tagum City Mayor
Vice Mayor - SP Chairman, Committee on Trade and Industry

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- Members
- SP Chairman, Committee on Finance
 - Representative from the Department of Trade & Industry
 - Representative from the Small Medium Enterprises (SME) Sector
 - Representative from the Local Chamber of Commerce and Industry
 - Representative from the Banking and Finance Sector
 - Representative from the Tourism Sector
 - Representative from the Power Utility Sector
 - Representative from the Water Utility Sector
 - Representative from the Transportation Sector
 - Representative from the Telecommunication Sector
 - Representative from the Academic Sector

SECTION 10. That the Board shall be granted the authority to create Special/Adhoc/Working committees to assist them carry on its assigned mandate.

SECTION 11. That the duties and functions of the Board shall be as follows:

a. **GENERAL** – Formulate, review and recommendation plans, programs, projects and general direction for the operationalization of the City Investment Promotion Office (CIPO).

b. **SPECIFIC:**

1. **ENTERPRISE DEVELOPMENT** – Provide support services to local enterprises especially those engaged in the strategic industries (High-Valued Fruits, Livestock and Poultry, Food Processing, Service Industry, Cutflower and Ornamental Plants Industry, Gold and Silver Based Jewelry and novelty Making and Furniture) and other related industries (both SME and Large Enterprises) not mentioned above to identify, organize and assist in all City Investment Promotion Office (CIPO) related programs;
2. **PROMOTION** – Spearhead promotional strategies for Tagum City;
3. **FUND SOURCING** – Identify appropriate funding institutions other than LGU to operationalize and finance City Investment Promotion Office (CIPO) programs and projects;
4. **NETWORKING, COORDINATING AND LINKAGING** – To Serve as venue for program coordination and mediation of conflicts, act as consultative body for activities relative to the area industry plan and coordinate with agencies and link with relevant regional and national bodies as well as the academe;
5. **AREA INDUSTRY PLANNING** – Formulate and update Area Industry Plans (AIP) and supervise its implementation;

Assist in the drafting of Investment and Incentive Code of Tagum City.

SECTION 12. That the CIPO shall be managed and administratively supervised by the Program Director/Project Director whose functions are as follows:

1. To have the general administrative supervision over the City Investment Promotion Office (CIPO) management.

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2. To oversee the implementation of the plans and programs of the City Investment Promotion Office (CIPO) as the promotional arm of Tagum City.
3. In the absence of the City Mayor cum CIPB Chairman, to act as the Local Chief Executive's official representative in meetings, fora, conferences, conventions which are investment promotion related activities; and
4. To perform such other functions as directed by the Board.

SECTION 13. TERM OF OFFICE. The members of the City Investment Promotion Board shall hold office for a period of two (2) years and for a maximum of two (2) consecutive terms which shall commence right after the formal Oath Taking of the Members of the Board.

SECTION 14. APPOINTMENT OF VICE CHAIRMAN AND MEMBERS OF THE BOARD. The Vice Chairman and the Members of Board shall be appointed by the City Mayor one (1) month before the end of the Term of Office of Members of the Board.

SECTION 15. That in case of vacancies in the membership of the Board, the City Mayor as Chairman with the concurrence of its members shall appoint another representative to fill up the vacancy.

SECTION 17. That the term of office of appointed new member of the Board shall cover the remaining period of the whole term.

SECTION 18. That the Board shall have an authority to promulgate its own rules and regulation in the conduct of its meetings.

SECTION 19. That an amount of Five Hundred Thousand (P 500,000.00) Pesos shall be appropriated for the full operationalization of the CIPO and payment of Honorarium of the Members of the Board as may be allowed by law or ordinances in its first year of operation and shall be regularly appropriated every year thereafter as the budget may allow.

SECTION 20. SEPARABILITY CLAUSE. Should any provision of this Ordinance be declared unconstitutional or illegal by any court or competent jurisdiction, those part which are not so declared shall remain in full force and in effect.

SECTION 21. REPEALING CLAUSE. A Municipal Ordinance no. 20, s-1996, "An Ordinance establishing the Tagum Provincial Agri-Industrial Center Development Office (TPDO) with its compositions, functions, duties and responsibilities of its staff, and corresponding appropriations" and Municipal Ordinance No. 17, s-1996, "An Ordinance creating the Tagum Provincial Agri-Industrial Center Development Board (TPDB) with its compositions, duties and functions", and all other existing ordinances pertaining hereto are hereby repealed or superseded accordingly.

SECTION 22. EFFECTIVITY. This Ordinance shall take effect immediately upon approval.

ENACTED AND PASSED this 28th day of February 2000 at Tagum City.