



**“CDA-NCRO ON-LINE
HANDHOLDING SERVICES
FOR MICRO AND SMALL
COOPERATIVES”**



CDA-NCRO  **CO-OP**

LAUNCHING CEREMONY

September 17, 2020
@Zoom Videoconferencing



MECHANICS OF THE PROGRAM

Every Technical Personnel of NCR-RO will
be tasked to handhold at least 10
micro/small cooperatives



Based on the result of previous year's inspection, the goal is to make the cooperative compliant or reduce the cooperative's violation by at least 75%



Duration of the engagement is
at most 3 months



Technical assistance to be provided
is through audio-videoconferencing/
email/text



The micro/small cooperatives with found violations in the previous year inspection will be covered in this program



The services will be provided by
CDA with no monetary consideration



REQUIREMENTS

- a. Letter of intent to join
- b. Board Resolution containing the following:
 - i. approval of the cooperative in accessing the handholding program of CDA-NCR
 - ii. declaration that it is a micro or small co-op,
 - iii. willingness to correct/comply the inspection findings of the CDA, and
 - iv. has a designated Contact Person/s who has regular access to internet

NOTE: Submission of requirements should be through email at ncr@cda.gov.ph on or before September 30, 2020



QUALIFYING CRITERIA

- a. The cooperative must be a micro/small cooperative as evidenced by Financial Statements as of December 31, 2019; and
- b. The cooperative was inspected last year

ARRAY OF SERVICES TO BE PROVIDED TO THE CO-OPS



2 hours 2x a week regular on-line service to co-op



8/7 cellphone availability by Technical Staff



Access and linkage to NGAs, NGOs and other partners programs

ARRAY OF SERVICES



Assistance in the preparation of project proposal for funding



Clarification of coop laws and their IRR, bylaws, CDA MCs and other issuances



Auto seat accommodations in training, seminars, conferences, and forums conducted by CDA



Provision of other TA Services (consultancy, mentoring and advisory services)

THE TECHNICAL TEAM





28 Years in service
HEAD



29 Years in service
VICE-HEAD



25 Years in service
SUPERVISOR



25 Years in service
SUPERVISOR



32 Years in service
SUPERVISOR



28 Years in service



26 Years in service



25 Years in service



25 Years in service



25 Years in service



23 Years in service



18 Years in service



17 Years in service



15 Years in service



10 Years in service



6 Years in service



5 Years in service



5 Years in service



5 Years in service



5 Years in service

RESPONSIBILITIES

HEAD	VICE-HEAD	SUPERVISORS
Oversee the implementation of the project	Monitor the compliance of the Supervisors	Provide mentoring services to the CDS under the project
Design the different monitoring forms to be used under the project	Consolidate the consolidated reports submitted by Supervisors	Ensure that monitoring report are submitted by CDS every 2 weeks and consolidate the same
Approve/disapprove the recommendation	Evaluate the recommendation of the supervisors	Recommend measures to improve the implementation of the project
Evaluate and implement the mechanism	Design incentive mechanism	Recommend CDS deserving commendation

CDS

1. Recommend at least 10 micro/small cooperatives to be covered under the program
2. Conduct on-line services at least 2 hours every 2 weeks
3. Make the cellphone available 8 hours a day within 5 working days
4. Submit monitoring report every 2 weeks



SEMI-MONTHLY MONITORING REPORT

FOR THE PERIOD: _____

NAME OF COOPERATIVE	TIME		FOCUS AREA (based on violation noted in the inspection)	OUTPUT		REMARKS
	Start	End		Pre	Final	
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						





“THE ONLINE SERVICES OF CDA–NCR
IS NOW OFFICIALLY OPEN”

Email us
ncr@cda.gov.ph