



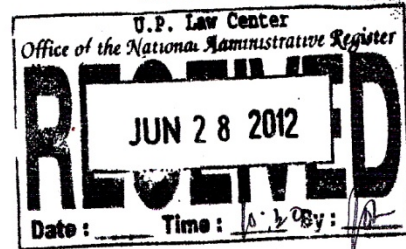
Republic of the Philippines
OFFICE OF THE PRESIDENT
COOPERATIVE DEVELOPMENT AUTHORITY
827 Aurora Blvd. Service Rd., Brgy. Immaculate Conception,
1111 Cubao, Quezon City

2012
International Year of
Cooperatives
PHILIPPINES



June 18, 2012

MEMORANDUM CIRCULAR No. 2012-10
Series of 2012



SUBJECT : **AMENDMENT TO MC NO. 2011-01 ON THE RENEWAL OF THE ACCREDITATION OF COOPERATIVE TRAINING PROVIDERS**

To ensure that quality trainings are being provided to the cooperative sector, the Authority hereby amends the Guidelines for the Accreditation of Cooperative Training Provider insofar as the requirements for the renewal of accreditation are concerned as stipulated in Section 7 of MC 2011-01.

Section 7 shall be as follows:

Section 7. RENEWAL OF ACCREDITATION

The following guidelines shall be followed in the application for renewal of the accreditation as Cooperative Training Provider

7.1. Application requirements

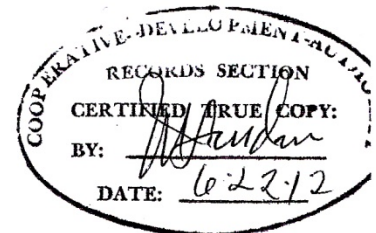
The accredited cooperative training provider may apply for the renewal of accreditation two (2) months prior to the expiration of its accreditation.

The following documents must be submitted to the CDA through its Extension Offices:

- a. Letter-application for renewal;*
- b. Updated list of Trainers;*
- c. Reports of training conducted following the Training Report 1, attached as Annex A ;*
- d. List of participants per training conducted as stipulated in letter b, following Training Report 3, attached as Annex C;*
- e. Modules of Cooperative Training Conducted;*
- f. Two (2) year Cooperative Training Plan*

In addition, the following documents must be submitted:

- i. Cooperatives, federations and unions*
 - *Cooperative Annual Performance Report (CAPR)*
 - *Latest Audited Financial Statements duly received by the BIR*
 - *Valid Certificate of Good Standing (issued for purposes of accreditation)*



ii. *Training Institutions, Non-Government Organizations, private academe*

- *Copy of Annual Report of the institution covering all its activities, programs and undertakings*
- *Latest Audited Financial Statement duly received by the BIR*
- *New Business Permit*

7.2. *Pool of Trainers*

Any new member of the trainers' pool must possess the minimum qualifications and must comply with the requirements set forth in Section 4 of MC 2011-01.

7.3. *Evaluation of application*

Approval of the renewal for accreditation shall be subject to the Authority's power to review and evaluate their training activities and qualification on the assessment to be provided by the CDA.

7.4. *Grounds for non-approval of renewal*

The following shall be considered:

1. *Non-conduct of at least three (3) training within the accreditation period;*
2. *Non-adoption of the minimum standards set forth in the Standard Training Curricula or MC 2011-14; and*
3. *Non-compliance with any of the provisions of MC 2011-01, this circular, and rules and regulations issued by the Authority.*

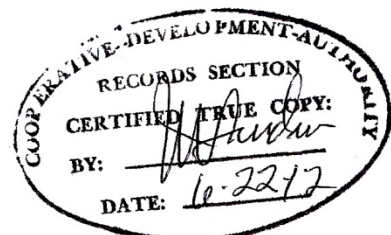
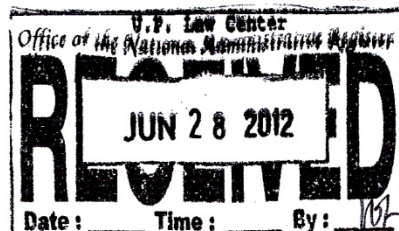
7.5. *Validity of the Accreditation*

The renewal of accreditation shall be valid for a period of two (2) years from the date of approval, unless earlier revoked by the Authority

7.6. *Report Requirements*

The following reports shall be submitted regularly by the accredited cooperative training provider:

1. *Report on trainings conducted to be submitted three (3) days after the conduct of training using Training Report 2 (attached as Annex B) and 3;*
2. *Quarterly submission of Schedule/calendar of training activities to be submitted one (1) month prior to the subject quarter following the Training Report 4, attached as Annex D; and*



3. Annual Report on the training activities conducted including the participants trained as stated in MC 2011-01 using Training Report 1.

