

REQUIREMENTS AND CRITERIA

2019

CDA Gawad Parangal





**MOST OUTSTANDING
COOPERATIVE**

MICRO CO-OP CATEGORY

MOST OUTSTANDING PRIMARY COOPERATIVES

CATEGORY	QUALIFYING CRITERIA
MICRO	<p>With complete reportorial requirements submitted on time (for the year 2018; submitted on or before April 30, 2019) (MOV: CAPR, List of Training, AFS); CAPR must be encoded online</p> <p>Must have Certificate of Compliance (COC) for two (2) years; (MOV: COC issued in 2018 & 2019);</p> <p>Must be operationally gainful for the last two (2) years- (MOV: AFS 2017 & 2018). Financial report which may or may not be audited by an accredited external auditor is acceptable)</p> <p>The cooperative should not be more than <u>TEN (10) years</u> as MICRO COOPERATIVES</p> <p>Interest on Share Capital shall be not less than 3%</p> <p>Must not have solvency rate below 50%</p>

MOST OUTSTANDING PRIMARY COOPERATIVES

CATEGORY	QUALIFYING CRITERIA
MICRO	<p>No adverse findings indicated on the inspection report on the following: 1) infraction on the allocation of Net Surplus; 2) distribution of interest on share capital and patronage refund; 3) election; 4) regular GA; 5) governance issues; 6) Coop Development Plan & Annual Budget approved by the GA; 7) infraction between and among the BOD (complaint filed by any member against the BOD before the ethics committee and decided against the latter); 8) final judgment of guilt from any court or administrative body.</p> <p>Should there be adverse findings during validation, the NSC shall out rightly disqualify the nominee.</p> <p><i>MOV: Inspection report of the preceding year – in this case the 2018 report & Certification from the Chair that they have no court cases</i> <i>Reply comment or any similar documents (resolution, proof of compliance as to the findings) should be also be attached in case major violations are found.</i></p>

EVALUATION/JUDGING CRITERIA

MICRO COOPERATIVES

CRITERIA	WEIGHT/PTS
Organization, Leadership and Management	40
Financial Management and Business Operation	30
Social Relevance	25
Awards and Recognition	5
TOTAL	100

I. Organization, Leadership and Management

CRITERIA	MAX POINTS	SUPPORTING DOCUMENTS
A. MEMBERSHIP		
1. No. of Regular members	5	Certification signed by the Chairman and/or General Manager on the Total Number of Members (Regular and Associate, presented separately)
2. Growth in Membership (<i>last 2 years</i>) For institutional type of cooperative, if all the employees who are qualified to become members are already members, full points	4	<i>Certificate should tally with CAPR</i>
3. Cooperative Membership vis Cooperative Development plan	3	Cooperative Development plan (medium term and annual plan & budget)
B. Policies and guidelines documented and properly filed	3	List of existing policies and guidelines; date approved

I. Organization, Leadership and Management

CRITERIA	MAX POINTS	SUPPORTING DOCUMENTS
C. With established Core Management Team	4	Board resolution appointing/hiring the staff
D. Presence of Officers & mandatory committees	7	List of officers and mandatory committees signed by the Secretary
E. With cooperative Office & signage	2	Photo of Office with signage
F. Training		
1. Compliance to mandatory training of cooperative officers	4	List of Officers and training attended

I. Organization, Leadership and Management

CRITERIA	MAX POINTS	SUPPORTING DOCUMENTS
F. Training		
2. Percentage of members provided trainings on livelihood seminar, business development, ownership seminar	4	List of training conducted & facilitated by the cooperative signed by the Education and Training Committee
G. Capital Build up program/ initiatives	4	Board resolution; minutes of GA; Certification issued by the Chairman or General Manager implementing the Capital build up program; CAPR for the past two years; provision in by-laws on capital build-up
SUBTOTAL	40	

II. FINANCIAL PERFORMANCE AND BUSINESS OPERATION (TOTAL SCORE X .30)

CRITERIA	MAX POINTS	SUPPORTING DOCUMENTS
STEPS (Financial Performance)	30	
1. STABILITY		
1.1 Liquidity		Annual Financial Statement
1.2 Solvency		
1.3 Net Institutional Capital		
1.4 Capital Adequacy Rate		

II. FINANCIAL PERFORMANCE AND BUSINESS OPERATION (TOTAL SCORE X .30)

CRITERIA	MAX POINTS	SUPPORTING DOCUMENTS
2. TURN-OVER RATIO		Annual Financial Statement
2.1 Asset turn-over		
2.2 Accounts Receivable turn-over		
2.3 Loan Receivable Turn Over		
2.4 Service Receivable Turn Over		

II. FINANCIAL PERFORMANCE AND BUSINESS OPERATION (TOTAL SCORE X .30)

CRITERIA	MAX POINTS	SUPPORTING DOCUMENTS
3. EFFICIENCY		Annual Financial Statement
3.1 Administrative Efficiency		
3.2 Cost of Borrowing Rate		
3.3 Cost per volume of Business		
3.4 Extent of Volume of Business		
3.5 Growth in Members' Contribution		
3.6 Delinquency Rate		
3.7 Adequacy of Provisioning of APPL (over 12 months past due)		
3.8 Adequacy of Provisioning of 1 to 12 months past due		

