



**“Creating and Radiating Synergy  
to Help Build a Cooperative Society”**



## **ANNUAL REPORT 2012**

**Cooperative Development Authority**



## MANDATE

The Cooperative Development Authority as the lead government agency in the development and regulation of cooperatives is responsible for promoting the viability and growth of cooperatives as instruments of equity, social justice and economic development.

## MISSION

To ensure the safe and sound operations of cooperatives

## VISION

An effective and efficient regulatory agency working towards the development of viable, sustainable, socially responsive and globally competitive cooperatives

## CORE VALUES

### *Excellence*

Giving one's best performance and achieve the desired outcome through effective and efficient management of resources.

### *Commitment*

High dedication and proactive involvement in the realization of the Agency's mandate

### *Integrity*

Maintaining personal and professional conduct beyond reproach

### *Teamwork*

Working collectively and harmoniously to achieve synergy in an environment conducive to the achievement of organizational goals

## CDA QUALITY POLICY

As a government Agency granting juridical personality to cooperatives, the CDA is committed to:

**C**ONTINUALLY ENHANCE THE QUALITY OF OUR PROGRAMS AND SERVICES, CONSIDERING THE ASPIRATIONS OF OUR CLIENTS IN MIND;

**D**ELIVER PROMPT SERVICES TO THE PUBLIC, FOLLOWING A CULTURE OF EXCELLENCE, PROFESSIONALISM AND INTEGRITY;

**A**CT IN ACCORDANCE WITH LAW AND PUBLIC POLICY.

In line with these commitments, CDA will continue to give priority to capacity building to ensure that its human capital is knowledgeable, highly skilled, creative as well as imbued with positive work ethics and spiritual values.

These, it will pursue with the goal of improving service delivery in the name of transparency, accountability and quality service.



### **Dear colleagues, co-operators and friends,**

It is my pleasure to report the accomplishments of the Cooperative Development Authority covering the year 2012.

The year 2012 was banner year not only for the CDA but the entire Philippine Cooperative Movement. The worldwide celebration of the 2012 International Year of Cooperatives opened up scores of opportunities and boundless meaningful collaborations of events. Savouring the hallmark of our feat in the past, we continue to explore fruitful engagement with our partners in the development of cooperatives- the cooperatives themselves, national government agencies, the Legislature, and the Local Government Units. As we march together in our collective journey



towards common aspiration: the development of cooperatives, we can say that we are in the right track. The continuing rationalization of the role of the National Cooperative Development Councils (NCDCs) and the revival of the National Coordinating Committee for Cooperative Promotion and Development (NCCCPD) ushered in a cohesive approach on convergence of initiatives and mechanisms in advancing cooperatives as relevant vehicle and key player in poverty alleviation and inclusive growth. The collaborative strategies of accomplishing CDA's task will continue as we nourish our strategic partnerships with both government, non-government, domestic and international partners.

It was also a year of great significance in CDA's quest for delivering quality public service when our ISO 9001:2008 Certificate was issued to the CDA Central Office and the Manila Extension Office for the Registration Process. This was a shining testament to our sustained effort to foster the culture of excellence within the CDA. I give credit to my predecessor who planted the seeds of quality policy and standards that resulted to our ISO Certification.

With the National Computer Center's (NCC) approval and endorsement of the CDA's Information System Strategic Plan (ISSP) for 2013-2015 in 2012, we can look forward to an improved aggregation and integration of relevant information systems to enhance overall employee productivity and organizational efficiency. The other end of the stick in our attempt in fostering a digital culture as a result of the enhancement of our Information Communication and Technology (ICT) capability envisage to optimize stakeholders interface and bring about responsive services to our clients and to the general public aligned with the present dispensation's good governance program of building a solid foundation of transparency, accountability and participation.

We celebrated CDA's 20<sup>th</sup> anniversary with a uniquely convergence of workforce in Bohol where we conducted the first-ever gathering of CDA personnel nation-wide for an organizational development activity- consisting of learning sessions and cultural and sports competitions. Such gathering dubbed HRD Program was a crucial undertaking in investing resources on our employees



to instill camaraderie and esprit de corp. This will bear fruits in the near future for the CDA as the dynamic and well functioning organization of highly motivated personnel.

We remained focus on the intertwined 3-point Agenda which we have set to accomplish- Mainstreaming Membership, Human Resource Development and Awards and Recognition.

For our campaign of **Mainstreaming Membership** in cooperatives, we were able to enlist 2,366,375 Filipinos to join cooperatives which is 74% higher than last year's figure of 1,755,680 new members. By encouraging more people to become members of cooperatives, the opportunity of giving the low income sector to partake in socio-economic development became more pronounced as there are more social entrepreneurs who will contribute their humble share in nation building. The reduction of poverty incidence is more meaningful with the proactive participation of the population thru the cooperative system.

