



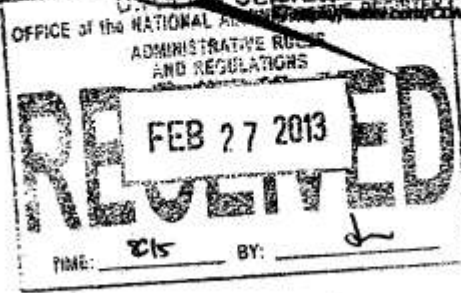
REPUBLIC OF THE PHILIPPINES  
**COOPERATIVE DEVELOPMENT AUTHORITY**



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 Philippines

EXcellence, Commitment, Integrity and Teamwork

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**MEMORANDUM CIRCULAR NO. 2013-02**  
 Series of 2013

**TO :** ALL CONCERNED

**SUBJECT :** SUPPLEMENTAL RULES ON THE TRAINING REQUIREMENTS OF COOPERATIVE DIRECTORS, OFFICERS AND COMMITTEE MEMBERS

**DATE :** 07 FEBRUARY 2013

Article 44 of the Philippine Cooperative Code of 2008 requires that the trainings of cooperative directors, officers and committee members shall be in accordance with the rulers and regulations issued by the Authority.

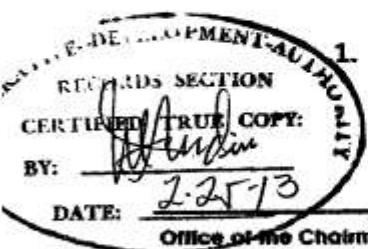
Accordingly, the CDA under Section 5, Rule 7 of the Implementing Rules and Regulations (IRR) of Republic Act No. 9520 enumerates the initial courses to be undertaken by each elective and appointive officer of a cooperative.

Likewise, Section 6, Rule 7 of the aforesaid Implementing Rules and Regulations of RA 9520 provides that *"The training is required for all cooperative officers. In cases where the incumbent has not undergone the required training program, he/she shall undergo such training within twelve (12) months from the effectivity of this Rule. Non-compliance with the required trainings shall be considered grounds for disqualification for future election or appointment until such time that he/she has complied with all the trainings required for the position."*

To provide a reasonable mechanism for the compliance of the mandatory training requirement, the Authority issued Memorandum Circular No. 2011-27 and Memorandum Circular No. 2012-07.

In addition, to ensure strict compliance therewith, the Authority hereby adopts the following supplemental rules:

1. Inclusion in the Cooperative Election Guidelines. Cooperatives shall include in their election guidelines a policy requiring all officers to comply with the mandatory training requirements and the person responsible to



ensure compliance thereof, which shall be the election committee, in case of elective officers, and in the case of appointed officers, the Board of Directors. The guidelines shall also provide for disqualification in case of non-compliance.

2. Notice to the cooperative. Upon a finding that an officer/s of a cooperative has not complied with the required training/s, the Authority shall notify in writing the cooperative of such fact and direct the cooperative to ensure the officers' compliance of the training requirements during their remaining term.
3. Sanctions for non-compliance/failure to comply with the mandatory training.

3.1 For the Cooperative Officers. Failure of the concerned cooperative officer to comply with the training requirement during his/her term shall be a ground for his/her disqualification as future officer of the cooperative in any position until he/she has complied with the required trainings for that position.

3.2 For the Cooperative. Willful failure of the concerned cooperative to comply with the training requirements for its officers, despite notice shall be a ground for the non-issuance of the CGS to the cooperative for the next immediate year.

For strict compliance.

**APPROVED** per CDA Resolution No. 049, s-2013 dated February 7, 2013, Quezon City, Philippines.

For the Board of Administrators

By:

  
EMMANUEL M. SANTIAGUEL, Ph.D.  
Chairman



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. Santiaguél, Ph.D.	- Chairman/Presiding Officer
Hon. Nelon 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. 049, 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 Memo Circular on Supplemental Rules on the Training Requirements of Cooperative Directors, officers and Committee Members.

*RESOLVED FURTHER, that in view of the pressing need for quality Trainors, the Authority shall call a meeting with stakeholders to lay the groundwork for possible forging of Memorandum of Agreement for the provision of Trainor's Training to capacitate accredited Training Providers.*


APPROVED.

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XXX

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. SANTIAGUEL, Ph.D.  
Chairman