



Office of the President of the Philippines  
**COOPERATIVE DEVELOPMENT AUTHORITY**  
Department of Finance



<http://www.cda.gov.ph> [chairman@cda.gov.ph](mailto:chairman@cda.gov.ph) Philippine Cooperators Page @CDAPHils

**Central Office**

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

OFFICE OF THE NATIONAL  
ADMINISTRATIVE REGISTER  
(ONAR)

ADMINISTRATIVE RULES & REGULATIONS

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**MEMORANDUM CIRCULAR No. 2015 - 10**  
Series of 2015

**SUBJECT : REVISED GUIDELINES ON THE ACCREDITATION OF COOPERATIVE TRAINING PROVIDERS**

Pursuant to Article 44 of Republic Act 9520 (RA 9520) and Section 6 of Rule 7 of its Implementing Rules and Regulations (IRR), this Authority hereby adopts and promulgates these Guidelines on the Accreditation of Cooperative Training Providers.

**Section 1. Title**

This shall be known as the Guidelines on the Accreditation of Cooperative Training Providers.

**Section 2. Definition of Terms**

**Accreditation** - refers to the act of giving official authorization or approval to a qualified institution or organization to conduct mandatory trainings for cooperative officers.

**The Authority** - refers to the Cooperative Development Authority (CDA);

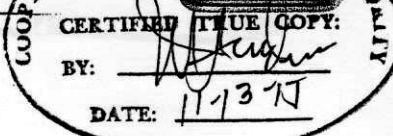
**Trainers** - refer to individual persons who belong to the pool of trainers and possess the qualifications required for a trainer;

**Training provider** - refers to institution or organization providing/offering training courses such as short courses, skills programs and degree programs.

**Section 3. Scope and Objectives**

This Circular shall apply to organizations/institutions conducting training to cooperatives, such as:

- Cooperative federations;
- Cooperative unions;
- Training institutions including Non-Government Organizations (NGOs) and academe
- National Government Agencies (NGAs)
- Local Cooperative Development Offices; and
- Advocacy cooperatives;



Primary cooperatives which are not registered as advocacy cooperatives are not covered by this Circular.

The Accreditation Program aims to institutionalize the conduct of well-coordinated, rationalized, and standardized education and training for cooperatives and its officers and members pursuant to the provisions of RA 9520.

#### Section 4. Initial Requirements

##### a. Qualifications

The applicant must possess the following minimum qualifications:

- Must have juridical personality; For training institutions, NGOs and academe, they must be in existence for at least two (2) years;
- Must have cooperative development program/s;
- Must have a pool at least five (5) competent cooperative trainers who possess the following minimum qualifications:
  - Of legal age;
  - Filipino residing in the Philippines;
  - Holder of at least a Bachelor's degree;
  - Attended/completed Training of Trainers; and
  - With at least two (2) years experience as resource person on cooperatives, supported by a Certificate of Recognition/Appreciation as Resource Person issued by cooperative/institution where he/she acted as resource person and must be knowledgeable on **basic philosophy of cooperatives**.

##### b. Documentary Requirements

An applicant who seeks to be accredited as cooperative training provider shall file a letter-application directly to the Cooperative Development Authority – Extension Office (CDA-EO) where such applicant is based, attaching thereto duly certified true copies of the following documents:

###### b.1. For Cooperatives, Federations and Unions

- i. Valid Certificate of Compliance (COC);
- ii. Organizational profile
  - a. Basic Information (Name/address/contact details);
  - b. List of programs and services;
  - c. Historical profile of cooperative training conducted
  - d. Affiliations, if any;
  - e. List of Key Officers and Staff; and
  - f. List of Trainers with their individual profile/bio-data

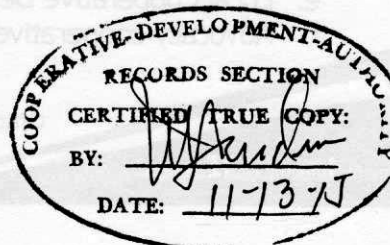
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- iii. Cooperative Annual Performance Report (CAPR) and Audited Financial Statements of the immediately preceding year

**b.2. For Training Institutions/NGOs/Academe:**

- i. Certificate of Registration from the concerned Philippine Government Agency;
- ii. Articles of Incorporation and Bylaws where cooperative development is one of its objectives and purposes or cooperative development is one of its identified program thrusts;
- iii. Business Permit;
- iv. Organizational profile
  - Basic Information (Name/address/contact details);
  - List of programs and services;
  - Historical profile of cooperative training conducted;
  - Affiliations, if any;
  - List of Key Officers and Staff; and
  - List of Trainers with their individual profile/bio-data.
- v. Annual Reports and Audited Financial Statements for the last 2 years

**b.3. For NGAs/ CDOs/SUCs:**

- i. Certification from head of the agency that such office/unit has cooperative development program, in lieu of the Certificate of Registration; or appropriate local issuance/s creating the office (in the case of CDOs);
- ii. Organizational profile
  - Basic Information (Name/address/contact details);
  - List of programs and services;
  - Historical profile of cooperative training conducted
  - List of Key Officers and Staff; and
  - List of Trainers with their individual profile/bio-data.