II. FINANCIAL PERFORMANCE AND BUSINESS OPERATION (TOTAL SCORE X .30)

CRITERIA	MAX POINTS	SUPPORTING DOCUMENTS
4. PROFITABILITY		Annual Financial Statement
4.1 Return on Assets		
4.2 Return on Member's share		
4.3 Rate of Net Surplus		

II. FINANCIAL PERFORMANCE AND BUSINESS OPERATION (TOTAL SCORE X .30)

CRITERIA	MAX POINTS	SUPPORTING DOCUMENTS
5. STRUCTURE OF ASSETS		Annual Financial Statement
5.1 Percentage of non-earning asset over total assets		
5.2 Percentage of Investment		
5.3 Extent of Assets financed by obligations		
5.4 Extent of External Borrowings		
5.5 Extent of Assets financed by Members' Share Capital		
SUBTOTAL	30	

III. Social Relevance (25)

CRITERIA	MAX POINTS	SUPPORTING DOCUMENTS
A. Benefits/ incentives to members	5	List of benefits/ incentives given to members, signed by the General Manager
B. Community development programs implemented	4	List of community development programs and activities and the amount utilized in the implementation of such program/ activity
C. Community Development Fund (CDF) Utilization	4	
D. Partnership/ linkages on cooperative development	4	List of partnerships with different organizations supported with Board Resolution/ MOA/Report of the activity/photos of activities
E. Employment Generation (<i>employees other than Core Mgt. Team</i>)	2	Roster of employees and payroll Appointments; Contract of services

III. Social Relevance

CRITERIA	MAX POINTS	SUPPORTING DOCUMENTS
F. Affiliation to federation or union	2	Certificate of membership to federation/ union
G. Gender and Development (GAD)		
1. Presence of the following: <ul style="list-style-type: none"> •GAD Focal Person •GAD Budget •GAD program; •GAD implementation 	2.5	Resolution appointing the GAD focal/ committee; and/or Annual work Plan and accomplishment
2. Presence of male and female in the BOD, Committees and Management Staff	1.5	List of Officers
SUBTOTAL	25	

IV. Awards and Citations

CRITERIA	MAX POINTS	SUPPORTING DOCUMENTS
Awards and citations received for the past five (5) years <i>(Citation for exemplary performance e.i. competition/ search)</i>	5	List of Awards/ Recognitions received by the cooperative including the sponsor of the awards and the year received (Provincial/City/ Regional/ National/ International levels) for the past 5 years with supporting photos
SUBTOTAL	5	
TOTAL	100	

DOCUMENTARY REQUIREMENTS

MICRO

- A. Cooperative Profile (see attached format)
- B. Certificate of Compliance (2018-2019)
- C. Valid Certificate of Tax Exemption (CTE), if any
- D. Latest Articles of Cooperation and Bylaws
- E. Cooperative Annual Progress Report (CAPR) for 2017 and 2018
- F. Audited Financial Statement with Notes (2017 and 2018) and supporting schedules:
 - F.1. Summary of Aging of Receivables
 - F.2. Summary of Loan Releases (for Credit coops and other types of coops with lending operations)
 - F.3. Summary of Payroll of Patronage Refund
- G. List of Officers and Trainings Attended (as of 2018)
- H. Governance & Management Audit Report for 2018
- I. Social Audit Report for 2018
- J. Cooperative Medium Term Development Plan (3-5 years) 2018
- K. Annual Development Plan 2018
- L. Micro Cooperative Category Form (see attached format)

DOCUMENTARY REQUIREMENTS

MICRO

- M. Other Supporting Documents:
 - M.1. Board resolution appointing/hiring the staff
 - M.2. Photo of Office with signage
 - M.3. Certification from the Chairman or General manager approving the program and copy of the policy/ guidelines of Capital build up program; if any
 - M.4. Photo of Community Development Program implemented in 2018 with caption;
 - M.5. Certificate of membership to federation/union; if any
 - M.6. Board Resolution appointing the GAD focal/ committee; and/or Annual work Plan and accomplishment; if any
 - M.7. Certification issued by the Chairperson that the Cooperative has no court cases

MICRO COOPERATIVE CATEGORY FORM

CERTIFICATION

As nominee to the CDA Gawad Parangal 2019, 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		
	Male	Female	Male	Female	
2017					
2018					

2. LIST OF EXISTING POLICIES AND GUIDELINES APPROVED AS OF DECEMBER 2018:

TITLE/NAME OF POLICIES	DESCRIPTION	DATE APPROVED

3. TRAININGS CONDUCTED/FACILITATED BY THE COOPERATIVE IN 2018:

TITLE OF TRAINING	TOTAL NO. OF PARTICIPANTS	PARTNER ORGANIZATION IN THE CONDUCT OF TRAINING (IF ANY)	DATE CONDUCTED

4. LIST OF BENEFITS/INCENTIVES GIVEN TO MEMBERS (EXCEPT PR & ISC):

Benefits/Incentives to Members (Can be cost shared with members or No cost from the members)	Description of the Program	Number of Members Benefitted

