

Republic of the Philippines OFFICE OF THE PRESIDENT COOPERATIVE DEVELOPMENT AUTHORITY

827 Aurora Blvd. Service Rd., Brgy. Immaculate Conception, 1111 Cubao, Quezon City



U.P. Low Center Office of the National Auministrative Register

AN DIE BERTH

MEMORANDUM CIRCULAR NO. 2012-09 Series 2012

TO

: ALL CONCERNED

SUBJECT

: POLICY CLARIFICATION RE-ACCOUNTABLE OFFICERS

DATE

May 2, 2012

Article 53 of R.A. 9520 provides "failure to file the required reports shall subject the Accountable Officers to fines/penalties as may be prescribed by the Authority."

In compliance therewith, the Authority in its Implementing Rules and Regulations under Section 7 of Rule 8 prescribe the fines/penalties to quote "failure to file the required reports on time shall subject the Accountable Officers to pay a fine of P 100.00 per report per day of delay."

For this purpose, Accountable Officers shall refer to the officers/ individuals duly authorized by the cooperative to prepare, certify/approve the reports and in whose hand the delay/failure has occurred.

Therefore, the following officers are accountable for the following reports:

REPORT	ACCOUNTABLE OFFICER	
REPORT	PREPARATION	APPROVAL
1.Cooperative Annual	Compliance Officer	General Manager/Chairman
Performance Report (CAPR)	4	of Board of Directors
2.Audited Financial Statement	Finance Mgr./Accountant	Chairman of Board of
		Directors
3.List of Officers and Training	Education & Training	Chairman of Board of
Completed	Committee	Directors
4.Performance Audit Report	Internal Auditor/Audit	Chairman of Board of
	Committee	Directors
5.Social Audit Report	Internal Auditor/Audit	Chairman of Board of
	Committee	Directors

Office of the Chairman 721-5324 Telefax 721-5324; Admin Office 725-2107; Office of the Executive Director 725-6450; Planning Division 726-2814; MIS 725-0750; Records/Supplies/Cash Section 723-8306; Finance Div. 721-5328; Office of the Addition Research, Info & Training Div. 725-6604; Coop Proj. Dev. & Assistance Div. 727-6735; Legal Div. 725-8536 www.cda.gov.ph

For the additional reports for Federation and Unions, the person accountable shall be the Compliance Officer and the Chairman of the Board of Directors of the concerned Federation/Union.

In absence thereof, designation may be made to fill-up above-mentioned position.

Please be guided accordingly.

APPROVED on May 17, 2012 per BOA Resolution No.122, s-2012.

THE BOARD OF ADMINISTRATORS

By:

EMMANUEL M. SANTIAGUEL, Ph.D.

Chairman



RECORDS SECTION

CERTIFIED THUE GORY:

BY:

DATE: 0.7017



EXCERPTS FROM THE MINUTES OF REGULAR MEETING OF THE CDA BOARD OF ADMINISTRATORS HELD ON MAY 17, 2012 Grand Men Seng Hotel, Davao City

PRESENT:

Hon, Emmanuel M. Santiaguel, Ph.D.

Hon. Felicitas S. Acosido. Ph. D.

Hon. Nelon B. Alindogan

Hon. Paisalin P.D. Tago

- Chairman/Presiding Officer

- Administrator

- Administrator

- Administrator

. ALSO PRESENT:

Dir. Orlando R. Ravanera

- Acting Executive Director

ABSENT.

Hon. Manuel C. Lapeña

- Administrator

RESOLUTION NO. 122, s-2012

Upon motion of Adm. Felicitas S. Acosido duly seconded by Adm. Paisalin P.D. Tago, be it RESOLVED as it is hereby RESOLVED to approve the Memorandum Circular on Policy Clarification Res. Accountable Officers.

APPROVED.

XXX

 $VX\subseteq$

333

This is to certify that the foregoing is true and correct from the numutes of the CDA Board of Administrators' Regular Meeting.

MARY GRACE I. CINCO Acting Board Secretary IV

ATTESTED:

EMMANUEL M. SANTIAGUEL, Ph.D.
Chairman

JUN 2 2 2012

Date: Time: 3-15 Ry: July

REGGRDS SECTION
CERTIFIED TRUE COPY: 1
BY: UP W TO DATE: (0.20/2