

COOPERATIVE DEVELOPMENT AUTHORITY

Summary of Programs, Projects, and Activities (PPAs)

FY 2021

PROGRAMS	PROJECTS	ACTIVITIES
Organizational Outcome: Growth and Viability of Cooperative Enterprises Improved		
I - OPERATIONS		
A. Cooperative Development Program (CDP)		
	A.1 Provision of Technical Assistance Services (TAS) on Cooperative Development	1.1 Provide Handholding initiatives to Registered Micro and Small sized Cooperatives
		1.2 Provide TAS to Medium and Large sized Cooperatives
		1.3 Provide TAS to Credit Surety Fund Cooperatives (CSF-Coops)
		1.4 Provide TAS To Other Client/s
	A.2 Graduation of Cooperatives in terms of Assest Size Category	2.1 Graduate Micro cooperatives to Small cooperatives in terms of Assest Size Category
		2.2 Graduate Small cooperatives to Medium cooperatives in terms of Assest Size Category
	A.3 Research Communication and Advocacy	
	3.1 Inventory of Research Studies About Cooperatives	
	3.2 Communication, Information and Advocacy	
	3.3. Other Developmental Advocacy	3.3.1 Cooperative Development Councils
		3.3.2 Organization of National Alliance of Coops (NAC)/Sectoral Apex Organizations (SAOs)/Regional Clustered Organizations (RCOs)
		3.3.3 Gender and Development for Cooperatives
		3.3.4 Celebrate Cooperative Month

PROGRAMS	PROJECTS	ACTIVITIES
		3.3.5 Cooperative Resiliency and Sustainability Program
		3.3.6 Institutionalize Cooperatives in the Educational System
		3.3.7 Establish Partnership for Cooperative Promotion and Development:
		a.) CDA - DILG on the promotion, organization, and development of cooperatives within the jurisdiction of the LGUs
		b.) CDA - TESDA on the development of competency standards for training
		c.) CDA - National Wages and Productivity Commission on the promotion of productivity in cooperatives
	A.4 Standard Setting and Accreditation	4.1 Implement Accreditation Standards and Monitoring Activities
		4.2. Develop Training Standards for Cooperatives
		2.1 On Social Audit
		2.2 On Fundamentals of Cooperatives
		2.3 On Cooperative Management and Good Governance
		2.4 On Internal Control System
	A.5 Awards and Recognition and Documentation of Best Practices	5.1 Implement the 2021 CDA Gawad Parangal for Cooperatives, Partners and Cooperative Leaders
		5.2 Document Cooperatives Adopting Best Practices
	A.6 Capability Building Program for Cooperatives	6.1 Strengthen Coop Enterprise Through Entrepreneurial Management and Capability Building Activities
		1.1 Enterprise Development and Livelihood Training
		6.2 Other Capability Building Activities for Cooperatives
		2.1 Conduct Pre-Registration Seminar (PRS) for Prospective Cooperatives

PROGRAMS	PROJECTS	ACTIVITIES
		2.2 Participate in Contributors Orientation Seminar (COS) Activity for Prospective CSF Cooperatives
		2.3 Mandatory Trainings for Coop Officers
		a. Fundamentals of Cooperatives
		b. Cooperative Management and Good Governance
		2.4 Seminar on Reportorial Requirements
		2.5 Other Training for Officers of Cooperatives: (Bookkeeping, Basic Coop Accounting, Handling meetings, Policy Formulation, PDME & others)
	A.7 Project Development and Assistance	7.1 Koop Balik Probinsya Bagong Pag-asa Program
		1.1 Mainstream Cooperative into the Ballik Probinsya Bagong Pag-asa Program (BP ²)
		7.2 Koop Kapatid Program
		- Prepared a success story documentary about the Koop Kapatid Program (Big Brother-Small Brother Partnership)
		- Prepared a consolidated narrative report on the "Koop Kapatid Program" implementation
		- Conducted impact assessment/ evaluation on the implementation of Koop Kapatid program
		- Recognized new Big Brother coops and Small Brother cooperative beneficiaries
		7.3 Monitoring of Cooperatives' Business Processes Facilitated Through the Value Chain
		7.4 Cooperative Business Matching Information System (CBMIS)
		4.1 Maintain a Databank/Profile of Cooperatives with Complete Business and Products Details through the CBMIS

