



# **CDA Gawad Parangal 2017**

# Objectives:

- To recognize cooperatives, cooperative development offices, cooperative development councils & leaders for their exemplary performance and in bringing responsive services to their members, affiliates and the community;
- To search for models of cooperative best practices and good governance that will serve as start up points in establishing of benchmark and standards of cooperative performance;
- To drumbeat public awareness and build social consciousness on the vital role of cooperatives and partners in the attainment of equity, sustainable economic development and social justice;

# Objectives:

- To motivate other cooperatives to take more active involvement and strengthen their meaningful participation not only as passive spectators and beneficiaries of fruits of development and putting them in the mainstream of development processes; and
- To document profiles of winners as reference material for best and exemplary practices that could be replicated in other areas.

# TARGET/GROUPS:

- ▣ Cooperatives
  - Primary cooperatives
- ▣ Cooperative Leaders
- ▣ Local Government Units – Cooperative Development Offices
  - Provincial;
  - Municipal;
  - Component City; and
  - Independent component/highly urbanized City
- ▣ Special Citations
  - Primary Cooperatives (specific area of concern)
  - Primary Cooperatives (specific type)
  - Cooperative Federations (unique feature)
  - Cooperative Unions (unique feature)
  - Cooperative Development Councils (unique feature)

# CATEGORIES OF AWARDS

- A. Most Outstanding Cooperatives
  - Micro Scale Category
  - Small Scale Category
  - Medium Scale Category
  - Large Scale Category
    - Millionaire
    - Billionaire
- B. Cooperative Leadership Award
- C. Best Performing LGU Cooperative Development Office

# CATEGORIES OF AWARDS

## D. Special Citation \*\*\*\*

- Cooperative Federation
- Cooperative Union
- Cooperative Development Council
- Primary Cooperatives (specific type)
  - Health Cooperative
  - Agricultural Cooperative

\*\*\*\*nomination from the regions required

## **CATEGORIZATION OF COOPERATIVES based on NETWORTH\*\*:**

• Micro Scale Category	Up to Php1,500,000
• Small Scale Category	1,500,001 to 7,500,000
• Medium Scale Category	7,500,001 to 50,000,000
• Large Scale Category <ul style="list-style-type: none"><li>▪ Millionaire (with Million Assets)</li><li>▪ Billionaire (with Billion Assets)</li></ul>	Above 50,000,000

*\*\*for Gawad Parangal purposes only*

**NETWORTH** shall be determined based on the ff computation:

$$**NETWORTH = ASSETS – LIABILITIES**$$

Liabilities, under this criteria, shall mean the sum total of all the liabilities of the cooperative including deposit liabilities.

**MOST OUTSTANDING PRIMARY  
COOPERATIVE  
MICRO CATEGORY**



# QUALIFYING CRITERIA

- With complete reportorial requirements submitted on time (for the year 2016; submitted on or before April 30, 2017) (MOV: CAPR, List of Training, AFS)
- Must have CGS/COC for the last three (3) preceding years; (MOV: CGS 2014, 2015 & 2016)
- Must be operationally gainful for the last three (3) years and -- (MOV: AFS 2014, 2015 & 2016. For 2016, Financial report which may or may not be audited by an accredited external auditor is acceptable)
- No major findings as enumerated during the inspection as reported (No infraction on the allocation of Net Surplus; No distribution of interest on share capital and patronage refund; No election; No regular GA; No Coop Development Plan & Annual Budget approved by the GA; with infraction between and among the BOD (complaint filed by any member against the BOD before the ethics committee and decided against the latter); final judgment of guilt from any court or administrative body.

