



Republic of the Philippines  
**OFFICE OF THE PRESIDENT**  
**COOPERATIVE DEVELOPMENT AUTHORITY**  
 827 Aurora Blvd. Service Road, Brgy. Immaculate Conception, Quezon City  
 Telephone Nos. 725-2107 • 725-3764 • Telefax: 721-5323  
[www.cda.gov.ph](http://www.cda.gov.ph)

**MEMORANDUM CIRCULAR NO. 2011-27**  
 Series of 2011

**TO :** ALL CONCERNED

**SUBJECT :** IMPLEMENTATION OF THE TRAINING REQUIREMENTS FOR COOPERATIVE OFFICERS

**DATE :** December 22, 2011

To rationalize the implementation of Rule 7 of the Implementing Rules and Regulation of RA 9520 and in response to the number of requests from the cooperative sector, the following shall govern the staggered implementation of the required trainings to be attended by the officers of the cooperative. This aims to address the concerns of limited resources of cooperatives and the limited number of accredited training providers.

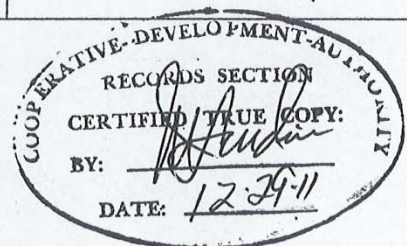
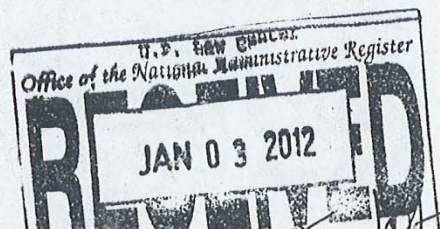
**Section 1. Legal Basis**

Article 44 of RA 9520 and Rule 7 of its Implementing Rules and Regulations, enumerates the minimum training requirements for officers of the cooperative. In line with this, the Authority hereby issues this Memorandum Circular to guide officers of the cooperative to prioritize trainings to be attended to by the officers of the cooperative in compliance with the provisions of the law.

**Section 2. Identification of Priority Training Courses**

Prioritization of training courses to be taken or complied with by the officers of the cooperative shall be in accordance with the matrix described below:

OFFICERS	FIRST YEAR	SECOND YEAR
BOARD OF DIRECTORS	<ul style="list-style-type: none"> <li>• Basic Cooperative Course</li> <li>• Cooperative Management &amp; Governance</li> <li>• Financial Management</li> <li>• Policy Development</li> <li>• Leadership and Value Re-Orientation</li> </ul>	<ul style="list-style-type: none"> <li>• Conflict Management</li> <li>• Parliamentary Procedures</li> <li>• Strategic Planning</li> <li>• Orientation on Labor and Other Related Laws</li> </ul>
Secretary	<ul style="list-style-type: none"> <li>• Basic Cooperative Course</li> <li>• Records Management (Non-Financial Transaction)</li> <li>• Basic Computer Program</li> </ul>	<ul style="list-style-type: none"> <li>• Parliamentary Procedures</li> </ul>

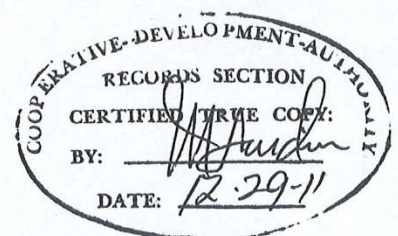
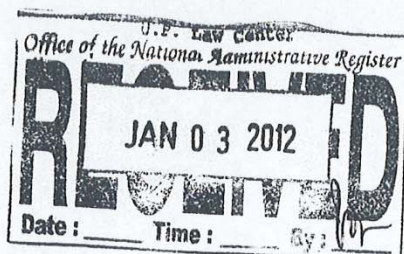


OFFICERS	FIRST YEAR	SECOND YEAR
Treasurer	<ul style="list-style-type: none"> <li>• Basic Cooperative Course</li> <li>• Records Management</li> <li>• (Financial Transactions)</li> </ul>	<ul style="list-style-type: none"> <li>• Cooperative Standards</li> <li>• Investment and Banking Procedures</li> </ul>
	<ul style="list-style-type: none"> <li>• Basic Accounting for Non-Accountants</li> <li>• Financial Management</li> </ul>	
Audit Committee	<ul style="list-style-type: none"> <li>• Basic Cooperative Course</li> <li>• Basic Accounting for Non-Accountants</li> <li>• Internal Control including Inventory System</li> <li>• Cooperative Standards</li> </ul>	<ul style="list-style-type: none"> <li>• Audit Management</li> <li>• Records Management</li> <li>• Basic Computer Program</li> </ul>
Election Committee	<ul style="list-style-type: none"> <li>• Basic Cooperative Course</li> <li>• Rules Formulation</li> <li>• Leadership and Values Re-Orientation</li> </ul>	<ul style="list-style-type: none"> <li>• Records Management</li> <li>• Basic Computer Program</li> </ul>
Mediation/Conciliation Committee	<ul style="list-style-type: none"> <li>• Basic Cooperative Course</li> <li>• Leadership and Values Re-Orientation</li> <li>• Conflict Management</li> </ul>	<ul style="list-style-type: none"> <li>• Records Management</li> <li>• Effective Management</li> <li>• Basic Computer Program</li> </ul>
General Manager/Chief Executive Officer	<ul style="list-style-type: none"> <li>• Basic Cooperative Course</li> <li>• Cooperative Management And Governance</li> <li>• Cooperative Standards</li> <li>• Leadership and Value Re-Orientation</li> <li>• Strategic Planning and Management</li> </ul>	<ul style="list-style-type: none"> <li>• Human Resource Mgt.</li> <li>• Effective Communication Skills</li> <li>• Entrepreneurship and Business Mgt. Skills</li> <li>• Labor and Other Related Laws</li> <li>• Computer Literacy Course</li> </ul>

It is understood that all of the required trainings prescribed by the IRR shall be fully complied with by the end of the second year. The first year of implementation will be in the year 2012.

### Section 3. Transitory Provision

Trainings attended by the officers of the cooperative prior to this Memorandum Circular but after the effectivity of RA 9520 shall be considered as compliance to the training requirements as long as it conforms with the training curricula issued by the Authority.



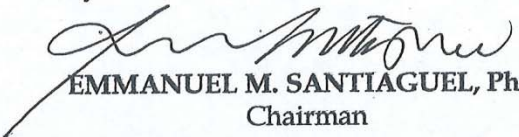
**Section 4. Effectivity**


This Memorandum Circular shall take effect upon approval of the CDA Board of Administrators and fifteen (15) days after filing with the Office of the National Administrative Registry (ONAR).

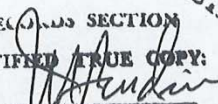
Approved by the CDA Board of Administrators pursuant to Resolution No. 412, s-2011 dated December 14, 2011.

**THE BOARD OF ADMINISTRATORS**

By:

  
EMMANUEL M. SANTIAGUEL, Ph.D.  
Chairman

U.P. Law Center  
Office of the National Administrative Register  
**RECEIVED**  
JAN 03 2012  
Date: \_\_\_\_\_ Time: \_\_\_\_\_ By: 

COOPERATIVE EDUCATION PROMOTION SECTION  
RECORDS SECTION  
CERTIFIED TRUE COPY:  
BY:   
DATE: 12-29-11