

# REQUIREMENTS AND CRITERIA

2021

CDA Gawad Parangal



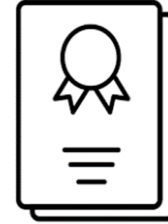


**MOST OUTSTANDING  
COOPERATIVE**

# QUALIFYING CRITERIA



With complete reportorial requirements submitted on time



Must have Certificate of Compliance (COC) for two (2) years



Must be operationally gainful for the last two (2) years



No adverse findings indicated on the inspection report



Judgement of guilt from any court or administrative body shall be a ground for disqualification



Interest on Share Capital shall be not less than 3%



Must not have solvency rate below 50%



**FOR MICRO CO-OP:**  
Should not be more than TEN (10) years as MICRO COOPERATIVE

# QUALIFYING CRITERIA



No adverse findings indicated on the inspection report on the following

- 1) Infraction on the allocation of Net Surplus;
- 2) Distribution of interest on share capital and patronage refund;
- 3) election;
- 4) regular GA;
- 5) governance issues;
- 6) Coop Development Plan & Annual Budget approved by the GA;
- 7) infraction between and among the BOD (complaint filed by any member against the BOD before the ethics committee and decided against the latter). Judgement of guilt from any court or administrative body shall be a ground for disqualification



**MOST OUTSTANDING  
COOPERATIVE**

**MICRO CO-OP  
CATEGORY**

# EVALUATION CRITERIA

## MICRO COOPERATIVES

CRITERIA	WEIGHT/PTS
Organization, Leadership and Management	40
Financial Performance	20
Social Relevance	35
Awards and Citations	5
TOTAL	100

# I. Organization, Leadership and Management (40)

CRITERIA	SUPPORTING DOCUMENTS
A. MEMBERSHIP	
1. No. of Regular members	Certification signed by the Chairman and/or General Manager on the Total Number of Members (Regular and Associate, presented separately) <i>Certificate should tally with CAPR; For institutional Certification from the HR on the breakdown on the total number of employees as to the status of appointment</i>
2. Growth in Total Membership ( <i>last 2 years</i> )  For institutional type of cooperative, if all the employees who are qualified to become members are already members, full points	
3. Cooperative Membership vis Cooperative Development plan	CAPR, Cooperative Development plan (medium term and annual plan & budget), and other similar documents

# I. Organization, Leadership and Management (40)

<b>CRITERIA</b>	<b>SUPPORTING DOCUMENTS</b>
B. Business Policies and Guidelines	List of existing policies and guidelines; date approved; BOD or GA resolution
C. With established Core Management Team	Board resolution appointing/ hiring the staff; Appointment paper or any other similar docs; oath of office for Treasurer
D. Presence of Officers & mandatory committees	List of officers and mandatory committees signed by the Secretary; Board resolution appointing/ hiring the staff;  Appointment paper or any other similar docs; oath of office for Treasurer



# I. Organization, Leadership and Management (40)

<b>CRITERIA</b>	<b>SUPPORTING DOCUMENTS</b>
E. Cooperative Office & signage in compliance with CDA MC 2017-03	Photo of Office with signage
F. Training	
1. Compliance to mandatory training of cooperative officers (MC 2015-09)	List of Officers and training attended
2. Training conducted/ facilitated by cooperatives (PMES and Mandatory training not included)	List of training conducted & facilitated by the cooperative signed by the Education and Training Committee with no. of participants per training

# I. Organization, Leadership and Management (40)

<b>CRITERIA</b>	<b>SUPPORTING DOCUMENTS</b>
G. Capital Build up	Certification by the GM that of the members continuously contributing to the share capital
H. Business Continuity Management of Coops	Business Continuity Management  Business Continuity Plan  List of programs/ products/activities/ measure for members in response to the pandemic/ disasters/ risks (online transactions/virtual learning/training, etc.)
<b>SUBTOTAL</b>	<b>40</b>



## MICRO COOPERATIVES

Financial  
Performance  
(20)

