



Republic of the Philippines  
OFFICE OF THE PRESIDENT  
Department of Finance  
COOPERATIVE DEVELOPMENT AUTHORITY

**MEMORANDUM CIRCULAR NO.2011-02**  
Series of 2011

TO : ALL CONCERNED

SUBJECT : SIMPLIFIED POLICY AND RATIONALIZED GUIDELINES IN THE ORGANIZATION AND STRUCTURE OF THE COOPERATIVE DEVELOPMENT COUNCILS

**PART I**  
**GENERAL PROVISIONS**

**Section 1. TITLE.** This Memorandum Circular shall be known as the **“Simplified Policy and Rationalized Guidelines in the Organization, Structure and Operation of the Cooperative Development Councils (CDCs)”**.

**Section 2. - POLICY FRAMEWORK.**

2.1. The creation, organization, operation and functions of the different CDCs at the various levels shall be in accordance with the intention and purpose of Executive Order No. 95 (EO 95) entitled *“DESIGNATING THE COOPERATIVE DEVELOPMENT AUTHORITY (CDA) AS THE LEAD GOVERNMENT AGENCY ON COOPERATIVE PROMOTION, DEVELOPMENT, REGULATION AND CALLING ON ALL GOVERNMENT AGENCIES WITH COOPERATIVE PROGRAMS TO COORDINATE THESE WITH THE COOPERATIVE DEVELOPMENT AUTHORITY (CDA) AND FOR OTHER PURPOSES”*.

2.2 The organization of the councils shall embody and highlight the partnership and resource sharing between the cooperative sector and the government sector.

2.3 The Councils in the various levels as organized herein shall serve as mechanism for collaboration, consultation and coordination in the implementation of various cooperative programs and projects implemented by all government branches, instrumentalities subdivisions and agencies in partnership with the cooperative sector.

**Section 3. - DEFINITION OF TERMS:**

- a) **National Coordinating Committee** -The committee composed of the representatives of government branches, instrumentalities, subdivisions and agencies including government financial institutions with cooperative programs as mandated by EO 95, whose membership shall be identified by CDA. This committee shall be chaired by CDA.
- b) **Cooperative Development Councils** - shall refer to consultative bodies created and organized in the national, and various regional, provincial, city and municipal level pursuant to EO 95.
- c) **League**- shall refer to the respective League of Governors of the Philippines, Mayors League of the Philippines, League of Cooperative Development Officers of the Philippines, and such other leagues as may be created and recognized pursuant to RA 7160, the Local Government Code of the Philippines.
- d) **Cooperative Development Office**- shall refer to the cooperative development office, division or section established or designated by the different provincial, city or municipal governments.

**PART II  
MANDATE AND RESPONSIBILITIES OF THE COUNCILS**

**Section 4. POWERS AND FUNCTIONS OF THE COUNCILS.**

- 1) To coordinate, harmonize and monitor the implementation of various cooperative development plans, programs and projects of NGAs, GFIs, LGUs, and NGOs within the areas of such Councils;
- 2) To operationalize and monitor the Cooperative Medium Term Development Plans (CMTDP) through the collective efforts of all sectors and to develop such mechanism as may be required in line with the CMTDP;
- 3) To share resources (financial, supplies and equipments, manpower) towards the full realization of such development plans;
- 4) To support, assist, and participate the holding of cooperative activities such as but not limited to the celebrations of cooperative month, scheduled cooperative congress and summits; and
- 5) To promote actively and strongly endorse the observance at all times of the universally cooperative principles as enshrined in the Cooperative Code in the performance of the above functions.

**PART III**  
**STRUCTURE AND ORGANIZATION OF THE COUNCILS**

**Section 5. COMPOSITION OF THE COUNCILS**

**Section 5.1. NATIONAL COOPERATIVE DEVELOPMENT COUNCIL (NCDC)** which shall be composed of:

- a) Members of the National Coordinating Committee
- b) National Presidents of:
  - b.1) Governors League of the Philippines
  - b.2) Vice-Governors League of the Philippines
  - b.3) City Mayors League of the Philippines
  - b.4) City Vice-Mayors League of the Philippines
  - b.5) Municipal Mayors League
  - b.6) Municipal Vice-Mayors League of the Philippines
  - b.7) Sangguniang Panlalawigan League of the Philippines
  - b.8) Sangguniang Bayan League of the Philippines
  - b.9) League of Cooperative Development Officers of the Philippines
- c) Chairpersons of the various Regional Cooperative Development Councils (RCDCs)
- d) Chairperson of the Philippine Cooperative Center
- e) Chairpersons of tertiary cooperatives
- f) Representative of other organizations with cooperative development programs as may be identified by the CDA

