

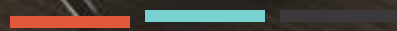
SECTORAL APEX
ORGANIZATION

(SAOs)

REGIONAL CLUSTERED
ORGANIZATIONS

(RCOs)

NATIONAL ALLIANCE OF COOPERATIVES



Sec. 4 par. (z), RA 11364. Powers, Functions and Responsibilities.

Recognize sectoral apex organizations and a national alliance representing all types and categories of cooperatives which shall function as the overall consultative and coordinating body with the Authority, for this purpose, the pertinent provisions of RA No. 9520 are hereby amended accordingly, and the Authority shall issue the necessary IRR for this provision;

**GUIDELINES GOVERNING THE
ORGANIZATION AND RECOGNITION OF
NATIONAL ALLIANCE OF
COOPERATIVES (NAC), SECTORAL APEX
ORGANIZATIONS (SAOs) AND REGIONAL
CLUSTERED ORGANIZATIONS (RCOs)
(MC 2020-28)**

Organization of National Alliance



NATIONAL ALLIANCE OF
COOPERATIVES

SECTORAL APEX
ORGANIZATIONS (SAOs)

REGIONAL
CLUSTERED ORGANIZATIONS
(RCOs)

Purpose

This Guidelines is promulgated to prescribe the procedures for the organization and recognition of National Alliance of Cooperatives, Sectoral Apex Organizations and Regional Clustered Organizations in order to:

1. Create a unifying organization that represents the interest and welfare of the cooperative movement; and
2. Systematize the consultative mechanism of cooperatives.

Organization of National Alliance



NATIONAL ALLIANCE OF
COOPERATIVES

SECTORAL APEX
ORGANIZATIONS (SAOs)

REGIONAL
CLUSTERED ORGANIZATIONS
(RCOs)

REGIONAL CLUSTERED ORGANIZATIONS (RCOs)

Regional Clustered Organization (RCO) – A recognized association of primary, secondary and tertiary cooperatives as well as union of cooperatives belonging to a specific cluster operating in the region, which purpose is to serve as a consultative body of cooperatives in the regional level.

There shall be six regional clustered organizations (RCOs) for every region, as follows:

- a) Credit and Financial Services, Banking, Credit Surety Fund and Insurance;
- b) Consumers, Marketing, Producers, and Logistics;
- c) Human Services: Health, Housing, Workers, and Labor Service;
- d) Education and Advocacy;
- e) Agriculture, Agrarian, Aquaculture, Farmers, Dairy, and Fisherfolk; and
- f) Public Utilities: Electricity, Water, Communications, and Transport.

Composition of Regional Clustered Organizations (RCOs).

There shall be automatic membership of all qualified primary cooperatives, federations of cooperatives to the cluster based on their authorized business activities in their Articles of Cooperation.

Unions shall join the education and advocacy cluster. In the case of sectoral cooperative unions, they shall join the cluster where the sector belongs.

Sectoral union of cooperatives– shall refer to a union catering to the interest and welfare of a particular sector of registered cooperatives and/or federations at the city, provincial, regional, and national levels.

The RCOs shall be composed of one (1) authorized representative from each of the cooperatives to the concerned cluster.

