



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

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

**Central Office**

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

Memorandum Circular No. 2017-03  
 Series of 2017

**SUBJECT : AMENDMENT TO CDA MEMORANDUM CIRCULAR NO. 2012-15 DATED JUNE 11, 2012 ON POLICY GUIDELINES MANDATING COOPERATIVE TO PUT-UP SIGNAGE IN THEIR RESPECTIVE OFFICES**

Pursuant to the powers vested upon the Authority under Republic Act No. 6939, the Cooperative Development Authority hereby promulgates and adopts the following guidelines:

**Section 1. Title**

This Guideline shall be known as **“AMENDMENT TO CDA MEMORANDUM CIRCULAR NO. 2012-15 DATED JUNE 11, 2012 ON POLICY GUIDELINES MANDATING COOPERATIVE TO PUT-UP SIGNAGE IN THEIR RESPECTIVE OFFICES”**.

**Section 2. Purpose**

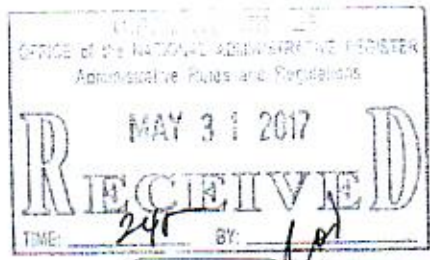
This Guidelines is issued for purposes of ascertaining the identity and location of the cooperative as stated in its Articles of Cooperation.

**Section 3. Legal Bases**

This Guidelines is anchored on the following provisions of the law:

- A. Article 14 (2) (d) of RA 9520. The Articles of cooperation shall set forth:
  - (d) The area of operation and the postal address of its principal office.
- B. Article 51 of RA 9520

“Every cooperative shall have an official postal address to which all notices and communication shall be sent. Such address and every change thereof shall be registered with the Authority”.



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#### Section 4. Coverage

This Guidelines shall apply to cooperatives registered with the CDA but failed to put up and maintain a business signage.

#### Section 5. Signage Specification

Registered cooperatives must put up and maintain a signage at the entrance of the principal and all branch or satellite offices.

The signage shall be visible, legible and shall contain at least the following information:

- a. Name of the Cooperative;
- b. Address
  - b.1 Address of the principal office, if it is a principal office;
  - b.2 Address of the branch office, if it is a branch office; and/or
  - b.3 Address of the satellite office, if it is a satellite office
- c. Registration Number of the Cooperative;
- d. Tax Identification Number (TIN) of the Cooperative;
- e. The words "Principal, Satellite and/or Branch Office", if applicable; and
- f. The phrase "Registered with Cooperative Development Authority - \_\_\_\_\_ Extension Office". (*Note: where the principal office is registered*)

Additional Information for Branches and Satellites:

- g. Certificate of Authority No. – if Branch
- h. Letter of Authority No. – if satellite

#### Section 6. Effectivity


This Guidelines shall take effect upon the approval of the CDA Board of Administrators and fifteen (15) days after filing with the Office of National Administrative Registry (ONAR).

#### Section 7. Separability Clause

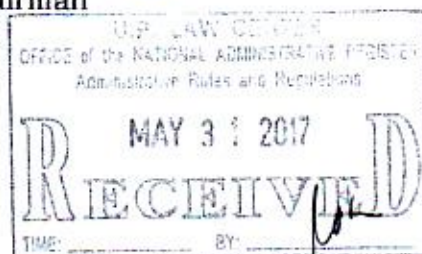
If any provision of this Guidelines is declared null and void or declared unconstitutional, the other provisions not affected thereby shall continue to be in force and effect.

Approved by the Board of Administrators pursuant to Res No. 103, S-2017 dated April 25, 2017.

For the Board of Administrators

  
**ORLANDO R. RAVANERA**  
Chairman

Date: May 26, 2017





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EXCERPTS FROM  
MINUTES OF REGULAR MEETING  
OF THE CDA BOARD OF ADMINISTRATORS HELD ON APRIL 25, 2017

*PRESENT:*

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

*ALSO PRESENT:*

Dir. Ray R. Elevazo	- Executive Director
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RESOLUTION NO. 103, S-2017

Upon motion by Adm. Benjie S. Oliva, duly seconded by Adm. Mercedes D. Castillo, be it RESOLVED as it is hereby RESOLVED, to approve the Proposed Amendments to CDA Memo Circular No. 2012-15 re: Policy Guidelines Mandating Cooperative to Put Up Signage in their respective offices.

APPROVED.

xX

xX

xX

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

COOPERATIVE DEVELOPMENT AUTHORITY  
15 MAY 2017  
By: \_\_\_\_\_  
LEGAL DIVISION

S.P. LAW CENTER  
OFFICE of the NATIONAL ADMINISTRATIVE SERVICES  
Administrative Rules and Regulations  
MAY 31 2017  
RECEIVED

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