Cognizant that our stakeholders are banking on our field personnel on technical assistance, we continuously capacitate our employees as part of our **Human Resource Development** Agenda. In 2012, Track 2 of the Enhancement Training was conducted benefitting 379 technical personnel. On the other hand, for our external client, from a practice of directly providing training to the training needs of cooperatives, we have shifted to indirect interventions through our accreditation process for training providers and setting standards for cooperative education and training. The third agenda which is the Awards and Recognition has finally gained headways through the Gawad Parangal. The first set of awardees took center stage during the National Cooperative Summit in October 2012.

This was an exemplary year for the Cooperative Development Authority amidst the temporary setback and travails in the execution of programs and activities. Facing challenges along the way, we stayed steadfast and maintained calmness in addressing diverse issues and constraints. We managed our resources well while making important strategic investments on human capital to help us deliver on our mandate aiming to yield socio-economic dividends for cooperatives in the country which ultimately redound to the benefit of the marginalized sector of our society.

These milestones were made possible through the hard work of the men and women of the Cooperative Development Authority and as always, we are grateful, too, to our partners for their continuing support in providing valuable comments and inputs on how we can improve our services.

Cooperatively yours,

**EMMANUEL M. SANTIAGUEL, Ph. D.**

## The Board of Administrators



**Emmanuel M. Santiaguel, Ph. D.**  
Chairperson



**Felicitas S. Acosido, Ph. D.**  
Administrator



**Nelon B. Alindogan**  
Administrator



**Manuel C. Lapeña**  
Administrator



**Atty. Paisalin P. Tago**  
Administrator



## The Executive Committee Members



**Atty. Niel A. Santillan**  
Executive Director  
for Special Concern



**Giovanni T. Platero**  
Deputy Executive Director



**Atty. Eleonor T. Hernandez**  
Director II, Legal & Registration Department



**Fe D. Caingles**  
Director II, Institutional Development  
Department



**Nonie I. Hernandez**  
Director II, Regulatory Unit



**Atty. Purita L. Ong**  
Chief, Legal Division



**Marieta P. Hwang**  
Chief, Registration Division



**Melissa C. Santos**  
Chief, Cooperative Research,  
Information & Training Division



**Pedro T. Defensor, Jr.**  
Chief, Cooperative Project Development  
& Assistance Division



**Fe D. Caingles**  
Concurrent Chief, Administrative Division



**Atty. Elizabeth O. Batonan**  
Chief, Finance Division

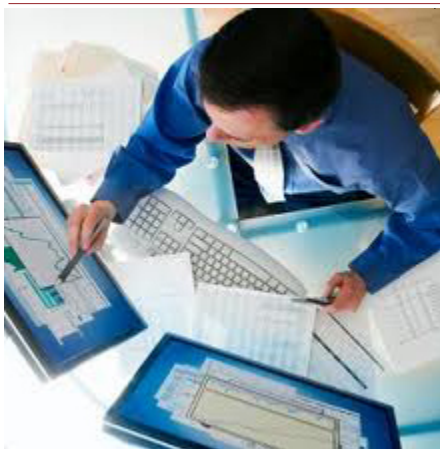


**Teresita Leighlany T. Carias**  
Chief, Planning Division

## Organizational Structure







# FY 2012 in review

In 1990, Republic Act 6939 was passed creating the Cooperative Development

Authority (CDA) to promote the viability and growth of cooperatives as instruments of equity, social justice and economic development in fulfillment of the mandate in Section 15, Article XII of the Philippine Constitution.<sup>1</sup>

The CDA has two Major Final Outputs- namely, Regulatory and Developmental Services.

## regulatory services

Under its Regulatory Services, it registers cooperatives and amendments to their Articles of Cooperation and By-Laws (ACBL) and regulates these entities through inspection and examination. It also includes the conduct of investigation and hearing of

### Total Number of Newly Registered Cooperatives by REGION, by TYPE January – December 2012

TYPE OF COOPERATIVES	REGION																	TOTAL
	I	II	CAR	III	NCR	IV	V	VI	VII	VIII	IX	X	XI	XII	CARAGA	ARMM	Central Office	
ADVOCACY				3	1					1	1		1		1	1		9
AGRARIAN REFORM	1	1				2	2	1				4	1		1			13
CONSUMER	9	2	13	20	27	37	6	9	12	7	16	8	22	7	9	23		227
COOP BANK-SECONDARY																	1	1
CREDIT	17	32	28	35	27	39	21	18	33	16	10	38	32	21	10	7		384
DAIRY		1				1								5		1		8
EDUCATION												1				1		2
ELECTRIC																	1	1
FEDERATION-SECONDARY	3		1	3					2			2	1			1		13
FINANCIAL SERVICE						1												1
FISHERMEN											2	1	1			3		7
HOUSING					2	1						1						4
MARKETING	13	13	5	21	4	20	3	9	6	1	2	22	13	10	9	123		274
MULTI-PURPOSE	18	9	6	11	12	20	11	7	21	1	4	3	1	3	3			130
PRODUCER	3	21	6	57	3	19	6	6	6	5	8	15	22	21	18	197		413
SERVICE		2	1	3	15	9	2	3	6	4		3	5	6	2	25		86
TRANSPORT			1	6	8	4	1		1			1	2			2		26
UNION-SECONDARY	1	1		1	1							1				1		6
WORKERS								1				1	1			1		4
TOTAL	65	82	61	160	100	153	52	54	87	35	43	101	102	73	53	386	2	1,609

(Footnote)  
<sup>1</sup> RA 6939

cases involving cooperative controversies as well as the conduct of mediation and conciliation and arbitration proceedings.