CRITERIA
STEPS (Financial Performance)
1. STABILITY
1.1. Liquidity
1.2. Quick Asset
1.3. Solvency
1.4. Net Institutional Capital
1.5. Capital Adequacy Rate
2. TURN-OVER RATIO
2.1 Asset turn-over
2.2 Receivable turn-over
• Accounts Receivable turn-over
• Loan Receivable Turn Over
• Service Receivable Turn Over



## **MICRO COOPERATIVES**

Financial  
Performance  
(20)

### **CRITERIA**

#### 3. EFFICIENCY

3.1 Administrative Efficiency

3.2 Cost of External Borrowing Rate

3.3 Cost of Borrowings from Members

3.4 Cost per volume of Business

3.5 Extent of Volume of Business

3.6 Growth in Members' Contribution

3.7 Delinquency Rate

3.8 Adequacy of Provisioning of APLL (over 12 months past due)

3.9 Adequacy of Provisioning of 1 to 12 months past due



## **MICRO COOPERATIVES**

Financial  
Performance  
(20)

<b>CRITERIA</b>
4. PROFITABILITY
4.1 Return on Assets
4.2 Return on Member's share
4.3 Rate of Net Surplus
5. STRUCTURE OF ASSETS
5.1 Percentage of non-earning asset over total assets
5.2 Percentage of Investment
5.3 Extent of Assets financed by Deposit Liabilities
5.4 Extent of External Borrowings and Statutory Reserves
5.6 Extent of Assets financed by Members' Share Capital

### III. Social Relevance (35)

<b>CRITERIA</b>	<b>SUPPORTING DOCUMENTS</b>
A. Benefits/ incentives to members	List of benefits/ incentives given to members, signed by the General Manager
B. Community development programs implemented	List of community development programs and activities and the amount utilized in the implementation of such program/ activity, Social Audit Report
C. Community Development Fund (CDF) Utilization	Audited Financial Statement
D. Partnership/ linkages on cooperative development	List of partnerships with different organizations supported with Board Resolution/ MOA/Report of the activity/photos of activities, any other similar documents

### III. Social Relevance (35)

CRITERIA	SUPPORTING DOCUMENTS
E. Employment Generation ( <i>employees other than Core Mgt. Team</i> )	Roster of employees and payroll Appointments; Contract of services
F. Retention of employees despite the impact of the pandemic  <i>Note: Regardless of the number of employees retained</i>	Roster of employees and payroll; Policy/resolution of retaining the employees
G. Affiliation to federation, union or membership to CSF Cooperatives	Certificate of membership to federation/union/ CSF Coop
H. Environment-protection & preservation	List of environmental programs, and photos with caption, Climate change program or policies; vouchers, cert. of attendance, photos

### III. Social Relevance (35)

<b>CRITERIA</b>	<b>SUPPORTING DOCUMENTS</b>
I. Implementation of COVID 19 Control and preventive measures	List of programs and beneficiaries  Vouchers/ documentations as proof of support given  Photos of safety measures adopted
J. Presence of the following:	Resolution appointing the GAD focal/ committee; and/or Annual work Plan and accomplishment
<b>SUBTOTAL</b>	<b>35</b>



## IV. Awards and Citations (5)

CRITERIA	SUPPORTING DOCUMENTS
Awards and citations received for the past five (5) years  <i>(Citation for exemplary performance e.i. competition/ search)</i>	List of Awards/ Recognitions received by the cooperative including the sponsor of the awards and the year received (Provincial/City/ Regional/ National/ International levels) for the past 5 years with supporting photos
<b>SUBTOTAL</b>	<b>5</b>
<b>TOTAL</b>	<b>100</b>

# DOCUMENTARY REQUIREMENTS

## MICRO

### TO BE PROVIDED BY THE REGIONAL OFFICE:

- A. Certificate of Compliance (issued in 2020-2021)
- B. Latest Articles of Cooperation and Bylaws
- C. Cooperative Annual Progress Report (CAPR) for 2018-2020
- D. List of Officers and Trainings Attended (as of 2020)
- E. Social Audit Report for 2020
- F. Inspection Report 2019; 2020 (if available)
- G. Proof of acceptance of compliance of the inspection findings, if any