5. LIST OF COMMUNITY DEVELOPMENT PROGRAMS AND ACTIVITIES IN 2018 AND THE AMOUNT ALLOCATED AND UTILIZED IN THE IMPLEMENTATION OF THE PROGRAM:*

Community Devt Programs Implemented	BENEFICIARIES		Allocation in 2017	Amount Spent	Date of Implemented/ Conducted
	WHO (Cluster/ Group)	Number of Beneficiaries			

* Should be consistent with the SOCIAL AUDIT REPORT FOR 2018

6. PARTNERSHIP ESTABLISHED WITH GOVERNMENT AND NON-GOVERNMENT ORGANIZATIONS ON COOPERATIVE DEVELOPMENT WITH IMPLEMENTATION (PLEASE ATTACH MOA OR BOARD RESOLUTION OR SIMILAR PROOF)

Partner Organizations	Nature of Partnership	Status

7. ROSTER OF EMPLOYEES AND SALARIES:

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

8. LIST OF OFFICERS:

NAME OF OFFICERS	POSITION HELD	SEX (Male/Female)

9. LIST OF AWARDS/CITATIONS RECEIVED BY THE COOPERATIVE AT THE CITY/PROVINCIAL/ REGIONAL/ NATIONAL/ INTERNATIONAL LEVELS FROM 2014-2018:

TITLE OF AWARD/ CITATIONS RECEIVED	GIVEN/ AWARDED BY	LEVEL OF AWARD (City/Provincial/Regional/ National/ International)	YEAR AWARDED (chronological, starting 2018)



**MOST OUTSTANDING
COOPERATIVE**

**SMALL AND MEDIUM
CO-OP CATEGORY**

MOST OUTSTANDING PRIMARY COOPERATIVES

CATEGORY	QUALIFYING CRITERIA
SMALL AND MEDIUM	With complete reportorial requirements submitted on time (for the year 2018; submitted on or before April 30, 2019) (MOV: CAPR, List of Training, AFS) CAPR should be encoded online
	Must have Certificate of Compliance (COC) for the last two (2) years; (MOV: COC 2018 & 2019)
	Must be operationally gainful for the last two (2) years (MOV: AFS 2017 & 2018). Financial report must be audited by an accredited external auditor
	Interest on Share Capital shall not be less than 3%
	Must not have solvency rate below 50%

MOST OUTSTANDING PRIMARY COOPERATIVES

CATEGORY	QUALIFYING CRITERIA
SMALL AND MEDIUM	<p>No adverse findings indicated on the inspection report on the following: 1) infraction on the allocation of Net Surplus; 2) distribution of interest on share capital and patronage refund; 3) election; 4) regular GA; 5) governance issues; 6) Coop Development Plan & Annual Budget approved by the GA; 7) infraction between and among the BOD (complaint filed by any member against the BOD before the ethics committee and decided against the latter); 8) final judgment of guilt from any court or administrative body.</p> <p>Should there be adverse findings during validation, the NSC shall out rightly disqualify the nominee.</p> <p><i>MOV: Inspection report of the preceding year – in this case the 2018 report & Certification from the Chair that they have no court cases Reply comment or any similar documents (resolution, proof of compliance as to the findings) should be also be attached in case major violations are found.</i></p>

EVALUATION/JUDGING CRITERIA

CRITERIA	WEIGHT/PTS
Organization, Leadership and Management	35
Financial Mgt. and Business Operation	25
Social Relevance	35
Awards and Recognition	5
TOTAL	100

I. Organization, Leadership & Management

CRITERIA	MAX POINTS	SUPPORTING DOCUMENTS
A. Governance Management Report	15	Governance & Mgt. Audit Report
B. MEMBERSHIP		
1. Total Number of Regular Members	5	Certification signed by the Chairman and/or General Manager Total Number of Members (Regular and Associate) (Note: Certification should tally with CAPR)
2. Growth in Membership	3	CAPR
3. Cooperative Membership vis Cooperative Development plan	2	Cooperative Development plan (medium term and annual plan & budget)

I. Organization, Leadership & Management

CRITERIA	MAX POINTS	SUPPORTING DOCUMENTS
C. TRAINING		
1. Compliance to mandatory training of cooperative officers	6	List of Officers and Training Attended
2. Trainings Conducted/ facilitated by cooperatives (PMES & Mandatory Trainings not included)	2	List of training conducted/ initiated by the coop
3. Percentage of members provided trainings on livelihood seminar, business development and other enterprise development seminar	2	List of livelihood trainings/seminar with number of member-participants trained
SUBTOTAL	35	