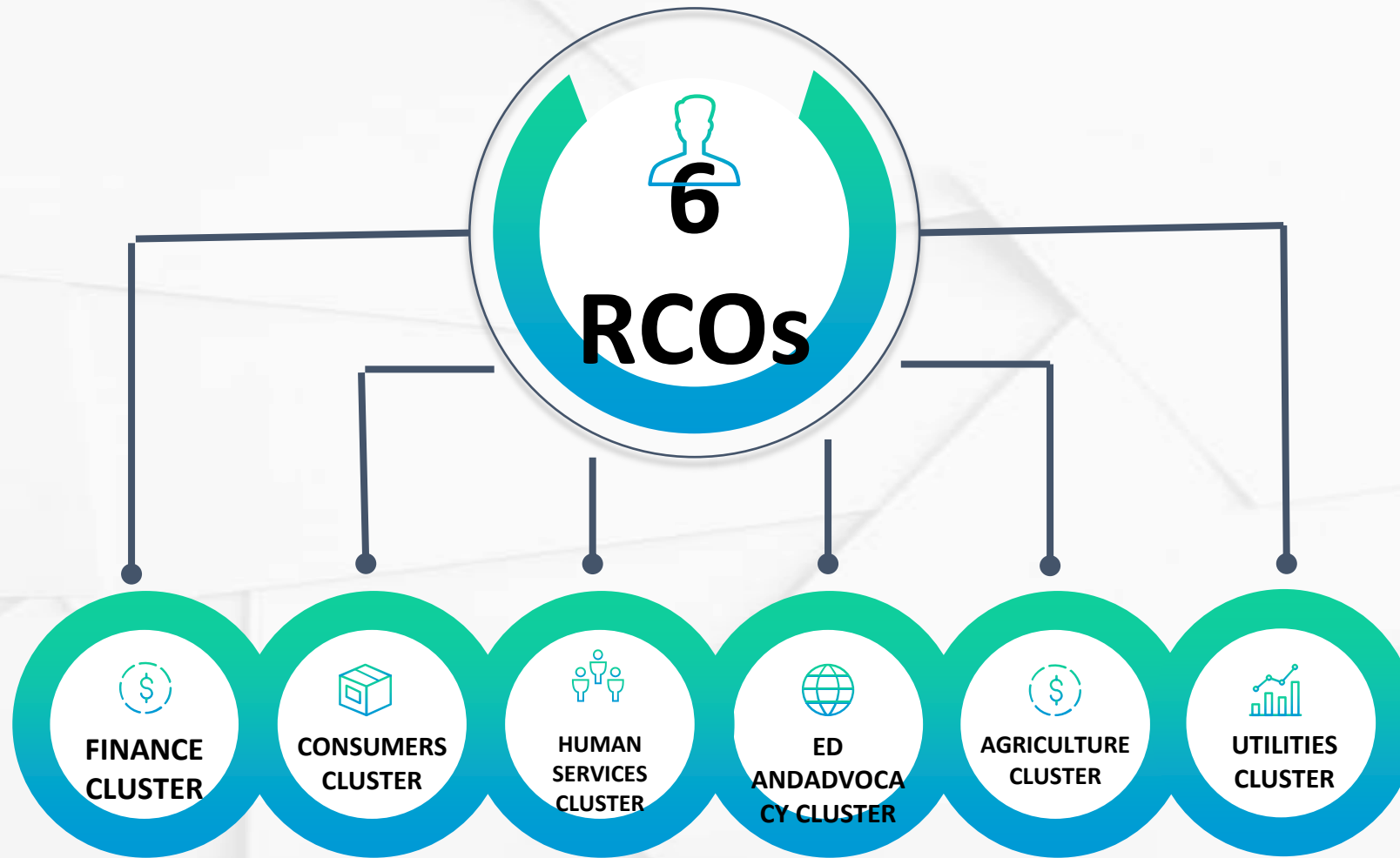
Cooperatives whose area of operation is national or inter-regional, shall join in the region where the principal office is located.

Multipurpose cooperatives may join more than one (1) cluster depending on the business activities they are engaged in.

Qualifications of Cooperatives

- a. Must be a duly registered cooperative issued with Certificate of Compliance;
- b. Must be operating for at least two (2) years.

REGION



RCO-Consumers, Marketing , Producers and Logistics;



Functions. As the overall consultative and coordinating body with the Authority, the RCO shall have the following functions:

- a. To represent in the SAO the clusters in the region;
- a. To promote and uphold the cooperative principles and values;
- a. To conduct forums, consultations and such other necessary activities pertaining to the cluster in the region and collect fees therefor as may be permitted by the Authority; and

d.To submit to the Authority reports on every activity conducted or participated.

e. To make policy proposals and engage in negotiations to protect member's livelihoods, jobs and local communities.

Organization of the RCO and Election of Representatives/Officers.

Under the supervision of the CDA Regional Office, the authorized representative from each of the cooperatives to the concerned cluster shall convene and elect among themselves the representatives to the RCO and such other officers as may be necessary to carry out the functions of the RCO.

Elective Officers. The following shall be elected by the members-representatives of a Regional Clustered Organization, respectively:

1. President
2. Vice President
3. Representatives
4. Secretary
5. Treasurer

Representatives of multi-purpose cooperatives to the SAO, can only be elected as officers in the cluster where they have their main line of business.

Term of Office.

The representatives and officers shall serve a term of two (2) years.