### TO BE PROVIDED BY THE COOPERATIVE:

- A. Cooperative Profile (see attached format)
- B. Audited Financial Statement with Notes (2018-2020) and
- C. Summary of Aging of Receivables (2020)
- D. Governance & Management Audit Report with working paper for 2020
- E. Cooperative Medium Term Development Plan (3-5 years)
- F. Annual Plan and Budget for 2020
- G. Micro Cooperative Category Form (see attached format)

# DOCUMENTARY REQUIREMENTS

## MICRO

### H. Other Supporting Documents:

- H.1. Certification from the Chairman or General Manager on the total number of staff in 2019 and in 2020
- H.2. Board resolution appointing/hiring the staff
- H.3. Photo of Office with signage
- H.4. Photo of Community Development Program implemented in 2020 with caption;
- H.5. Certification from the Chairman or General manager approving the Capital Build Up program with **total** number of members contributing to share capital of the cooperative stated in certification; copy of the policy/ guidelines of Capital build up program should be attached; if any
- H.6. Certificate of membership to federation/union or Certification of membership issued by Chairperson of CSF Co-op; if any
- H.7. Business Continuity Plan, if any
- H.8. Board Resolution appointing the GAD focal and committee; Annual work Plan and accomplishment; GAD Assessment Tool, if any
- H.9. Certification issued by the Chairperson that the Cooperative has no criminal, civil or administrative cases decided against the cooperative
- H.10 Certification from the HR of the organization on the breakdown of the total No. employees and their status of employment (for institutional type of cooperative)



**MOST OUTSTANDING  
COOPERATIVE**

**SMALL CO-OP  
MEDIUM CO-OP  
CATEGORY**

## EVALUATION CRITERIA

CRITERIA	WEIGHT/PTS
Organization, Leadership and Management	30
Financial Performance	25
Social Relevance	40
Awards and Citations	5
<b>TOTAL</b>	<b>100</b>

# I. Organization, Leadership & Management (30)

<b>CRITERIA</b>	<b>SUPPORTING DOCUMENTS</b>
A. Governance Management Report	Governance & Mgt. Audit Report
B. MEMBERSHIP	
1. Total Number of Regular Members (for community-based cooperative)	Certification signed by the Chairman and/or General Manager Total Number of Members (Regular and Associate) (Note: Certification should tally with CAPR)
1. Total Number of Regular Members (For institutional cooperatives)	Certification signed by the Chairman and/or General Manager on the Total Number of Members (Regular and Associate, presented separately) Certificate should tally with CAPR; For institutional Certification from the HR/manager on the breakdown on the number of employees as to the status of appointment

# I. Organization, Leadership & Management (30)

<b>CRITERIA</b>	<b>SUPPORTING DOCUMENTS</b>
2. Growth in Total Membership	Certification signed by the Chairman and/or General Manager on the Total Number of Members (Regular and Associate, presented separately) Certificate should tally with CAPR; For institutional Certification from the HR on the breakdown on the number of employees as to the status of appointment
<b>C. TRAINING</b>	
1. Compliance to mandatory training of cooperative officers	List of Officers and Training Attended

# I. Organization, Leadership & Management (30 )

CRITERIA	SUPPORTING DOCUMENTS
C. TRAINING	
2. Training/seminar Conducted/ facilitated by cooperatives (PMES & Mandatory Trainings not included)	List of training conducted/ initiated by the coop
Note: Title/topic of the training should be counted; no double/ multiple count for a training given in batches	List of training conducted/ initiated by the cooperatives
D. Business Continuity Management of cooperatives	Business Continuity Management  Business Continuity Plan  List of programs/ product for members in response to the pandemic/ disasters/risks (online transactions/virtual learning/training, etc.)