PROGRAMS	PROJECTS	ACTIVITIES
		4.2 Promotion of the New CBMIS thru Social Media and other Platforms
		7.5 New Coop-Sustainable Enterprise Development (COOP-SEED) Program
		5.1 Cluster Listing of partner NGAs, LGUs and Private Entity Assistance-Services
		5.2 Cluster Listing of partner Cooperative-Products
		5.3 Collaboration / Coordination with NGAs, LGUs, Coops, Private Entities and GFIs for Partnered Provision of Assistance
		5.4 Assist (referral/endorsement) Coops to Access Various Socio-economic/ Developmental Intervention with Partner NGAs, LGUs, Coops, Private entities and GFIs
		7.6 Facilitation of Grants and Donations
		6.1 Mindanao Peace and Normalization Through Cooperative Development Project
		6.2 Marawi Rehabilitation Through Cooperativism Project
		7.7 Financial Inclusion Through (FIT) Cooperatives
		7.8 Advocacy Programs and Other Initiatives
		8.1 Kooperatiba Para Sa Kabataan:Programa, Oportunidad Pangkabuhayan (KPOP)
		8.2 Promote/Advocate for Housing Coops (JMEC)
		8.3 Advocate for Assistance Program to PWDs & Elderly
		8.4 Implement an Adopt a Community Project
		8.5 Participation and Support Activities to the Whole of the Nation Approach to End Local Communist Armed Conflict (NTF-ELCAC) Under E.O. 70

PROGRAMS	PROJECTS	ACTIVITIES
B. Cooperative Regulatory Program (CRP)	B.1 Registration of Cooperatives and Amendments	1.1 Registration of Cooperatives
		1.2 Technical Assistance and Registration of Credit Surety Fund (CSF) Cooperatives
		1.3 Registration of amendments to the Articles of Cooperation and By-laws (ACBL)
		1.4 Recognition of Cooperative Branch Office, Satellite Office and Laboratory Cooperatives
		1.4.1 Recognition of Branch Office
		1.4.2 Recognition of Satellite Office
		1.4.3 Recognition of Laboratory Cooperative
		1.4.4 Recognition of National Alliance of Coops (NAC)/Sectoral Apex Organizations (SAOs)/Regional Clustered Organizations (RCOs)
		1.4.4 Updating of Cooperative Status in the CoopRIS (new registration, amendments, branch/satellite offices, Laboratory Coop and CSF Coop)
	B.2 Regulation of Cooperatives	2.1 Inspect Registered Cooperative
		2.1.1 Inspect Cooperatives
		2.1.2 Review, Analyze and Consolidate Inspection Reports
		2.2 Examine Cooperatives
		2.3 Monitor Cooperatives' Submission of Complete Mandatory Report
		2.4 Issue Notice of Non-submission of Mandatory Report
		2.5 Issue Certificate of Compliance (CoC)
		2.6 Impose Sanctions to Coops' for Non-compliance to Orders, Memos, Rules & Regulations and other related Laws
		2.7 Tag Status of Cooperatives

PROGRAMS	PROJECTS	ACTIVITIES
		2.8 Monitor Implementation of Joint Administrative Order (JAO)
	B.3 Formulation of Guidelines, Rules and Regulations	3.1 Formulate Guidelines Related to RA 11364 and its IRR
		3.2 Formulate Other Regulatory Guidelines and Policies
		3.4 Implement the Cooperative Assessment Information System (CAIS)
	B.4 Investigation, Hearing of Cases and Legal Actions	4.1 Investigate Cooperatives
		4.2 Hear Petition for Suspension/ Revocation/Dissolution/Liquidation/ Cancellation of Coop Registration
		4.3 Adjudication/hearing of cases in the exercise of Quasi-Judicial Function
		4.4 Other Legal Activities
		4.4.1 Render of Legal Opinion
		4.4.2 Issue Show Cause Orders (SCO)
		4.3.3 Orient/Inform/Campaign for the Education of Stakeholders About RA 11364 and its IRR
		4.4.4 Review of RA 9520
		4.4.5 Review of DLCD Manual in View of RA No. 11364 (New CDA Charter)
		4.5 Conduct Cluster Consultation
	B.5 Alternative Dispute Resolution	5.1 Cooperative Dispute Resolution

