



Memorandum Circular No. 2014 - 05
Series of 2014

SUBJECT : GUIDELINES IN THE IMPLEMENTATION OF WEB-BASED COOPERATIVE ANNUAL PROGRESS REPORT INFORMATION SYSTEM (CAPRIS)

DATE : September 1, 2014

The Authority hereby promulgates these Guidelines for the proper and accurate encoding, submission, and generation of data in the Cooperative Annual Progress Report Information System (CAPRIS).

**ARTICLE I
PURPOSE**

These Guidelines serve as a policy in the implementation of an efficient and effective computerized system of Cooperative Annual Progress Report (CAPR) submission.

**ARTICLE II
LEGAL BASIS**

These Guidelines are anchored on Section 13 of RA 6939 taken into consideration the following provisions of the law and CDA issuances:

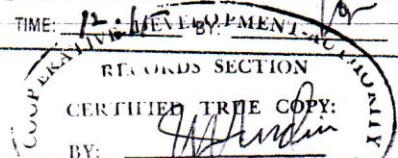
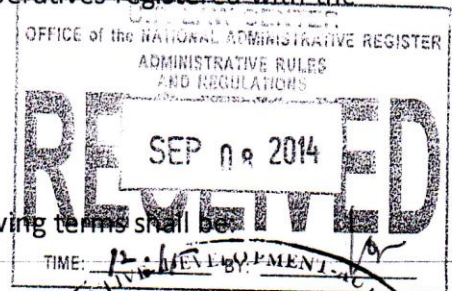
- Art.53 of R.A. 9520 otherwise known as the Philippine Cooperative Code of 2008; and
- Section 2, Rule 8 of the Implementing Rules and Regulations of RA9520.

**ARTICLE III
COVERAGE**

These Guidelines shall apply to all types and categories of cooperatives registered with the Authority and its Extension Offices.

**ARTICLE IV
DEFINITION OF TERMS**

As used in this Guideline, the operational definition of the following terms shall be:



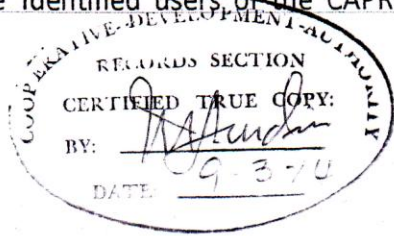
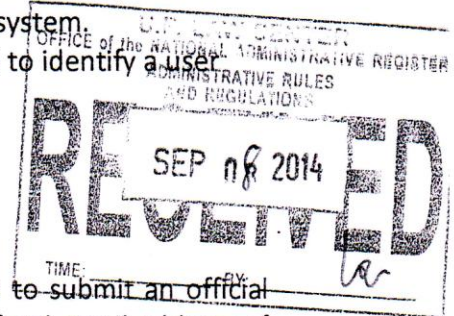
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1. **ACCOUNT NAME** - shall refer to the designated CDA personnel authorized to use and access the CAPRIS.
2. **AUTHORIZED REPRESENTATIVE** – shall refer to a person designated, in writing, by the cooperative to encode and submit the Cooperative Annual Progress Report to the CDA.
3. **CAPR** – shall refer to the Cooperative Annual Progress Report.
4. **CAPR FORM** - shall refer to the reporting instrument prescribed by the Authority to be secured, filled up and submitted by the cooperatives.
5. **CDS II** – shall refer to the Cooperative Development Specialist II.
6. **CAPRIS** – shall refer to the Cooperative Annual Progress Report Information System.
7. **CAPRIS ADMINISTRATOR** – shall refer to the authorized personnel of the MIS Unit of the CDA-Central Office in-charge with the monitoring and administration of the Cooperative Annual Progress Report Information System.
8. **CIN** – shall refer to the Cooperative Identification Number.
9. **DATA** – shall refer to raw figures, facts, statistics or items of information.
10. **INFORMATION** – shall refer to the processed data.
11. **MIS DESIGNATE** – shall refer to the designated personnel of the Authority to monitor submission of the CAPR.
12. **REQUIRED FIELDS** - shall refer to the mandatory data to be filled up by the cooperatives and to be captured in the system.
13. **PASSWORD** – shall refer to a character string that is used as authentication to access the CAPRIS.
14. **SEU Officer-in-Charge** – shall refer to the designated person of the Authority to act as head of the Supervision and Examination Unit/Section.
15. **SYSTEM UTILITY** – shall refer to the computerized system that determines whether the cooperative submitted the required report.
16. **USER** – shall refer to all authorized persons to enter the system for purposes of encoding, submitting, validating, and generating data from the system.
17. **USERNAME** – shall refer to unique sequence of characters used to identify a user and allow access to CAPRIS.