**Section 5.2. REGIONAL COOPERATIVE DEVELOPMENT COUNCIL (RCDC),** which shall be composed of the following:

- a) Regional Directors of National Government Agencies
- b) Regional Managers/Area Manager of government financial institutions
- c) Chairperson of Regional Development Council
- d) Provincial Cooperative Development Officers
- e) City Cooperative Development Officers for chartered cities
- f) Chairpersons of the Provincial Cooperative Development Councils (PCDCs)
- g) Chairpersons of the City Cooperative Development Councils (CCDCs)
- h) Chairpersons of regional cooperative federations and unions
- i) Representative of other NGOs with cooperative programs

**Section 5.3. PROVINCIAL COOPERATIVE DEVELOPMENT COUNCIL (PCDC),** which shall be composed of the following:

- a) Provincial Director of National Government Agencies
- b) Designated/or assigned officer of any government agency which does not have any established Provincial Office
- c) Chairperson of Provincial Development Council

- d) Provincial Cooperative Development Officer
- e) Municipal Cooperative Development Officers
- f) City Cooperative Development Officers for component cities
- g) Chairpersons of Municipal Cooperative Development Councils (MCDCs)
- h) Chairpersons of the City Cooperative Development Councils (CCDCs) (component cities)
- i) Chairperson of the committee on cooperative at the Sangguniang Panlalawigan
- j) Chairpersons of provincial cooperative federation and unions
- k) Representative of other NGOs with cooperative programs.

**Section 5.4. CITY COOPERATIVE DEVELOPMENT COUNCIL (CCDC),** which shall be composed of the following:

- a) Representatives of National Government Agencies with cooperative programs including government financial institutions (GFIs)
- b) Chairperson of the City Development Council
- c) City Cooperative Development Officer
- d) Chairperson of the Committee on Cooperatives at the Sangguniang Panlungsod
- e) Chairpersons of primary cooperatives in the city
- f) Representatives of other NGOs with cooperative programs

**Section 5.5. MUNICIPAL COOPERATIVE DEVELOPMENT COUNCILS (MCDC),** which shall be composed of the following:

- a) Representatives of National Government Agencies with cooperative programs including government financial institutions (GFIs)
- b) Chairperson of the Municipal Development Council
- c) Municipal Cooperative Development Officer
- d) Chairperson of the Committee on Cooperatives of Sangguniang Bayan
- e) Chairpersons of the primary cooperatives in the municipality
- f) Representatives of other NGOs with cooperative programs

## **Section 6. STRUCTURE OF THE COUNCILS**

### **Section 6.1. OFFICERS OF THE COUNCILS.**

- a) Chairperson
- b) Vice-Chairperson
- c) Secretary
- d) Treasurer
- e) Auditor

Such officers shall be elected directly by the members constituting the Councils at their respective level.

As much as practicable and when feasible, if the elected Chairperson is from the government sector, the vice chairperson should come from the private component of the cooperative sector and vice-versa.

**Section 6.2. TERM OF OFFICE.** The term of office of the elected officers shall be for one (1) year with right to re-election, and which shall commence on the fifteenth (15) of January and shall end on the same date one year thereafter when the newly elected officers shall commence their term.

**Section 6.3. MANNER AND SCHEDULE OF ELECTIONS.** The manner of election of officers shall be by secret ballot and shall be held on the last week of November every year.

**Section 6.4. VACANCY IN OFFICE.** In case a vacancy in any office occurs, such vacancy shall be filled by the members of the Council during the next regular meeting. The elected officer shall serve only the unexpired term of his/her predecessor.