*(MOV: Inspection findings of the preceding year – in this case the 2016 report & Certification from the Chair that they have no court cases)*

# Documentary Requirements:

- A. Certificate of Compliance (2014-2016)
- B. Latest Articles of Cooperation and Bylaws
- C. Cooperative Annual Progress Report (CAPR) for 2015 and 2016
- D. Audited Financial Statement with Notes (2014 – 2016) and supporting schedules:
  - D.1. Summary of Aging of Receivables
  - D.2. Summary of Loan Releases (for Credit coops and other types of coops with lending operations)
- E. List of Officers and Trainings Attended (2016)
- F. Cooperative Medium Term Development Plan (3 years)
- G. 2016 Annual Development Plan

# Documentary Requirements:

H. Micro Cooperative Category Form (see attached format)

I. Other Supporting Documents:

I.1. Board resolution appointing/ hiring the staff

I.2. Photo of Office with signage

I.3. Certification from the Chairman or General manager approving the program and copy of the policy/ guidelines of Capital build up program; if any

I..4. Photo of Community Development Program implemented in 2016 with caption;

I.5. Certificate of membership to federation/union/secondary coops; if any

I.6. Board Resolution appointing the GAD focal/ committee; and/or Annual work Plan and accomplishment; if any

# Documentary Requirements:

## MICRO COOPERATIVE CATEGORY FORM

### CERTIFICATION

As nominee to the CDA Gawad Parangal 2017, we hereby certify that the following information of the cooperative are true and correct with supporting documents ready and available upon the request of the CDA:

#### 1. COOPERATIVE MEMBERSHIP:

YEAR	NUMBER OF MEMBERS		TOTAL
	REGULAR	ASSOCIATE	
2014			
2015			
2016			
TOTAL			

2. LIST OF EXISTING POLICIES AND GUIDELINES APPROVED:

TITLE/NAME OF POLICIES	DATE APPROVED

3. TRAININGS CONDUCTED/FACILITATED BY THE COOPERATIVE IN 2016:

TITLE OF TRAINING	PARTICIPANTS	PARTNER ORGANIZATION IN THE CONDUCT OF TRAINING (IF ANY)	DATE CONDUCTED

4. LIST PRODUCT/S OR MATERIALS PRODUCED BY THE COOPERATIVE, IF ANY:

PRODUCT/MATERIALS PRODUCED	WHERE THE PRODUCT IS BEING SOLD

5. LIST OF BENEFITS/INCENTIVES GIVEN TO MEMBERS:

BENEFITS/INCENTIVES TO MEMBERS	NUMBER OF MEMBERS BENEFITTED	DESCRIPTION OF BENEFITS/ INCENTIVES PROGRAM

6. LIST OF COMMUNITY DEVELOPMENT PROGRAMS AND ACTIVITIES IN 2016 AND THE AMOUNT UTILIZED IN THE IMPLEMENTATION OF THE PROGRAM:

COMMUNITY DEVELOPMENT PROGRAMS IMPLEMENTED	BENEFICIARIES		AMOUNT SPENT IN THE IMPLEMENTATION OF THE PROGRAM	DATE IMPLEMENTED/ CONDUCTED
	WHO	HOW MANY		

7. PARTNERSHIP ESTABLISHED WITH GOVERNMENT OR NON-GOVERNMENT ORGANIZATIONS ON COOPERATIVE DEVELOPMENT (WITH ATTACHED MEMORANDUM OF AGREEMENT OR BOARD RESOLUTION OR SIMILAR PROOF):

PARTNER ORGANIZATION/S	NATURE OF PARTNERSHIP	STATUS

8. ROSTER OF EMPLOYEES AND SALARIES:

NAME OF EMPLOYEE	POSITION HELD	STATUS (full time/part time)	AMOUNT OF SALARY

9. LIST OF OFFICERS AND SEX:

NAME OF OFFICERS	POSITION HELD	SEX (Male/Female)

10. LIST OF AWARDS/ RECOGNITIONS RECEIVED BY THE COOPERATIVE AT THE CITY/PROVINCIAL/REGIONAL/NATIONAL/INTERNATIONAL LEVELS FROM 2014 - 2016:

TITLE OF AWARD/ RECOGNITION RECEIVED	GIVEN/AWARDED BY	LEVEL OF AWARD (City/Provincial/Regional/ National/ International)	YEAR AWARDED

**MOST OUTSTANDING PRIMARY  
COOPERATIVE  
SMALL AND MEDIUM CATEGORY**



# QUALIFYING CRITERIA

- With complete reportorial requirements submitted on time (for the year 2016; submitted on or before April 30, 2017)
- With at least Satisfactory rating and Very Satisfactory Ratings in both Social and Performance Audit Reports for Small and Medium category, respectively.
- Must have CGS/COC for the last three (3) years; (MOV: CGS 2014, 2015 & 2016)
- Must be operationally gainful for the last three (3) years and -- (MOV: AFS 2014, 2015 & 2016)

