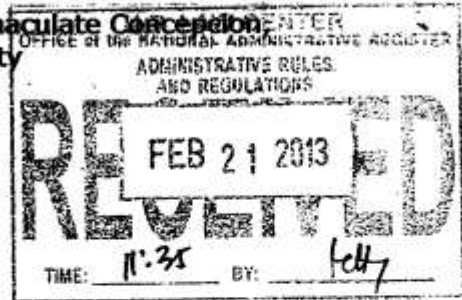




Republic of the Philippines
OFFICE OF THE PRESIDENT
COOPERATIVE DEVELOPMENT AUTHORITY
 827 Aurora Blvd. Service Road, Brgy. Immaculate Conception
 1111 Cubao, Quezon City



MEMORANDUM CIRCULAR NO. 2013-01
 Series of 2013

SUBJECT: REVISED GUIDELINES IN THE ORGANIZATION, STRUCTURE AND OPERATION OF THE COOPERATIVE DEVELOPMENT COUNCILS

PART I
GENERAL PROVISIONS

Section 1. TITLE. This Memorandum Circular shall be known as the **"Revised Guidelines in the Organization, Structure and Operation of the Cooperative Development Councils (CDCs)"**.

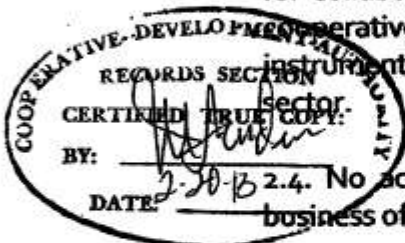
Section 2. POLICY FRAMEWORK.

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.

2.4. No activities shall be conducted by the council that will compete with the business of the cooperative federations and unions, and training providers.



Section 3. DEFINITION OF TERMS

- a) **National Coordinating Committee on Cooperative Promotion and Development (NCCCPD)** -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 on cooperative programs and projects 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, Mayors, 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/unit 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 Philippine Cooperative Medium Term Development Plans (PCMTDP) through the collective efforts of all sectors and to develop such mechanism as may be required in line with the PCMTDP;
- 3) To share resources (financial, supplies and equipment, manpower) towards the full realization of such development plans;
- 4) To support, assist, and participate in 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 on Cooperative Promotion and Development as identified by the CDA
- b) National President of the following Leagues or their duly authorized representative:
 - b.1) League of Provinces of the Philippines
 - b.2) League of Vice-Governors of the Philippines
 - b.3) League of Cities of the Philippines
 - b.4) League of Municipalities of the Philippines
 - b.5) Vice-Mayors League of the Philippines
 - b.6) Provincial Board Members League
 - b.7) Philippine Councilors League
 - b.8) Liga ng mga Barangay
 - b.9) League of Cooperative Development Officers of the Philippines
- c) Chairperson of the various Regional Cooperative Development Councils (RCDCs)
- d) Chairperson of the Philippine Cooperative Center
- e) Chairperson of tertiary cooperatives or their duly authorized representative
- f) Official representative of other organizations with cooperative development programs as identified by the CDA

Section 5.2. REGIONAL COOPERATIVE DEVELOPMENT COUNCIL (RCDC), which shall be composed of the following official representatives or their duly authorized representatives:

- a) Regional Director of National Government Agencies
- b) Regional Manager/Area Manager of government financial institutions
- c) Chairperson of Regional Development Council
- d) Provincial Cooperative Development Officer
- e) City Cooperative Development Officer for chartered cities
- f) Chairperson of the Provincial Cooperative Development Councils (PCDCs)
- g) Chairperson of the City Cooperative Development Councils (CCDCs) of chartered cities
- h) Chairperson of national/regional secondary cooperatives;
- i) Official representative of other NGOs/academe with cooperative programs as identified by the CDA

For the National Capital Region, RCDC shall be composed of the following official representatives or their duly authorized representatives:

- a) Regional Director of National Government Agencies
- b) Regional Manager/Area Manager of government financial institutions
- c) Chairperson of Regional Development Council
- d) City/Municipal Cooperative Development Officers
- e) Chairperson of national/regional secondary cooperatives;
- f) Official representative of other NGOs/academe with cooperative programs as identified by the CDA

Section 5.3. PROVINCIAL COOPERATIVE DEVELOPMENT COUNCIL (PCDC), which shall be composed of the following official representatives or their duly authorized representatives:

- 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 Officer
- f) City Cooperative Development Officer for component cities
- j) Chairperson of Municipal Cooperative Development Councils (MCDCs)
- g) Chairperson of the City Cooperative Development Councils (CCDCs) (component cities)
- h) Chairperson of the Committee on Cooperative at the Sangguniang Panlalawigan
- i) Chairperson of provincial cooperative federation and unions
- j) Chairperson of City cooperative federation and unions (component cities)
- k) Official representative of other NGOs with cooperative programs as identified by the CDA

Section 5.4. CITY COOPERATIVE DEVELOPMENT COUNCIL (CCDC), which shall be composed of the following official representatives or their duly authorized representatives:

- a) Official representative of National Government Agencies with cooperative programs including government financial institutions (GFIs) operating within the city;
- b) Chairperson of the City Development Council
- c) City Cooperative Development Officer
- d) Chairperson of the Committee on Cooperatives at the Sangguniang Panlungsod
- e) Chairperson of City Cooperative Federations and Union
- f) Chairperson of primary cooperatives in the city
- g) Official representative of other NGOs with cooperative programs as identified by the CDA

Section 5.5. MUNICIPAL COOPERATIVE DEVELOPMENT COUNCILS (MCDC), which shall be composed of the following official representatives or their duly authorized representatives:

- a) Representative of National Government Agencies with cooperative programs including government financial institutions (GFIs) operating within the municipality
- b) Chairperson of the Municipal Development Council
- c) Municipal Cooperative Development Officer
- d) Chairperson of the Committee on Cooperatives of Sangguniang Bayan
- e) Chairperson of the Municipal Cooperative Federations and unions
- f) Chairperson of the primary cooperatives in the municipality
- g) Official representative of other NGOs with cooperative programs as identified by the CDA

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.

Section 6.2. MANNER AND SCHEDULE OF ELECTIONS. The manner of election of officers shall be by secret ballot and shall be held on the following schedules:

- Municipal CDC/City CDC - 2nd week of November of every year
- Provincial CDC - last week of November of every year
- Regional CDC - 2nd week of December of every year
- National CDC - 2nd week of January of every year

No representative/s of the Council shall be allowed to participate in the next CDC level should there be no election held in the Council he/she represents.

Section 6.3. 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 as follows:

- Municipal CDC/City CDC - November 15
- Provincial CDC - November 30
- Regional CDC - December 15
- National CDC - January 15

No hold over capacity shall be allowed.

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) Signs the minutes of meetings prepared by the Secretariat
- c) Ensures that notices of all meetings of the council are given to members;
- 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 7.1. FUNCTIONS OF THE SECRETARIAT

The Council Secretariat shall perform the following functions:

- a) Prepares the minutes and agenda and records the attendance and proceedings of all meetings of the Councils;
- b) Serves notices of meetings to all members of the Council;
- c) Furnishes the officers and members certified copies of the minutes of the meetings;
- d) Keeps a register of the names and address of all members and keeps a complete file of the laws, resolutions and executive orders relevant to the creation of the Council; and

- e) In general, performs all duties incidental to the office of the secretariat and those that may be assigned to it by the Chairperson and/or the Council

Section 8. COMMITTEES. The Council may create committees, as may be necessary, to study and/or carryout a specific undertaking as may be determined by the council, whose term shall be the same as the elected officers

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

NCDC - Semestral
RCDC - Quarterly
PCDC - Monthly
CCDC - Monthly
MCDC - Monthly

The officers of the Councils may call a special meeting whenever necessary.

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. MANUAL OF POLICIES. The Council shall develop their respective internal policies which shall govern their operation.

Section 12. TURN OVER OF RECORDS, DOCUMENTS, PROPERTIES AND MONEY ACCOUNTABILITIES. For continuity of operation, the outgoing officers of the Council shall turn over the official records, documents, properties and money accountabilities to the new set of officers, within 30 days after election. Failure to turn over shall be subject to appropriate legal actions.

Section 13. CALENDAR YEAR. The calendar year of the Council shall be from January 1 to December 31 of each year.

PART V TRANSITORY PROVISION

Section 14. EXISTING COUNCILS. Existing Councils organized and whose program has been planned and pursued in pursuant to and in accordance with CDA Memorandum

Circular no. 2011-02, dated February 22, 2011, shall continue with their program for the calendar year 2013.

Section 15. REPEALINGCLAUSE. This Memorandum Circular effectively repeals CDA Memorandum Circular number 2011-02 dated February 22, 2011.

Section 16. EFFECTIVITY. This memorandum Circular shall take effect upon approval by the Board of Administrators of CDA.

Approved on February 7, 2013 per CDA Board Resolution No.041, 5-2013.


EMMANUEL M. SANTIAGUEL, Ph.D.
Chairman

February 20, 2013



**EXCERPTS FROM THE
MINUTES OF SPECIAL MEETING
OF THE CDA BOARD OF ADMINISTRATORS HELD ON FEBRUARY 7, 2013
Makati Palace Hotel, Makati City**

PRESENT:

Hon. Emmanuel M. Santiagué, Ph.D.	- Chairman/Presiding Officer
Hon. Nelson B. Alindogan	- Administrator
Hon. Mercedes D. Castillo	- Administrator
Hon. Eulogio T. Castillo, Ph.D.	- Administrator

ALSO PRESENT:

Atty. Niel A. Santillan	- Executive Director
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RESOLUTION NO. 041, s-2013

Upon motion of Adm. Eulogio T. Castillo duly seconded by Adm. Mercedes D. Castillo, be it **RESOLVED** as it is hereby **RESOLVED** to *approve the proposed MEMORANDUM CIRCULAR ON THE REVISED GUIDELINES IN THE ORGANIZATION, STRUCTURE AND OPERATION OF THE COOPERATIVE DEVELOPMENT COUNCILS*.


APPROVED.

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XXX

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


MARY GRACE L. CINCO
Acting Board Secretary IV

ATTESTED:


EMMANUEL M. SANTIAGUÉ, Ph.D.
Chairman