



REPUBLIC OF THE PHILIPPINES  
**COOPERATIVE DEVELOPMENT AUTHORITY**

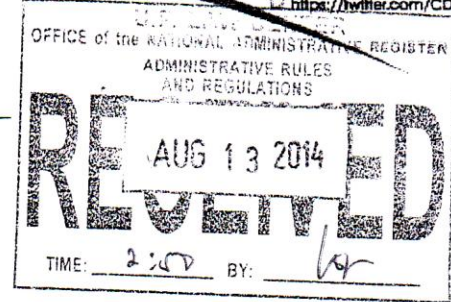
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827 Aurora Blvd., Service Road,  
 Bigy, Immaculate Conception,  
 1111 Cubao, Quezon City,  
 Philippines

http://www.cda.gov.ph  
 chairman@cda.gov.ph  
 Philippine Cooperators Page  
 https://twitter.com/CDAPhil

MEMORANDUM CIRCULAR NO. 2014-03  
 Series of 2014



TO : ALL CONCERNED

SUBJECT : IMPLEMENTING THE COLLECTION OF LEGAL RESEARCH  
 FUND FEE FROM FEES FOR REGISTRATION AND  
 AMENDMENT, PETITIONS, COMPLAINTS IMPOSED BY THE  
 COOPERATIVE DEVELOPMENT AUTHORITY

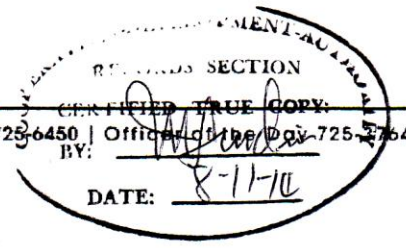
DATE : July 23, 2014

WHEREAS, the collection of the LRF Fee was imposed by Republic Act No. 3870, which was created the U.P. Law Center, to provide financial support for the latter. Section 4 of R.A. No. 3870 mandates the imposition of the LRF Fee, as follows:

*“Section 4. In order to provide for the support of the UP Law Center and the University of the Philippines Law Complex, the additional amount of one percent (1%) of the filing fee imposed, xxx but in no case lower than ten (10) pesos in the case of all xxx agencies or tribunals exercising quasi-judicial functions and those enumerated in Letter Instruction No. 1182 xxx shall be collected by their respective clerks or equivalent functionary, for each action or special proceeding filed therewith and for which fees prescribed in xxx any statute or regulation are due and payable. For this purpose, “special proceeding” shall include any petition or application, paper or document seeking official action to establish a status, right, privilege or particular fact or command the performance of a duty. Such additional amounts shall be receipted for as part of a special fund known as the “Legal Research Fund”, and shall upon collection, be immediately remitted to the University of the Philippines and deposited in a separate account in any authorized government depository bank in the name of the National Treasurer as Ex- Officio Treasurer of the UP xxx.”*

WHEREAS, as early as 13 November 2013, the Board of Administrators issued Resolution No. 240, s-2013 approving the collection of the Legal Research Fund (LRF) Fee for all applications for registration and amendment, petitions, complaints filed with the Authority.

NOW THEREFORE, pursuant to Section 4 of R.A. No. 3870 in relation to the relevant powers and functions of the Cooperative Development Authority, it is hereby directed:



- 1) An LRF fee in an amount equivalent to one percent (1%) of the fee imposed but in no case lower than ten (10) pesos shall be collected on every fee for all applications for registration and amendment, petitions and complaints imposed by the Authority in the exercise and discharge of its regulatory functions.
- 2) The LRF fee shall be on top of, and separate from, whatever fee is payable to the Authority under its Schedule of Fees and Rules and Regulations, the former being due under the R.A. No. 3870. The LRF fee shall be clearly written and entered on the Official Receipt as a separate item payable.
- 3) Pursuant to Treasury Circular No. 4-2003 dated 01 August 2003, the Cashier of CDA Central Office and Extension Office shall collect the LRF fee and shall deposit it directly to the Bureau of Treasury for the account of the UP System (UPS Agency Code AO823, Fund Cod 187). The Cashier of CDA Central Office and Extension Office shall furnish the UP Law Center with a monthly report on the LRF collections and remittances to the Bureau of Treasury.
- 4) All CDA Circulars or rules inconsistent herewith are repealed or modified accordingly. This Memorandum Circular shall take effect fifteen (15) days after publication in the Office of the National Administrative Registry (ONAR) or Official Gazette.

