



# **THE RELEVANCE AND RESPONSIVENESS OF THE COOPERATIVE EDUCATION AND TRAININGS TO COOPERATIVE OFFICERS' PERFORMANCE & PRODUCTIVITY IN THE NATIONAL CAPITAL REGION**



## **MEMORANDUM CIRCULAR NO. 2011-01 –GUIDELINES ON THE ACCREDITATION OF COOPERATIVE TRAINING PROVIDERS**

**MEMORANDUM CIRCULAR NO. 2011-14 – STANDARD TRAINING CURRICULA FOR  
COOPERATIVE OFFICERS”**

**MEMORANDUM CIRCULAR NO. 2011-27 – IMPLEMENTATION OF THE MANDATORY  
TRAINING REQUIREMENTS OF COOPERATIVE OFFICERS”**

**MEMORANDUM CIRCULAR NO. 2015-09**  
**This Memorandum Circular shall be known as the “REVISED GUIDELINES  
IMPLEMENTING THE NEW TRAINING REQUIREMENTS OF COOPERATIVE  
OFFICERS”**



**This Memorandum Circular shall apply to the officers of the cooperative regardless of type and size ,such as:**

- Board of Directors;
- Secretary;
- Treasurer;
- Election Committee;
- Audit Committee
- Ethics Committee;
- Mediation and Conciliation Committee;
- Other Committees created by the General Assembly and the BOD; and
- General Manager or Chief Executive Officer.



# REQUIRED TRAININGS FOR COOPERATIVE OFFICERS

CATEGORY OF COOP	TRAINING COURSE	NO. OF HOURS
Micro-cooperatives – cooperatives with total assets of 3 Million and below.	Fundamentals of Cooperatives	8
	Governance and Management of Cooperatives	8
All other cooperatives with total assets of more than 3 million.	Fundamentals of Cooperatives	16
	Governance and Management of Cooperatives	16
Additional trainings for officers of cooperatives engaged in savings and credit with at least Five Million Pesos (Php. 5,000,000) worth of deposits liabilities based on their latest Audited Financial Statement.	Financial Management	8
	Risk Management	4
	Credit Management	4





## Period of Compliance

- Cooperative officers shall complete the required trainings within the first half of their term.

## Optional trainings for cooperative officers

- Cooperative officers shall endeavor to undergo additional appropriate trainings such as but not limited to the following:
  - Financial Management
  - Policy Development
  - Leadership and Values Re-Orientation
  - Conflict Management
  - Strategic Planning and Management



- Orientation on Labor and Other Related Laws
- Records Management (Financial/Non-Financial Transaction)
- Cooperative Standards
- Investment and Banking Procedures
- Basic Accounting for Non-Accountants
- Internal Control including Inventory System
- Cooperative Standards
- Audit Management
- Rules Formulation
- Human Resource Management
- Effective Communication Skills
- Entrepreneurship and Business Mgt. skills
- Basic Computer Literacy



## The Research Problem:

1. What is the significant contribution of the CDA Mandated & Optional Trainings offered by the Accredited Training Providers for Coops to Cooperative Officers?
2. What is the effect of the CDA Mandated & Optional Trainings offered by the Accredited Training Providers for Coops in enhancing their performance and productivity of coop officers?
3. What is the extent of influence of the CDA Mandated & Optional Trainings offered by the Accredited Training Providers for Coops to Cooperative Officers?





# Conceptual Paradigm:

## INPUT

- Profile of Respondents
- CDA Mandatory & Optional Trainings for Cooperative Officers Legal Bases
- ATPs Courses Offerings
- Coop Officers' Functions, Duties & Responsibilities

## PROCESS

Survey using researcher's self-made survey questionnaire  
Focused Group Discussions, Consultations  
Write-shops  
Data Gathering  
Data Retrieval  
Data Tabulation, Interpretation & Analysis  
Final Output

## OUTPUT

Recommendations for Enhanced Performance & Productivity of Cooperative Officers

## FEEDBACK





## Methodology:

The study is descriptive in nature that made use of the mixed design that is quantitative and qualitative. A researcher self-made survey questionnaire was designed wherein the variables for measurement were outputs of series of focused group discussions, consultations and write-shops of the cooperative leaders, officials of the Cooperative Development Authority, the Cooperative Education Forum, representatives from the Academe, Private & Public Organizations with cooperatives and coop related programs, and delegates of Secondary and Tertiary cooperatives in the country. Most of the participants of these institutions were cooperative trainers. A research schedule was also prepared which guided the researcher during the focus groups and interviews.



## Statistical Treatment:

The study was aided by the use of statistical software called the Statistical Packages for Social Sciences (SPSS). Descriptive statistics were computed using frequencies, rankings and mean weights.





# Respondents:

- ❑ 240 Board of Directors
- ❑ 84 Cooperatives who availed of the services of the Accredited Training Providers of CDA







## Age Profile:

- ☐ 25 Youngest
- ☐ 84 Oldest

## Highest Education Attainment:

- ☐ 2 Doctorate Degree
- ☐ 135 Master's Degree
- ☐ 143 Bachelor's Degree



## Civil Status:

- ☐ 182 Married
- ☐ 84 Single
- ☐ 14 Window

## Year in BOD Position:

- ☐ 2 to 6 Years



## **Number of Years Operating Services Offered**

5 Years & Above

Various Coop  
Operations e.g. credit,  
consumers, manpower,  
transportations, savings,  
marketing, production,  
hospital, insurance,  
microfinance, housing,  
banking, etc.

