

MALACAÑAN PALACE  
MANILA

BY THE PRESIDENT OF THE PHILIPPINES

EXECUTIVE ORDER No. 364

ABOLISHING THE NATIONAL COOPERATIVES AND SMALL BUSINESS CORPORATION AND TRANSFERRING ITS POWERS, DUTIES, FUNCTIONS, PROPERTIES, ASSETS AND LIABILITIES TO THE DEPARTMENT OF COMMERCE AND INDUSTRY, AND FOR OTHER PURPOSES.

Pursuant to the powers vested in me by Republic Act No. 422, I, Elpidio Quirino, President of the Philippines, do hereby order:

SECTION 1. The National Cooperatives and Small Business Corporation into which the former National Cooperatives Administration created under Commonwealth Act No. 713, approved November 1, 1945, was converted under Executive Order No. 93 dated October 4, 1947, is hereby abolished, and its powers, duties and functions are hereby transferred to, vested in, and assumed by the Cooperatives Administration Office under the Department of Commerce and Industry.

SEC. 2. There is hereby created under the administrative supervision of the Department of Commerce and Industry an office to be known as Cooperatives Administration Office to handle the various phases of the activities presently undertaken by the National Cooperatives and Small Business Corporation. The Cooperatives Administration Office shall have the following positions and allotments for sundry expenses in lieu of those provided for the National Cooperatives and Small Business Corporation in its current principal special budget:

SALARIES AND WAGES

COOPERATIVES ADMINISTRATION OFFICE

1. One chief of office.....	P7,200.00
2. One assistant chief .....	6,000.00
<i>Organization Division</i>	
3. One chief of division .....	3,960.00
4. Three organizers at P3,720 .....	11,160.00
5. Three assistant organizers at P3,120.....	9,360.00
6. Three junior organizers at P2,400.....	7,200.00
7. One clerk-stenographer .....	1,920.00
8. Two clerk-typists at P1,620.....	3,240.00
9. One janitor-messenger .....	1,140.00
<i>Supervision Division</i>	
10. One chief of division .....	3,960.00
11. Three supervisors at P3,720 .....	11,160.00
12. Three assistant supervisors at P3,120.....	9,360.00
13. Three junior supervisors at P2,400.....	7,200.00

14. One clerk-stenographer .....	P1,920.00
15. Two clerk-typists at P1,620.....	3,240.00
16. One helper .....	1,140.00

*Publicity Division*

17. One chief of division .....	3,960.00
18. Two writers at P3,720.....	7,440.00
19. Two assistant writers at P3,120.....	6,240.00
20. One clerk-stenographer .....	1,920.00
21. Two clerk-typists at P1,620 .....	3,240.00
22. Two helpers at P1,140 .....	2,280.00

Total for salaries and wages ..... P114,240.00

SUNDRY EXPENSES

1. Traveling expenses of personnel.....	P5,000.00
2. Freight, express and delivery service.....	500.00
3. Postal, telegraph, telephone and radio service.....	700.00
4. Illumination and power service.....	500.00
5. Consumption of supplies and materials .....	4,550.00
6. Printing and binding reports, documents and publications .....	500.00
7. Maintenance and repair of equipment.....	500.00
8. Other services .....	200.00

Total for sundry expenses..... P12,460.00

SPECIAL PURPOSES

1. For reimbursement to the General Auditing Office for the expenses of the auditing service for the Cooperatives Administration Office .....	P1,800.00
(a) One audit clerk .....	P1,800.00
2. For reimbursement to the Budget Commission for the expenses of the accounting service.....	4,380.00
(a) One bookkeeper .....	P2,580.00
(b) One clerk .....	1,800.00
	<u>P4,380.00</u>

Total for special purposes..... P6,180.00

SUMMARY

Total for salaries and wages.....	P114,240.00
Total for sundry expenses .....	12,460.00
Total for special purposes.....	6,180.00

Total for the Cooperatives Administration Office ..... P132,880.00

SEC. 3. So much of the present personnel of the National Cooperatives and Small Business Corporation as may be necessary and convenient shall be appointed in the Cooperatives Administration Office in accordance with the Civil Service rules and regulations: *Provided*, That any of the present personnel of the Corporation not so appointed in the Cooperatives Administration Office, unless he re-

fuses to serve if retained, shall be paid from the funds of the Corporation herein transferred and available for the purpose a gratuity in a lump sum equivalent to one month salary for every year of continuous satisfactory service rendered but not exceeding twelve months, on the basis of the last salary received: *Provided, further,* That any official or employee who has rendered less than one year of service shall be entitled to a gratuity of one-half of one month's salary: *And provided, finally,* That in case of subsequent reinstatement in the government service or in any government-owned or controlled corporation, he shall refund to the National Government the value of the gratuity which he would not yet have received had it been paid to him in monthly installments.

SEC. 4. All the records, properties, equipment, assets, rights, choses in action, obligations and liabilities of the National Cooperatives and Small Business Corporation abolished under this Order are hereby transferred to, and assumed by, the Cooperatives Administration Office.

SEC. 5. Commonwealth Act No. 713, approved November 1, 1945, and all acts or parts of acts and executive orders, administrative orders or parts thereof, which are inconsistent with the provisions of this Order are hereby repealed or modified accordingly.

SEC. 6. This Order shall take effect immediately.

Done in the City of Manila, this 10th day of November, in the year of Our Lord, nineteen hundred and fifty, and of the Independence of the Philippines, the fifth.

ELPIDIO QUIRINO

*President of the Philippines*

By the President:

TEODORO EVANGELISTA

*Executive Secretary*