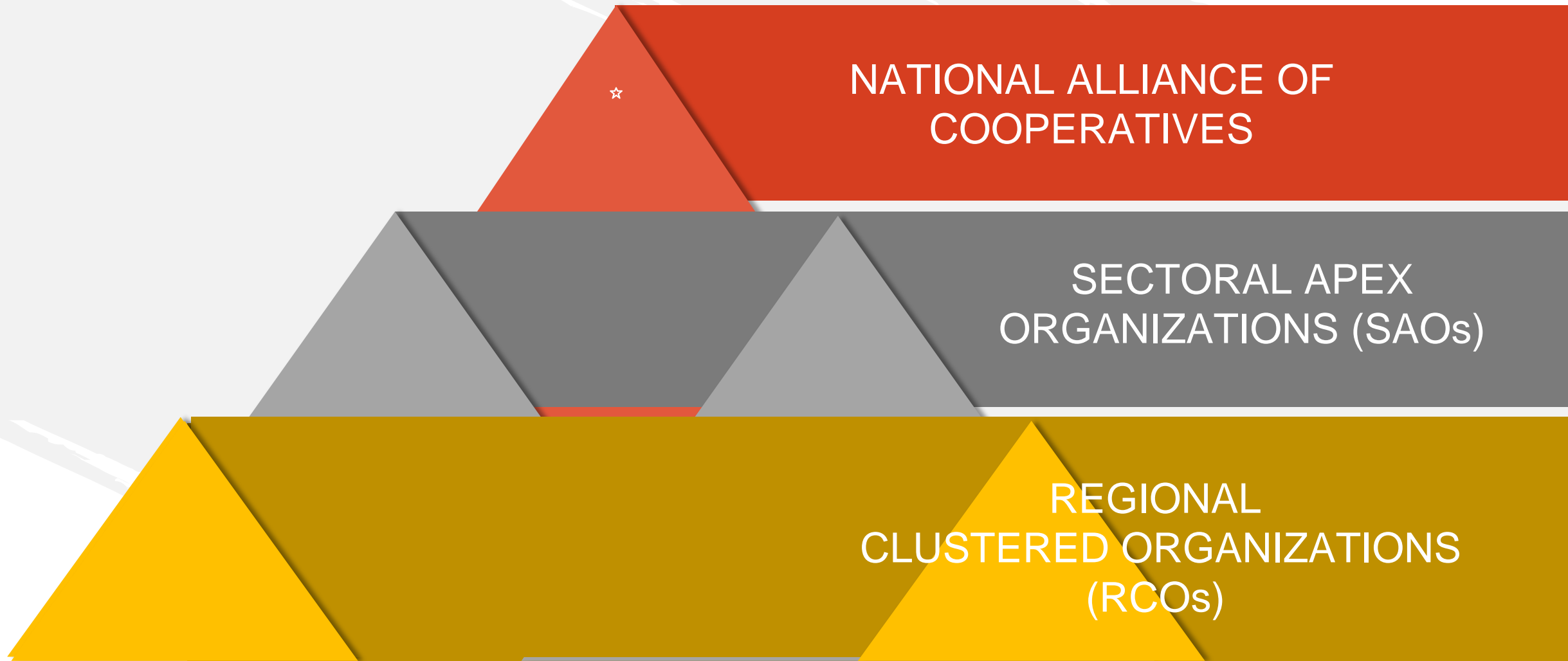
Requirements for the Recognition of the RCO. The following documents shall be submitted to the Authority in Four (4) copies:

- a. Request letter to be recognized as RCO; and
- b. Minutes of organizational meeting

Issuance of Certificate of Recognition.

Upon submission of the requirements as set forth in the preceding section, a Certificate of Recognition shall be issued by the CDA Regional Office to the RCO.

Organization of National Alliance



Sectoral Apex Organization (SAO) – A
recognized association of Regional Clustered
Organizations, including tertiary
cooperatives and union of cooperatives
operating nationwide, to serve as
consultative body in the national level on
issues and concerns affecting their respective
clusters;

There shall be one apex organization for each clustered sectors, as follows:

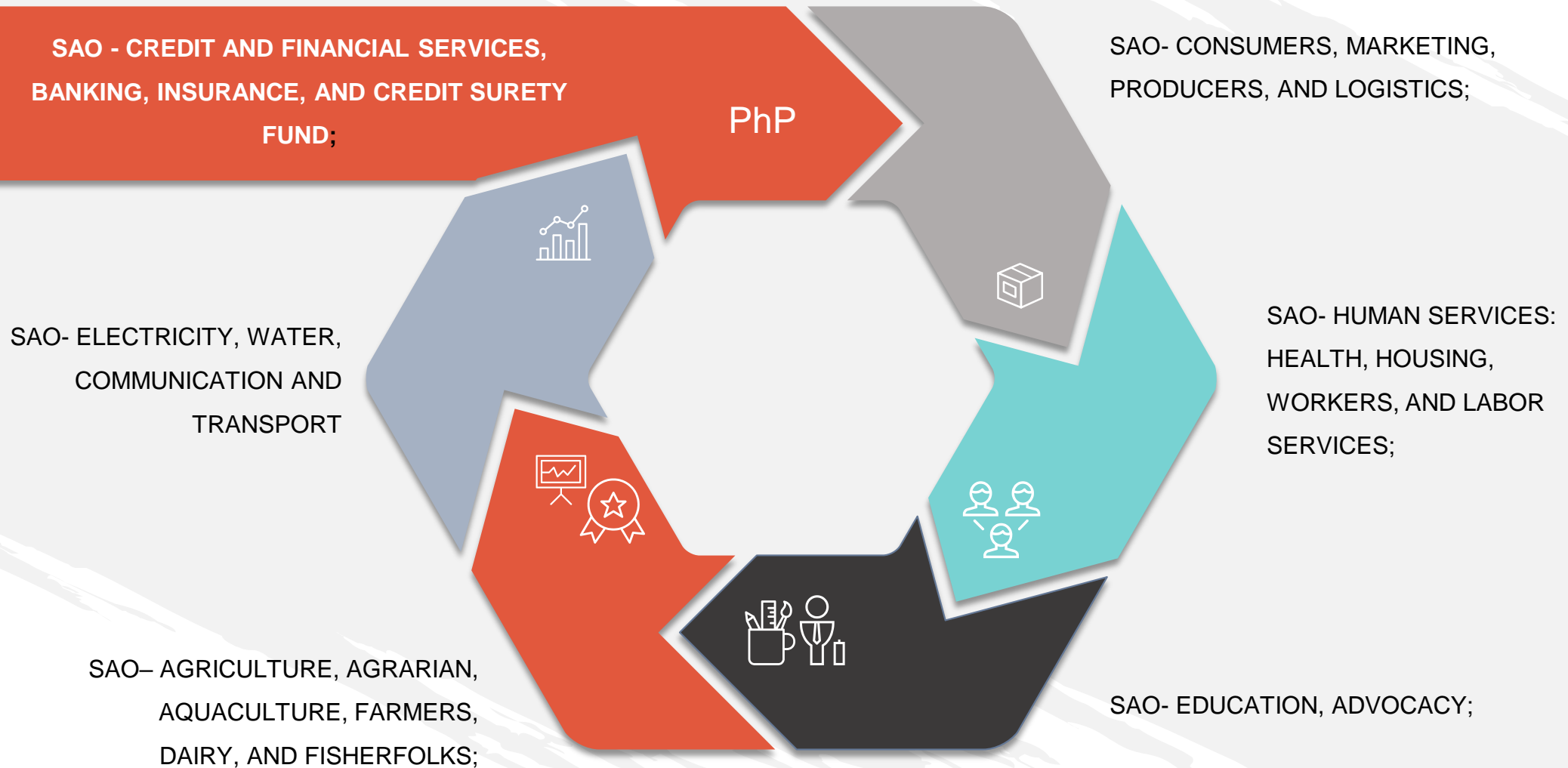
- a) Credit and Financial Services, Banking, Credit surety Fund and Insurance;
- b) Consumers, Marketing, Producers, and Logistics;
- c) Human Services: Health, Housing, Workers, and Labor Service;
- d) Education and Advocacy;
- e) Agriculture, Agrarian, Aquaculture, Farmers, Dairy, and Fisherfolk; and
- f) Public Utilities: Electricity, Water, Communications, and Transport.

Composition of Sectoral APEX Organizations (SAOs).

