



Central Office

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

Memorandum Circular No. 2019-04
Series of 2019

TO : ALL CONCERNED

SUBJECT : Guidelines Governing the Submission of Required Reports for Micro Cooperatives

Pursuant to the regulatory and developmental functions of the Cooperative Development Authority under Republic Act No. 6939 and Republic Act No. 9520, the CDA hereby promulgates the following guidelines for the submission of required reports of Micro Cooperatives.

SECTION 1. TITLE

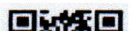
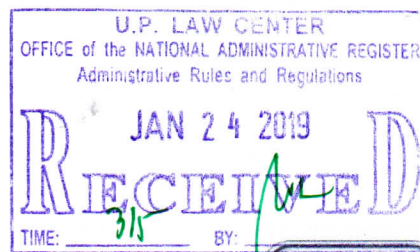
This Guidelines shall be known as the “**Guidelines Governing the Submission of Required Reports for Micro Cooperatives**”.

SECTION 2. LEGAL BASES

This Guidelines are hereby promulgated consistent with the Article 113 of RA 9520; Rule 8, Section 7 of the Revised IRR, Section 13 (e) of Joint BIR –CDA Rules and Regulations and Section 13 of RA 6939.

SECTION 3. SCOPE

This Guidelines shall apply to all micro cooperatives registered with the Authority with at least one (1) year of operation. Micro Cooperatives are those cooperative whose assets size are three million (P3,000,000.00) and below exclusive of the land on which the particular cooperative's office, plant and equipment, if any, are situated. (CDA MC 2007-07 dated 6/7/2007)



SECTION 4. REPORTS TO BE SUBMITTED BY MICRO COOPERATIVES

The following are the required reports to be submitted to the Authority in order to be issued a Certificate of Compliance (COC).

- A. Copy of the electronically encoded Cooperative Annual Progress Report (CAPR) with the following attachments:
 - a.1 Original Copy of the Financial Statements (FS) audited by any of the following:
 - 1) External auditor accredited by the Board of Accountancy (BOA);
 - 2) Audit Committee of the cooperative; or
 - 3) Audit committee of the federation or union where the cooperative is affiliated,

Audited Financial Statements shall comprise the following:

- a. Statement of Financial Condition
- b. Statement of Operation
- c. Statement of Changes in Equity, Donations and Grants and Statutory Reserves
- d. Statement of Cash Flow
- e. Notes to Financial Statements

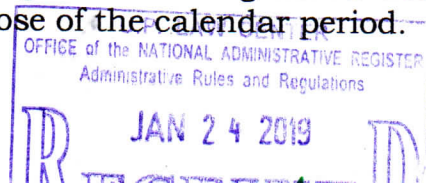
For FS audited by the Audit Committee of the cooperative or federation/union, the same shall be duly signed by the chairman of the committee on the face of the FS.

Micro Cooperatives are also required to encode their Audited Financial Statement through the subsystem in the CAPRIS found in the CDA's Website.

- a.2 List of Officers and Mandatory Trainings Undertaken/ Completed;
- a.3 Social Audit Report (SAR) including its program of activities pursuant to its socio-civic goals;
- a.4 Governance and Management Report (GMR), including copies of the semi-annual Report on mediation and conciliation as received by the Authority pursuant to Rule 7 of the Revised IRR;

SECTION 5. PLACE AND DEADLINE OF SUBMISSION

The required reports as specified in Section 4 shall be submitted to the Extension Office where the cooperative is registered within one hundred twenty (120) days after the close of the calendar period.



SECTION 6. PENALTY FOR NON-SUBMISSION OF REPORTS

Micro Cooperatives who failed to submit the required reports shall not be issued with a COC and be tagged as NON-COMPLIANT COOPERATIVE.

SECTION 7. AMENDMENT

All previous Circulars and /or Guidelines issued by the Authority which are inconsistent with this Guidelines are deemed amended or modified accordingly.

SECTION 8. DISSEMINATION

All Extension Offices of the Authority shall cause the information dissemination of this Guidelines.

SECTION 9. EFFECTIVITY

This Guidelines shall take effect upon the approval of the Board of Administrations and fifteen (15) days after publication with the Office of the National Administrative Register (ONAR).

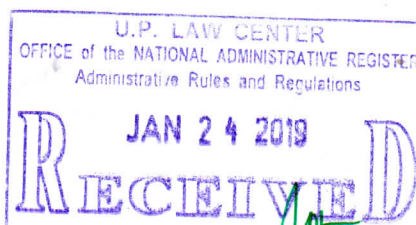
Approved pursuant to Board Resolution No. 638, Series of 2018
dated December 18, 2018.

For the Board of Administrators:

By:


ORLANDO R. RAVANERA
Chairman 

January 22, 2019





Office of the President of the Philippines
COOPERATIVE DEVELOPMENT AUTHORITY

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

Central Office

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 DECEMBER 18, 2018

PRESENT:

- | | |
|--------------------------|-------------------------------|
| Hon. Orlando R. Ravanera | - Chairman/Presiding Officer |
| Hon. Benjie S. Oliva | - Administrator from Visayas |
| Hon. Paisal I. Cali | - Administrator from Mindanao |
| Hon. Abad L. Santos | - Administrator from Luzon |
| Hon. Myrla B. Paradillo | - Administrator from Luzon |

ALSO PRESENT:

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

ON OFFICIAL LEAVE:

- | | |
|-----------------------------|-------------------------------|
| Hon. Abdulsalam A. Guinomla | - Administrator from Mindanao |
|-----------------------------|-------------------------------|

RESOLUTION NO. 638, S-2018

Upon motion by Adm. Myrla B. Paradillo, duly seconded by Adm. Benjie S. Oliva, be it RESOLVED as it is hereby RESOLVED, to approve the Memorandum Circular on the Guidelines Governing the Submission of Required Reports for Micro Cooperatives.

APPROVED.

xxx

xxx

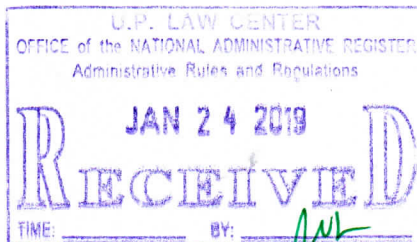
xxx

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

[Signature]
 JULIO E. CASILAN, JR.
 Acting Board Secretary

ATTESTED:

[Signature]
 ORLANDO R. RAVANERA
 Chairman



Office of the Chairman : (02) 721-5325
 (02) 721-5324



Management System
 ISO 9001:2015