## **Years of Membership**

5 Years & Above





# Accredited Training Providers of the Cooperative Development Authority





**National Confederation of Cooperatives**



**National Capital Region League-Philippine Federation of Credit Cooperatives**



**Cooperative Union of Mandaluyong**



**Cooperative Union of Taguig & Pateros**



**Philippine Quezon Federation & Union of Cooperatives**



**Cooperative Union & Federation of Farmers in the Philippines**



**Cooperative Union of the Philippines**



## **Samahan ng mga Kooperatiba sa Pasig**



**Manila Union of Cooperatives**



**Manila Cooperative Development Council**



**San Juan Cooperative Development Office**



**National Market Vendors Confederation of Cooperatives**



**Manila Federation of Consumers Cooperatives**



**Quezon City Union of Cooperatives**





**Cooperative Insurance System of the Philippines**



**Union of Church Based Cooperative**



**PUP CSSD Department of Cooperatives & Social Development**



**National Market Vendors Confederation of Cooperatives**



**Samahan ng mga Kooperatiba sa Pasig**



## What is the significant contribution of the CDA Mandated & Optional Trainings offered by the Accredited Training Providers for Coops to Cooperative Officers?

Significant Contributions of the CDA Mandatory Trainings to Coop Officers' Performance	3.96	<b>Very Important</b>
Significant Contributions of the CDA Optional Trainings to Coop Officers' Performance	2.86	<b>Important</b>
Significant Contributions of the CDA Mandatory Trainings to Coop Officers' Productivity	3.73	<b>Very Important</b>
Significant Contributions of the CDA Optional Trainings to Coop Officers' Productivity	2.69	<b>Important</b>



## What is the effect of the CDA Mandated & Optional Trainings offered by the Accredited Training Providers for Coops to Cooperative Officers in enhancing their performance and productivity?

CDA Mandatory and Optional/Supplemental Trainings in helping improve the Coop Officers' Performance

4.249

**VERY  
EFFECTIVE**

CDA Mandatory and Optional/Supplemental Trainings in helping improve the Coop Officers' Performance

4.142

**VERY  
EFFECTIVE**





## On the Performance of FDR

2

Able to Articulate Coop's VMGO

6

Knowledge on Recruitment of Mngt. Staff

6

Assess Manager/CEO

2

Determine the Importance of Planning

3

Implement & monitor projects/programs/strategies

2

Protect coop's credibility and image

5

Ensure adequate financial resources of coop

1

Contribute to coop's integrity & being accountable to decisions

4

Utilize wisely the financial & other resources of the coop

3

Assess & develop own board's effectiveness



## On Productivity

1

**Improve oneself in his/her FDR**

2

**Able to establish policies & procedures for effective operations and implement them**

3

**Solve operational & organizational problems**

4

**formulate plans like annual, budget, developmental, etc.**

4

**facilitate regular and special meetings and follow parliamentary procedures**

5

**compute coop's performance standards like PISO, Social Audit, PAR, etc,**

5

**communicate with coop members with ease and confidence**

6

**accept comments or opinions of peers without reacting negatively to their suggestions.**

6

**delegate tasks in order to implement a new procedures or processes in cooperative.**



## What is the extent of influence of the CDA Mandated & Optional Trainings offered by the Accredited Training Providers for Coops to Cooperative Officers?

The Extent to which the CDA Mandatory and Optional/Supplemental Trainings have influence in improving the Coop Officers' Performance and Productivity in terms of Knowledge, Skills, Attitude, and Values

4.3

Very  
Satisfactory &  
Very Influential





## Extent of Influence of CDA Mandatory Trainings

1

- Ready to take on tough issues and work out conflicts.
- Seminars & trainings helped in updating with the latest technology/practices/policies.
- Developed confidence and commitment as a Board.

2

- Always attend regular and emergency meetings of the board.
- Able to acquire skills like computing, accounting, leadership, communication, technical, etc.

3

- Able to internalize the values and spirit of cooperativism
- Understand that coop trainings/seminars are very helpful in upgrading their skills.
- Learned to have serious commitment and to participate actively whenever there are tasks and responsibilities at hand.

4

- Improved the way in performing current function as a board.
- Seminar motivates in doing Board Tasks.

5

- Can make innovations at work place using the information learned in seminar.
- Apply what has been learned as a Board and became familiar with the cooperative laws and articles of cooperation and bylaws.

6

- Have become open in meeting new ideas and changes that benefits the members of our coop.
- Willing to participate in training programs to better understand the cooperative's operations.



## Findings

The cooperatives' officers find the mandatory and supplemental trainings and seminars relevant in as far as their capabilities in managing the multi-faceted operations of cooperatives. They also find the mandated seminars and trainings of the Authority as responsive to the growth and development of the cooperatives and the movement as well.





In conclusion, the cooperative officers' find the mandated seminars and trainings of the CDA as provided by its Accredited Training Providers as relevant and responsive in the performance of their functions, duties and responsibilities and at the same time being productive.

The CDA mandatory trainings helped improved the coop officers' capabilities in managing and operating their coops.





## Recommendations:

1. Cooperative officers, particularly the BOD can opt to attend more supplemental trainings to enhance their capabilities in managing coops.
2. Conduct of an extensive study relative to the following:
  - a. Impact of the CDA Mandatory Trainings on Coop's Development & Sustainability.
  - b. Measure the degree of coop officers, education and training relative to the growth and success of the coops.
  - c. The impact of ATPs in enhancing capabilities of coop officers and coops' capacity for sustainability



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