II. FINANCIAL PERFORMANCE AND BUSINESS OPERATION (TOTAL SCORE X .25)

CRITERIA	MAX POINTS	SUPPORTING DOCUMENTS
STEPS (Financial Performance)	30	
1. STABILITY		Annual Financial Statement
1.1 Liquidity		
1.2 Solvency		
1.3 Net Institutional Capital		
1.4 Capital Adequacy Rate		

II. FINANCIAL PERFORMANCE AND BUSINESS OPERATION (TOTAL SCORE X .25)

CRITERIA	MAX POINTS	SUPPORTING DOCUMENTS
2. TURN-OVER RATIO		Annual Financial Statement
2.1 Asset turn-over		
2.2 Accounts Receivable turn-over		
2.3 Loan Receivable Turn Over		
2.4 Service Receivable Turn Over		

II. FINANCIAL PERFORMANCE AND BUSINESS OPERATION (TOTAL SCORE X .25)

CRITERIA	MAX POINTS	SUPPORTING DOCUMENTS
3. EFFICIENCY		Annual Financial Statement
3.1 Administrative Efficiency		
3.2 Cost of Borrowing Rate		
3.3 Cost per volume of Business		
3.4 Extent of Volume of Business		
3.5 Growth in Members' Contribution		
3.6 Delinquency Rate		
3.7 Adequacy of Provisioning of APLL (over 12 months past due)		
3.8 Adequacy of Provisioning of 1 to 12 months past due		

II. FINANCIAL PERFORMANCE AND BUSINESS OPERATION (TOTAL SCORE X .25)

CRITERIA	MAX POINTS	SUPPORTING DOCUMENTS
4. PROFITABILITY		Annual Financial Statement
4.1 Return on Assets		
4.2 Return on Member's share		
4.3 Rate of Net Surplus		

II. FINANCIAL PERFORMANCE AND BUSINESS OPERATION (TOTAL SCORE X .25)

CRITERIA	MAX POINTS	SUPPORTING DOCUMENTS
5. STRUCTURE OF ASSETS		Annual Financial Statement
5.1 Percentage of non-earning asset over total assets		
5.2 Percentage of Investment		
5.3 Extent of Assets financed by obligations		
5.4 Extent of External Borrowings		
5.5 Extent of Assets financed by Members' Share Capital		
SUBTOTAL	30	

III. Social Relevance

CRITERIA	MAX POINTS	SUPPORTING DOCUMENTS
A. Presence of Social Devt Plan and Policies	2	Social Devt. Plan, Policies to support the Social Development Programs, Board Resolution
B. Community Development Fund (CDF) Utilization	4	AFS (Statement of changes in Equity, statutory funds)
C. Community Devt Programs/ activities conducted	4	
D. Benefits and Incentives to members		
d.1 No. of programs/incentives to members	2	List of benefits/ incentives to members (e.g. insurance; scholarship; etc)
d.2 Percentage of members benefitted	2	Social Development Plan, Minutes of mtg; Board resolution

III. Social Relevance

CRITERIA	MAX POINTS	SUPPORTING DOCUMENTS
E. Cooperative impact to members	5	Best Practices of cooperatives, Credit Policy, Manual of Operations Small/Medium Cooperative Category Form
F. Employment Generation (full time employees)	4	Roster of employees and payroll
G. Percentage of members patronizing the business of the coops	4	Certification from the Manager of number of members with Patronage Refund
H. Environmental protection, safety and preservation program	4	List of environmental programs and photos with caption, Climate change program or policies

III. Social Relevance

CRITERIA	MAX POINTS	SUPPORTING DOCUMENTS
I. Gender & Development		
1. Presence of the following: <ul style="list-style-type: none"> • GAD Focal Person • GAD Committee • GAD Budget; • GAD program; • GAD implementation 	3	Resolution appointing the GAD focal/ committee; Annual work Plan and accomplishment
2. Presence of men and women in the BOD, Committees and Management Staff	1	List of Officers indicating sex
SUBTOTAL	35	

IV. Awards and Citations

CRITERIA	MAX POINTS	SUPPORTING DOCUMENTS
Awards and citations received for the past five (5) years (Citation for exemplary performance e.i. competition/ search)	5	List of Awards/ Recognitions received by the cooperative including the sponsor of the awards and the year received (Provincial/City/ Regional/ National/ International levels) for the past 5 years
SUBTOTAL	5	
TOTAL	100	

DOCUMENTARY REQUIREMENTS

SMALL AND MEDIUM

- A. Cooperative Profile (see attached format)
- B. Certificate of Compliance (2018-2019)
- C. Valid Certificate of Tax Exemption (CTE), if any
- D. Latest Articles of Cooperation and Bylaws
- E. Cooperative Annual Progress Report (CAPR) for 2017 and 2018
- F. Audited Financial Statement with Notes (2017 and 2018) and supporting schedules:
 - F.1. Summary of Aging of Receivables
 - F.2. Summary of Loan Releases (for Credit coops and other types of coops with lending operations)
 - F.3. Summary of Payroll of Patronage Refund
 - F.4. Schedule of Interest on Share Capital
- G. List of Officers and Trainings Attended (as of 2018)
- H. Governance Management Audit Report and working paper (2018)
- I. Social Audit Report for 2018
- J. Cooperative Medium Term Development Plan (3-5 years)
- K. 2018 Annual and Social Development Plan