**Section 6.5. DUTIES OF THE OFFICERS.**

1) Chairperson

- a) Presides in all meetings of their respective council;
- b) Exercises general supervision and control over the operation and internal administration of the council in accordance with the policies set forth by the same;
- c) Signs all papers, agreements and other documents for and in behalf of the council subject to the policies and guidelines of the council;
- d) Represents the councils in matters/meetings/conferences and other related activities;
- e) Calls special meetings when necessary;
- f) Ensures that the council maintains complete records of its operations;
- g) Renders report of the operation of the council; and
- h) Performs such other duties as maybe required by the council.

2) Vice-Chairperson

- a) Acts as Chairperson in case of the latter's absence; and
- b) Performs such other duties and functions as may be delegated to him from time to time by the Chairperson and /or the council.

3) Secretary

- a) Oversees the preparation of the minutes and agenda, and records the attendance and proceedings of all meetings of the council;
- b) Ensures that notices of all meetings of the council are given to members;
- c) Furnishes the officers and members of the council certified copies of the minutes of the meetings;

- d) Keeps a register of the names and addresses of all members and keeps all records through the Secretariat; and
  - e) In general, performs all the duties incidental to the office of the Secretariat, and those that maybe assigned to him by the Chairperson and/or the Council.
- 4) Treasurer
- a) Have custody, control and accountability of funds and properties of the council;
  - b) Disburses all administrative expenditures of the council in accordance with its plan and budget and such expenditures duly approved by the council through a resolution;
  - c) Renders financial reports during meetings; and
  - d) Performs such other duties as maybe assigned by the Chairperson and/or the Councils.
- 5) Auditor
- a) He/She shall have the right to inspect, examine and shall audit all transactions, financial or otherwise, made by the chairperson, other officers, and/or the council itself and shall submit reports thereof to the council at least once a year or as required by the council.

**Section 7. SECRETARIAT OF THE COUNCIL.** The Councils at the various levels shall have technical and administrative secretariat as follows:

<u>COUNCIL</u>	<u>SECRETARIAT</u>
National Cooperative Development Council (NCDC)	CDA Central Office
Regional Cooperative Development Council (RCDC)	CDA Regional office
Provincial Cooperative Development Council (PCDC)	The Provincial Cooperative Development Office or its equivalent as maybe designated by the Provincial Governor
City Cooperative Development Council (CCDC)	The City Cooperative Development Office or its equivalent as maybe designated by the City Mayor
Municipal Cooperative Development Council (MCDC)	The Cooperative Development Office or its equivalent as maybe designated by the Municipal Mayor

**Section 8. COMMITTEES.** The Council may create such committees, as may be necessary and proper to study and/or carryout a specific undertaking as may be determined by the council.

**Section 9. MEETINGS.** The Council shall meet as follows:

- NCDC - Bi-annual as determined by its officers
- RCDC - Quarterly as determined by its officers
- PCDC - Monthly
- CCDC - Monthly
- MCDC - Monthly

The place of meeting shall be determined by its officers and any decision that needs to be decided upon on any business matter shall be by majority vote.

#### **PART IV MISCELLANEOUS PROVISIONS**

**Section 10. FUNDS OF THE COUNCILS.** The funds of the Council shall primarily be derived from resource sharing without prejudice to the right of the councils to receive gifts, donations, benefits and grants from any persons whether natural or juridical, including allocations that may come from the Local Government Units (LGUs).

**Section 11. CALENDAR YEAR.** The calendar year of the Council shall be from January 1 to December 31 of each year.

#### **PART V TRANSITORY PROVISION**

**Section 12. EXISTING COUNCILS.** Existing Councils organized and whose program has been planned and pursued in pursuant to and in accordance with CDA Memorandum Circular no. 2007-08, dated September 24, 2007, shall continue with their program for the calendar year 2011, but within said period, they shall likewise undertake organizational adjustments to conform with this Memorandum Circular not later than December 31, 2011.

**Section 13. REPEALING CLAUSE.** This Memorandum Circular effectively repeals CDA Memorandum Circular number 2007-08 dated September 24, 2007.

**Section 14. EFFECTIVITY.** This memorandum Circular shall take effect upon approval by the Board of Administrators of CDA.

Approved on February 22, 2011 per BOA Resolution No. 56, Series of 2011.

By:

**SALAMAN D. MANGCA**  
Administrator

**MANUEL C. LAPEÑA**  
Administrator

**FULGENCIO A. VIGARE, JR.**  
Administrator

**IRMA A. VILLANUEVA**  
Administrator

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