## Total Members Generated by Newly Registered Cooperatives

By Region January – December 2012

REGION	TOTAL NUMBER OF COOPERATIVE MEMBERS
I	2,153
II	3,926
CAR	1,727
III	4,381
NCR	2,343
IV	8,284
V	1,983
VI	2,065
VII	5,138
VIII	1,266
IX	2,910
X	3,582
XI	129,327
XII	2,548
CARAGA	1,962
ARMM	10,672
GRAND TOTAL	184,267

As the registering Agency of cooperatives in the country, it added 1,223 in its registry by end of 2012 exceeding its target of 1,032 although slightly lower than the registration figure of 1,836 in 2011.

On the registration of amendments to the cooperatives' ACBL, there were 6,719 amendments that were approved and registered by the Agency. The figure this year is higher than that of last year's figure of 2,342 registered amendments.

The CDA, starting in 2011 shifted its strategy from encouraging new cooperatives to be registered to an expansion of membership campaign. This was dubbed as "Mainstreaming Cooperatives through Membership Expansion" which is envisioned as a vehicle for social transformation for people, planet, prosperity and peace. This year, it was able to generate 2,366,375 <sup>2</sup>members which is 74% higher than last

year's figure of 1,755,680 new members. As of December 31, there are 11.6M members of cooperatives nationwide.

The increase in membership and declining trend of number of cooperatives registered were attributed to the Agency's campaign for the establishment of cooperative branches and satellites as well as laboratory cooperatives. The policies on the establishment of cooperative branches and satellites were among the policies issued by the CDA in 2011. In 2012, there were 368 cooperative branches and satellites issued Certificates of Authority and 23 laboratory cooperatives issued Certificates of Recognition by the CDA.

As mandated by the constitution to develop cooperatives as instruments of equity, economic development and social justice, the CDA rationalizes its regulatory functions and develops framework and relevant tools which aim to ensure that only genuine cooperatives are registered and given the due incentives and privileges. This is to uphold the primordial duty of the state to protect the interest of the general public thereby avoiding the use of the cooperative system to benefit a few.

One of the policy measures issued by the Agency to support this direction is Memorandum Circular No. 2012-08, providing for the Temporary Recall of the Delegated Function to Register Selected Types of Primary Cooperatives. This took effect on June 15, 2012. Issued for the orderly and thorough evaluation of registration application of proposed Workers, Labor Service, Health Service, Small Scale Mining Cooperatives and, Cooperatives Involving the Practice of Profession in accordance with the requirements and provisions of RA 9520 or the Philippine Cooperative Code of 2008 and its Implementing Rules and Regulations, it aims to ensure that registration of such cooperatives are not resorted to as tax shield of some "vested interest groups" and CDA continued to fine-tune its regulatory/reportorial requirement and has exerted efforts to validate the legitimacy of existing cooperatives. It re-classified

(Footnotes)

<sup>2</sup>Based on 2012 Accomplishment Reports of CDA Extension Offices



the cooperatives nationwide in accordance with the types of cooperatives identified in the new Philippine Cooperative Code of 2008 (RA 9520).

## Performance & Social Audit Reports

In compliance with the requirements of RA 9520 and its Implementing Rules and Regulations (IRR) the Agency developed the Social Audit and the Performance Audit Standard for Cooperatives. These standards were pilot tested last year to establish their applicability and relevance in determining the adherence to their social responsibilities. It will start implementation next year.

The Cooperative Performance Questionnaire (CPQ), as a reportorial tool will be used to measure the performance of cooperatives in the organizational, financial and social aspects. The CPQ was designed and developed by the members of the Cooperative Performance Audit Standards Technical Working Group (TWG) composed of representatives from CDA, National Confederation of Cooperatives (NATCCO), Philippine Federation of Teachers Cooperatives (PFTEC), Cooperative Banks Federation of the Philippines (BANGKOOP), Cooperative Union of the Philippines (CUP), Novaliches Development Cooperative (NOVADECI), Cooperative Union of Taguig & Pateros (COUNTPA), Philippine Cooperative Center

(PCC) and Philippine Federation of Credit Cooperatives (PFCCO).

In formulating the CPQ, the TWG used the existing PESOS (the existing financial ratio standard for credit operations) as platform in evolving a universal standard common to all types of cooperatives. It took into account the limitations of PESOS indicators which resulted to the design of a more flexible financial parameter to measure the financial performance coined as PISO. It stands for:

- P - Profitable Performance**
- I - Institutional Strength**
- S - Structure of Assets**
- O - Operational Strength**

The CPQ was piloted-tested in eight (8) cooperatives in Regions NCR, III and IV cutting across the types belonging to different asset sizes, categories of large, medium, small and micro cooperatives.