**ARTICLE V
GENERAL FRAMEWORK**

Section 1. EMAIL ADDRESS. All registered cooperatives are required to submit an official email address supported with Board of Directors resolution to the official email address of the CDA Extension Office where the principal office of the cooperative is located.

Section 2. ACCESS RIGHTS. The Executive Director through the Director, Legal and Registration Department shall have the Authority to grant/approve and revoke/terminate the use of access code to the users. The identified users of the CAPRIS shall be given particular access code in the system.



✦ Cooperative

1. Encode and submit the required data
2. View encoded data
3. Download and print their respective encoded data

✦ CDA Extension Offices

A. Regional Director

1. View encoded and consolidated data of cooperatives in their respective regions
2. Download and print the encoded and consolidated data of cooperatives in their respective regions
3. Generate reports

B. Supervision and Examination Section

1. View encoded and consolidated data of cooperatives in their respective regions
2. Correct erroneous data encoded by the cooperative with prior permission from the concerned cooperative after inspection or other means of validation by the Authority
3. Download and print the encoded and consolidated data of cooperatives in their respective regions
4. Analyse data
5. Generate reports

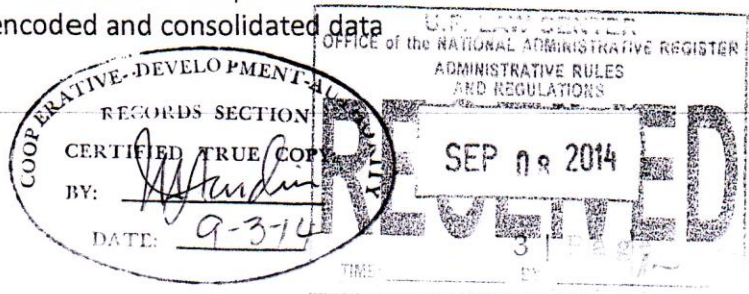
C. MIS

1. View encoded and consolidated data of cooperatives in their respective regions
2. Download and print the encoded and consolidated data of cooperatives in their respective regions
3. Generate reports

✦ CENTRAL OFFICE

A. Board of Administrators / Executive Director / Deputy Executive Director/Department Directors/Division Chiefs

1. View encoded and consolidated data of cooperatives
2. Download and print the encoded and consolidated data
3. Generate reports



B. Legal and Registration Department

1. View encoded and consolidated data of cooperatives
2. Download and print the encoded and consolidated data of cooperatives
3. Generate reports

C. Supervision and Examination Unit

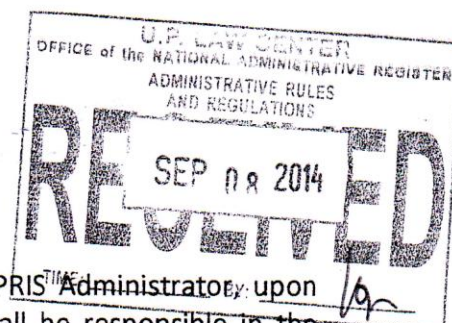
1. View encoded and consolidated data of cooperatives
2. Correct erroneous data encoded by the cooperative with prior permission from the concerned cooperative after inspection or other means of validation by the Authority
3. Download and print the encoded and consolidated data of cooperatives
4. Analyse data
5. Generate reports

