

MEMORANDUM CIRCULAR NO. _____

Series 2021.

**SUBJECT : REVISED GUIDELINES IN THE ORGANIZATION, STRUCTURE AND
OPERATION OF COOPERATIVE DEVELOPMENT COUNCILS (CDCS)**

PART I

GENERAL PROVISIONS

Section 1. Title.

This Memorandum Circular shall be known as the Guidelines in the Formation and Organization of Cooperative Development Councils (CDCs).

Section 2. Legal Bases.

The establishment of the Councils is authorized under the following:

- Section 4 (cc) of Republic Act No. 11364. Establish the formation and organization of cooperative development councils in the national, regional, provincial, city and municipal levels in order to provide the cooperative movement a system for policy consultation and program coordination in accordance with the guidelines to be prescribed by the Authority;
- Rule X of the Implementing Rules and Regulations (IRR) of RA 11364;
- RA No. 11535, An Act Making the Position of a Cooperatives Development Officer Mandatory in the Municipal, City and Provincial Levels, Amending for the Purpose Republic Act No. 7160, Otherwise Known As The "Local Government Code Of 1991", As Amended
- Executive Order No. 95, par. 5 (3) In order to provide the cooperative movement a system for consultation with regard to such cooperative programs and projects, COOPERATIVE DEVELOPMENT COUNCILS at the national, regional, provincial and city levels shall be established under the coordination of the CDA.

Section 3. Coverage.

This Guidelines shall cover the formation and organization of the CDCs at the national, regional, provincial, city and municipal levels.

Section 4. Purpose of the Cooperative Development Council (CDC).

The CDC is a multi-sectoral body created to provide a system with regard to policy consultation and coordination of cooperative programs and projects to be established at the national, regional, provincial, city, and municipal levels under the supervision of the Authority.

It shall serve as a mechanism for collaboration, consultation and coordination in the implementation of various cooperative programs and projects implemented by all government

branches, instrumentalities, subdivisions and agencies, and policy initiatives for cooperative development.

Section 5. ORGANIZATION OF THE CDCS.

The organization of CDCs shall be initiated by CDA. The members of the CDCs shall come from cooperatives, Local Government Units (LGUs), National Government Agencies (NGAs), Non-Government Organizations (NGOs), the academe and other stakeholders at the national, regional, provincial, city, and municipal levels as stated in Section 5, Rule X of the Implementing Rules and Regulations of RA 11364.

CDA shall invite all the aforementioned organizations to submit the names of their official and alternative representatives to the CDC.

Section 6. POWERS AND FUNCTIONS OF THE COUNCILS

The CDCs shall exercise the following powers and functions:

- a. Coordinate and harmonize the implementation of various cooperative plans, programs, and projects of the government;
- b. Assist the CDA in the broad-based monitoring and coordination of the implementation of the Philippine Cooperative Development Plan (PCDP), through the collective efforts of all sectors and to develop such mechanism in line with the PCDP; and
- c. Propose policies affecting cooperatives for local and national implementation.

PART II

STRUCTURE AND ORGANIZATION OF THE COOPERATIVE DEVELOPMENT COUNCILS

Section 1. COMPOSITION OF THE COUNCILS

Section 1.1. NATIONAL COOPERATIVE DEVELOPMENT COUNCIL (NCDC)

The NCDC shall be composed of the following:

1. Chairpersons of the Regional Cooperative Development Councils (RCDCs);
2. Members of the National Coordinating Committee (NCC);
3. Chairman of the Cooperative Development Authority or his designated representative;
4. One (1) representative from the Committee on Cooperatives Development of the House of Representatives
5. One (1) representative from the Committee on Cooperatives Development of the Senate
6. National Presidents of the following leagues or their duly authorized representatives:
 - a. League of Provinces of the Philippines
 - b. League of Vice-Governors of the Philippines
 - c. League of Cities of the Philippines
 - d. League of Municipalities of the Philippines
 - e. Vice-Mayors League of the Philippines

- f. Provincial Board Members League
- g. Philippine Councilors League
- h. Union of Local Authorities of the Philippines
7. Chairperson or official representative of the National Alliance of Cooperatives (NAC);
8. President or official representative of the academe as identified by the Authority;
9. One (1) official representative from each NGO with cooperative development programs as identified by the Authority; and
10. President or the duly authorized representative of the League of Cooperative Development Officers of the Philippines.

Representatives from the offices of the Congressmen may be invited as special non-voting members of the PCDC.

Section 1.2. REGIONAL COOPERATIVE DEVELOPMENT COUNCIL (RCDC),

The RCDC shall be composed of the following:

1. Regional Director of the CDA;
2. Regional Directors of other NGAs with cooperative programs;
3. Chairpersons of the Provincial Cooperative Development Councils (PCDCs);
4. Chairpersons of the City Cooperative Development Councils of highly urbanized/independent component cities;
5. Chairpersons or official representatives of the Regional Clustered Organizations (RCOs);
6. Official representatives of NGOs with cooperative development programs;
7. One (1) official representative from each state or private university and college with cooperative development programs; and
8. One (1) official representative from each of the Government Financial Institutions (GFIs).
9. Provincial Cooperative Development Officers in the region; and
10. City Cooperative Development Officers in the highly urbanized/independent cities in the region.