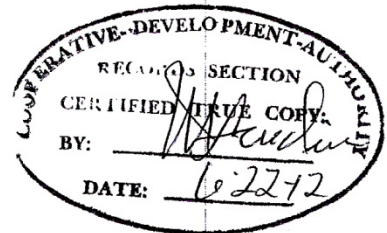
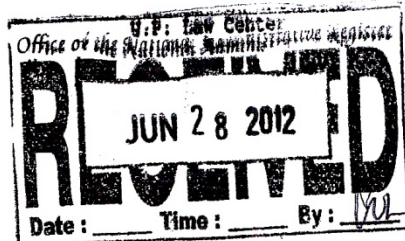
These reports shall be submitted to the CDA where the head/principal office of the training provider is located copy furnish the CDA Central Office.

This Circular shall take effect fifteen (15) days upon receipt by the Office of National Administrative Register (ONAR).

Approved by the CDA Board of Administrators on June 11, 2012 per BOA Resolution No. 147, s-2012.

For the Board of Administrators:


EMMANUEL M. SANTIAGUEL, Ph.D.
Chairperson



ANNEX A
TRAINING REPORT 1

NAME OF THE COOPERATIVE TRAINING PROVIDER _____
Address/Contacts _____
CDA Accreditation Number _____

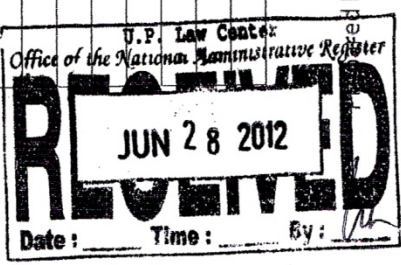
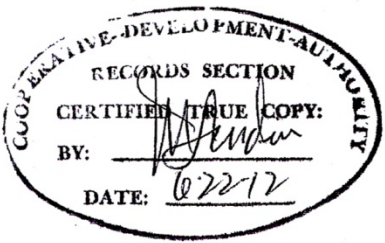
ANNUAL REPORT ON TRAINING CONDUCTED
FOR THE YEAR _____

DATE OF TRAINING	TITLE OF TRAINING	NO. OF HOURS CREDITED TO PARTICIPANTS	NO. OF PARTICIPANTS	SPECIFIC VENUE OF TRAINING	AMOUNT OF FEES CHARGED PER PARTICIPANTS	LIVE-IN OR LIVE-OUT	RESOURCE PERSONS	
							NAME	AGENCY/ INSTITUTION

ATTESTED BY: _____

TRAINING STAFF/COORDINATOR _____ HEAD OF THE COOPERATIVE TRAINING PROVIDER _____

Note: This form will be used to report summary of trainings conducted to be submitted to CDA ten (10) days after the end of the fiscal year.



ANNEX B
TRAINING REPORT 2

NAME OF THE COOPERATIVE TRAINING PROVIDER
Address/Contacts
CDA Accreditation Number

REPORT ON TRAINING CONDUCTED

DATE OF TRAINING	TITLE OF TRAINING	TARGET PARTICIPANTS	NO. OF PARTICIPANTS	VENUE OF TRAINING	AMOUNT OF FEES CHARGED PER TRAINING	RESOURCE PERSONS	
						NAME	AGENCY/ INSTITUTION

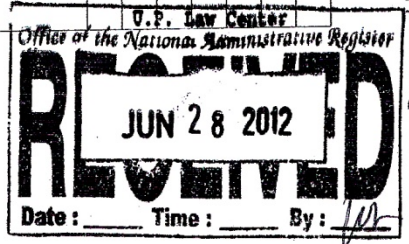
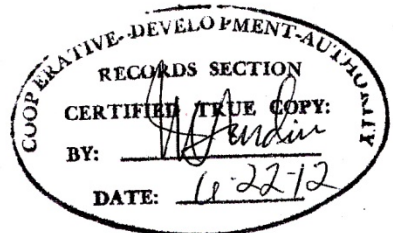
Approved by:

HEAD OF THE COOPERATIVE TRAINING PROVIDER

Prepared by:

TRAINING STAFF/COORDINATOR

Note: This form will be used to report trainings conducted to be submitted to CDA three (3) days after its conduct.