Similar to the process undertaken in developing the Social Audit instrument, the draft CPQ was modified based on the results of the pilot testing before it was presented to stakeholders in public

consultations held in Island Cove, Kawit, Cavite (Luzon) on August 13, 2012; Bayluan Convention Center, Tacloban City (Visayas) on December 3, 2012 and General Santos City (Mindanao) on December 10, 2012

## **Monitoring & Inspection of Cooperatives**

The CDA posted a total of 59,295 cooperatives supervised and monitored. These account for the number of cooperatives inspected, reports and administrative requirements reviewed and evaluated. As an offshoot of inspection, there were 3,673 cooperatives cancelled in 2012.

In terms of mediation and conciliation assistance to cooperatives, the office conducted 63 mediation and conciliation conferences as part of its services in mediation and conciliation of intra-cooperative cases in 2012.

## **Legal Services**

In line with the provisions of RA 9285 “Alternative Dispute Resolution Act of 2004” calling for the institutionalization in our system the use of an alternative dispute resolution through Voluntary Arbitration to settle intra/inter cooperative disputes, the CDA in partnership with the Office for Alternative Dispute Resolution under the Department of Justice (DOJ) conducted a one week training/seminar for 42 CDA personnel.

Under its technical advisory function, the Legal Division issued thirty (33) written legal opinions and attended congressional committee’s hearings on the CDA Charter Amendment, DAR, NEA Charter Bill, Decree and other related legislative measures. It also submitted four (4) position papers on certain House Bills.

To help cooperatives avail of the tax & duty free importation exemption privileges, the Legal Division, after field validation favorably endorsed eight (8)

requests to the Board of Investments of the Department of Trade and Industry (BOI/DTI).

## **Developmental Services**

Balancing the delicate role of the CDA in discharging its functions in developing cooperatives vis-à-vis the inherent right of the cooperatives under the “subsidiarity principle” to initiate within its ranks the promotion, organization,, training, research, and audit services, the CDA’s involvement in direct intervention in the conduct of training and other capability-building initiatives took a backseat while it strengthened its indirect interventions such as policy/ rule-making, standards-setting and regulation.

## **Accreditation Program**

The Agency accredited this year 51 Cooperative Training Service Providers, which brings to a total of 112 institutions deputized since the program was launched in 2011. For the year under review, we recognized 19 Cooperative Mediation-Conciliation & Trainers which brings to a total of 122 accredited individual mediators and conciliators nationwide.

We likewise accredited 81 Individual CPAs, and 6 Audit firms/partnerships which bring to a total of 829 Individual and 87 firm/partnership Cooperative External Auditors issued accreditation certificates.

In our effort to enhance the system and mechanism of accreditation of Cooperative Training Providers, we issued MC. No. 2011-01 amending MC No. 2011-01 outlining parameters and requirements for the renewal of accreditation certificates.

## **Communication & Advocacy**

The Agency’s Communication Plan was developed as an offshoot of a Seminar on “Communication and Advocacy Plan” on January 11-13, 2012 participated in by the information officers from the Extension Offices and other technical personnel from the Central Office. As a social marketing apparatus of the Agency, the Communication Plan was crafted as the blue print to



promote the Agency, its plans, programs and activities for the cooperative sector, partners and other stakeholders. The Communication and Advocacy Plan of each Extension Office spans the period 2012-2014.

As a social marketing tool, the Cooperative Development Authority's plan proved to be effective in promoting the agenda of expansion of membership in cooperatives. As of December 2012, CDA generated 11.6 million cooperative members nationwide.

Optimizing the meager resources that we have, additional information materials Electric Cooperatives and Cooperative Branching were developed and reproduced.

## GawadParangal

Launched last year as one of the banner programs of the Cooperative Development authority, the Gawad Parangal is in full swing. Enhancing the awards and recognition system, the CDA expanded the program not only to cover cooperative citations of their best practices and good governance but likewise commend and award cooperative leaders, Local

Government Units and partner organizations on their contribution to cooperative development.

The first Gawad Parangal National Awards were given on October 10, 2012 on the occasion of the 11<sup>th</sup> National Cooperative Summit held in Cagayan de Oro City. The following are the awardees:

## MostOutstandingCooperatives

### MICRO SCALE CATEGORY

1st Place : Pinoy Fishmart Multi-Purpose Cooperative, Quezon City

### SMALL SCALE CATEGORY

1st Place: City of Paranaque Multi-Purpose Employees Cooperative  
Paranaque City

2nd Place: Subaspa Multi-Purpose Cooperative  
Lapu-lapu City

3rd Place: Christian Farmers Multi-Purpose Cooperative  
Cabagan, Isabela





### **MEDIUM SCALE CATEGORY**

- 1st Place: Bagumbayan Primary Multi-Purpose Cooperative, Nueva Ecija
- 2nd Place: A & M Multi-Purpose Cooperative, Dinagat Islands
- 3rd Place: CAMSUR Multi-Purpose Cooperative Pili, Camarines Sur

