

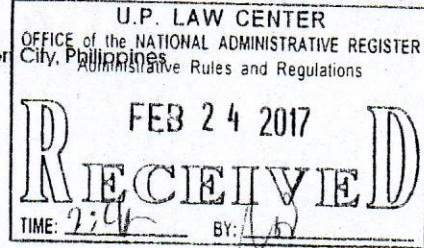


Office of the President of the Philippines
COOPERATIVE DEVELOPMENT AUTHORITY

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Central Office

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



MEMORANDUM CIRCULAR NO. 2017-01
 Series of 2017

TO : **ALL CONCERNED**

SUBJECT : **CAPABILITY BUILDING PROGRAM FOR MICRO COOPERATIVES**

Section 1. TITLE

This Memorandum Circular shall be known as *"Capability Building Program For Micro Cooperatives"*.

Section 2. POLICY FRAMEWORK AND LEGAL BASES

- 2.1. Sec. 1, Art 12, Philippine Constitution. 'The goals of the national economy are a more equitable distribution of opportunities, income, and wealth; a sustained increase in the amount of goods and services produced by the nation for the benefits of the people; and an expanding productivity as the key to raising the quality of life for all, especially the underprivileged.
- 2.2. Section 15, Art. 12, Philippine Constitution. The Congress shall create an agency to promote the viability and growth of cooperatives as instruments for social justice and economic development.
- 2.3. Section 1, RA 6939. CDA pursuant to its constitutional mandate was created to promote the viability and growth of cooperatives as instruments of equity, social justice and economic development.
- 2.4. Par. (a), Section 3, RA 6939. Formulate, adopt and implement integrated and comprehensive plans and programs on cooperative development consistent with the national policy on cooperatives and the overall socio-economic development plans of the government.
- 2.5. Par. (b), Section 3, RA 6939. Develop and conduct management and training programs upon request of cooperatives that will provide members of cooperatives with the entrepreneurial capabilities, managerial expertise, and technical skills required for the efficient operation of their cooperatives and inculcate in them the true spirit of cooperativism and provide, when necessary, technical and professional assistance to ensure the viability and growth of cooperatives with special concern for agrarian reform, fishery and economically depressed sectors;

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- 2.6. Par. (I), Section 3, RA 6939. Formulate and adopt continuing policy initiatives consultation with the cooperative sector through public hearing
- 2.7. Article 44 of RA 9520. Functions, Responsibilities and Training Requirements of Directors, Officers and Committee Members. The functions and responsibilities of directors, officers and committee members, as well as their training requirements, shall be in accordance with the rules and regulations issued by the Authority

Section 3. PROGRAM OBJECTIVES

- 3.1. To capacitate cooperative officers to efficiently and effectively manage the operation of cooperatives; and
- 3.2. To provide training to micro cooperatives to comply with the mandatory training requirements for cooperative officers.

Section 4. COVERAGE

This Circular shall cover micro cooperatives including newly registered cooperatives whose assets are 3 million and below.

Section 5. TRAINING COMPONENTS

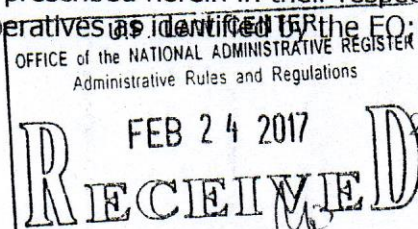
In order to capacitate and empower micro cooperatives, the following training shall be conducted for the officers:

- a) Fundamentals of cooperatives
- b) Governance and Management of Cooperatives
- c) Internal Control System

This training shall be conducted by the CDA. However, micro cooperatives may opt to access other training providers, provided these are accredited by CDA.