# QUALIFYING CRITERIA

- No major findings as enumerated during the inspection as reported (No infraction on the allocation of Net Surplus; No distribution of interest on share capital and patronage refund; No election; No regular GA; No Coop Development Plan & Annual Budget approved by the GA; with infraction between and among the BOD ( complaint filed by any member against the BOD before the ethics committee and decided against the latter); final judgment of guilt from any court or administrative body.

*(MOV: Inspection findings of the preceding year – in this case the 2016 report & Certification from the Chair that they have no court cases*

# DOCUMENTARY REQUIREMENTS:

- A. Certificate of Compliance (2014-2016)
- B. Latest Articles of Cooperation and Bylaws
- C. Cooperative Annual Progress Report (CAPR) for 2015 and 2016
- D. Audited Financial Statement with Notes (2014 – 2016) and supporting schedules:
  - D.1. Summary of Aging of Receivables
  - D.2. Summary of Loan Releases (for credit coops and other coops with lending operations)
- E. List of Officers and Trainings Attended (2016)
- F. Social Audit Report (2016)
- G. Performance Audit Report (2016)
- H. Cooperative Medium Development Plan (medium term)
- I. 2016 Annual Development Plan
- J. Computation of the rate of interest on Share Capital (ISC) and Patronage Refund (PR). Please take note that only the computation on how the cooperative arrived at the rate of ISC and PR. Individual members' record of ISC and PR should be NOT BE submitted/ attached

# **DOCUMENTARY REQUIREMENTS:**

- K. Small & Medium Cooperative Category Form (see attached format)
- L. Other Supporting Documents:
  - L.1. Photo of Community Development Programs implemented in 2016 with caption;
  - L.2. Photo of Environmental Development Program implemented in 2016 with caption
  - L.3. Board Resolution appointing the GAD focal/ committee; and/or Annual work Plan and accomplishment; if any
  - L.4. Certification that the cooperative has no court case/s

## SMALL & MEDIUM COOPERATIVE CATEGORY FORM

### CERTIFICATION

As nominee to the CDA Gawad Parangal 2017, we hereby certify that the following information of the cooperative are true and correct with supporting documents ready and available upon the request of the CDA:

#### 1. COOPERATIVE MEMBERSHIP:



YEAR	NUMBER OF MEMBERS		TOTAL
	REGULAR	ASSOCIATE	
2014			
2015			
2016			
TOTAL			

#### 2. TRAININGS CONDUCTED/FACILITATED BY THE COOPERATIVE IN 2016:

TITLE OF TRAINING	PARTICIPANTS	PARTNER ORGANIZATION IN THE CONDUCT OF TRAINING (IF ANY)	DATE CONDUCTED

3. LIST OF BENEFITS/INCENTIVES GIVEN TO MEMBERS:

BENEFITS/INCENTIVES TO MEMBERS	NUMBER OF MEMBERS BENEFITTED	DESCRIPTION OF BENEFITS/ INCENTIVES PROGRAM

4. BEST PRACTICES OF THE COOPERATIVE

BEST PRACTICES	DESCRIPTION/NATURE	NUMBER OF MEMBERS BENEFITTED

5. ROSTER OF EMPLOYEES AND SALARIES:

NAME OF EMPLOYEE	POSITION HELD	STATUS (full time/part time)	AMOUNT OF SALARY/ANNUUM

6. MEMBERS PATRONIZING THE SERVICES OF COOPERATIVES

SERVICES OF COOPERATIVES	NUMBER OF MEMBERS PATRONIZING THE COOP SERVICES	TOTAL NUMBER OF REGULAR MEMBERS	PERCENTAGE (column 2/ column 3)