DOCUMENTARY REQUIREMENTS

SMALL AND MEDIUM

- L. Computation of rate of Interest on Share Capital (ISC) and Patronage Refund (PR)
- M. Small and Medium Cooperative Category Form (see attached format)
- N. Other Supporting Documents:
 - N.1. Board resolution appointing/hiring the staff
 - N.2. Photo of Office with signage
 - N.3. Certification from the Chairman or General manager approving the program and copy of the policy/ guidelines of Capital build up program; if any
 - N.4. Photo of Community Development Program implemented in 2018 with caption;
 - N.5. Certificate of membership to federation/union; if any
 - N.6. Board Resolution appointing the GAD focal/ committee; and/or Annual work Plan and accomplishment; if any
 - N.7. Result of GAD Assessment Tool
 - N.8. Certification issued by the Chairperson that the Cooperative has no court cases

SMALL & MEDIUM COOPERATIVE CATEGORY FORM

CERTIFICATION

As nominee to the CDA Gawad Parangal 2019, 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		
	Male	Female	Male	Female	
2017					
2018					

2. TRAININGS CONDUCTED/FACILITATED BY THE COOPERATIVE IN 2018:

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

3. LIST OF BENEFITS/INCENTIVES GIVEN TO MEMBERS: (EXCEPT PR & ISC)

Benefits/Incentives to Members (Can be cost shared with members or No cost from the members)	Description of the Program	Number of Members Benefitted	
		2017	2018

4. BEST PRACTICES OF THE COOPERATIVE: (specific on impact of the cooperative, letter E, Social Relevance)

4.1.

BEST PRACTICES with IMPACT TO MEMBERS	DESCRIPTION/NATURE	NUMBER OF MEMBERS BENEFITTED	
		2017	2018
Lower rate of interest on loan, particularly regular loan	Please indicate the nature of loan, amount of interest per annum including other charges		
Better price of products or services /lower cost of inputs	Please indicate the price of basic commodities such rice, sugar, coffee (for consumer operation); cost of inputs; charges to services provided		
Insurance program for the members			
Free Health Services to members			
Scholarship/educational assistance to members			
Other best practices, specify			

4.2. MEMBERS WITH ENTREPRENEURIAL ACTIVITIES

NATURE OF ENTREPRENEURIAL ACTIVITIES	NUMBER OF MEMBERS W/ ENTREPRENEURIAL ACTIVITIES	
	AS OF 2017	AS OF 2018
Consumer stores	150	170
Catering services		
total		

5. ROSTER OF EMPLOYEES AND SALARIES:

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

6. LIST OF COMMUNITY DEVELOPMENT PROGRAMS AND ACTIVITIES IN 2018 AND THE AMOUNT ALLOCATED AND UTILIZED IN THE IMPLEMENTATION OF THE PROGRAM:*

Community Devt Programs Implemented	BENEFICIARIES		Amount Allocated in 2017	Amount Spent	Date of Implemented/ Conducted
	WHO (Cluster/ Group)	Number of Beneficiaries			

** Should be consistent /tally with the Social Audit Report for 2018*

7. LIST OF ENVIRONMENTAL PROGRAMS SUPPORTED WITH PHOTOS WITH CAPTION

ENVIRONMENTAL PROGRAMS	DESCRIPTION OF THE PROGRAM	Status of implementation

8. LIST OF OFFICERS:

NAME OF OFFICERS	POSITION HELD	SEX (Male/Female)

9. LIST OF AWARDS/ CITATIONS RECEIVED BY THE COOPERATIVE AT THE PROVINCIAL/CITY/ REGIONAL/ NATIONAL/ INTERNATIONAL LEVELS FROM 2014 – 2018:

TITLE OF AWARD/ CITATIONS RECEIVED	GIVEN/AWARDED BY	LEVEL OF AWARD (City/Provincial/ Regional/ National/ International)	YEAR AWARDED (chronological, starting 2018)

Certified true and correct:

NAME
BOD Chairman OR Manager
COOPERATIVE NAME



**MOST OUTSTANDING
COOPERATIVE**

LARGE CO-OP CATEGORY

MOST OUTSTANDING PRIMARY COOPERATIVE **LARGE CATEGORY**

Sub-categories (based on assets of cooperatives)

- A. Millionaire Cooperative
- B. Billionaire Cooperative

MOST OUTSTANDING PRIMARY COOPERATIVES

CATEGORY	QUALIFYING CRITERIA
LARGE Millionaire Billionaire	With complete reportorial requirements submitted on time (for the year 2018; submitted on or before April 30, 2019) (MOV: CAPR, List of Training, AFS) CAPR must be encoded online
	Must have Certificate of Compliance (COC) for the last two (2) years; (MOV: COC issued in 2018 & 2019);
	Must be operationally gainful for the last two (2) years- (MOV: AFS 2017 & 2018). Financial report must be audited by an accredited external auditor;
	Interest on Share Capital shall not be less than 3%;
	Must not have solvency rate below 50%;

MOST OUTSTANDING PRIMARY COOPERATIVES

CATEGORY

QUALIFYING CRITERIA

LARGE Millionaire Billionaire

No adverse findings indicated on the inspection report on the following: 1) infraction on the allocation of Net Surplus; 2) distribution of interest on share capital and patronage refund; 3) election; 4) regular GA; 5) No governance issues; 6) Coop Development Plan & Annual Budget approved by the GA; 7) infraction between and among the BOD (complaint filed by any member against the BOD before the ethics committee and decided against the latter); 8) final judgment of guilt from any court or administrative body.

