MEMORANDUM CIRCULAR NO. 2014-01
Series of 2014

SUBJECT: REGULATORY RELIEF FOR COOPERATIVES AFFECTED BY 2013 FORTUITOUS EVENTS

DATE: 22 January 2014

Pursuant to Rule 8, Section 6 of the IRR and Article 53 of RA 9520 and due to the widespread substantial damage and death in several areas brought about by Super Typhoon Yolanda, the recent 7.2 magnitude earthquake, and public disorder in Zamboanga, there is a need to provide regulatory relief to affected cooperatives.

Section 1. TITLE. This Memorandum Circular shall be known as the “Regulatory Relief for Cooperatives Affected by 2013 Fortuitous Events”.

Section 2. COVERAGE. This Circular shall cover all affected cooperatives registered with the Authority in the following areas:

<table>
<thead>
<tr>
<th>CALAMITY</th>
<th>AREAS COVERED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Typhoon Yolanda</td>
<td>Region 4 – Mindoro, Palawan, Marinduque</td>
</tr>
<tr>
<td></td>
<td>Region 5 – Masbate</td>
</tr>
<tr>
<td></td>
<td>Region 6 – Iloilo, Aklan, Capiz, Antique</td>
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<tr>
<td></td>
<td>Region 7 – Cebu, Bohol, Negros Oriental</td>
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<td></td>
<td>Region 8 – Samar Provinces, Leyte, Biliran, Southern Leyte</td>
</tr>
<tr>
<td>7.2 Magnitude Earthquake</td>
<td>Region 7 - Bohol, Cebu, Negros Oriental</td>
</tr>
<tr>
<td>Public Disorder</td>
<td>Region 9 – Zamboanga City</td>
</tr>
</tbody>
</table>
Section 3. REGULATORY RELIEF. All affected cooperatives shall be relieved from the following:

a. Submission of Mandatory Reports
b. Payment of Fines and Penalties for failure to submit the required reports on time except for those incurred prior to the occurrence of the fortuitous event.
c. Submission of Requirements for the Issuance of Certificate of Good Standing for Regular Purpose except payment of Certification Fee.

Section 4. REQUIREMENTS. The following are the requirements to be submitted to the Authority for the availment of Regulatory Relief and issuance of the Certificate of Good Standing:

1. Letter of application for relief in the submission of regulatory requirements signed by the Chairperson and/or the General Manager of the cooperative;
2. Damage Assessment Report (Form 1); and
3. Board or General Assembly Resolution requesting availment of the regulatory relief.

Section 5. FILING OF APPLICATION. All application for regulatory relief shall be filed with the Authority where the affected cooperative is registered on or before April 30, 2014.

Section 6. ROLE OF EXTENSION OFFICE. The following shall be observed in the availment of regulatory relief and securing of Certificate of Good Standing:

1. Upon receipt of the documentary requirements for the availment of regulatory relief endorsed by the CDS in charge, the Supervision and Examination Unit (SEU), within three (3) days, shall validate the documents.
2. Recommend to the Regional Director the approval/disapproval of the application for regulatory relief.
3. Issuance of letter approving/denying the application for regulatory relief to the cooperative (Form 2a or 2b) and Certificate of Good Standing.

Section 7. APPLICABILITY PERIOD. The availment of the regulatory relief shall only cover the operation of the affected cooperatives for calendar year 2013.
Section 8. INFORMATION DISSEMINATION. All concerned CDA Extension Offices shall endeavour to inform and disseminate to all cooperatives concerned within their jurisdiction.

Section 9. EFFECTIVITY. This Memorandum Circular shall take effect fifteen (15) days after its publication with the Office of National Administrative Register (ONAR).


For the Board of Administrators

EMMANUEL M. SANTIAGÜEL, Ph.D.
Chairman

[Signature]

[Cooperative Development Authority]
<table>
<thead>
<tr>
<th>Name of Coop</th>
<th>Category of Coop</th>
<th>Extent of Damage (ex. Building, Office, Equipment, Records, etc.)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td><strong>BUILDING</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Indicate if owned or rented</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Financial Aspects</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPECIFY TYPE OF RECORDS</td>
</tr>
</tbody>
</table>

**Micro**
3M below

**Small**
3,000,001-15,000,000

**Medium**
15,000,001-100,000,000

**Large**
100,000,000 above
<table>
<thead>
<tr>
<th>Total No. of Members</th>
<th>Composition</th>
<th>Status of Damage</th>
<th>MEMBERS NEEDS (specify)</th>
<th>REMARKS ON PROGRESS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>farmers</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>fisherfolks</td>
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<td></td>
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</tr>
<tr>
<td></td>
<td>Others</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>No. of Members Affected/ Nature of Damage</td>
<td>No. of Casualties (Member)</td>
<td>immediate</td>
<td>Long-Term</td>
<td></td>
</tr>
</tbody>
</table>
Date: ______________

THE BOARD OF DIRECTORS
Name of the cooperative
Address of the cooperative

Dear Ladies and Gentlemen:

Greetings!

This refers to your application for regulatory relief dated __________ and received by this Authority on __________.

Please be informed that after due validation of the documents submitted, it was found out that the documents are complete in form and substance, hence your application for regulatory relief is hereby approved.

Accordingly, you are now relieved from the following:

1. Submission of mandatory reports
2. Payment of fines and penalties
3. Submission of the requirements for the issuance of Certificate of Good Standing except for the application letter and payment of certification fee.

This relief however should be valid only for the year 2013 operations and shall not cover penalties incurred in prior year.

Please be guided accordingly.

Very truly yours,

REGIONAL DIRECTOR

[Stamp: COOPERATIVE DEVELOPMENT AUTHORITY]

Office of the Chairman 721-5325 Telex 721-5324 | Office of the Executive Director 725-6450 | Office of the Day 725-3764
Date: __________________________

The Board of Directors  
Name of Cooperative  
Address of Cooperative

Dear Sir/Madam:

In relation to your application for the availment of the regulatory relief granted to cooperatives affected by 2013 fortuitous events, this office regrets to inform you that your application is DENIED due to the following reasons, to wit:

☐ The documents that you have submitted failed to enumerate the list of inventory of records/documents that were damaged as prescribed under Article 52 of RA 9520.

☐ ________________________________

In view of the above findings, your cooperative is required to submit the mandatory reports on or before April 30, 2013, to avoid the imposition of penalties as provided under Rule 8 of the Implementing Rules and Regulations of RA 9520.

For your information and compliance.

Very truly yours,

REGIONAL DIRECTOR
ENDORSEMENT

Respectfully forwarded herewith are the following documents submitted by (Name of Cooperative) with principal postal address at________________________ which the undersigned validated and found to be in order.

<table>
<thead>
<tr>
<th>Documents</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
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<tr>
<td>3.</td>
<td></td>
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<tr>
<td>4.</td>
<td></td>
</tr>
</tbody>
</table>

________________________
SEU Member

☑ APPROVED ☐ DISAPPROVED

Remarks:

________________________
________________________
________________________

REGIONAL DIRECTOR

[Stamp]

CERTIFIED TRUE COPY

BY: ______________________

DATE: 2-17-16