### **LARGE SCALE CATEGORY**

- 1st Place: Tagum Cooperative, Tagum City
- 2nd Place: Dumaguete Cathedral Credit Coop Dumaguete City
- 3rd Place: Oro Integrated Cooperative Cagayan de Oro City
- Most Outstanding Cooperative Leader:  
Ms. Norma R. Pereyras of Tagum Cooperative
- Most Outstanding LGU-Cooperative Development Office:  
Provincial Cooperative Development Office-  
Province of Isabela

Special Awards were also given to cooperatives for their contribution to the preservation of the environment, community involvement, cooperative partnership and membership growth. The awards were given to following cooperatives:

### **BEST IN ENVIRONMENTAL PROTECTION AND CONSERVATION**

Baug CARP Beneficiaries Multi-Purpose Cooperative Agusan del Norte

### **BEST IN COMMUNITY INVOLVEMENT AND DEVELOPMENT**

Dumaguete Cathedral Credit Cooperative  
Dumaguete City

### **BEST IN COOPERATIVE SOLIDARITY AND PARTNERSHIP**

Tagum Cooperative  
Tagum City

### **BEST IN MEMBERSHIP GROWTH AND EXPANSION**

Aurora Integrated Multi-Purpose Coop  
Zamboanga del Sur

The CDA likewise recognized Regional Winners consisting of 27 cooperatives, 13 Cooperative Leaders and 12 Local Government Units-Cooperative Development Office (LGU-CDO) from Luzon, Visayas and Mindanao.



The United Nations, thru UN General Assembly Resolution 64/136, declared 2012 as the International Year of Cooperatives primarily to raise public awareness on the invaluable contributions of cooperative enterprises to poverty reduction, employment generation and social integration.

The Year also aims to highlight the strengths of the cooperative business model as an alternative means of doing business and furthering socio-economic development.

The UN encourages all Member States, the United Nations and relevant stakeholders, to take advantage of the IYC as a way of promoting cooperatives anchored on the objectives of the IYC.

Heeding this call, the Cooperative Development Authority, in partnership with the cooperative movement's stakeholders initiated the crafting of the framework of the International Year of Cooperatives in the Philippine context. The following are the objectives IYC Philippines:

1. To increase public awareness about co-operatives and their contributions to advance People, Planet, Prosperity & Peace of Sustainable Development. *"MAKILALA ANG KOOPERATIBA"*.
2. To strengthen and unite the co-operative movement. *"MAPALAKAS AT MAPAG-ISA ANG KOOPERATIBA"*.

***UN General Assembly  
Resolution 64/136  
proclaiming the Year  
2012 as the  
International Year of  
Cooperatives (IYC) was  
issued.***

3. To influence policy makers to make the right policy environment conducive to the formation, growth and stability of co-operatives. *"MAGKAROON NG ANGKOP NA BATAS PARA SA IKALALAKI AT IKATATATAG NG KOOPERATIBA"*.

A National Committee and a Steering Committee headed by Chairman Emmanuel M. Santiaguel, Ph.D. and Acting Executive Director Orlando R. Ravanera, respectively, were created to oversee the preparation for the observance of IYC in the Philippines. Among the activities undertaken are the following:

- \* National Show of Cooperative Force where more or less 25,000 cooperators and partners convened at the Quezon Memorial Circle in Quezon City on February 18, 2012.
- \* One of the highlights of this convergence was the Raffle wherein part of the proceeds of the activity was awarded to the victims of Typhoon Sendong through the Cooperative Housing and a Sustainable Community, a livable cooperative housing project for the victims of typhoon Sendong in Cagayan de Oro and Iligan.
- \* Tree Planting where 50,000 seedlings of mangrove, calamansi, mahogany and others were planted nationwide.
- \* Coastal clean-up.
- \* Conduct of fora, seminars, medical missions, outreach programs organized by CDA Extension Offices in partnership with cooperatives and partner organizations
- \* Radio interviews, press releases and various advocacy activities were initiated and attended to drumbeat the year-round celebration of the IYC, including hanging of banners and use of IYC logos in the letterheads of cooperatives' letterheads

- \* Survey on the Impact of Cooperatives spearheaded the IYC Committee on Research
- \* A nationwide simultaneous Cooperative Advocacy Run for the 4 Ps culminated the Philippine IYC celebration last December 12, 2012 participated by cooperatives and partners.