Section 6. TRAINING PROGRAM MANAGEMENT

- 6.1. The CDA Central Office through the CRITD, shall develop materials for this training program and monitor the implementation;
- 6.2. The CDA Extension Offices through its CRIT Section, shall manage and coordinate the conduct of trainings prescribed herein in their respective offices. It shall maintain a list of micro cooperatives as identified in the FO:



- 6.3. The CRITS in coordination with the field personnel shall submit the schedule of training to the Director for approval. The schedule shall be posted in the website and in the field offices of the region;
- 6.4. The CDA Extension Office Directors shall assign a training team who shall conduct the scheduled training;
- 6.5. A Certificate of Attendance/Participation shall be issued to the participants. The certificate shall bear a distinct number for control and monitoring purposes; and
- 6.6. The conduct of the training shall be given free of charge to the cooperatives and no fees shall be collected. However, the participants may bring their own food.

Section 7. COMPLIANCE TO THE MANDATORY TRAINING

The training attended by the officers of micro cooperatives under this program shall be a valid compliance to the required training for cooperatives under Rule 7 of Revised IRR of RA 9520 and CDA MC 2015-09.

Section 8. REPEALING CLAUSE

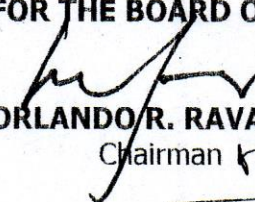
All previous Memorandum Circulars inconsistent in part or in whole to this Memorandum Circular are hereby rescinded or amended accordingly.

Section 9. EFFECTIVITY

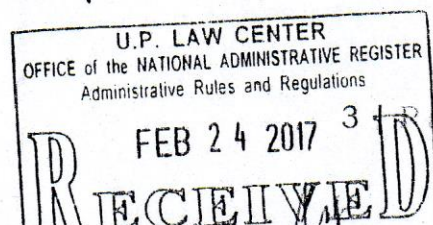
This Memorandum Circular shall take effect fifteen (15) days following its publication to the Office of National Administrative Registry (ONAR).

Approved per CDA Board Resolution No. 385, Series of 2016 dated November 15, 2016.

FOR THE BOARD OF ADMINISTRATORS


ORLANDO R. RAVANERA
Chairman

Date: February 23, 2017





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

**EXCERPTS FROM
 MINUTES OF REGULAR MEETING
 OF THE CDA BOARD OF ADMINISTRATORS HELD ON NOVEMBER 15, 2016
 Boardroom**

PRESENT:

- | | |
|----------------------------------|-------------------------------|
| Hon. Orlando R. Ravanera | - Presiding Officer/Chairman |
| Hon. Eulogio T. Castillo, Ph. D. | - Administrator from Luzon |
| Hon. Mercedes D. Castillo | - Administrator from Visayas |
| Hon. Benjie S. Oliva | - Administrator from Visayas |
| Hon. Paisal I. Cali | - Administrator from Mindanao |

ALSO PRESENT:

- | | |
|---------------------|----------------------|
| Dir. Ray R. Elevazo | - Executive Director |
|---------------------|----------------------|

RESOLUTION NO. 385, s-2016

Upon motion by Adm. Mercedes D. Castillo, duly seconded by Adm. Paisal I. Cali, be it **RESOLVED**, as it is hereby **RESOLVED**, to approve the Proposed Memorandum Circular on Capability Building Program for Micro Cooperatives.


APPROVED.

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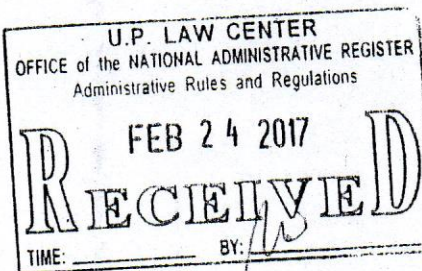
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This is to certify that the foregoing is true and correct from the minutes of the CDA Board of Administrators' Regular Meeting.


MARY GRACE I. CINCO
 Board Secretary IV

ATTESTED:


ORLANDO R. RAVANERA
 Chairman



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