COOPERATIVE DEVELOPMENT AUTHORITY
Summary of Programs, Projects, and Activities (PPAs)
FY 2022

Programs/Projects/Activities (PPAs)
I - OPERATIONS
A. Cooperative Develeopment Program (CDP)
A.1 Provision of Technical Assistance Services (TAS) on Cooperative Development
A.1.1 Provide Handholding initiatives to Registered Micro and Small Cooperatives
1.1.a. Conduct of Mandatory Trainings for Micro Cooperatives
1.1.b. Conduct of Other Trainings for Micro Cooperatives
1.1.c. Conduct of other handholding activities (i.e. technical assistance, guidance, coaching, mentoring, etc)
1.1.d Conduct of Mandatory Trainings for Small Cooperatives
1.1.e. Conduct of Other Trainings for Small Cooperatives
1.1.f. Conduct of other handholding activities (i.e. technical assistance, guidance, coaching, mentoring, etc)
A.1.2 Provide TAS to Medium and Large Cooperatives
A.1.3 Provide TAS to the Credit Surety Fund Cooperatives (CSF-Coops)
1.3.a. Provide TAS to the proposed Credit Surety Fund Cooperatives (CSF-Coops)
1.3.b. Technical Assistance and Registration of proposed Credit Surety Fund (CSF) Cooperatives.
1.4 Provide TAS to Other Client/s
1.5 Provide TAS in the application for registration of marginalized groups/sector
A.2. Development of Training Standards for Cooperatives
A. 2.1. Develop Training Standards for Cooperatives
A.2.2. Monitoring of Trainings undertaken by micro and small cooperatives
A.2.3. Cooperative Resiliency and Sustainability Program
A.3. Information and Advocacy
A.3.1. Development and Distribution of Information, Education and Communication (IEC) materials
A.3.2. Monitoring and updating of CDA website content
A.3.3. Monitoring of CDA Helpdesk and Social Media client feedback
A.4. Cooperative Research
A.4.1. Compilation of research papers into an e-Book
A.5. Establishment and Strengthening of Partnership for Cooperative Promotion and Development
A.5.1. CDA-Philippine Center for Post-Harvest Development and Mechanization (PHILMEC)
A.5.2. CDA – Department of Trade and Industry (DTI)
A. 5.3. CDA- Technical Education Skills Development Authority
A.5.4. CDA- Polytechnic University of the Philippines
A.5.5. CDA with other State Universities and Colleges
A.6. Gawad Parangal Awards and Recognition Program and Documentation of Best Practices
A.6.1. Conduct of screening and validation activities
A.6.2. Awarding of winners
A.6.3. Documentation of process and winners
A.6.4 Document Cooperatives Adopting Best Practices
A.7.Standard Setting and Accreditation
A.7.1. Reception and Evaluation of Applications for Accreditation of Cooperative Training Providers (CTPROs)
A.8. Gender and Development for Cooperatives
A.9. Monitoring of CDA Consultative Mechanism Bodies and Other Developmental Advocacy
A.9.1 Intensifying Cluster-Based Policy Development Initiatives and advocacy
A.9.2. Regional Cluster Organizations
A.9.3. Cooperative Development Councils
9.3.1. Preparation of an inventory of CDCs organized with a complete list of officers
9.3.2. Provision of secretariat services to CDCs
9.3.3. Preparation of reports pertinent to activities undertaken by CDCs
A.9.4. CDA-DILG-LGU Collaboration
9.4.1. Implementation of RA 11535 on mandatory Cooperative Development Officers (CDO) in the LGUs