Representatives from the offices of the Congressmen may be invited as special non-voting members of the CCDC.

Section 1.3. PROVINCIAL COOPERATIVE DEVELOPMENT COUNCIL (PCDC)

The PCDC shall be composed of the following:

1. Provincial Directors of the NGAs with cooperative programs;
2. Provincial Cooperative Development Officers or their equivalent designation;
3. Municipal Cooperative Development Officers or their equivalent designation;
4. City Cooperative Development Officers of component cities or their equivalent designation;
5. Chairperson of Municipal Cooperative Development Council (MCDC);
6. Chairperson of City Cooperative Development Councils (CCDCs) of component cities;
7. Chairperson of the Committee on Cooperatives at the Sangguniang Panlalawigan;
8. One (1) official representative from CDA;
9. One (1) representative from other offices of the LGU with cooperative programs;

10. One (1) official representative of secondary cooperatives;
11. One (1) official representative of NGOs with cooperative programs; and
12. One (1) official representative from each of the Government Financial Institutions (GFIs);

Representatives from the Offices of the Congressmen may be invited as special non-voting members of the PCDC.

Section 1.4. City Cooperative Development Councils (CCDCs) in Highly Urbanized/Independent Component Cities

The CCDC shall be composed of the following:

1. One (1) representative from each NGA with cooperative programs operating in the city;
2. One (1) representative from each of the other offices of the LGU with cooperative programs;
3. One (1) official representative from the CDA;
4. City Cooperative Development Officer or its equivalent designation
5. Chairperson of the Committee on Cooperatives of Sangguniang Panglungsod;
6. Chairpersons of city cooperative federations and unions;
7. Chairpersons of city secondary cooperatives;
8. Chairpersons of the primary cooperatives in the city; and
9. Official representatives of NGOs with cooperative programs.

Representatives from the Offices of the Congressmen and cooperative branches may be invited as special non-voting members of the CCDC.

Section 1.5. City Cooperative Development Councils (CCDCs) in Component Cities

The CCDC shall be composed of the following

1. One (1) official representative from CDA;
2. City Cooperative Development Officer;
3. Chairperson of the Committee on Cooperatives of Sangguniang Panglungsod;
4. Chairpersons of city cooperative federations and unions;
5. Chairpersons of the primary cooperatives in the city; and
6. Official representatives of NGOs with cooperative programs.

Representatives from cooperative branches may be invited as special non-voting members of CCDCs in component cities.

Section 1.6. MUNICIPAL COOPERATIVE DEVELOPMENT COUNCILS (MCDCs)

The MCDC shall be composed of the following:

1. One (1) representative from each NGA operating in the municipality with cooperative development programs;
2. One (1) representative from each of the other offices of the LGU with cooperative programs;
3. One (1) official representative from CDA;
4. Municipal Cooperative Development Officer;

5. Chairperson of the Committee on Cooperatives of the Sangguniang Bayan;
6. Chairpersons of municipal cooperative federations and unions;
7. Chairpersons of the primary cooperatives in the municipality; and
8. Official representatives of NGOs with cooperative programs.

Section 2. OFFICERS OF THE COUNCILS

The Councils shall have the following officers:

- a) Chairperson
- b) Vice-Chairperson
- c) Secretary
- d) Treasurer
- e) Auditor

The above-mentioned officers shall be elected directly by the members constituting the Councils at their respective levels. Their duties and responsibilities shall be provided in the prescribed Manual of Operations of the CDCs.

Section 2.1. Non-election of CDA as an Officer.

Except in the NCDC where the CDA Head Office representative shall be eligible to be elected as officer, no CDA representative may be elected to any position in the Councils.

Section 3. Election of Officers and Voting Procedure.

The election of officers and voting procedure shall be in accordance with the Manual of Operations to be prescribed by the Authority.

Section 3.1. Schedule of Election

Elections shall be held as follows:

- Municipal CDC/City CDC - 2nd week of April
- Provincial CDC - last week of April
- Regional CDC - 2nd week of May
- National CDC - last week of May

The first election under this Guidelines shall be in 2022 and every other year thereafter.

Section 4. Term Of Office.

The term of office of the elected officers shall be two (2) years and shall commence at noon on the day next following their election. No officer shall serve for more than three (3) consecutive terms.

Section 5. Vacancy Among Officers.

Any vacancy in the officers of the council shall be filled by a majority vote of the members of the Council during the next regular meeting. The elected officer shall serve only for the unexpired term of his/her predecessor in office.

Section 6. SECRETARIAT OF THE COUNCIL.