D. Planning Division

1. View encoded and consolidated data of cooperatives
2. Download and print the encoded and consolidated data of cooperatives
3. Analyse data
4. Generate reports

E. MIS

1. Systems administration and maintenance



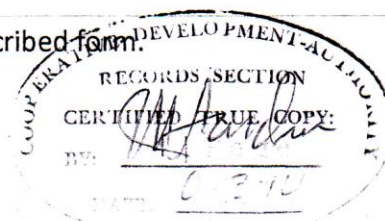
Section 3. CREATION AND CONTROL OF ACCESS CODE. The CAPRIS Administrator, upon approval of the Director, Legal and Registration Department, shall be responsible in the issuance, change, revocation, and monitoring of access codes and CAPRIS use.

Section 4. AUTHORIZATION OF USERS. No users shall be allowed to access the CAPRIS without proper authorization and familiarity of the system. The Director, Legal and Registration Department and the Extension Office Directors shall ensure that all users are properly authorized to access the CAPRIS.

Section 5. PRESCRIBED FORM. The prescribed required CAPR Form to be filled up and submitted can be downloaded at www.cda.gov.ph which is the official website of the Authority.

Those cooperatives that submitted an incorrect/old CAPR Form shall be advised immediately to secure and submit the revised form.

All types and categories of cooperatives shall uniformly use the prescribed form.



**ARTICLE VI
GENERAL POLICIES**

Section 1. ACCOUNTABLE PERSON/S. The cooperative's Board of Directors Chairperson and General Manager shall be accountable for all the entries required in the CAPRIS and shall ensure that all data are true and correct.

Section 2. USER'S MANUAL. The MIS in coordination with the Supervision and Examination Unit of the Central Office shall develop the User's Manual for this purpose.

Section 3. IDENTIFICATION OF ADDITIONAL MANAGEMENT AND OPERATIONAL INFORMATION REQUIREMENTS. The Board of Administrators and the Planning Division, in consultation with the Management Committee (MANCOM), shall continue to identify additional management and operational information requirements of the Authority.

Section 4. INFORMATION DISSEMINATION. The Authority, thru its Extension Offices, shall be responsible for the information dissemination on the proper use of the Manual.

Section 5. CORRECTION OF DATA. The system will not allow changes, improvements, or editing of any data already submitted to the central database unless there is prior written permission from the cooperative after inspection or other means of validation

In cases that there are observations in the data that need to be altered, modified, or adjusted, the data shall be submitted to the Supervision and Examination Unit/Section together with the written letter of request stating the reasons for such need for alterations, modifications or adjustments.

The Supervision and Examination Unit/Section is the only authorized unit to do the correction in the submitted data stored already in the central database after the approval by the Legal and Registration Department Director /Regional Director.

Section 6. INFORMATION AND REPORTS GENERATION. Generation of information and different reports from the CAPRIS shall be the responsibility of the Planning Division.

Section 7. SYSTEMS ERROR REPORTING AND FEEDBACKING. Any error or difficulties encountered in the system must be documented and reported as soon as possible by the users. This will help in the maintenance and improvement of the system.

COOPERATIVE DEVELOPMENT AUTHORITY
RECORDS SECTION
CERTIFIED TRUE COPY:
BY: [Signature]
DATE: 9-3-14

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**ARTICLE VII
MISCELLANEOUS PROVISION**

Section 1. USERS TRAINING AND FAMILIARIZATION WITH THE SYSTEM. All of the identified users in the Authority shall undergo appropriate orientation and training on the use of the CAPRIS.

Section 2. ADMINISTRATIVE SANCTION. Unauthorized transfer, sharing, access, use and other like manner that will cause loss, damage or destroy the system and the data stored in the central database shall be dealt within the appropriate laws.

**ARTICLE VIII
EFFECTIVITY**

This Circular shall take effect immediately upon approval hereof by the Board of Administrators.

Approved pursuant to BOA Resolution No. 496, s-2014 dated August 11, 2014.

For the Board of Administrators
By:



EULOGIO T. CASTILLO, Ph.D.
OIC-Chairman