**SMALL &  
MEDIUM  
COOPERATIVES**

Financial  
Performance  
(25)

CRITERIA
STEPS (Financial Performance)
1. STABILITY
1.1. Liquidity
1.2. Quick Asset
1.3 Solvency
1.4. Net Institutional Capital
1.5. Capital Adequacy Rate
2. TURN-OVER RATIO
2.1 Asset turn-over
2.2 Receivable turn-over
• Accounts Receivable turn-over
• Loan Receivable Turn Over
• Service Receivable Turn Over



**SMALL &  
MEDIUM  
COOPERATIVES**

Financial  
Performance  
(25)

CRITERIA
3. EFFICIENCY
3.1 Administrative Efficiency
3.2 Cost of External Borrowing Rate
3.3 Cost of Borrowings from Members
3.4 Cost per volume of Business
3.5 Extent of Volume of Business
3.6 Growth in Members' Contribution
3.7 Delinquency Rate
3.8 Adequacy of Provisioning of APLL (over 12 months past due)
3.9 Adequacy of Provisioning of 1 to 12 months past due



**SMALL &  
MEDIUM  
COOPERATIVES**

Financial  
Performance  
(25)

CRITERIA
4. PROFITABILITY
4.1 Return on Assets
4.2 Return on Member's share
4.3 Rate of Net Surplus
5. STRUCTURE OF ASSETS
5.1 Percentage of non-earning asset over total assets
5.2 Percentage of Investment
5.3 Extent of Assets financed by Deposit Liabilities
5.4 Extent of External Borrowings and Statutory Reserves
5.6 Extent of Assets financed by Members' Share Capital

### III. Social Relevance (40)

CRITERIA	SUPPORTING DOCUMENTS
A. Presence of Social Devt Plan and Policies	Social Devt. Plan, Policies, Board Reso.
B. Community Development Fund (CDF) Utilization	AFS (Statement of changes in Equity, statutory funds)
C. Community Devt Programs/ activities conducted	Social Audit Report/photos/accomplishment reports
D. Benefits and Incentives to members	
d.1 Programs/ incentives to members	List of benefits/ incentives to members (e.g. insurance; scholarship; etc)
d.2 Members benefitted/covered	Social Development Plan, Minutes of mtg; Board resolution

### III. Social Relevance (40)

<b>CRITERIA</b>	<b>SUPPORTING DOCUMENTS</b>
E. Cooperative impact to members	Best Practices of cooperatives, Credit Policy, Manual of Operations, Small/Medium Cooperative Category Form
F. Employment Generation  (full time employees)	Roster of employees and payroll
G. Retention of employees despite the impact of the pandemic	Roster of employees and payroll
H. Percentage of members patronizing the business of the coops	Certification from the Manager of number of members with Patronage Refund

### III. Social Relevance (40)

CRITERIA	SUPPORTING DOCUMENTS
I. Environment protection and preservation	List of environmental programs, and photos with caption, Climate change program or policies; vouchers, cert. of attendance, photos
J. Implementation of COVID 19 Control and preventive measures	List of programs and beneficiaries  Vouchers/ documentations as proof of support given  Photos of safety measures adopted
K. Gender & Development	
1. Presence of the following	Resolution appointing the GAD focal/ committee;  Annual work Plan and accomplishment
<b>SUBTOTAL</b>	<b>40</b>

## IV. Awards and Citations (5)

CRITERIA	SUPPORTING DOCUMENTS
Awards and citations received for the past five (5) years  (Citation for exemplary performance e.i. competition/ search)	List of Awards/ Recognitions received by the cooperative including the sponsor of the awards and the year received (Provincial/City/ Regional/ National/ International levels) for the past 5 years
<b>SUBTOTAL</b>	<b>5</b>
<b>TOTAL</b>	<b>100</b>

# DOCUMENTARY REQUIREMENTS

## SMALL AND MEDIUM COOPERATIVES

### TO BE PROVIDED BY THE REGIONAL OFFICE:

- A. Certificate of Compliance (issued in 2020-2021)
- B. Latest Articles of Cooperation and Bylaws
- C. Cooperative Annual Progress Report (CAPR) for 2018-2020
- D. List of Officers and Trainings Attended (as of 2020)
- E. Social Audit Report for 2020
- F. Inspection Report 2019 and 2020 (if available)
- G. Proof of acceptance of compliance of the inspection findings, if any

### TO BE PROVIDED BY THE COOPERATIVE

- A. Cooperative Profile (see attached format)
- B. Audited Financial Statement with Notes (2018-2020) and
- C. Summary of Aging of Receivables (2020)
- D. Computation of rate of Interest on Share Capital (ISC) and Patronage Refund (PR)