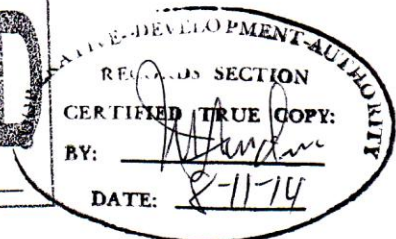
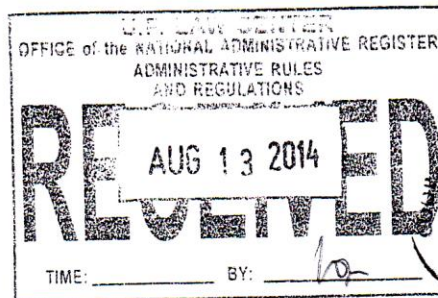
Approved per Board of Administrators Resolution No: 240, S-2013 dated November 18, 2013.

For your proper guidance.

By the Board of Administrators:



EMMANUEL M. SANTIAGUEL, Ph.D.





**EXCERPTS FROM  
MINUTES OF REGULAR MEETING  
OF THE CDA BOARD OF ADMINISTRATORS HELD ON NOVEMBER 18, 2013  
Board Room, CDA Central Office**

**PRESENT:**

- |   |                                      |
|---|--------------------------------------|
| <b>Hon. Emmanuel M. Santiaguél, Ph.D.</b> | <b>- Chairman/Presiding Officer</b>  |
| <b>Hon. Nelón B. Alindogan</b>            | <b>- Administrator from Luzón</b>    |
| <b>Hon. Eulogio T. Castillo, Ph.D.</b>    | <b>- Administrator from Luzón</b>    |
| <b>Hon. Mercedes D. Castillo</b>          | <b>- Administrator from Visayas</b>  |
| <b>Hon. Pendatun B. Disimban</b>          | <b>- Administrator from Mindanao</b> |

**ALSO PRESENT:**

- |                                |                             |
|--------------------------------|-----------------------------|
| <b>Atty. Niel A. Santillan</b> | <b>- Executive Director</b> |
|--------------------------------|-----------------------------|

**RESOLUTION NO. 240, s-2013**

Upon motion of Adm. Eulogio T. Castillo, duly seconded by Adm. Pendatun B. Disimban, be it **RESOLVED** as it is hereby **RESOLVED** to approve the collection of Legal Research Fund (LRF) fee for all applications for registration and amendment, petitions, complaints filed with the Authority.

**RESOLVED FURTHER** that, MS. AURELIA T. FERNANDEZ, Acting Cashier I, is hereby directed to collect the fee, in accordance with an Office Order/Memo Circular on the matter.

**APPROVED.**


XXX

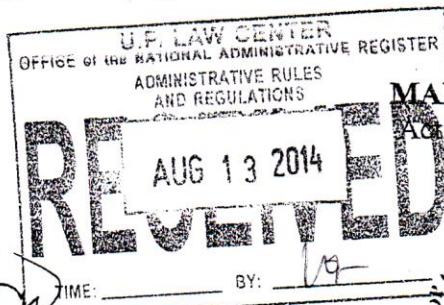
XXX


XXX

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

**ATTESTED:**

  
**EMMANUEL M. SANTIAGUEL, Ph.D.**  
Chairman



  
**MARY GRACE I. CINCO**  
Acting Board Secretary IV