Should there be adverse findings during validation, the NSC shall out rightly disqualify the nominee.

MOV: Inspection report of the preceding year – in this case the 2018 report & Certification from the Chair that they have no court cases Reply comment or any similar documents (resolution, proof of compliance as to the findings) should be also be attached in case major violations are found.

EVALUATION/JUDGING CRITERIA

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Awards and Recognition	5
TOTAL	100

I. Organization, Leadership & Management

CRITERIA	MAX POINTS	SUPPORTING DOCUMENTS
A. Governance Management Report (working paper)	15	Governance & Management Audit Report
B. MEMBERSHIP		
1. Total Number of Regular Members	5	Certification signed by the Chairman and/or General Manager Total Number of Members (Regular and Associate) (Note: Certification should tally with CAPR)
2. Growth in Membership	3	
3. Cooperative Membership vis Cooperative Development plan	2	Cooperative Development plan (medium term and annual plan & budget)

I. Organization, Leadership & Management

CRITERIA	MAX POINTS	SUPPORTING DOCUMENTS
C TRAINING		
1. Compliance to mandatory training of cooperative officers	3	List of Officers and Training Attended
2. Trainings Conducted/ facilitated by cooperatives (PMES & Mandatory Trainings not included)	2	List of training conducted/ initiated by the cooperatives Note: Title/topic of the training should be counted; no double/multiple count for a training given in batches
3. Percentage of members provided trainings on livelihood seminar, business development, and other enterprise development seminars	5	List of livelihood trainings and number of member-participants trained
SUBTOTAL	35	

II. FINANCIAL PERFORMANCE AND BUSINESS OPERATION (TOTAL SCORE X .25)

CRITERIA	MAX POINTS	SUPPORTING DOCUMENTS
STEPS (Financial Performance)	30	
1. STABILITY		
1.1 Liquidity		Annual Financial Statement
1.2 Solvency		
1.3 Net Institutional Capital		
1.4 Capital Adequacy Rate		

II. FINANCIAL PERFORMANCE AND BUSINESS OPERATION (TOTAL SCORE X .25)

CRITERIA	MAX POINTS	SUPPORTING DOCUMENTS
2. TURN-OVER RATIO		Annual Financial Statement
2.1 Asset turn-over		
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II. FINANCIAL PERFORMANCE AND BUSINESS OPERATION (TOTAL SCORE X .25)

CRITERIA	MAX POINTS	SUPPORTING DOCUMENTS
3. EFFICIENCY		Annual Financial Statement
3.1 Administrative Efficiency		
3.2 Cost of Borrowing Rate		
3.3 Cost per volume of Business		
3.4 Extent of Volume of Business		
3.5 Growth in Members' Contribution		
3.6 Delinquency Rate		
3.7 Adequacy of Provisioning of APLL (over 12 months past due)		
3.8 Adequacy of Provisioning of 1 to 12 months past due		

II. FINANCIAL PERFORMANCE AND BUSINESS OPERATION (TOTAL SCORE X .25)

CRITERIA	MAX POINTS	SUPPORTING DOCUMENTS
4. PROFITABILITY		Annual Financial Statement
4.1 Return on Assets		
4.2 Return on Member's share		
4.3 Rate of Net Surplus		

II. FINANCIAL PERFORMANCE AND BUSINESS OPERATION (TOTAL SCORE X .25)

CRITERIA	MAX POINTS	SUPPORTING DOCUMENTS
5. STRUCTURE OF ASSETS		Annual Financial Statement
5.1 Percentage of non-earning asset over total assets		
5.2 Percentage of Investment		
5.3 Extent of Assets financed by obligations		
5.4 Extent of External Borrowings		
5.5 Extent of Assets financed by Members' Share Capital		
SUBTOTAL	25	

III. Social Relevance

CRITERIA	MAX POINTS	SUPPORTING DOCUMENTS
A. Presence of Social Devt Plan and Policies	2	Social Devt. Plan, Policies to support the Social development programs; Board Resolution
B. Community Development Fund (CDF) Utilization	4	AFS (statement of changes, statutory funds)
C. Community Devt Programs/activities conducted	4	Social Audit Report
D. Benefits and Incentives to members		
d.1 No. of programs/ incentives to members	4	List of benefits/ incentives to members
d.2 Percentage of members benefitted	2	Social Devt Plan, Minutes of Meetings; Board resolution