PROGRAMS	PROJECTS	ACTIVITIES
II - SUPPORT TO OPERATIONS (STO)	A. Formulation of Plans and Programs Including Monitoring and Evaluation	
	A.1 Coordinate the Formulation of the Head Office's FY 2022 Work and Financial Plan	1.1 Initiate/coordinate the formulation of the CDA Head Office's FY-2022 WFP
		1.2 Review & recommend action on the submitted proposed HO-FY 2022 Work and Financial Plans
		1.3 Present to the Department Heads/ExeComm Members the proposed HO FY-2022 WFPs for critiquing, enhancement and finalization
	A.2 Formulate the Agency's FY-2022 Program/Plans/Activities (PPAs) Including Indicators and Parameters	2.1 Draft the Agency's FY 2022 Program/Plans/Activities Including Indicators and Parameters
		2.2 Present the Draft FY-2022 WFP Indicators and Parameters for Review and Vetting by the Department Heads/ExeComm Members
		2.3 Facilitate the Joint Consultation Session with the Department Heads/ExeComm Members and Regional Directors to Finalize the Draft FY-2022 WFP Indicator and Parameters
	A.3 Coordinate the Formulation of the CDA Regional Offices' FY-2022 Work and Financial Plans	3.1 Initiate/coordinate the formulation of the Regional Offices FY-2022 WFP
		3.2 Review & recommend action on the submitted proposed RO-FY 2022 Work and Financial Plans
	A.4 Coordinate Approval by the Board of Directors the Agency's (Head Office and Regional Offices) FY-2022 Work and Financial Plans	
	A.5. Monitor and Evaluate the Implementation of the Agency's FY-2021 WFP	5.1 Formulate the draft Performance Monitoring and Evaluation Instrument
		5.2 Facilitate the consultation, critiquing and inputting sessions with the ExeComm Members and Operations' Group to enhance and finalize the draft Performance Monitoring and Evaluation Instrument

PROGRAMS	PROJECTS	ACTIVITIES
		5.3 Conduct performance monitoring, evaluation and documentation activities on the implementation of the FY 2021 WFPs
		5.4 Generate and Submit Reports on the Implementation of the FY 2021 WFPs
	A.6 Conduct Performance Assessment/ Evaluation Conference and Planning Workshop	6.1 Conduct the CDA Performance Assessment & Planning Conference (CPAPC) Workshops
	A.7 Processing of Agency's Strategic Performance Management System (SPMS)	7.1 Call to Submit the 2nd Semester 2020 rated HO/ROs OPCR and DPCRs
		7.2. Collate and consolidate the Submitted 2nd Semester 2020 rated OPCR /DPCR for PMT Deliberation
		7.3. Call to Submit the 2021 OPCR/DPCR Commitment
		7.4. Call to Submit the rated 2021 OPCR /DPCR
		7.5. Consolidate Rated OPCR/DPCR, WFP Accomplishment, Creativeness & Innovativeness Accomplishment of the Head Office and Regional Offices' Delivery Units, BUR for the Evaluation of the PMT based on SPMS and Rating & Ranking Guidelines for the Grant of 2020 PBB
		7.6. Update (workshop) and Post the Rating and Ranking Guidelines for the Grant of FY-2021 Performance-Based Bonus (PBB)
	A.8 Assess the Implementation of the PCDP-2018-2022	8.1 Consolidate Mid-term Regional assessment results of PCDP 2018-2022 Implementation
		8.2 Draft a Results-based Monitoring and Evaluation instrument to assess the implementation of the PCDP 2018-2022
		8.3 Facilitate the consultation, critiquing and inputting sessions with the ExeComm and Operations' Group to enhance the draft results-based monitoring and evaluation instrument

