MEMORANDUM CIRCULAR No. 2612-10
Series of 2012

SUBJECT : AMENDMENT TO MC NO. 2011-01 ON THE RENEWAL OF THE ACCREDITATION OF COOPERATIVE TRAINING PROVIDERS

To ensure that quality trainings are being provided to the cooperative sector, the Authority hereby amends the Guidelines for the Accreditation of Cooperative Training Provider insofar as the requirements for the renewal of accreditation are concerned as stipulated in Section 7 of MC 2011-01.

Section 7 shall be as follows:

Section 7. RENEWAL OF ACCREDITATION

The following guidelines shall be followed in the application for renewal of the accreditation as Cooperative Training Provider

7.1. Application requirements

The accredited cooperative training provider may apply for the renewal of accreditation two (2) months prior to the expiration of its accreditation.

The following documents must be submitted to the CDA through its Extension Offices:

a. Letter-application for renewal;
b. Updated list of Trainers;
c. Reports of training conducted following the Training Report 1, attached as Annex A;
d. List of participants per training conducted as stipulated in letter b, following Training Report 3, attached as Annex C;
e. Modules of Cooperative Training Conducted;
f. Two (2) year Cooperative Training Plan

In addition, the following documents must be submitted:

i. Cooperatives, federations and unions
   • Cooperative Annual Performance Report (CAPR)
   • Latest Audited Financial Statements duly received by the BIR
   • Valid Certificate of Good Standing (issued for purposes of accreditation)
ii. Training Institutions, Non-Government Organizations, private academe

- Copy of Annual Report of the institution covering all its activities, programs and undertakings
- Latest Audited Financial Statement duly received by the BIR
- New Business Permit

7.2. Pool of Trainers

Any new member of the trainers’ pool must possess the minimum qualifications and must comply with the requirements set forth in Section 4 of MC 2011-01.

7.3. Evaluation of application

Approval of the renewal for accreditation shall be subject to the Authority’s power to review and evaluate their training activities and qualification on the assessment to be provided by the CDA.

7.4. Grounds for non-approval of renewal

The following shall be considered:

1. Non-conduct of at least three (3) training within the accreditation period;

2. Non-adoptions of the minimum standards set forth in the Standard Training Curricula or MC 2011-14; and

3. Non-compliance with any of the provisions of MC 2011-01, this circular, and rules and regulations issued by the Authority.

7.5. Validity of the Accreditation

The renewal of accreditation shall be valid for a period of two (2) years from the date of approval, unless earlier revoked by the Authority.

7.6. Report Requirements

The following reports shall be submitted regularly by the accredited cooperative training provider:

1. Report on trainings conducted to be submitted three (3) days after the conduct of training using Training Report 2 (attached as Annex B) and 3;

2. Quarterly submission of Schedule/calendar of training activities to be submitted one (1) month prior to the subject quarter following the Training Report 4, attached as Annex D; and
3. *Annual Report on the training activities conducted including the participants trained as stated in MC 2011-01 using Training Report 1.*

These reports shall be submitted to the CDA where the head/principal office of the training provider is located copy furnish the CDA Central Office.

This Circular shall take effect fifteen (15) days upon receipt by the Office of National Administrative Register (ONAR).

Approved by the CDA Board of Administrators on June 11, 2012 per BOA Resolution No. 147, s-2012.

For the Board of Administrators:

EMMANUEL M. SANTIAGUEL, Ph.D.
Chairperson
NAME OF THE COOPERATIVE TRAINING PROVIDER
Address/Contacts
CDA Accreditation Number

ANNUAL REPORT ON TRAINING CONDUCTED
FOR THE YEAR __________

<table>
<thead>
<tr>
<th>DATE OF TRAINING</th>
<th>TITLE OF TRAINING</th>
<th>NO. OF HOURS CREDITED TO PARTICIPANTS</th>
<th>NO. OF PARTICIPANTS</th>
<th>SPECIFIC VENUE OF TRAINING</th>
<th>AMOUNT OF FEES CHARGED PER PARTICIPANTS</th>
<th>LIVE-IN OR LIVE-OUT</th>
<th>RESOURCE PERSONS</th>
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ATTESTED BY:

TRAINING STAFF/COORDINATOR
HEAD OF THE COOPERATIVE TRAINING PROVIDER

Note: This form will be used to report summary of trainings conducted to be submitted to CDA ten (10) days after the end of the fiscal year.
ANNEX B
TRAINING REPORT 2