## PARTNERSHIP & LINKAGING FOR COOPERATIVE DEVELOPMENT

### National Cooperative Development Council (NCDC)



To rationalize the role of Cooperative Development Councils (CDCs) as effective consultative body for cooperatives, the CDA convened all Cooperative Development Councils in the Philippines to craft the CDC Roadmap. The CDC

Cluster Groups Possible	Programs/Projects	Government Agencies Involved
Financing <ul style="list-style-type: none"> <li>- Lending</li> <li>- Insurance/guarantee</li> <li>- Risk mitigation program</li> </ul>	Information campaign/ dissemination (services)Communication Plan	DA, ACPC, PCIC, QUEDANCOR, LBP, DBP, BSP, SBGFC
Capacity Building <ul style="list-style-type: none"> <li>- Coop marketing</li> <li>- Strengthening of coops</li> <li>- Technology transfer</li> <li>- Entrepreneurship</li> <li>- Research and devt.</li> </ul>	Value chainCommunity/ eco tourismInformation development and dissemination	PUP, ACPC, NWRB, NFA, DTI, LBP, DOST, DAR, DENR
Policy Development and Advocacy	Eco-tourism Coop promotion and devt.Revisit policy on devolutionRisk mitigation	PUP, DA, DAR, DILG, ACPC, LBP, DOF, NWRB, DENR, DTI
Organization and Strengthening of primary coop alliance	Reactivation of dissolved coopsCreation / strengthening of industry based coop alliance	PUP, NFA, DAR, DA, DENR, LBP, PCC
Special projects <ul style="list-style-type: none"> <li>- Housing coops</li> <li>- Water service coop</li> <li>- Coop Banks</li> <li>- Transport coops</li> <li>- Electric coops</li> <li>- Financial service coops</li> </ul>	Koop Pabahay FSC regulation Strengthening of the other types as mentioned	



officers and members were made aware of the functions and directions of the CDCs. Their comments and suggestions were made vital inputs on how to improve the Circular on Cooperative Development Councils.

The gathering of the CDCs occurred on August 28 in San Juan City, Metro Manila for Luzon, September 20 in Cebu City for Visayas and October 10 in Cagayan de Oro City.

### **National Coordinating Committee on Cooperative Promotion and Development (NCCCPD)**

The National Coordinating Committee on Cooperative Promotion and Development (NCCCPD) which was created by virtue of Executive Order 95 series of 1993 is composed of national government agencies with cooperative development programs. It envisioned to ensure coordination and synchronization of services to cooperatives thus, maximizing government resources by avoiding overlapping programs.

It's reorganization on January 19, 2012 resulted to the creation of cluster groups based on the major core areas of partnership and collaboration for better and focused coordination of programs and projects. To provide synergy to the NCCCPD the officers are: elected CDA Chairman Emmanuel Santiaguel as NCCCPD Chairman, Ms. Matilde Go, DILG as Vice-Chairman, Dr. Herminia Manimtim, PUP as the Secretary and Mr. Romeo Carandang, DBP and Mr. Ramon Yedra, ACPC as Liaison Officers.

**At the initial stage of each cluster meetings, the Financing cluster has agreed on the following:**

- 1) Information sharing on financing programs and projects for cooperatives;
- 2) Inventory of available loan programs for coops;
- 3) Develop a synchorized credit rating system among GFIs;

- 4) Sign a Memorandum of Understanding among GFIs for the establishment of credit programs for coops.

The Capacity Building Cluster, on the other hand, agreed to provide training materials and an inventory of agency programs on cooperative enterprise development.



Attended by 300 muslims and IPs nationwide, the 1st National Muslim and Indigenous Peoples' Cooperative Summit with a theme "*Kooperatibang Muslim at Katutubo: Kaagapay sa Pagsulong sa Matuwid na Daan*" was held last May 17, 2012 in Davao City. This is the first- ever national activity for muslims and indigenous people's cooperatives to mainstream the marginalized and special group in cooperative development. Conducted in partnership with the Office of the Regional Governor of Autonomous Region in Muslim Mindanao (ARMM), the National Commission on Muslim Filipinos (NCMF), the National Commission on Indigenous People (NCIP), and the Office of the Presidential Adviser for Peace Process (OPAPP), the Summit generated issues of concerns affecting Muslim and IPs Cooperatives which would serve as inputs in crafting relevant policies and programs positive forces

in bringing about economic stimulus in their specific areas. They call upon National Government to give due recognition and importance to the marginalized sectors of our society and make the cooperatives as instrument of long lasting peace. This also provided an opportunity for them to know the programs of the national government where they can become true agents of change. The Summit was attended by more or less 300.

## Continuing Institutional Enhancements

The CDA also moved further along in adopting internal organizational development as seen in the following accomplishments:

## Information Systems Strategic Plan (ISSP) FOR 2013-2015

The approval and endorsement of the CDA's ISSP for 2013-2015 by the National Computer Center (NCC) to the Department of Budget and Management (DBM) is an important milestone for the Agency in 2012. It paved the way for enhancing the service delivery mechanism of the agency through Information

and Communication Technology (ICT) intervention. The following IT related programs are the initial and important accomplishment:

- The DBM has approved the purchase of laptops for the CDA frontliners amounting to 7.2 Million Pesos
- The layout, content and functionality of the CDA website including those of the Extension Offices has been refurbished and enhanced to make it responsive to the needs of clients and stakeholders. CDA has also integrated its internet interaction with netizens by creating social media fan page accounts and linking those with relevant social networking sites.
- The Central Office IT infrastructure was improved with the installation of the WLAN that helped in improving internet connectivity. This is accompanied by the reconfiguration of the IP addresses of WLAN and wireless access point and added firewall protection for network administration and security.

