

Letter of Undertaking

DATE

**USEC. ORLANDO R. RAVANERA**

Chairman  
Cooperative Development Authority (CDA)  
827 Aurora Boulevard  
Barangay Immaculate Conception  
Cubao, Quezon City

**ATTENTION: REGIONAL DIRECTOR**

Dear **Chairman Ravanera**:

In compliance to CDA Memorandum Circular No. 2020-22, Series of 2020, Guidelines on the Submission of a Letter of Undertaking in Lieu of the Cooperative Education and Transport Operations Seminar (CETOS) Certification, the applicant \_\_\_\_\_Transport Cooperative, undertakes to submit to the Cooperative Development Authority the CETOS Certification within six (6) months from the date of registration.

Further, we acknowledge that failure to submit the said Certification within six (6) months from the date of Registration shall be a ground to dissolve our cooperative.

Finally, we are aware that the attendance to the CETOS by interim officers and members is still a mandatory requirement for registration of transport service cooperatives.

Thank you.

Truly yours

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Authorized Officer<sup>1</sup>

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<sup>1</sup> Chairman or Authorized Representative