# DOCUMENTARY REQUIREMENTS

## SMALL AND MEDIUM COOPERATIVES

- E. Governance & Management Audit Report with working paper for 2020
- F. Cooperative Medium Term Development Plan (3-5 years)
- G. Annual Plan and Budget for 2020
- H. Small and Medium Cooperative Category Form (see attached format)
- I. Other Supporting Documents:
  - I.1. Photo of Community Development Program implemented in 2020 with caption;
  - I.2. Certification from the Chairman or General Manager on the total number of staff in 2019 and in 2020
  - I.3 Certification from the Chairperson or General Manager on the Total Number of Members with Patronage Refund
  - I.4. Board resolution appointing/hiring the staff
  - I.5. Board Resolution appointing the GAD focal and committee; Annual work Plan and accomplishment, if any
  - I.6. Business Continuity Plan, if any
  - I.7. Result of GAD Assessment Tool,
  - I.8. Certification issued by the Chairperson that the Cooperative has no criminal, civil or administrative cases decided against the cooperative
  - I.9. Certification from the HR of the organization on the breakdown of the total No. employees and their status of employment (for institutional type of cooperative)



# **MOST OUTSTANDING COOPERATIVE**

## **LARGE CO-OP CATEGORY**

- **Millionaire**
- **Billionaire**

# EVALUATION CRITERIA

CRITERIA	WEIGHT/PTS
Organization, Leadership and Management	30
Financial Performance	25
Social Relevance	40
Awards and Citations	5
<b>TOTAL</b>	<b>100</b>

# I. Organization, Leadership & Management (30)

CRITERIA	SUPPORTING DOCUMENTS
A. Governance Management Report (working paper)	Governance & Management Audit Report
B. MEMBERSHIP	
Total Number of Regular Members  (For community type)	Certification signed by the Chairman and/or General Manager Total Number of Members (Regular and Associate) (Note: Certification should tally with CAPR)
Total Number of Regular Members  (for institutional)	Certification signed by the Chairman and/or General Manager on the Total Number of Members (Regular and Associate, presented separately) <i>Certificate should tally with CAPR; For institutional Certification from the HR on the breakdown on the number of employees as to the status of appointment</i>

# I. Organization, Leadership & Management (30)

CRITERIA	SUPPORTING DOCUMENTS
2. Growth in TOTAL Membership	<p>Certification signed by the Chairman and/or General Manager on the Total Number of Members (Regular and Associate, presented separately)</p> <p><i>Certificate should tally with CAPR; For institutional Certification from the HR on the breakdown on the number of employees as to the status of appointment</i></p>
3. Cooperative Membership vis Cooperative Development plan	Cooperative Development plan (medium term and annual plan & budget)
C. TRAINING	
1. Compliance to mandatory training of cooperative officers	List of Officers and Training Attended

# I. Organization, Leadership & Management (30)

<b>CRITERIA</b>	<b>SUPPORTING DOCUMENTS</b>
2. Training/seminar Conducted/ facilitated by cooperatives (PMES & Mandatory Trainings not included)	List of training conducted/ initiated by the cooperatives  Note: Title/topic of the training should be counted; no double/ multiple count for a training given in batches
D. Business Continuity Management of cooperatives	Business Continuity Management  Business Continuity Plan  List of programs/ product for members in response to the pandemic/ disasters/risks (online transactions/ virtual learning/ training, etc.)
<b>SUBTOTAL</b>	<b>30</b>



## LARGE COOPERATIVES

- Millionaire
- Billionaire

Financial Performance (25)

CRITERIA
STEPS (Financial Performance)
1. STABILITY
1.1. Liquidity
1.2. Quick Asset
1.3 Solvency
1.4. Net Institutional Capital
1.5. Capital Adequacy Rate
2. TURN-OVER RATIO
2.1 Asset turn-over
2.2 Receivable turn-over
• Accounts Receivable turn-over
• Loan Receivable Turn Over
• Service Receivable Turn Over



## **LARGE COOPERATIVES**

- Millionaire
- Billionaire

Financial  
Performance  
(25)