NAME OF THE COOPERATIVE TRAINING PROVIDER
Address/Contacts
CDA Accreditation Number

REPORT ON TRAINING CONDUCTED

<table>
<thead>
<tr>
<th>DATE OF TRAINING</th>
<th>TITLE OF TRAINING</th>
<th>TARGET PARTICIPANTS</th>
<th>NO. OF PARTICIPANTS</th>
<th>VENUE OF TRAINING</th>
<th>AMOUNT OF FEES CHARGED PER TRAINING</th>
<th>RESOURCE PERSONS</th>
<th>NAME</th>
<th>AGENCY/INSTITUTION</th>
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Prepared by:   

Approved by:   

TRAINING STAFF/COORDINATOR    HEAD OF THE COOPERATIVE TRAINING PROVIDER

Note: This form will be used to report trainings conducted to be submitted to CDA three (3) days after its conduct.
NAME OF THE COOPERATIVE TRAINING PROVIDER
Address/Contacts
CDA Accreditation Number

LIST OF PARTICIPANTS TRAINED
(WITH REFERENCE TO TRAINING REPORT 1)

<table>
<thead>
<tr>
<th>TITLE OF TRAINING:</th>
<th>CONDUCTED:</th>
<th>DATE OF THE TRAINING:</th>
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<tr>
<th>NAME OF PARTICIPANTS</th>
<th>DESIGNATION/POSITION IN THE COOP OF THE PARTICIPANT</th>
<th>NAME OF COOPERATIVE</th>
<th>ADDRESS OF THE COOPERATIVE</th>
<th>NO. OF HOURS ATTENDED</th>
<th>REMARKS</th>
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PREPARED BY: TRAINING STAFF/COORDINATOR
ATTESTED BY: HEAD OF THE COOPERATIVE TRAINING PROVIDER

Note: This form will be used as attachment to Training Report 1 & 2
**NAME OF THE COOPERATIVE TRAINING PROVIDER**  
Address/Contacts  
CDA Accreditation Number

**SCHEDULE/CALENDAR OF TRAINING TO BE CONDUCTED**  
FOR _______ QUARTER OF YEAR 20____  

<table>
<thead>
<tr>
<th>TITLE OF TRAINING</th>
<th>NO. OF HOURS TO BE CREDITED</th>
<th>DATE OF TRAINING</th>
<th>TARGET PARTICIPANTS</th>
<th>VENUE OF THE TRAINING</th>
<th>AMOUNT OF TRAINING FEES PER PARTICIPANT</th>
<th>REMARKS</th>
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Prepared by:  

ATTESTED BY:  

**TRAINING STAFF/COORDINATOR**  
**HEAD OF THE COOPERATIVE TRAINING PROVIDER**

*Note: This form will be used to report the training activities to be conducted in a quarter, to be reported a month prior to the subject quarter.*

MEMORANDUM CIRCULAR 2012-01: AMENDMENT TO MC NO. 2011-01 ON THE RENEWAL OF THE ACCREDITATION OF COOPERATIVE TRAINING PROVIDERS
EXCERPTS FROM THE
MINUTES OF REGULAR MEETING
OF THE CDA BOARD OF ADMINISTRATORS HELD ON JUNE 11, 2012
6/F CDA Board Room 827 Aurora Boulevard, Bgy. Immaculate Conception, Cubao, Q.C.

PRESENT:
Hon. Emmanuel M. Santiaguel, Ph.D. - Chairman/Presiding Officer
Hon. Felicitas S. Acosido, Ph. D. - Administrator
Hon. Nelson B. Alindogan - Administrator
Hon. Manuel C. Lapeña - Administrator
Hon. Paisalin P.D. Tago

ALSO PRESENT:
Dir. Orlando R. Ravanera - Acting Executive Director

RESOLUTION NO. 147, s-2012

Upon motion of Adm. Paisalin P.D. Tago, duly seconded by Adm. Nelson B. Alindogan, be it RESOLVED as it is hereby RESOLVED to approve the Amendment to Memorandum Circular 2011-01 on the Renewal of the Accreditation of Cooperative Training Providers.

APPROVED.

XXX

This is to certify that the foregoing is true and correct from the minutes of the CDA Board of Administrators’ Regular Meeting.

Mary Grace I. Cinco
Acting Board Secretary IV

ATTESTED:

Emmanuel M. Santiaguel, Ph.D.
Chairman

[Stamp: Received: Jun 28 2012]