7. LIST OF ENVIRONMENTAL PROGRAMS SUPPORTED WITH PHOTOS WITH CAPTION

ENVIRONMENTAL PROGRAMS	DESCRIPTION OF THE PROGRAM	DATE STARTED/ IMPLEMENTED

8. LIST OF OFFICERS AND SEX:

NAME OF OFFICERS	POSITION HELD	SEX (Male/Female)

9. LIST OF AWARDS/ RECOGNITIONS RECEIVED BY THE COOPERATIVE AT THE PROVINCIAL/CITY/ REGIONAL/ NATIONAL/ INTERNATIONAL LEVELS FROM 2014 - 2016:



TITLE OF AWARD/ RECOGNITION RECEIVED	GIVEN/AWARDED BY	LEVEL OF AWARD (City/Provincial/Regional/ National/ International)	YEAR AWARDED



Certified true and correct:

NAME  
BOD Chairman OR Manager  
COOPERATIVE NAME  
|



# MOST OUTSTANDING PRIMARY COOPERATIVE **LARGE CATEGORY**

Sub-categories (based on assets of  
cooperatives)

- A. Millionaire Cooperative
- B. Billionaire Cooperative

# QUALIFYING CRITERIA

- With complete reportorial requirements submitted on time (for the year 2016; submitted on or before April 30, 2017) (MOV: stamp received by the CDA Extension Offices)
- With at least Very Satisfactory Ratings in both Social and Performance Audit Reports;
- Must have CGS/COC for the last three (3) preceding years; (MOV: CGS 2014, 2015 & 2016)
- Must be operationally gainful for the last three (3) years and -- (MOV: AFS 2014, 2015 & 2016)

# QUALIFYING CRITERIA

- No major findings as enumerated during the inspection as reported (No infraction on the allocation of Net Surplus; No distribution of interest on share capital and patronage refund; No election; No regular GA; No Coop Development Plan & Annual Budget approved by the GA; with infraction between and among the BOD ( complaint filed by any member against the BOD before the ethics committee and decided against the latter); final judgment of guilt from any court or administrative body.

*(MOV: Inspection findings of the preceding year – in this case the 2016 report & Certification from the Chair that they have no court cases*

# DOCUMENTARY REQUIREMENTS:

- A. Certificate of Compliance (2014-2016)
- B. Latest Articles of Cooperation and Bylaws
- C. Cooperative Annual Progress Report (CAPR) for 2015 and 2016
- D. Audited Financial Statement with Notes (2014 – 2016) and supporting schedules:
  - D.1. Summary of Aging of Receivables
  - D.2. Summary of Loan Releases (for credit coops and other coops with lending operations)
- E. List of Officers and Trainings Attended (2016)
- F. Social Audit Report (2016)
- G. Performance Audit Report (2016)
- H. Cooperative Medium Term Development Plan
- I. 2016 Annual Development Plan
- J. Computation of the rate of interest on Share Capital (ISC) and Patronage Refund (PR). Please take note that only the computation on how the cooperative arrived at the rate of ISC and PR. Individual members' record of ISC and PR should be NOT BE submitted/ attached

# **DOCUMENTARY REQUIREMENTS:**

- K. Large Cooperative Category Form (see attached format)
- L. Other Supporting Documents:
  - L.1. Certification from Cooperatives assisted under the Big-Brother, Small Brother Program
  - L.2. Photo of Community Development Program implemented in 2016 with caption;
  - L.3. Photo of Environmental Development Program implemented in 2016 with caption
  - L.4. Board Resolution appointing the GAD focal/ committee; and/or Annual work Plan and accomplishment; if any
  - L.5. Certification that the cooperative has no court case/s

## LARGE COOPERATIVE CATEGORY FORM

### CERTIFICATION

As nominee to the CDA Gawad Parangal 2017, we hereby certify that the following information of the cooperative are true and correct with supporting documents ready and available upon the request of the CDA:

#### 1. COOPERATIVE MEMBERSHIP:



YEAR	NUMBER OF MEMBERS		TOTAL
	REGULAR	ASSOCIATE	
2014			
2015			
2016			
TOTAL			

#### 2. TRAININGS CONDUCTED/FACILITATED BY THE COOPERATIVE IN 2016:

TITLE OF TRAINING	PARTICIPANTS	PARTNER ORGANIZATION IN THE CONDUCT OF TRAINING (IF ANY)	DATE CONDUCTED

3. LIST OF BENEFITS/INCENTIVES GIVEN TO MEMBERS:

BENEFITS/INCENTIVES TO MEMBERS	NUMBER OF MEMBERS BENEFITTED	DESCRIPTION OF BENEFITS/ INCENTIVES PROGRAM

4. BEST PRACTICES OF THE COOPERATIVE

BEST PRACTICES	DESCRIPTION/NATURE	NUMBER OF MEMBERS BENEFITTED

5. ROSTER OF EMPLOYEES AND SALARIES:

NAME OF EMPLOYEE	POSITION HELD	STATUS (full time/part time)	AMOUNT OF SALARY

6. ASSISTANCE TO OTHER COOPERATIVES

NATURE OF ASSISTANCE PROVIDED TO COOPERATIVES	NUMBER OF COOPERATIVES ASSISTED	DATE OF IMPLEMENTATION

7. LIST OF ENVIRONMENTAL PROGRAMS SUPPORTED WITH PHOTOS WITH CAPTION

ENVIRONMENTAL PROGRAMS	DESCRIPTION OF THE PROGRAM	DATE STARTED/ IMPLEMENTED

8. LIST OF OFFICERS AND SEX:

NAME OF OFFICERS	POSITION HELD	SEX (Male/Female)



9. LIST OF AWARDS/ RECOGNITIONS RECEIVED BY THE COOPERATIVE AT THE PROVINCIAL/CITY/REGIONAL/NATIONAL/INTERNATIONAL LEVELS FROM 2014 - 2016:

TITLE OF AWARD/ RECOGNITION RECEIVED	GIVEN/AWARDED BY	LEVEL OF AWARD (City/Provincial/Regional/ National/ International)	YEAR AWARDED

Certified true and correct:

NAME  
BOD Chairman OR Manager  
COOPERATIVE

# **BEST PERFORMING LOCAL GOVERNMENT UNITS COOPERATIVE DEVELOPMENT OFFICES**

- A. Provincial**
- B. Municipal**
- C. Component City**
- D. Independent Component/highly urbanized  
City**

## Eligibility/Qualifying Criteria

1. Must come from the following:
  - Province;
  - Municipality
  - Component City
  - Independent component/highly urbanized City
2. Formally organized/ established/ created office
  - with separate staff and budget
  - with Ordinance
3. With Cooperative Development Officer duly appointed /designated
4. Must have cooperative development program/s.
5. Must be endorsed or nominated by an organization with juridical personality or by the CDC

*Note: The creation of office should include the word COOPERATIVE.*

# **DOCUMENTARY REQUIREMENTS:**

- A. Copy of Ordinance creating the CDO;
- B. Approved Organizational structure
- C. Medium Term and Annual development plan with budget (2016) duly certified by the Local Executive and Sanggunian
- D. Total allocation and utilization of budget for the year issued by the LGU Budget Officer/ accountant;
- E. Comparative presentation of allocation & utilization for 3 years duly certified by the LGU accountant / Budget Officer
- F. Valid Certificate of Accreditation as Cooperative Training Provider
- G. Copy of MOU/MOA with other organizations;
- H. Copy of MOA with CDA

I. OTHER SOURCE OF BUDGET/ALLOCATION FOR COOPERATIVE DEVELOPMENT DULY CERTIFIED BY THE LGU ACCOUNTANT OR BUDGET OFFICER

OTHER SOURCE OF BUDGET	PURPOSE OF THE BUDGET	AMOUNT

J. ROSTER OF PERSONNEL AND STATUS OF EMPLOYMENT CERTIFIED BY THE HR OFFICER

NAME/S OF PERSONNEL	POSITION HELD	STATUS OF EMPLOYMENT

K. LIST OF RESOLUTIONS/ ORDINANCES ON COOPERATIVES PASSED BY THE SANGGUNIAN AND ITS STATUS

TITLE OF ORDINANCE/ RESOLUTION PASSED	DESCRIPTION	DATE PASSED	STATUS/ACTION MADE

- L. MEETINGS/CONSULTATIONS CONDUCTED BETWEEN SANGGUNIAN COOPERATIVE DEVELOPMENT COMMITTEE AND COOPERATIVE DEVELOPMENT OFFICE (MINUTES OF MEETINGS/AGREEMENTS TO BE ATTACHED)