### **CRITERIA**

#### **3. EFFICIENCY**

3.1 Administrative Efficiency

3.2 Cost of External Borrowing Rate

3.3 Cost of Borrowings from Members

3.4 Cost per volume of Business

3.5 Extent of Volume of Business

3.6 Growth in Members' Contribution

3.7 Delinquency Rate

3.8 Adequacy of Provisioning of APLL (over 12 months past due)

3.9 Adequacy of Provisioning of 1 to 12 months past due





## **LARGE COOPERATIVES**

- Millionaire
- Billionaire

Financial  
Performance  
(25)

<b>CRITERIA</b>
<b>4. PROFITABILITY</b>
4.1 Return on Assets
4.2 Return on Member's share
4.3 Rate of Net Surplus
<b>5. STRUCTURE OF ASSETS</b>
5.1 Percentage of non-earning asset over total assets
5.2 Percentage of Investment
5.3 Extent of Assets financed by Deposit Liabilities
5.4 Extent of External Borrowings and Statutory Reserves
5.6 Extent of Assets financed by Members' Share Capital

### III. Social Relevance (40)

<b>CRITERIA</b>	<b>SUPPORTING DOCUMENTS</b>
A. Presence of Social Devt Plan and Policies	Social Devt. Plan, Policies, Board Resolution
B.1 Utilization of Accumulated Community Development Fund (CDF)	AFS; Social Devt Plan; Policy/ Resolution where the accumulated CDF was utilized
B.2 Community Development Fund (CDF) Utilization	AFS (statement of changes, statutory funds)
C. Community Devt Programs/activities conducted	Social Audit Report/photos/accomplishment reports
D. Implementation Koop Kapatid Program	Certification from coops assisted; pictures; resolution; Memorandum of Agreement

### III. Social Relevance (40)

CRITERIA	SUPPORTING DOCUMENTS
E. Environment protection and preservation	List of environmental programs, and photos with caption, Climate change program or policies; vouchers, cert. of attendance, photos
F. Implementation of COVID 19 Control and preventive measures	List of beneficiaries;  Vouchers/ documentations as proof of support given; Photos of safety measures adopted; List of programs
G. Benefits and Incentives to members	
G.1 No. of programs/ incentives to members	List of benefits/ incentives to members
G.2 Members benefitted/covered	Social Development Plan, Minutes of mtg; Board resolution

### III. Social Relevance (40)

CRITERIA	SUPPORTING DOCUMENTS
H. Cooperative impact to members	Best Practices of cooperatives, Credit Policy, Manual of Operations, Large Cooperative Category Form
I. Employment Generation (full time employees)	Roster of Employees and payroll
J. Retention of employees despite the impact of the pandemic	Roster of employees and payroll
K. Gender & Development	
1. Presence of the following	Resolution appointing the GAD focal/committee; Annual work Plan with accomplishment; GAD Assessment Tool
<b>SUBTOTAL</b>	<b>40</b>

## IV. Awards and Citations (5)

CRITERIA	SUPPORTING DOCUMENTS
Awards and citations received for the past five (5) years  <i>(Citation for exemplary performance i.e. competition/ search)</i>	List of Awards/ Recognitions received by the cooperative including the sponsor of the awards and the year received (Provincial/City/ Regional/ National/ International levels) for the past 5 years
<b>SUBTOTAL</b>	<b>5</b>
<b>TOTAL</b>	<b>100</b>

# DOCUMENTARY REQUIREMENTS

## LARGE Millionaire Billionaire

### TO BE PROVIDED BY THE REGIONAL OFFICE:

- A. Certificate of Compliance (issued in 2020 and 2021)
- B. Latest Articles of Cooperation and Bylaws
- C. Cooperative Annual Progress Report (CAPR) for 2018-2020
- D. List of Officers and Trainings Attended (as of 2020)
- E. Social Audit Report for 2020
- F. Inspection Report 2019 and 2020, if available
- G. Proof of acceptance of compliance of the inspection findings, if any

### TO BE PROVIDED BY THE COOPERATIVE

- A. Cooperative Profile (see attached format)
- B. Audited Financial Statement with Notes (2018-2020)
- C. Summary of Aging of Receivables (2020)
- D. Computation of rate of Interest on Share Capital (ISC) and Patronage Refund (PR)
- E. Income statement of branch/es