The Councils at the various levels shall have technical and administrative secretariat as follows:

National Cooperative Development Council (NCDC)	CDA Head Office
Regional Cooperative Development Council (RCDC)	CDA Regional Office
Provincial Cooperative Development Council (PCDC)	Provincial Cooperative Development Office or its equivalent
City Cooperative Development Council (CCDC)	City Cooperative Development Office or its equivalent
Municipal Cooperative Development Council (MCDC)	Municipal Cooperative Development Office or its equivalent

In case there is no existing cooperative development office or its equivalent in the province, city or municipality, the CDA Regional Office shall assign the technical and administrative secretariat.

The functions of the Secretariat shall be provided in the prescribed Manual of Operations.

Section 7. COMMITTEES.

The Council may create such committees that will study and/or carry out specific undertakings and make coordination more effective, whose term shall be co-terminus with the elected officers.

Section 8. MEETINGS.

The Council shall meet in accordance with the following frequency:

- NCDC - Semestral
- RCDC - Quarterly
- PCDC - Quarterly
- CCDC - Quarterly
- MCDC - Quarterly

However, the officers of the Councils may call a special meeting when necessary.

The place of meeting shall be determined by the officers.

Section 9. Notice of Meeting.

A notice containing the date, place, time and agenda shall be sent to every member, either by email, personal delivery, short messaging (text messaging), facsimile transmittal or any means approved by the council.

Section 10. Quorum.

The quorum required for any meeting of the councils shall be at least 25% of the members. A quorum must be present when making decisions on all matters.

The Quorum requirement shall only apply to the PCDC, RCDC and NCDC.

Section 11. Order Of Business.

As far as practicable, the order of business of the meeting of the Council shall be as follows:

- a. Call to Order
- b. Roll Call
- c. Determination of Quorum
- d. Approval of the Agenda
- e. Reading, consideration and approval of the minutes of the previous meeting
- f. Matters arising from the previous meeting
- g. Officers'/Committee's Report
- k. Unfinished business
- l. Business of the day
- m. Other Matters
- n. Announcements
- o. Adjournment

PART III RECOGNITION OF THE COOPERATIVE DEVELOPMENT COUNCILS AND REPORTORIAL REQUIREMENTS

Section 1. Recognition of the CDCs

The Regional Office where the MCDC, PCDC and RCDC is established shall issue their Certificate of Recognition while CDA Head Office shall issue the Certificate of Recognition of the NCDC after complying with the requirements.

Section 2. Requirements for Recognition of CDCs:

The following are the requirements for the issuance of a Certificate of Recognition:

- Cooperative Development Council Resolution signifying the interest to be recognized and commitment to adhere to the guidelines issued governing Cooperative Development Councils;
- Cooperative Development Council Information Sheet
- Approved Manual of Operations

Section 3. REPORTORIAL REQUIREMENTS

Within ninety (90) days after the end of its fiscal year, the CDC shall submit the following reports to the CDA Office:

- Annual Cooperative Development Council Report (standard format);
- Updated Cooperative Development Council Information Sheet (standard format)

PART IV PROHIBITIONS

Section 1. Prohibited Acts and Activities

The following acts and activities shall be prohibited:

1. Undertaking any fundraising and/or income generating activities, **except** for donations, benefits and grants from any person, whether natural or juridical, including allocations that may come from the Local Government Units (LGUs);
2. Registering with any government agency for the purpose of acquiring a juridical personality; and
3. Engaging in activities other than those allowed under R.A. No. 11364, its IRR and this Memorandum Circular.

Any violation committed under this Section shall be a ground for the removal of incumbent officers, after due notice and hearing.

PART V MISCELLANEOUS PROVISIONS

Section 1. Manual of Operations.

The Councils shall develop their respective internal policies which shall govern their operation based on the Manual of Operations to be prescribed by CDA.

Section 2. Fiscal Year.

The Councils shall observe the following fiscal year:

- MCDC/CCDC/PCDC - April - March
- RCDC/NCDC - May - April

PART V TRANSITORY PROVISIONS

Section 1. EXISTING COUNCILS.

Existing organized Councils whose programs have already been planned in accordance with CDA Memorandum Circular 2013-01, dated February 07, 2013, shall be revisited and revised in accordance with this Guidelines.

CDCs organized through local ordinances prior to the effectivity of these Guidelines shall, as far as practicable, ensure organizational adjustments to conform with this Guidelines.

All existing CDCs shall ensure that changes/adjustments are made to conform with this Guidelines not later than two (2) years from its effectivity.

Section 2. REPEALING CLAUSE.

This Memorandum Circular repeals CDA Memorandum Circular 2013 - 01 dated February 07, 2013 and all other issuances inconsistent with this Guidelines.

Section 3. EFFECTIVITY.

This Memorandum Circular shall take effect fifteen (15) days after its publication in the Office of the National Administrative Register (ONAR).

Approved by the CDA Board of Directors on _____ per BOD Resolution No. _____, Series of 2021.

For the CDA Board of Directors

USEC. JOSEPH B. ENCABO
Chairperson

Draft for Consultation