A.10. Capability Building Program for Cooperatives
10.1 Strengthen Coop Enterprise Through Entrepreneurial Management and Capability Building Activities

Programs/Projects/Activities (PPAs)
10.2 Other Capability Building Activities for Cooperatives
2.1 Conduct Pre-Registration Seminar (PRS) for Prospective Cooperatives
2.2 Participate in Contributors Orientation Seminar (COS) Activity for Prospective CSF Cooperatives
2.3. Conduct of Orientation on the E-CoopRIS for proposed CSF Coops
2.4 Mandatory Trainings for Coop Officers
a. Fundamentals of Cooperatives
b. Governance and Management of Cooperatives
2.5 Seminar on Reportorial Requirements
2.6 Other Training for Officers of Cooperatives: (Strategic Planning, Bookkeeping, Basic Coop Accounting, Handling meetings, Policy Formulation, PDME & others)
A.11. Project Development and Assistance
11.1 Koop Kapatid Program
11.2. Monitoring of Cooperatives' Business Processes Facilitated Through the Supply and Value Chain
11.3. CDA Global (Enhanced version of CBMIS)
11.4. Koop Balik Probinsya Bagong Pag-asa Program
4.1 Mainstream Cooperative into the Ballik Probinsya Bagong Pag-asa Program (BP2)
11.5. Sustainable Economic and Enterprise Development Program for Cooperatives (COOP-SEED v2)
5.1. CDA - Development Bank of the Philippines (DBP)
5.2. CDA - Small Business Corportaion (SBCORP)
5.3. CDA - Philippine Fisheries Development Authority (PFDA)
5.4. CDA - Bureau of Fisheries and Aquatic Resources (BFAR)
5.5. CDA - Department of Social Welfare and Development (DSWD)
5.6. CDA - PCA PROJECT on Coconut Farmers Organization and Development through Cooperatives (COCOFARMCOOP)
5.7. CDA - PHILMEC Partnership Program
5.8. Other Partnership Program
5.8.1. CDA - Philippine Charity Sweepstakes Office (PCSO)
5.8.2. CDA - LBP - LCDFI on Financial Inclusion Through (FIT) Cooperatives
5.8.3. Facilitation of Liquidation of Loans and Grants and Writing Off
5.8.4. Mindanao Peace and Normalization Through Cooperative Development Project
5.8.5. Marawi Rehabilitation Through Cooperativism Project
11.6. Advocacy Programs and Other Initiatives
11.6.1. Kooperatiba Para Sa Kabataan:Programa, Oportunidad Pangkabuhayan (KPOP)
11.6.2. Advocate Program for PWDs & Elderly (Conduct of program for the promotion and development of PWDs and Elderly in the cooperatives)
11.6.3. Inter-Agency Task Force/TWG participation
11.6.4. Advocacy and Support Activities to the Whole of the Nation Approach to End Local Communist Armed Conflict (NTF-ELCAC) Under E.O. 70
A.12. CDA Seal of Excellence
13.1. Seal of Cooperativism
13.2. LGU Cooperative Friendly Seal
B. Cooperative Regulatory Program (CRP)
B.1 Registration of Cooperatives and Amendments
1.1 Registration of Cooperatives
1.2. Registration of amendments to the Articles of Cooperation and By-laws (ACBL)
1.3 Recognition of Cooperative Branch Office, Satellite Office and Laboratory Cooperatives
1.3.1 Recognition of Branch Office
1.3.2 Recognition of Satellite Office
1.3.3 Recognition of Laboratory Cooperative
1.3.4 Recognition of National Alliance of Coops (NAC)/Sectoral Apex Organizations (SAOs)/Regional Clustered Organizations (RCOs)
1.4 Status Tagging
B.2 Regulation of Cooperatives
2.1. Inspection of Registered Cooperative