# DOCUMENTARY REQUIREMENTS

## LARGE Millionaire Billionaire

- F. Governance & Management Audit Report with working paper for 2020
- G. Cooperative Medium Term Development Plan (3-5 years)
- H. Annual Plan and Budget for 2020
- I. Large Cooperative Category Form (see attached format)
- J. Other Supporting Documents:
  - J.1. Photo of Community Development Program implemented in 2020 with caption;
  - J.2. Board resolution appointing/hiring the staff
  - J.3. Certification from the Chairman or General Manager on the total number of staff in 2019 and in 2020
  - J.4. Board Resolution appointing the GAD focal and committee; Annual work Plan and accomplishment, if any
  - J.5. Result of GAD Assessment Tool
  - J.6. Business Continuity Plan, if any
  - J.7. Certification issued by the Chairperson that the Cooperative has no criminal, civil or administrative cases decided against the cooperative
  - J.8. Certification from the HR of the organization on the breakdown of the total No. employees and their status of employment (for institutional type of cooperative)



# SPECIAL CITATIONS for COOPERATIVES



# NOTES

- No nomination is required. Awardees shall be chosen from among the shortlisted nominees and have been validated by the NSC, as recommended by the PMC;
- Should not be a recipient of the same award in the previous years of Gawad Parangal;
- Regional Level may give special citations to cooperatives which they validated, even those not nominated to the National Level;
- Not limited to one (1) winner per category;
- Prior approval of the PMC must be sought, in the event that a special citation not in the list will be given.

# Requirements for Special Citation

- Video and/or photo documentations
- Write-ups on best practices
- Policies and advocacies on Cooperative Social Responsibility/Resiliency and Stability/Financial Inclusion/GAD Mainstreaming/Membership Growth and Expansion
- Other relevant evidences

**Special  
Citations  
For PRIMARY  
COOPERATIVES**

A. Exemplary Performance in Cooperative Social Responsibility

- The cooperative must have participated, developed innovative programs/projects to help ease the burden and in support of members, community and frontliners while facing the pandemic
- Must have remarkable programs/projects that promotes environmental protection, community development and social welfare
- Must have participated in programs/ projects/ activities initiated and/or participated that contributes great impact to the members and the community and nation as a whole.

**Special  
Citations for  
PRIMARY  
COOPERATIVES**

B. Exemplary Performance in Cooperative Resiliency and Stability

- The cooperative must exhibit their resiliency despite the pandemic such as commitment to provide services during the pandemic, support to the call of the national government to show their compassion to members by offering moratoriums, providing assistance, retention of employees, business continuity plan, etc.
- Must show stability that despite the pandemic, the operations of the cooperative are managed efficiently and effectively, without increasing the loan interest, terms of payment, etc., providing new policies to accommodate members badly affected by the pandemic, etc.

**Special  
Citations  
For PRIMARY  
COOPERATIVES**

C. Excellence in Membership Growth and Expansion  
Program

- The cooperative must have exemplary performance in terms of increasing the cooperative membership.
- Application of unique strategy to promote regular membership;

**Special  
Citations  
For PRIMARY  
COOPERATIVES**

D. Excellence in Providing Financial Inclusion Services

- The cooperative provides effective access and wide range of financial products and services to members. These may include: Savings, Credit, Payments, Insurance, Remittances, Investments, Mobile financial service and Microfinance;
- Products and services are responsive and relevant to the financial needs of its members; and
- With innovative schemes in reaching a large number of members in the rural areas.

**Special  
Citations  
For PRIMARY  
COOPERATIVES**

E. Best in Gender and Development Mainstreaming

- Implements/adopts the provisions of MC 2013-22;
- With in-placed GAD mechanisms for at least 3 years;
- With best programs/activities and projects on GAD;
- Applied/used the tool for assessing gender equality (MC 2017-04)
- With approved Cooperative GAD Plan



# **OTHER GAWAD PARANGAL AWARDS**





## **HALL OF FAME**

- The recipient of the award must be a 1<sup>st</sup> Placer awardee for three (3) consecutive years on the same category; (giving consideration to winners in previous years, year 2020 not counted)
- Advance its members to make them competitive;
- Maintain or level up its status as a sustainable organization;