DATE OF MEETING	AGENDA

- M. REPORT OF TRAININGS, MENTORING AND CONSULTANCY CONDUCTED IN 2016, ATTESTED BY THE MAYOR:

TECHNICAL ASSISTANCE PROVIDED TO COOPERATIVES	SPECIFIC TECHNICAL ASSISTANCE PROVIDED	NO. OF COOPERATIVE ASSISTED
A. TRAINING		
B. MENTORING		
C. CONSULTANCY		
D. OTHERS		

- N. SUMMARY OF COOPERATIVES AND TECHNICAL ASSISTANCE PROVIDED IN THE COMPLIANCE OF COC IN 2016:

NATURE OF ASSISTANCE	NO. OF COOPERATIVES ASSISTED

O. SUMMARY OF COOPERATIVES AND TECHNICAL ASSISTANCE PROVIDED IN  
SECURING CTE

NATURE OF ASSISTANCE	NO. OF COOPERATIVES ASSISTED

P. SUMMARY OF COOPERATIVES AND TECHNICAL ASSISTANCE PROVIDED IN  
SECURING BUSINESS PERMITS AND OTHER LEGAL REQUIREMENTS

NATURE OF ASSISTANCE	NO. OF COOPERATIVES ASSISTED

Q. LIST OF PROGRAMS ON COOPERATIVES REHABILITATION AND COOPERATIVES  
REHABILITATED

PROGRAMS ON REHABILITATION OF COOPERATIVES	NO. OF COOPERATIVES ASSISTED

R. LIST OF PROGRAMS AND ACTIVITIES ON MARKET AND DEVELOPMENT ASSISTANCE CONDUCTED SUPPORTED WITH PHOTOS AND CAPTIONS

<b>PROGRAMS ON MARKET AND DEVELOPMENT TO COOPERATIVES</b>	<b>PLEASE CHECK IF CONDUCTED</b>	<b>NO. OF COOPERATIVES BENEFITTED</b>
1. ESTABLISHMENT /MAINTENANCE OF TRADING CENTERS;		
2. INITIATE/CONDUCT OF TRADE FAIR		
3. MARKET INFORMATION CENTERS;		
4. DISPLAY OF COOP PRODUCTS,		
5. PRODUCT DEVELOPMENT AND PACKAGING		
6. PRODUCT LINKAGING,		
7. B2B SYSTEM, ETC.		

S. LIST OF COOPERATIVES ORGANIZED; SUPPORTED WITH CERTIFICATION FROM THE HEAD/TEAM LEADER OF THE ORGANIZED GROUP;

<b>NAME OF COOPERATIVE ORGANIZED</b>	<b>YEAR ORGANIZED</b>	<b>STATUS</b>



- T. LIST OF PROMOTIONAL MATERIALS DEVELOPED FOR COOPERATIVE PROMOTION (E.G. NEWSLETTER; LEAFLETS; RADIO PROGRAM; PRIMERS; ETC;)

PROMOTIONAL MATERIALS	DATE/YEAR DEVELOPED	STATUS (UPDATED/INACTIVE/ETC)

- U. SUPPORT ASSISTANCE TO COOPERATIVE DEVELOPMENT COUNCILS SUPPORTED WITH RESOLUTION/S SUPPORTING THE ACTIVITIES OF THE CDCS

ASSISTANCE PROVIDED TO CDCs	REMARKS

- V. LIST OF ADVOCACY AND INVITATION OR SPONSORSHIP TO COOPERATIVES TO ATTEND LOCAL AND INTERNATIONAL CONFERENCES, SUMMITS, CONVENTIONS, ETC (PROVIDE COPY OF INVITATIONS SENT, AT LEAST 1)

LOCAL/INTERNATIONAL ACTIVITIES	ADVOCACIES AND SUPPORT ASSISTANCE PROVIDED	DATE OF ACTIVITY

W. PARTNERSHIP / LINKAGING ESTABLISHED WITH OTHER ORGANIZATIONS, LOCAL AND INTERNATIONAL, RELEVANT TO COOPERATIVE ADVOCACY AND DEVELOPMENT