While the provision of necessary hardware is crucial in our work processes, we are equally mindful of enhancing the knowledge and skills of our IT people





by providing them necessary training and developing critical information systems of the Agency to make them dynamic, interactive and transactional. In 2012, the following training/workshops were conducted: 1) Joomla Platform Website Content Administration and Maintenance and PHP Programming, 2) Seminar-Workshop among the heads of different units for identification of information requirements in the design of the different information systems and 3) Seminar-workshop among Registration Information System users for system enhancement

## Human Resource Development Activities

In line with the Human Resource Agenda of the CDA Development, the Agency conducted Track 2 of its Enhancement Training with 379 of its technical personnel from all its Extension Offices benefitting from this in-house training.



With the objective of instilling camaraderie, teammanship and esprit-de-corps among the CDA workforce and foster one-cohesive-organizational culture the first CDA National HRD Conference was also conducted in Tagbilaran, Bohol. This is the first in the CDA's 20 years of existence where its personnel converge for learning sessions, sports and other organizational development activities.

## ISO 9001:2008 CERTIFICATION

CDA ended 2012 by getting the sometimes elusive and yet mostly coveted ISO 9001:2008 Certificate. CDA pursued its bid for an ISO 9001:2008 Certification in line with the government's



Government-wide Quality Management Program (GQMP).

The first year of the GQMP targeted agencies of government that directly transact with private and public business entities which directly address one of the critical areas in the World Competitiveness Scoreboard. The CDA, as an agency involved with business-registration related transactions was identified by the Technical Working Group on Awareness and Capability Building (TWG-ACB) of the GQMP as one of the priority agencies for the installation of an ISO 9001-certifiable Quality Management System (QMS).

The CDA started working on its accreditation in mid-2009 and the certification was granted on December 12, 2012.

The way to accreditation involved a series of awareness and appreciation/orientation activities, trainings, documentation of procedures, internal quality audit, management reviews and gap assessments.

CDA's certification has allowed the streamlining and rationalizing of its procedures/management systems. This has resulted in a more satisfied external and internal clientele. With the adoption of the 5S

housekeeping standard, the work environment has improved and paved the way for more productivity among its workforce.

CDA's efforts to achieve ISO certification is underpinned by its obligation to deliver quality service to its clients through efficient and effective service. This is clearly enshrined in its Quality Policy, as stated below:

*As the government Agency granting juridical personality to cooperatives, the CDA is committed to:*

***Continually enhance the quality of our programs and services, considering the aspirations of our clients in mind;***

***Deliver prompt services to the public, following a culture of excellence, commitment, integrity and teamwork; and***

***Act in accordance with law and public policy.***

*In line with these commitments, CDA will continue to give priority to capacity building to ensure that its human capital is knowledgeable, highly skilled, and creative as well as imbued with positive work ethics and spiritual values.*

*These, it will pursue with the goal of improving service delivery in the name of transparency, accountability and quality service.*

The current ISO accreditation of the CDA is for its Registration Process and for the Central and Manila Extension Offices only. The next step is to expand accreditation to the other Extension Offices across the country.





## COOPERATIVE DEVELOPMENT AUTHORITY

### CONSOLIDATED DETAILED STATEMENT OF INCOME AND EXPENSES

For The Year Ended December 31, 2012  
( With Comparative Figure for 2011)

	2012	2011
Income	P 439,043,223.31	P 394,769,678.13
Less: Expenses		
Personal Services	P 252,555,324.40	P 250,565,312.35
Maintenance and Other Operating Exp	95,726,077.76	91,840,320.82
Financial Expenses		
Total Expenses	<b>348,281,402.16</b>	<b>342,405,633.17</b>
Net Income over Expenses	<b><u>P 90,761,821.15</u></b>	<b><u>P 52,364,044.96</u></b>

# COOPERATIVE DEVELOPMENT AUTHORITY

## Consolidated Detailed Balance Sheet

As of December 31, 2012

(With Comparative Figures for 2011)