ANNEX C
TRAINING REPORT 3

NAME OF THE COOPERATIVE TRAINING PROVIDER
Address/Contacts
CDA Accreditation Number

LIST OF PARTICIPANTS TRAINED
(WITH REFERENCE TO TRAINING REPORT 1)

TITLE OF TRAINING: _____
DATE CONDUCTED: _____
VENUE OF THE TRAINING: _____

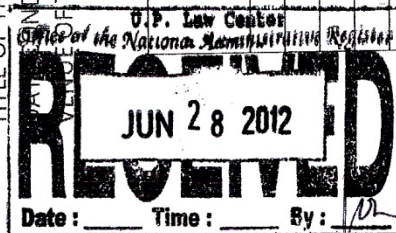
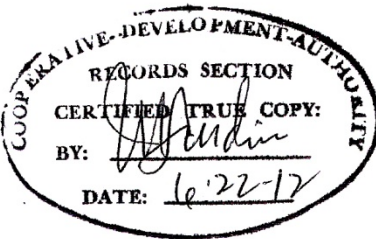
NAME OF PARTICIPANTS	DESIGNATION/POSITION IN THE COOP OF THE PARTICIPANT	NAME OF COOPERATIVE	ADDRESS OF THE COOPERATIVE	NO. OF HOURS ATTENDED	REMARKS

PREPARED BY: _____

TRAINING STAFF/COORDINATOR _____

ATTESTED BY: _____

HEAD OF THE COOPERATIVE TRAINING PROVIDER _____

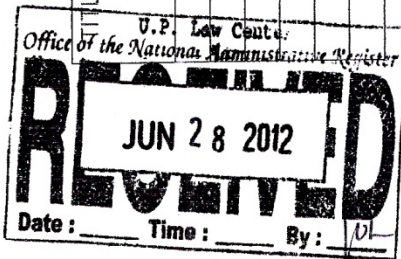
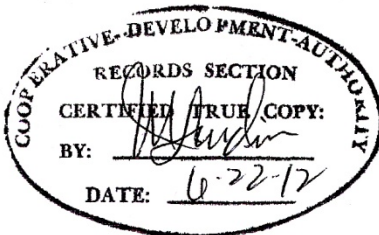


Note: This form will be used as attachment to Training Report 1 & 2

ANNEX D
TRAINING REPORT 4

NAME OF THE COOPERATIVE TRAINING PROVIDER
Address/Contacts
CDA Accreditation Number

SCHEDULE/CALENDAR OF TRAINING TO BE CONDUCTED
FOR _____ QUARTER OF YEAR 20 _____



TITLE OF TRAINING	NO. OF HOURS TO BE CREDITED	DATE OF TRAINING	TARGET PARTICIPANTS		VENUE OF THE TRAINING	AMOUNT OF TRAINING FEES PER PARTICIPANT	REMARKS
			NUMBER	GROUP (e.g. BOD)			

ATTESTED BY:

HEAD OF THE COOPERATIVE TRAINING PROVIDER

Prepared by:

TRAINING STAFF/COORDINATOR

Note: This form will be used to report the training activities to be conducted in a quarter, to be reported a month prior to the subject quarter.

MEMORANDUM CIRCULAR 2012-10 : AMENDMENT TO MC NO. 2011-01 ON THE RENEWAL OF THE ACCREDITATION OF COOPERATIVE TRAINING PROVIDERS



**EXCERPTS FROM THE
MINUTES OF REGULAR MEETING
OF THE CDA BOARD OF ADMINISTRATORS HELD ON JUNE 11, 2012
6/F CDA Board Room 827 Aurora Boulevard, Bgy. Immaculate Conception, Cubao, Q.C.**

PRESENT:

Hon. Emmanuel M. Santiagoel, Ph.D.	- Chairman/Presiding Officer
Hon. Felicitas S. Acosido, Ph. D.	- Administrator
Hon. Nelson B. Alindogan	- Administrator
Hon. Manuel C. Lapeña	- Administrator
Hon. Paisalin P.D. Tago	- Administrator

ALSO PRESENT:

Dir. Orlando R. Ravanera	- Acting Executive Director
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RESOLUTION NO. 147, s-2012

Upon motion of Adm. Paisalin P.D. Tago, duly seconded by Adm. Nelson B. Alindogan, be it RESOLVED as it is hereby RESOLVED to *approve the Amendment to Memorandum Circular 2011-01 on the Renewal of the Accreditation of Cooperative Training Providers.*

APPROVED.

XXX

XXX

XXX

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