2.1.1 Inspect of Cooperatives
2.1.2 Review, Analyze and Consolidate Inspection Reports
2.2 Examine Cooperatives

Programs/Projects/Activities (PPAs)
2.3 Monitor Cooperatives' Submission of Complete Mandatory Report
2.4 Issue Notice of Non-submission of Mandatory Report
2.5 Issue Certificate of Compliance (CoC)
2.6 Impose Sanctions to Coops' for Non-compliance to Orders, Memos, Rules & Regulations and other related Laws
2.7 Updating of Cooperative Status in the CAIS
2.8 Monitor Implementation of Joint Administrative Order (JAO)
2.9 Monitoring on the compliance of coop to the issuance of the Authority
2.10 Enforcement and Compliance Monitoring of CSF cooperatives
B.3 Formulation of Guidelines, Rules and Regulations
3.1 Implement the Cooperative Assessment Information System (CAIS)
B.4. Accreditation of Cooperative External Auditors
B.5 Capability Building
5.1. Orientation on the online submission of reports/CAIS
5.2. Orientation on the newly issued MCs
5.3. Tax Education to Cooperatives
5.4. Development of information materials including Audio-Visual Presentation (AVP)
B.6. Legal Services
6.1. Enforcement of Cooperative Laws
1.1. Imposition of sanctions to erring cooperatives
1.2. Conduct of Investigation
1.3. Alternative Dispute Resolution
6.2. Legal Technical Services
2.1 .Render of Legal Opinion
6.3. Policy Development
3.3. Conduct Cluster Consultation
B.7. Cooperative Adjudication Program
7.1. Trainings of lawyers on how to discharge quais-judicial functions per consultation with the Phil. Judicial Academy (PJA)
7.2. Immersion in other quasi-judicial bodies
7.3. Attendance to Mandatory Continuing Legal Education (MCLE)
7.4. Formulation of Rules of Procedure
7.5. Crafting of internal rules/policies
II - Support to Operations
General Administration and Support Services Program
A. Formulation of Plans and Programs Including Monitoring and Evaluation
A.1 Formulate the Agency's FY-2023 Program/Plans/Activities (PPAs) Including Indicators and Parameters
1.1 Facilitate the Joint Consultation Session with the Department Heads/ExeComm Members and Regional Directors to Finalize the Draft FY-2023 WFP Indicator and Parameters
A.2 Coordinate the Formulation of the CDA Regional Offices' FY-2023 Work and Financial Plans
2.1 Initiate/coordinate the formulation of the Regional Offices FY-2023 WFP
A.3. Monitor and Evaluate the Implementation of the Agency's FY-2023 WFP
5.1 Facilitate the consultation, critiquing and inputting sessions with the ExeComm Members and Operations' Group to enhance and finalize the draft Performance Monitoring and Evaluation Instrument
5.2 Generate and Submit Reports on the Implementation of the FY 2022 WFPs
A.4 Conduct Performance Assessment/ Evaluation Conference and Planning Workshop
4.1 Conduct the CDA Performance Assessment & Planning Conference (CPAPC) Workshops
A.5 Processing of Agency's Strategic Performance Management System (SPMS)
5.1 Call to Submit the 2nd Semester 2021 rated HO/ROs OPCRs and DPCRs
5.2. Call to Submit the 2022 OPCR/DPCR Commitment
5.3. Call to Submit the rated 2022 OPCR /DPCR
B. Maintenance of Management Information System (MIS)
B.1 Implement and Monitor the Management Information System's (MIS) Key Performance Indicators (KPI)