III. Social Relevance

CRITERIA	MAX POINTS	SUPPORTING DOCUMENTS
E. Cooperative impact to members	5	Best Practices of cooperatives, Credit Policy, Manual of Operation, Large Coop Category Certification (L)
F. Employment Generation (full time employees)	3	Roster of Employees and payroll
G. Implementation of Big brother-small brother program	3	Certification from coops assisted; pictures; resolution; Memorandum of Agreement
H. Environmental protection, safety and preservation program	4	List of environmental programs and photos with caption; climate change program or policies

III. Social Relevance

CRITERIA	MAX POINTS	SUPPORTING DOCUMENTS
I. Gender & Development		
1. Presence of the following: <ul style="list-style-type: none"> • GAD Focal Person • GAD Committee • GAD Budget; • GAD program; • GAD implementation 	3	Resolution appointing the GAD focal/ committee; Annual work Plan with accomplishment; GAD Assessment Tool
2. Presence of men and women in the BOD, Committees and Management Staff	1	List of Officers indicating their sex
SUBTOTAL	35	

IV. Awards and Citations

CRITERIA	MAX POINTS	SUPPORTING DOCUMENTS
Awards and citations received for the past five (5) years <i>(Citation for exemplary performance i.e. competition/ search)</i>	5	List of Awards/ Recognitions received by the cooperative including the sponsor of the awards and the year received (Provincial/City/ Regional/ National/ International levels) for the past 5 years
SUBTOTAL	5	
TOTAL	100	

DOCUMENTARY REQUIREMENTS

LARGE

- A. Cooperative Profile (see attached format)
- B. Certificate of Compliance (2018-2019)
- C. Valid Certificate of Tax Exemption (CTE), if any
- D. Latest Articles of Cooperation and Bylaws
- E. Cooperative Annual Progress Report (CAPR) for 2017 and 2018
- F. Audited Financial Statement with Notes (2017 and 2018) and supporting schedules:
 - F.1. Summary of Aging of Receivables
 - F.2. Summary of Loan Releases (for Credit coops and other types of coops with lending operations)
 - F.3. Summary of Payroll of Patronage Refund
 - F.4. Schedule of Interest on Share Capital
 - F.5. Income statement of branch/es
- G. List of Officers and Trainings Attended (as of 2018)
- H. Governance Management Audit Report and working paper (2018)
- I. Social Audit Report (2018)
- J. Cooperative Medium Term Development Plan (3-5 years)
- K. 2018 Annual and Social Development Plan

DOCUMENTARY REQUIREMENTS

LARGE

- L. Computation of rate of Interest on Share Capital (ISC) and Patronage Refund (PR)
- M. Large Cooperative Category Form (see attached format)
- N. Other Supporting Documents:
 - N.1. Board resolution appointing/hiring the staff
 - N.2. Photo of Office with signage
 - N.3. Certification from the Chairman or General manager approving the program and copy of the policy/ guidelines of Capital build up program; if any
 - N.4. Photo of Community Development Program implemented in 2018 with caption;
 - N.5. Certificate of membership to federation/union; if any
 - N.6. Certification from cooperatives assisted in the Big Brother-Small Brother programs
 - N.7. Board Resolution appointing the GAD focal/ committee; and/or Annual work Plan and accomplishment; if any
 - N.8. Result of GAD Assessment Tool
 - N.9. Certification issued by the Chairperson that the Cooperative has no court cases

LARGE COOPERATIVE CATEGORY FORM

CERTIFICATION

As nominee to the CDA Gawad Parangal 2019, 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		
	Male	Female	Male	Female	
2017					
2018					

2. TRAININGS CONDUCTED/FACILITATED BY THE COOPERATIVE IN 2018:

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

3. LIST OF BENEFITS/INCENTIVES GIVEN TO MEMBERS: (EXCEPT PR & ISC)

Benefits/Incentives to Members (Can be cost shared with members or No cost from the members)	Description of the Program	Number of Members Benefitted	
		2017	2018

4. BEST PRACTICES OF THE COOPERATIVE: (specific on impact of the cooperative, letter E, Social Relevance)

4.1.

BEST PRACTICES with IMPACT TO MEMBERS	DESCRIPTION/NATURE	NUMBER OF MEMBERS BENEFITTED	
		2017	2018
Lower rate of interest on loan, particularly regular loan	Please indicate the nature of loan, amount of interest per annum including other charges		
Better price of products or services /lower cost of inputs	Please indicate the price of basic commodities such rice, sugar, coffee (for consumer operation); cost of inputs; charges to services provided		
Insurance program for the members			
Free Health Services to members			
Scholarship/educational assistance to members			
Other best practices, specify			

4.2. MEMBERS WITH ENTREPRENEURIAL ACTIVITIES

NATURE OF ENTREPRENEURIAL ACTIVITIES	NUMBER OF MEMBERS W/ ENTREPRENEURIAL ACTIVITIES	
	AS OF 2017	AS OF 2018
Consumer stores	150	170
Catering services		
total		