PROGRAMS	PROJECTS	ACTIVITIES
	B. Maintenance of Management Information System (MIS)	
	B.1 Implement and Monitor the Management Information System's (MIS) Key Performance Indicators (KPI)	1.1 Implement, Operate and Administer the CDA Network Back-up System.
		1.2 Maintain the Hardware and Software Peripherals and Accessories
		1.3 Update Regularly and Monitor the CDA Websites and Social Media
	B.2 Implement other Core Functions of the Information Technology (IT) Office	2.1 Compile and Transmit Regularly the KPI Reporting Forms to Planning Division
		2.2 Strengthen the CDA MIS Personnel
		2.3 Monitor the ICT Budget Utilization
		2.4 Conduct Inventory of ICT Hardware and Software Peripherals and Accessories
		2.5 Control and Monitor the Access to the CDA Wired and Wireless Internet Connectivity
	C. Quality Management System (QMS)	Conduct of 5S Audits, Internal Audit, QMS-related trainings or activities and, Surveillance Audits
III - GENERAL ADMINISTRATION AND SUPPORT (GAS)		
	A. General Management and Supervision	
	A.1. Budget Preparation and Execution Program	1.a. Preparation of Annual Budget Proposal
		i. Workshop on Parameters Setting/Budget Preparation Calendar of CDA
		ii. Formulation of Tier 1 and Tier 2
		iii. Filling-up of BP Forms
		iv. On-line Submission of Budget Proposal (BP) through Online Submission of Budget Proposal (OSBP) to DBM

PROGRAMS	PROJECTS	ACTIVITIES
		1.b. Preparation of Budget Execution Document (BEDs)
		1.c. Preparation of Financial Accountability Report (FARs)
		i. Mid-Year Assessment
		ii. Year-end Assessment Closing
		iii. On-line Encoding and On-line Submission thru URS
		1.d. Preparation of Monthly, Quarterly, Year-end Financial Reports
		i. Processing on Time of Claims in accordance with COA Rules
		ii. Remittance of Tax Withheld/Premium Contribution to GSIS/PhilHealth/Pag-ibig and Others
		iii. Issuance of Certificate of Tax Withheld to Suppliers
		iv. Filing of Alphalist of Taxes Withheld and Remitted for Compensation and Suppliers
	A.2 General Services	2.1 Motor Vehicle Preventive Maintenance Schedule (MVPMS)

PROGRAMS	PROJECTS	ACTIVITIES
		2.2 Building and Equipment Maintenance Program (BEMP)
		2.3 Disaster Resiliency Preparedness Program (DRPP)
	A.3 Property Management Program	3.1 Preparation of the Annual Procurement Plan (APP)
		3.2. Preparation of the GPPB Prescribed Procurement Monitoring Report
		3.3. Conduct of Physical Count of Inventories
		3.4. Conduct of Disposal of Unserviceable Equipment and Waste Materials
	A.4 Records and Document Management	4.1 Maintenance of the Records Room
		4.2 Classification of Records for Retention and/or Disposal
		4.3 Disposal of Valueless Records in accordance with established Guidelines of the National Archive of the Philippines (NAP)
	A.5 Cashiering Services	5.1 Revenue Generation-Collection of Fees
		5.2 Remittance of Collection to the Bureau of Treasury
		5.3 Preparation and Submission of the List of Due and Demandable (LDDAP) and Modified Disbursement System (MDS)
		5.4 Preparation and Submission of Reports to Accounting Unit (Report of Collection, Report of Disbursement, Report of Checks Issued with Approved Vouchers)
	B. Administration of Personnel Benefits	
	B.1 Human Resource Development Program	1.1 Formulation and Consolidation of Individual Development Plan (IDP)
		1.2 Render/Conduct of Effectiveness Monitoring on Capacity Interventions

PROGRAMS	PROJECTS	ACTIVITIES
		1.3 Recruitment, Hiring and Placement
		1.4 Crafting of Learning and Development Benchmarking Program (LDBP)
		1.5 Orientation of Personnel on Strategic Performance Management System (SPMS)
		> Conduct SPMS Orientation
		> Preparation and Submission of IPCR Commitment and Accomplished IPCR
		1.6 Conduct of Other Human Resource Development Activities
		1.7 Awards and Incentives Programs (Gawad sa Natatanging Kawani)
		1.8. Continuing Professional Education and Development