

BEST PRACTICES

TAO MANAGEMENT SERVICE AND MULTI – PURPOSE COOPERATIVE

2nd Floor Armal Centre Building, Caruncho Avenue
Malinao, Pasig City

The cooperative maintains and implements policies on membership, human resource, lending, election, ethics, mediation and conciliation and has an accounting systems and procedures. The coop conducts periodic review of policies and amend the policies when needed.

The Education Committee prepares the Education and Training plan. Coop implements in-house training for Management Staff and members, PMES for new members, and MES for the existing members thru virtual platform/webinars.

Part of coop's development plans being implemented:

1. Social and community

- Identifying one community within the area of operation to implement program or activities : program for this year : Street lights at Teresa (one of the community wherein there is no light yet, residential area of one of our Officer)
- street children feeding (twice) within area of operation
- visiting tahanan walang hagdanan
- visiting and feeding City jail

2. Gender and Development Plan

- “kamustahan kay “Juana” sa sa panahon ng pandemya
- Livelihood program thru the LGU Livelihood Department.

3. Business Development Plan

- enhancement of computerization program
- implementing gradually digitalization, loan and deposits from the members

Programs and policies are established, covering the cooperative officers, members and staff;

Continues Membership Education Webinar

- ▯ Video conferencing orientation for General Assembly
- ▯ identify all the millennials members for the young leaders
- ▯ constant communication to members thru GC
- ▯ Financial literacy and livelihood training

For the members, coop evaluate the needs of the members thru Suggestion box, and thru Group Chat. The cooperative extend Financial Assistance of 1,000 per death of members and immediate family. There is also a Life Insurance and CLPP insurance for members.

For the employees, policy on succession is implemented. In the absence of the General Manager, Operational Head is the automatic officer in charge.

- Every five years, awards for the employees who has rendering 5,10 and 15 years in services;
- SL-5 days, VL-5 days;
- 13th month pay;
- Health Card for Employees renewable every year
- Free Uniform worth 2K/year per employee;
- Transportation allowance of 1,000/month per employee;
- Rice Subsidy P1,125/month per employee;
- pneumococcal and flu vaccine for employees this year;
- financial assistance during pandemic
- Cash incentive on End of the Year depends upon the target achievement;

Compliance with Government Agencies

It has been a practice of the cooperative to submit the mandatory reports to CDA before the deadline on April 30 of every year. For the BIR, all taxes were complied (withholding tax on compensation, Creditable Income Tax withheld) and filed with BIR before April 15 is religiously done. Compliance to the requirements of the Local Government Unit like business permit, coop applies for renewal before the deadline.

Cooperation among Cooperatives

Established linkages and partnership with other cooperatives and various partners for business and non-business collaboration.

- Affiliation to Federation and Union – NATCCO and SAKOP
- Membership to Pasig City Cooperative Development Council
- Accreditation with LGU
- Accepting K12 program - RIZAL High School and STA MARTHA School

Awards and Recognition for Coop Employees

Coop provides incentives for employees who rendered services to the coop for at least 5 years, 10, years and 15 years and so on...this is accordance with the coop policy.