5. ROSTER OF EMPLOYEES AND SALARIES:

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

6. LIST OF COMMUNITY DEVELOPMENT PROGRAMS AND ACTIVITIES IN 2018 AND THE AMOUNT ALLOCATED AND UTILIZED IN THE IMPLEMENTATION OF THE PROGRAM:

Community Devt Programs Implemented	BENEFICIARIES		Amount Allocated in 2017	Amount Spent	Date of Implemented/ Conducted
	WHO (Cluster/ Group)	Number of Beneficiaries			

7. LIST OF ENVIRONMENTAL PROGRAMS SUPPORTED WITH PHOTOS WITH CAPTION

ENVIRONMENTAL PROGRAMS	DESCRIPTION OF THE PROGRAM	Status of implementation

8. LIST OF BIG BROTHER - SMALL BROTHER PROGRAM:

NAME OF COOPS ASSISTED	KIND OF ASSISTANCE PROVIDED	AMOUNT (IF APPLICABLE)

9. LIST OF OFFICERS:

NAME OF OFFICERS	POSITION HELD	SEX (Male/Female)

10. LIST OF AWARDS/ CITATIONS RECEIVED BY THE COOPERATIVE AT THE PROVINCIAL/CITY/
REGIONAL/ NATIONAL/ INTERNATIONAL LEVELS FROM 2014 – 2018:

TITLE OF AWARD/ CITATIONS RECEIVED	GIVEN/AWARDED BY	LEVEL OF AWARD (City/Provincial/ Regional/ National/ International)	YEAR AWARDED (chronological order starting 2018)

Certified true and correct:

NAME
BOD Chairman OR Manager
COOPERATIVE NAME



SPECIAL CITATIONS for COOPERATIVES

IMPORTANT NOTES

- No nomination is required. Awardees shall be chosen from among the shortlisted nominees and have been validated by the NSC;
- Should not be a recipient of the same award in the previous years of Gawad Parangal;
- Regional Level may give special citations to cooperatives which they validated but need not submitted to the National Level

Special Citations For PRIMARY COOPERATIVES

A. Exemplary Performance in Cooperative Social Responsibility

- The cooperative must have remarkable programs/projects that promote environment awareness and advance the community in terms of environment protection and conservation;
- Engagement of the community in the environmental programs/projects of the cooperative;
- Presence of MOA/MOU with Local and International Partners;
- Presence of environment development projects such as but not limited to the following:
 - Disaster risk reduction;
 - Climate change mitigation;
 - Adoption of Protected Areas;
 - Waste management and recycling;
 - Tree planting;
 - Coastal clean up

Special Citations For PRIMARY COOPERATIVES

- Presence of policy and advocacy for Environment Development (i.e. environmental concerns are incorporated in the co-op By-laws or its vision, mission, goal or in the coop development plan)
- Provision of budgetary allocation for Environment Related Activities
- Presence of committee on cooperative environmental concerns
- Conducts environmental research
- Participation/Advocacy of Climate Change Mitigation, Watershed development, Environment consciousness building, Rainforest conservation and protection and related concerns
- The cooperative must have remarkable community development and social welfare programs/ projects/ activities initiated and/or participated that contributes great impact to the members and the community and nation as a whole.

Special Citations For PRIMARY COOPERATIVES

- Must have conducted/initiated any or all of the following activities:
 - Health, medical mission, feeding program and other programs that improve the quality of life in the community
 - Programs responsive to Gender, Elderly, Youth and Persons with Special Needs, donation to community projects;
 - Promotion of education at all levels;
- Participate/contribute to the achievement of Millennium Development Goals (MDG);
- Presence of policy and budget for the implementation of the programs;
- Full utilization of the Community Development Fund purely for community and social development;

**Special Citations
For PRIMARY
COOPERATIVES**

B. Excellence in Membership Growth and Expansion Program

- The cooperative must have exemplary performance in terms of increasing the cooperative membership.
- Application of unique strategy to promote regular membership;

Special Citations For PRIMARY COOPERATIVES

C. Excellence in Providing Financial Inclusion Services

- The cooperative provides effective access and wide range of financial products and services to members. These may include: Savings, Credit, Payments, Insurance, Remittances, Investments, Mobile financial service and Microfinance;
- Products and services are responsive and relevant to the financial needs of its members; and
- With innovative schemes in reaching a large number of members in the rural areas.

Special Citations For PRIMARY COOPERATIVES

D. Best in Gender and Development Mainstreaming

- Implements/adopts the provisions of MC 2013-22;
- With in-placed GAD mechanisms for at least 3 years;
- With best programs/activities and projects on GAD;
- Applied/used the tool for assessing gender equality (MC 2017-04)
- With approved Cooperative GAD Plan



OTHER AWARDS



HALL OF FAME

- The recipient of the award must be a 1st Placer awardee for three (3) consecutive years on the same category;
- Advance its members to make them competitive;
- Maintain or level up its status as a sustainable organization;