<b>ORGANIZATION/S WITH PARTNERSHIP ESTABLISHED</b>	<b>NATURE/DESCRIPTION OF PARTNERSHIP</b>	<b>PROGRAM/ACTIVITY IMPLEMENTED</b>

X. LIST OF SUPPORT/ ASSISTANCE TO CDA AND THE SPECIFIC PURPOSE THEREOF

<b>SUPPORT/ASSISTANCE PROVIDED TO CDA</b>	<b>PURPOSE/OBJECTIVES</b>	<b>DATE/SCHEDULE IMPLEMENTED/ PROVIDED</b>

Y. ACTIVITIES CONDUCTED/ PROGRAMS IMPLEMENTED TO DISSEMINATE CDA ISSUANCES

<b>ACTIVITIES/PROGRAMS TO DISSEMINATE CDA ISSUANCES</b>	<b>DATE CONDUCTED/ IMPLEMENTED</b>	<b>REMARKS</b>

Z. FINANCIAL ASSISTANCE PROVIDED TO COOPERATIVES' GROWTH AND ENTERPRISE/LIVELIHOOD DEVELOPMENT IN 2016; SUPPORTED WITH SUMMARY OF DISBURSEMENT

NAME OF COOPERATIVES PROVIDED FINANCIAL ASSISTANCE	PURPOSE OF FINANCIAL ASSISTANCE	DATE OF FINANCIAL ASSISTANCE

AA. FACILITATING **ACCESS TO FINANCIAL ASSISTANCE** FOR COOPS' GROWTH AND ENTERPRISE /LIVELIHOOD DEVELOPMENT IN 2016

NAME OF COOPERATIVES ASSISTED	NATURE OF ASSISTANCE	STATUS/REMARKS

BB. LIST OF SOCIAL and COMMUNITY ACTIVITIES CONDUCTED/ INITIATED/ PARTICIPATED IN BY THE CDO; SUPPORTED WITH PHOTOS

SOCIAL AND COMMUNITY ACTIVITIES CONDUCTED	BENEFICIARIES	DATE IMPLEMENTED

CC. LIST OF AWARDS/ RECOGNITIONS RECEIVED BY THE COOPERATIVE AT THE PROVINCIAL/CITY/ REGIONAL/ NATIONAL/ INTERNATIONAL LEVELS FROM 2014 - 2016:

<b>TITLE OF AWARD/ RECOGNITION RECEIVED</b>	<b>GIVEN/AWARDED BY</b>	<b>LEVEL OF AWARD (City/Provincial/Regional/ National/ International)</b>	<b>YEAR AWARDED</b>

# **COOPERATIVE LEADERSHIP AWARD**

# Eligibility Requirements:

- Must be a cooperative member in good standing for the past ten (10) years immediately preceding the nomination
  - With share capital not exceeding 10% of the total subscribed capital
- With no derogatory record / No administrative or criminal record
- With exemplary contributions to cooperative development
- Must be nominated/endorsed by at least two (2) different type of organizations from the following : cooperative, government organizations (except CDA), private sector, other institutions
- He/she is not receiving compensation from the cooperative

# Eligibility Requirements:

- The Nominee and nominator should be at same region
- The nominee shall be:
  - participating in the SMCBU program of their cooperative
  - Regularly attending General Assembly Meeting
  - Patronizing the services of cooperatives
- Presently or had been an officer of cooperatives for at least five (5) years whether elective or appointive

## Documentary Requirements

- A. Nomination Form
- B. Profile of the candidate
- C. List and photos with descriptions of the accomplishments and contributions to cooperative development for the past five (5) years.
- D. List of Technical Assistance Rendered to cooperative.
- E. List of innovative programs/projects introduced by the nominee which are being practiced by the cooperative (e.g. marketing system, new product develop) supported with BOD Minutes of Meetings, Annual Report, Board Resolutions, publications)  
    MOV: minutes of the meeting, programs/projects must be proposed by the nominee; programs /projects must have impact to the coops and to the cooperative development
- F. Board Resolution approving affiliation of cooperative and proof of membership or affiliation of cooperative during his/her term
- G. Proof of resource generated for the last three (3) years such as donations, grants, subsidies, loan assistance etc.