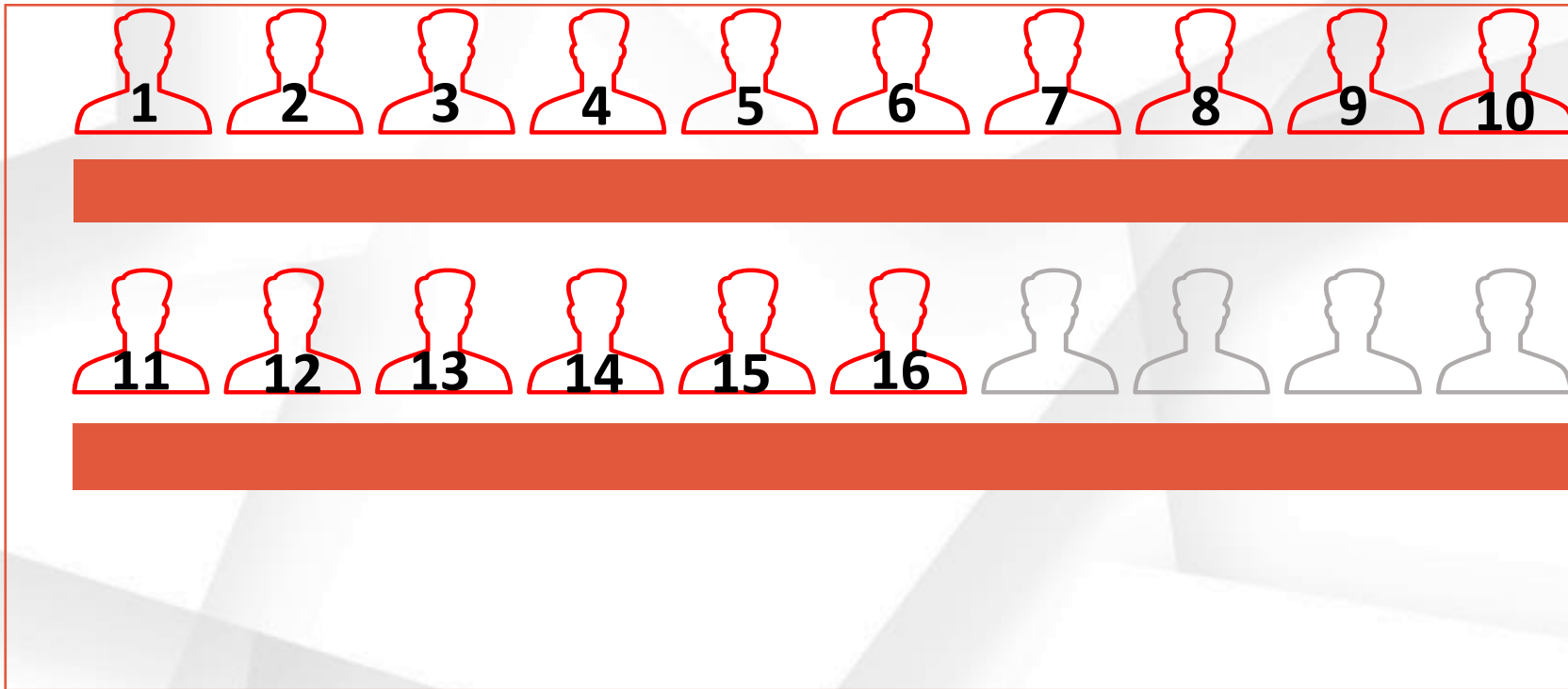
Initially, the SAO shall be composed of one (1) representative from each RCOs and from each type of cooperative that the Authority may identify to have representation in the SAO

The composition of SAO shall be subject to automatic review after every two (2) years.

SECTORAL APEX ORGANIZATIONS (SAOs)



SAO-Agriculture, Agrarian, Aquaculture, Farmers, Dairy, and Fisherfolk



Functions. As the overall consultative and coordinating body with the Authority, the SAO shall have the following functions:

- a) To represent such cluster in the National Alliance of Cooperatives in the performance of the Alliance's role and functions;
- a) To promote and uphold the cooperative principles and values;

- c) To conduct forums, consultations and such other necessary activities pertaining to the specific cluster and collect fees therefor, as may be permitted by the Authority;
- d) To submit to the Authority reports on every activity conducted or participated;

e) Make policy proposals and to engage in negotiations to protect member's livelihoods, jobs and local communities; and

f) To adopt internal rules for the operation of SAO, subject to the approval of the Authority.

Organization of the SAO.

Under the supervision of the CDA Head Office, to be spearheaded by the Cluster Head, the representatives of each recognized RCO and from each type of cooperative that the Authority may identify to have representation in the SAO shall compose the SAO.