	2012	2011
<b>ASSETS</b>		
Cash (Note 5)	P= 116,604,558.39	P= 59,485,480.99
Receivables (Note 6)	1,101,316,581.41	1,223,191,853.72
Inventories	1,907,384.32	1,321,030.39
Prepaid Expenses	764,788.62	6,123,793.56
Other Current Assets	495,937.81	135,937.81
<b>Total Current Assets</b>	<b>1,221,089,250.55</b>	<b>1,290,258,096.47</b>
Investment in Securities	155,786,579.16	190,455,341.48
Property, Plant and Equipment (Note 7)	135,852,089.58	120,670,349.63
Less: Accumulated Depreciation	(66,973,723.77)	(63,461,220.03)
Property, Plant & Equipment, Net	<b>68,878,365.81</b>	<b>57,209,129.60</b>
Other Assets	18,777,440.53	18,965,450.49
<b>Total Assets</b>	<b>1,464,531,636.05</b>	<b>1,556,888,018.04</b>
<b>LIABILITIES AND EQUITY</b>		
Current Liabilities	P= 890,066,312.99	P= 1,049,798,119.73
Other Liabilities	71,900.00	71,900.00
<b>Total Liabilities</b>	<b>890,138,212.99</b>	<b>1,049,870,019.73</b>
<b>EQUITY</b>		
Government Equity, beginning January 1	507,017,998.31	461,354,038.69
Retained Operating Surplus		
Current Operations	90,754,171.15	52,364,044.96
Refund of Disallowance		
Disposal of PPE	(213,256.91)	(13,435.20)
Purchase of PPE 2007-2010	-	35,190.00
Changes in PPE		410,280.00
Tran T Equipment	155,075.00	
Total	67,375,424.75	45,663,959.62
<b>Government Equity, Ending December 31</b>	<b>P= 574,393,423.06</b>	<b>P= 507,017,998.31</b>
<b>Total Liabilities &amp; Equity</b>	<b>P= 1,464,531,636.05</b>	<b>P= 1,556,888,018.04</b>

**COOPERATIVE DEVELOPMENT AUTHORITY**  
**Consolidated Statement of Cash Flows**  
As of December 31, 2012  
(With Comparative Figures for 2011)

	<b>2012</b>	<b>2011</b>
<b>Cash Flow from Operating Activities :</b>		
<b>Cash Inflows:</b>		
Receipt of Cash Allocation (NCA)	P 438,124,825.00	475,211,576.50
Collection of Income/ Revenues	6,595,245.65	4,965,804.15
Collection of Receivables	19,710,739.53	1,406,490.86
Receipt from Bid Documents	180,107.26	55,000.00
Receipt of Disallowance	205,361.65	
Receipts of Financial assistance	1,000,000.00	
Receipt of refund from PDAF	869,375.00	
Receipt of refunds of Cash Advances and overpayments of expenses	83,914.06	568,096.35
<b>Total Cash Inflow</b>	<b>466,769,568.15</b>	<b>482,206,967.86</b>
<b>Less: Cash Outflows:</b>		
Cash payment of operating expenses	256,805,309.68	302,400,904.13
Cash payment of payables incurred in operations		828,519.20
Cash Payment of Prior Year's Payables	18,977,616.18	10,987,854.72
Cash payment of operating expenses- TRUST FUND	7,000.00	2,240,077.54
Cash Purchase of Inventories/Equipments	1,734,595.16	1,896,276.15
Prepayment for expenses	1,055,334.51	298,892.78
Granting of cash advances/Petty Cash	3,618,731.29	2,000,330.25
Granting of petty cash fund		27,000.00
Release of grants to NGOs/Pos	67,775,000.00	9,800,000.00
Remittance of GSIS/PAG-IBIG/ PHILHEALTH Payable	50,014,320.45	37,951,449.15
Other Remittances	2,818,231.86	3,620,825.21
Deposit of collection to BTR	7,603,911.97	3,506,782.81
Cash- National Treasury-MDS- Unreleased Checks		51,071.73
Remittance to BTR of refund of Cash Advance & Overpayment of expenses	67,310.50	16,308.66
Remittance to BTR of refund of Disallowance & PDAF	927,213.60	57,643.13
Issuance of NTA	24,000.00	1,307,146.50
Reversion of Unused NCA	26,330,780.43	102,252,413.13
<b>Total Cash Outflow</b>	<b>437,759,355.63</b>	<b>479,243,495.09</b>
<b>Net Cash Provided by Operating Activities</b>	<b>29,010,212.52</b>	<b>2,963,472.77</b>
<b>Cash Flow from Investing Activities :</b>		
Cash Inflows:		
Receipts of proceeds from sale of disposable assets		7,050.00
Receipts of proceeds from sale of stocks	4,000,000.00	
Redemption of CTDs	30,839,846.64	
Redemption of Long Term Investments		1,000,000.00
Total Cash Inflow	34,839,846.64	1,007,050.00
<b>Less: Cash Outflows:</b>		
Cash purchase of Motor Vehicles/Office Building	2,223,100.00	1,735,459.45
Remittance of proceeds from sale of assets to NT		7,050.00
Cash purchase of property, plant and equipment	4,507,881.75	
<b>Total Cash Outflow</b>	<b>6,730,981.75</b>	<b>1,742,509.45</b>
<b>Net Cash Provided by Investing Activities</b>	<b>28,108,864.89</b>	<b>(735,459.45)</b>
<b>Total Cash Provided by Operating and Investing Activities</b>	<b>57,119,077.41</b>	<b>2,228,013.32</b>
<b>Add: Cash Balance, Beginning January 1, 2011</b>	<b>59,485,480.98</b>	<b>57,257,467.67</b>
<b>Cash Balance, Ending December 31, 2010</b>	<b>P 116,604,558.39</b>	<b>P 59,485,480.99</b>











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**BACK COVER**