1.1 Implement, Operate and Administer the CDA Network Back-up System.
1.2 Maintain the Hardware and Software Peripherals and Accessories
1.3 CDA Websites Administration and Maintenance
1.4. Administration of Social Media Platform
B.2 Implement other Core Functions of the Information Technology (IT) Office
2.1 Compile and Transmit Regularly the KPI Reporting Forms to Planning Division

Programs/Projects/Activities (PPAs)
2.2. Procurement of ICT Supplies and Materials
2.3. Procurement of ICT Equipment
2.4. Internet Subscription
2.5. Data Subscription
2.6. Repairs and Maintenance of ICT Equipment
2.7. ICT Software Subscription
2.8. CDA Mission-Critical Information Systems Adminstration and Maintenance
2.9 Strengthen the CDA MIS Personnel
2.10 Monitor the ICT Budget Utilization
2.11 Conduct Inventory of ICT Hardware and Software Peripherals and Accessories
2.12 Provision on Technical Assistance on all online activities
2.13 Control and Monitor the Access to the CDA Wired and Wireless Internet Connectivity
C. Quality Management System (QMS)
Conduct of 5S Audits, Internal Audit, QMS-related trainings or activities and, Surveillance Audits
III - General and Administration and Support (GAS)
A. General Management and Supervision
A.1. Budget Preparation and Execution Program
1.a. Preparation of Annual Budget Proposal
i. Workshop on Parameters Setting/Budget Preparation Calendar of CDA
ii. Formulation of Tier 1 and Tier 2
iii. Filling-up of BP Forms
iv. On-line Submission of Budget Proposal (BP) through Online Submission of Budget Proposal (OSBP) to DBM
1.b. Preparation of Budget Execution Document (BEDs)
1.c. Preparation of Financial Accountability Report (FARs)
i. Mid-Year Assessment
ii. Year-end Assessment Closing
iii. On-line Encoding and On-line Submission thru URS
1.d. Preparation of Monthly, Quarterly, Year-end Financial Reports
i. Processing on Time of Claims in accordance with COA Rules
ii. Remittance of Tax Withheld/Premium Contribution to GSIS/PhilHealth/Pag-ibig and Others
iii. Issuance of Certificate of Tax Withheld to Suppliers
iv. Filing of Alphalist of Taxes Withheld and Remitted for Compensation and Suppliers
A.2 General Services Section
A.2.1.Procurement
A.2.1.1. Preparation of the Annual Procurement Plan (APP)
- APP-CSE
- APP- Non CSE
- APP indicative
A.2.1.2. Preparation of the GPPB Prescribed Procurement Monitoring Report (PMR)
- 1st semester
- 2nd semester
A.2.1.3. Preparation of Agency Procurement Compliance and Performance Indicators (APCPI)
A.2.2. Property Management Program
A.2.2.1. Motor Vehicle Preventive Maintenance Schedule (MVPMS)
A.2.2.2. Building and Equipment Maintenance Program (BEMP)
A.2.2.3. Conduct of Physical Count of Inventories
A.2.2.4. Conduct of Disposal of Unserviceable Equipment and Waste Materials
A.2.2.5. Disaster Resiliency Preparedness Program (DRPP)
A.2.3. Records and Document Management
A.2.3.1 Maintenance of the Records Room
A.2.3.2 Classification of Records for Retention and/or Disposal
A.2.3.3 Disposal of Valueless Records in accordance with established Guidelines of the National Archive of the Philippines (NAP)
A.3 Cashiering Services
3.1 Revenue Generation-Collection of Fees
3.2 Remittance of Collection to the Bureau of Treasury
3.3 Preparation and Submission of the List of Due and Demandable (LDDAP) and Modified Disbursement System (MDS)
3.4 Preparation and Submission of Reports to Accounting Unit (Report of Collection, Report of Disbursement, Report of Checks Issued with Approved Vouchers)

Programs/Projects/Activities (PPAs)
B. Administration of Personnel Benefits
B.1 Human Resource Development Program
1.1 Formulation and Consolidation of Individual Development Plan (IDP)
1.2 Render/Conduct of Effectiveness Monitoring on Capacity Interventions
1.3 Recruitment, Hiring and Placement
1.4 Crafting of Learning and Development Benchmarking Program (LDBP)
1.5 Orientation of Personnel on Strategic Performance Management System (SPMS)
> Conduct SPMS Orientation
> Preparation and Submission of IPCR Commitment and Accomplished IPCR
1.6 Conduct of Other Human Resource Development Activities
1.7 Awards and Incentives Programs (Gawad sa Natatanging Kawani)
1.8. Continuing Professional Education and Development