The members of the SAO shall convene and elect from among themselves the officers of the SAO and such other officers necessary to carry out its functions.

Elective Officers. The following shall be elected by the members-representatives of a Sectoral Apex Organization, respectively:

1. President
2. Vice President
3. Representatives
4. Secretary
5. Treasurer

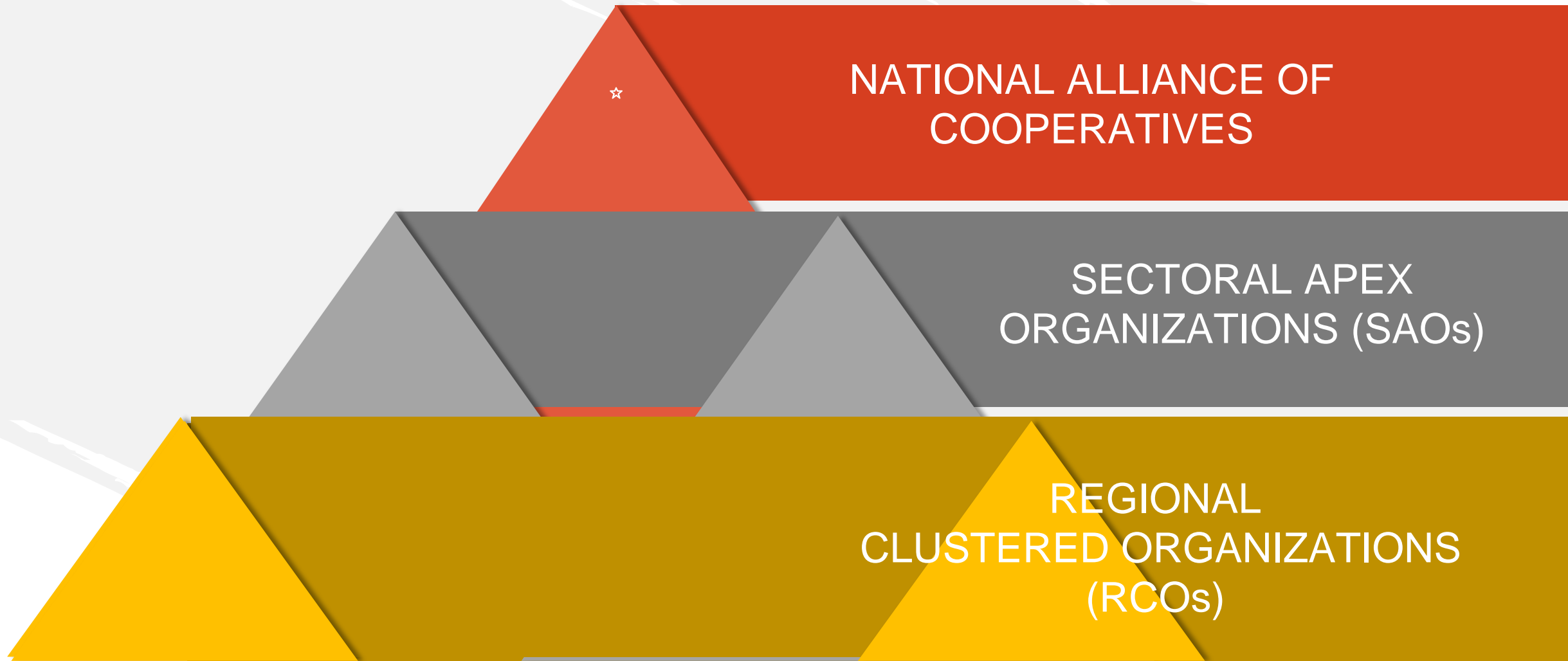
Term of Office. The representatives of the SAO and officers shall serve a term of two (2) years.

Requirements for the Recognition of the SAO. The following documents shall be submitted to the Authority in Four (4) copies:

- a) Request letter to be recognized as SAO;
- b) Resolution from each RCO signifying its recognition and commitment to support the respective SAO; and
- c) Minutes of organizational meeting.

Issuance of Certificate of Recognition. Upon submission of the requirements as set forth in the preceding section, a Certificate of Recognition shall be issued by the CDA Head Office to the SAO.

