

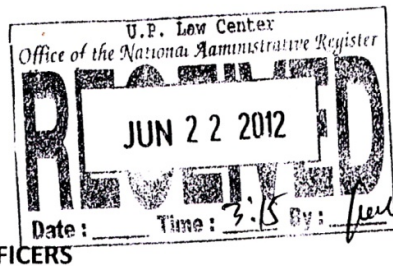


MEMORANDUM CIRCULAR NO. 2012-09
Series 2012

TO : ALL CONCERNED

SUBJECT : POLICY CLARIFICATION RE-ACCOUNTABLE OFFICERS

DATE : May 2, 2012



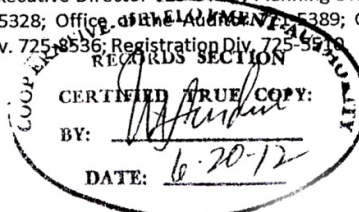
Article 53 of R.A. 9520 provides *“failure to file the required reports shall subject the **Accountable Officers** to fines/penalties as may be prescribed by the Authority.”*

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



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.

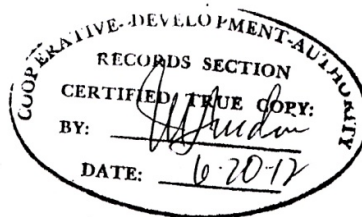
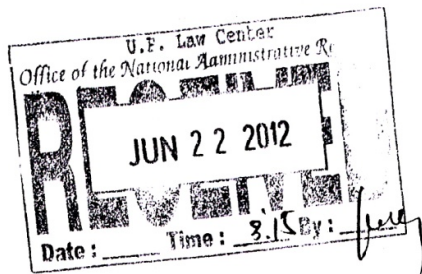
Please be guided accordingly.

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

THE BOARD OF ADMINISTRATORS

By:


EMMANUEL M. SANTIAGUEL, Ph.D.
Chairman





**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. Santiagucl, Ph.D.	- Chairman/Presiding Officer
Hon. Felicitas S. Acosido, Ph. D.	- Administrator
Hon. Nelson B. Alindogan	- Administrator
Hon. Paisalin P.D. Tago	- Administrator

ALSO PRESENT:

Dir. Orlando R. Ravanera	- Acting Executive Director
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ABSENT:

Hon. Manuel C. Lapeña	- Administrator
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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 Re: Accountable Officers.*

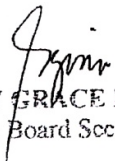
APPROVED.

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


MARY GRACE I. CINCO
 Acting Board Secretary IV

ATTESTED:


EMMANUEL M. SANTIAGUEL, Ph.D.
 Chairman