**Section 5. Adoption of the prescribed Cooperative Training Curriculum**

For purposes of standardizing the minimum knowledge and information that the cooperative officers need to acquire, the accredited cooperative training provider shall submit an undertaking to adopt the CDA prescribed cooperative training curriculum for cooperative officers.

Further, the applicant training provider shall submit an undertaking that it shall utilize the services of its pool of trainers in the conduct of the training courses.

**Section 6. Application Fee**

|                          |   |                                   |
|--------------------------|---|-----------------------------------|
| New Accreditation        | - | Three Thousand Pesos (P3, 000.00) |
| Renewal of Accreditation | - | Five Thousand Pesos (P5, 000.00)  |

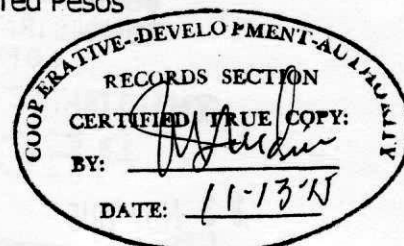
For Government Organizations, the following fees shall apply:

|                           |   |  |
|---------------------------|---|--|
| Initial/New Accreditation | - | One Thousand Five Hundred Pesos (P1, 500.00) |
| Renewal of Accreditation  | - | Two Thousand five hundred Pesos (P2, 500.00) |

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## Section 7. Renewal of Accreditation

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

### 7.1. Documentary Requirements:

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

1. Letter-application for renewal;
2. Updated list of Trainers;
3. Reports of training conducted using Training Report 1, attached as Annex A ;
4. List of participants per training conducted as reported in item no. 3, using Training Report 3, attached as Annex C;
5. Modules of Cooperative Training Conducted;
6. Two (2) year Cooperative Training Plan.

In addition, the following documents must be submitted:

- i. Cooperatives, federations and unions
  - Cooperative Annual Progress Report (CAPR)
  - Latest Audited Financial Statements
  - Valid Certificate of Compliance (COC)
- ii. Training Institutions, Non-Government Organizations, and private academe
  - Copy of Annual Report of the institution covering all its activities, programs and undertakings
  - Latest Audited Financial Statement
  - 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 this Circular.

### 7.3. Grounds for non-approval of renewal:

1. Incomplete submission of documentary requirements.
2. Non-conduct of at least three (3) training within the accreditation period;
3. Non-adoption of the minimum standards set forth in the Standard Training Curricula; and
4. Non-compliance with any of the provisions of this circular, and rules and regulations issued by the Authority.

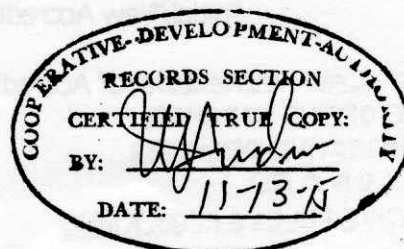
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## SECTION 8. Accreditation Jurisdiction

The accreditation and revocation of the accreditation of Cooperative Training Provider shall be by authority of the CDA Board of Administrators (BOA) through the Office of the Executive Director (OED) and the Institutional Development Department (IDD).

## Section 9. Validity of Accreditation

### A. Initial/New Accreditation

Initial accreditation will be valid for one (1) year from the date of approval, unless earlier revoked by the Authority.

### B. Renewal of 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

## Section 10. Cancellation/Revocation of Accreditation

Grounds for Cancellation/Revocation:

- Issuance of false or falsified certificate of training/participation/attendance;
- Allowing the use of its Accreditation number by any unauthorized training provider;
- Non-compliance with any of the provisions of this Circular, rules and regulations issued by the Authority and the requirements for accreditation; and
- Other acts analogous to the foregoing.

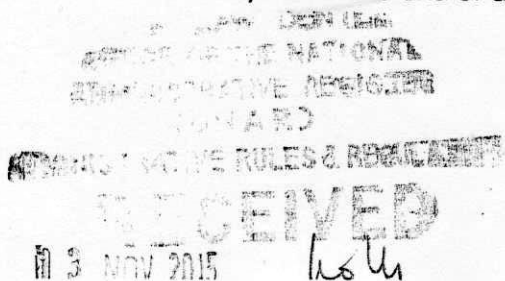
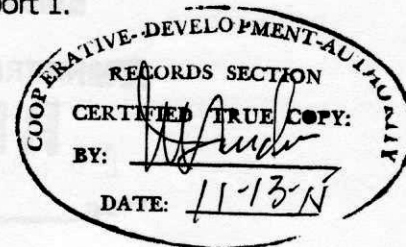
Procedures for cancellation/revocation of accreditation shall be in accordance with CDA MC 2013-19.

A Cooperative Training Provider whose accreditation has been cancelled may apply for new accreditation. Provided, that no further accreditation shall be granted after two (2) cancellations/revocations.

## Section 11. Report Requirement

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

1. Report on trainings conducted to be submitted not later than ten (10) days after the end of each month 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 to be submitted fifteen (15) days after the end of the calendar year 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.