Organization of National Alliance



National Alliance of Cooperatives (NAC)

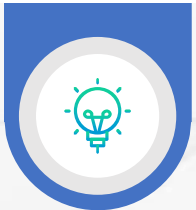
A recognized association of Sectoral Apex Organizations in the national level acting as the primary advocacy and overall consultative and coordinating body for national issues and concerns of cooperatives.

Composition.

The National Alliance of Cooperatives (NAC) shall be composed of representatives from the Sectoral APEX Organizations (SAO). Each SAO shall be represented by not more than three (3) representatives. The first two(2) shall serve as permanent members and the other one (1) shall be an alternate representative.

COMPOSITION OF NAC

NATIONAL ALLIANCE OF COOPERATIVES (NAC)



3

REPRESENTATIVE

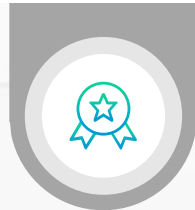
CREDIT AND FINANCIAL SERVICES, BANKING, INSURANCE, AND CREDIT SURETY FUND;



3

REPRESENTATIVE

CONSUMERS, MARKETING, PRODUCERS, AND LOGISTICS;



3

REPRESENTATIVE

HUMAN SERVICES: HEALTH, HOUSING, WORKERS, AND LABOR SERVICES;



3

REPRESENTATIVE

EDUCATION AND ADVOCACY



3

REPRESENTATIVE

AGRICULTURE, AGRARIAN, AQUACULTURE, FARMERS, DAIRY, AND FISHERFOLKS;



3

REPRESENTATIVE

ELECTRICITY, WATER, COMMUNICATION AND TRANSPORT

Functions. As the overall consultative and coordinating body with the Authority, the NAC shall have the following functions:

- a. To participate in the formulation and monitoring of the implementation of the cooperative development plan at the national level;
- b. To promote and uphold the cooperative principles and values;

c. To conduct forums, consultations and such other activities necessary in the promotion of their advocacies and collect reasonable fees therefor, as may be permitted by the Authority;

d. To submit to CDA reports on every activity conducted or participated;

e. To disseminate information, engage in public relation activities in order to stress the significance and impact of cooperatives in the society and in the economy and encourage participation therein; and

f. To adopt internal rules for the operation of NAC, subject to the approval of the Authority.

Organization of the National Alliance.

Under the supervision of the CDA Head Office, to be spearheaded by the CDA Board, the representatives of each recognized SAO shall compose the NAC.

The members of the NAC shall convene and elect from among themselves its and such other officers necessary to carry out its functions.

Elective Officers. The following shall be elected by the members-representatives of a National Alliance of Cooperative, respectively:

1. President
2. Vice President
3. Secretary
4. Treasurer

Term of Office. The representatives and officers shall serve a term of two (2) years.