## Documentary Requirements

- H. List of materials developed and presented in fora/conferences/ seminars (i.e. Publications, researches, etc.)
- I. Certification from LGUs of his/her membership/representation in the activities/planning bodies and his/her involvement/ participation in the LGU activities
- J. Certification from other organization/s that he/she has been or is currently an officer or member of such organizations;
- K. Proof/evidence of cooperatives organized/served by the cooperative leader with increase in any of the following aspects:  
Asset/Networth/Income/Net Surplus/Membership
- L. Certification from Cooperatives on the following:
  - His/her major involvement in the organization of successful cooperatives
  - membership in good standing for the past ten (10) years

## Documentary Requirements

- M. Involvement in local/national cooperative activities and affairs as co-organizer of the event/resource speaker/ committee membership either in the local or national level:
  - 1) Resolution or certification as co-organizer;
  - 2) Copy of Certificate of recognition/ appreciation as speaker;
  - 3) Resolution or certification as Committee member
- N. List of local and national cooperative activities served as co-organizer including the dates
- O. List of local and national cooperative activities served as resource person including the dates
- P. List of local and national cooperative activities served as Committee member including the dates
- Q. List of international activities/affairs attended as participant and activities/initiatives to replicate/apply the learnings from that activity
- R. Certification from Cooperatives on the following:
  - share capital, savings, attendance to GA meeting and patronage of cooperative's business
- S. Proof of Awards, Certificates of Recognition / Citation received

# **SPECIAL CITATIONS**

# For FEDERATIONS

The federation exemplifies unique features that augment/supplement/ complement the businesses of cooperative members

## CRITERIA:

- Must have been issued COC for the last 3 years;
- Must be operationally gainful for the last three years;
- Compliant with the legal requirements of CDA, BIR, LGU, etc
- No business competition with its member cooperatives;
- Must have an office in the designated official address as indicated in the articles of cooperation
- No major findings as a result of inspection

THEME: PROMOTE VALUE ADDED FEATURES TO THE PRODUCTS AND SERVICES OF THE MEMBER COOPERATIVE (e.g. but not limited to the ff.: prolonging of SHELF LIFE of products; for credit – accounting system for coops; for consumer – bulk buying for distribution to members

# For FEDERATIONS

## Means of Verification:

- Truthfulness/ and faithfulness in fulfilling its mandate, i.e, business activities are not competing with the business of the member cooperatives (ACBL)
- Reach/Provision of services to members (list of members availed of the services vis number of members)
- Degree/impact of its programs to its members (refer to Annual reports for at least 5 years)
- Feedbacks from its members

# For UNIONS

The Unions exemplify unique features that represent the interest and welfare of all types of cooperatives

## PROOFS:

Concrete result of the action undertaken by the union/s which benefitted majority of the cooperatives and which may have local/national significance:

- Policy action;
- Taxation issues;
- Opportunities/privileges for cooperative granted (e.g. Transport terminals; public market operation)
- Access to government programs (provision of eqpt; technical/ financial assistance)

# For COOPERATIVE DEVELOPMENT COUNCILS

- The COUNCIL shall exemplify unique features that represent the interest and welfare of all types of cooperatives and implement concrete result of the action which benefitted majority of the cooperatives and which may have local/national significance:
  - Policy action;
  - Taxation issues;
  - Opportunities/privileges for cooperative granted (e.g. Transport terminals; public market operation)
  - Access to government programs (provision of eqpt; technical/ financial assistance)
- Active involvement in the formulation, harmonization and monitoring of cooperative development plans and programs including the PCMTDP through consultations with cooperatives, GOs, etc
- Policy recommendation on cooperative issues/concerns which they elevated to concerned agencies;
- Cascading of government programs among cooperatives

# **SPECIFIC TYPE OF COOPERATIVE**

Primary Cooperatives – specific type

1. Health Service Cooperative
2. Agriculture Cooperative