## Section 12. Miscellaneous Provision

The list of all Accredited Cooperative Training Providers shall be made available to the cooperative sector and shall be posted at the Authority's website.

The CDA shall not be held liable for any damage or loss that may arise from the selection or engagement of any accredited training provider by a cooperative for their training.

## Section 13. Repealing Clause

Memorandum Circular No. 2004-10 dated June 10, 2004, the Guidelines for the Recognition of Non-Government Organizations issued on September 24, 1991, Memorandum Circulars No. 2011-01 and 2012-10 and all other issuances that are inconsistent with these Guidelines shall be deemed repealed and/or modified accordingly.

## Section 14. Effectivity

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 September 29, 2015 per BOA Resolution No. 262, s-2015.

### THE BOARD OF ADMINISTRATORS

By:

**ORLANDO R. RAVANERA**  
Chairman

November 13, 2015

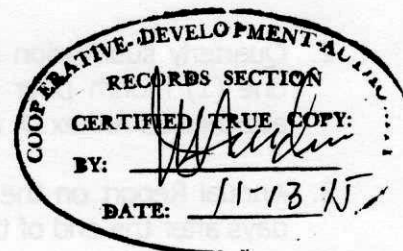
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## ANNEX A

NAME OF THE COOPERATIVE TRAINING PROVIDER

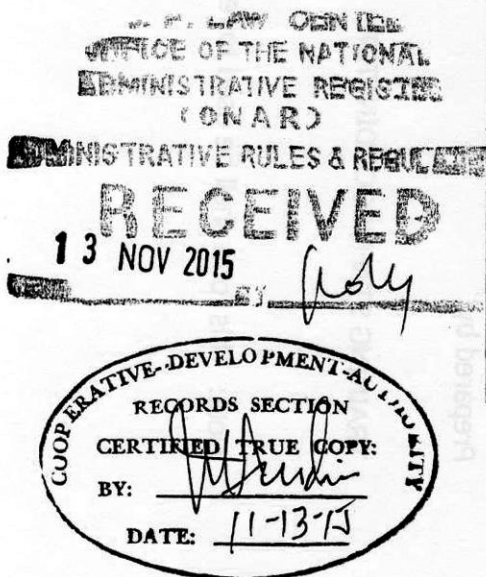
ANNUAL REPORT ON TRAINING CONDUCTED

[illegible]

ATTESTED BY:

HEAD OF THE COOPERATIVE TRAINING PROVIDER

**Note:** This form shall be used to report summary of trainings conducted in a year to be submitted to CDA fifteen (15) days after the end of the calendar year.

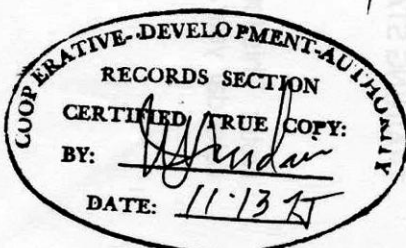


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# MONTHLY REPORT ON TRAINING CONDUCTED

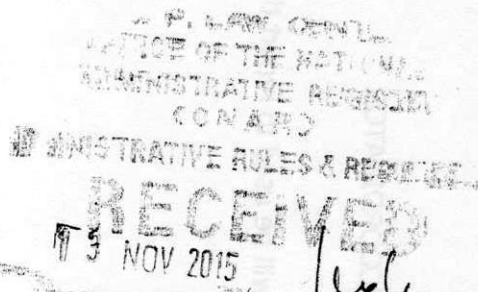
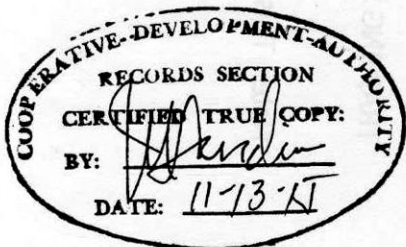
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Approved by:

HEAD OF THE COOPERATIVE TRAINING PROVIDER

**Note:** This form shall be used to report trainings conducted to be submitted to CDA not later than ten (10) days after the end of each month.





**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 2)

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: \_\_\_\_\_

ATTESTED BY: \_\_\_\_\_

TRAINING STAFF/COORDINATOR

HEAD OF THE COOPERATIVE TRAINING PROVIDER

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

## TRAINING REPORT 4

CDA Accreditation Number

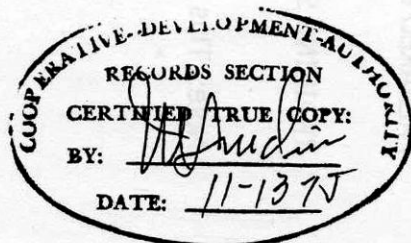
FOR \_\_\_\_\_ QUARTER OF YEAR 20 \_\_\_\_\_

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COMMISSION

# CONSTITUTIONAL RULES & BY-LAWS

13 NOV 2015

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Prepared by:

ATTESTED BY:

## TRAINING STAFF/COORDINATOR

HEAD OF THE COOPERATIVE TRAINING PROVIDER

**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.