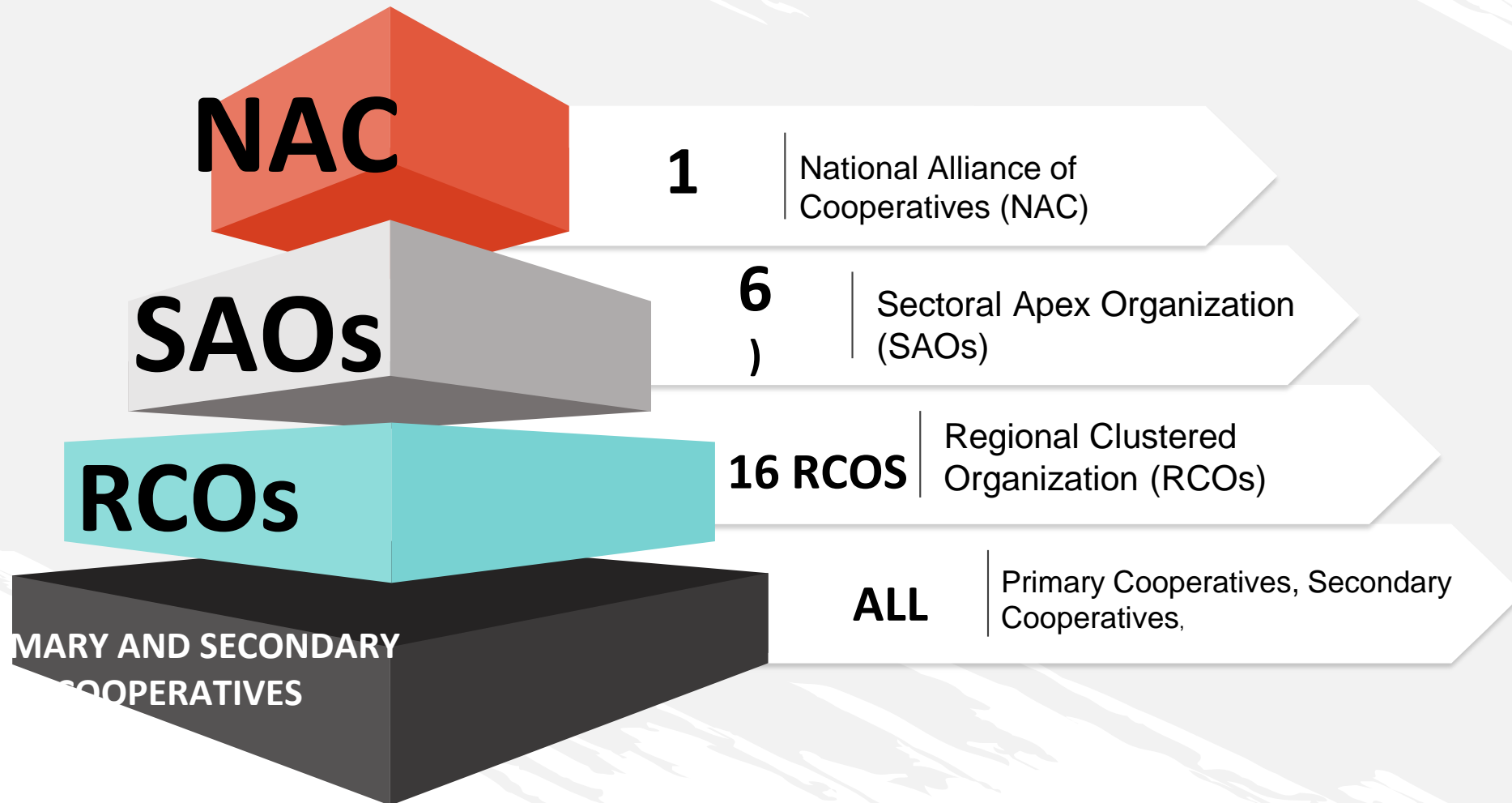
Requirements for the Recognition of the NAC. The following documents shall be submitted to the Authority in Four (4) copies:

- a. Request letter to be recognized as the NAC;
- b. Resolutions from SAOs signifying their recognition and commitment to support the NAC; and
- c. Minutes of organizational meeting.

Issuance of Certificate of Recognition.

Upon submission of the requirements as set forth in the preceding section, a Certificate of Recognition shall be issued by the CDA Head Office to the NAC.

ORGANIZATION OF NATIONAL ALLIANCE



Article VIII

Administration

Section 1. General Assembly. The General Assembly shall refer to the full membership of the body of representatives elected by each national alliance, sectoral apex organization and cluster organization, respectively, duly assembled for the purpose of exercising such powers and functions as prescribed by the Authority and in accordance with their manual of operations.

Section 2. Elective Officers. The following shall be elected by the members-representatives which will compose the national alliance, sectoral apex organization and regional cluster organization, respectively:

1. President
2. Vice President
3. Representatives, except for the alliance of cooperatives
4. Secretary
5. Treasurer

Section 3. Voting System. Each representative shall have only one vote. Voting by proxy shall not be allowed. Each voter should elect through secret balloting.

Section 4. Qualifications of a Representative.

- a. Filipino citizen and of legal age;
- b. Must have a proven track record in coop management;
- c. Must not hold any government position whether appointive/elective;
- d. Must not have been sanctioned by the Authority for violation of this Memorandum Circular;
- e. Must be willing and able to participate in all activities on a voluntary basis.

Section 5. Proclamation. The Authority, acting as secretariat shall tally the votes and proclaim the winners.

Article IX

Prohibitions and Sanctions

Section 1. Prohibitions. The following acts shall be prohibited.

- a. Undertaking fund raising and/or income generating activities;
- b. Registering with any government agency that grants juridical personality;
- c. Receiving grants, donations, and subsidies from local and foreign sources; and
- d. Engaging in any activities other than those allowed by R.A. 11364, its IRR and this Memorandum Circular

Section 2. Sanctions

Any violation of this Memorandum Circular shall be a ground for removal as officer/representative, of NAC, SAO or RCO, as the case may be, after due process.

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THANK
YOU