COOPERATIVE DEVELOPMENT AUTHORITY
Summary of Programs, Projects and Activities (PAPs)
FY 2024

Programs/Projects/Activities (PPAs)
I. INSTITUTIONAL MANAGEMENT AND GOVERNANCE
A. Policy Determination and Formulation
A.1. Policy Formulation and Review
A.2. Spearhead the regular conduct of meetings
A.3. Provision of Technical and Secretariat Support Services to CDA Board, Clusters, Committees, and Others
A.4. Provision of Technical Assistance to Other Operating Units
B. Cluster Management
B.1. Implementation and Monitoring of PAPs of the CDA Clusters
C. Partnership Convergence/ Consultations
C.1. Strengthen Network with NGAs, SUCs, LGUs, CDCs, and Other Local and Foreign Stakeholders
D. Internal Audit
D 1. Conduct of Internal Audit
II - OPERATIONS
A. Cooperative Develeopment Program (CDP)
A.1.Provision of Technical Assisstance Services (TAS) on Cooperative Development
A.2. Conduct of Research
A.3. Standard Setting and Accreditation Program
A.4. Awards, Recognition, and Documentation of Cooperatives with Best Practices
A.5. Capability Building Program for Cooperatives: Strengthen Coop Enterprise Through Supply and Value Chain
A.6. Capacity Building for CSF Cooperatives
A.7 Human Capital Development for other Stakeholders
A.8. Capacity Building Training and Other Capacity Interventions for CRITS and CPDAS Personnel
A.9. Project Development and Assistance for Cooperatives
A.10. Cooperative Resiliency and Sustainability Program
A.11. Performance Assessment and Process Review of CRITD/CRITS Processes
A.12. Information and Advocacy
A. 13. Events Management
A.14 Partnership Programs with other Entities
A.15. Monitoring of CDA Consultative Bodies and Other Developmental Advocacy
A.16. Partnership Convergence on Cooperative Development
17.1. CDA - PCA PROJECT on Coconut Farmers Organization and Development through Cooperatives (COCOFARMCOOP)
17.2. CDA and National Government Agencies Partnership
17.3.CDA- Other Government Agencies
17.4. CDA and Private Organizations Partnership

A.17. Strengthening Partnership, Linkages and Support Mechanisms for the Organization, Registration and Supervision of CSF	
A.18. Management of Financial Assistance for Cooperatives	
A.19. Advocacy Programs and Other Initiatives	
A.20. Gender and Development Program	
A.21. Inter-Agency Task Force/TWG/Committee/Councils participation	
A.22. Formulation/ Crafting of Modules, Guidelines, Policies and Procedures	
B. Cooperative Regulatory Program (CRP)	
B.1. Registration of Cooperatives and Amendments	
B.1.1. Provision of Technical Assistance Services to Clienteles	
a) For Walk-in Clients with Registration Concerns	
b) Client's Queries Thru Official Email, Facebook Page, Helpdesk, FOI, CDA-We Listen, and Instructions from Management	
B.1.1.a. Provision of TAS to Selected Sectoral (Marginalized) Beneficiaries in the Online Registration Application (Pursuant to OO No. 2022- 05)	
B.1.1.b. Electronic Cooperative Registration Information System (E-CoopRIS)	
b.1. Conduct of E-CoopRIS Assessment Activities	
B.1.1.c. Conduct of Post-Registration Orientation (PRO) Activity to Newly Registered Cooperatives	
B.1.1.d. Conduct of Electronic Cooperative Clinique Program (ECoopCLiP)	
B.1.2. Registration of Cooperatives	
2.1 Registration of New Cooperatives	
2.2 Registration of Amendments to the Articles of Cooperation and By-laws (ACBL)	
2.3. Recognition of Cooperative Branch and Satellite Offices (Within & Outside the Region)	
2.4. Recognition of Laboratory Cooperative	
2.5 Closure, Transfer and Conversion (CTC) of Branch and Satellite Offices	
2.6. Merger and Consolidation of Micro and Small Cooperatives Program	
2.7. Compliance to Registration Related Directives and Other Instructions	
2.8. Publication of Delisted Cooperative	
B.1.3. Maintenance and Management of Registration Records	
3.1 Conduct of Inventory of Registration Records and Documents	
3.2. Maintenance and Updating of the Masterlist of Registration Records and Documents	
B.1.4.. General Administration Services	
1.4.1 Policy Review and Formulation	
4.1. Conduct of Review and Assessment Workshop of Existing Registration Related Guidelines/ Circulars/Office Orders per RA 11364, RA 9520, and its IRR	
4.2. Crafting/Formulation of Proposed New/Enhanced Registration Related Guidelines/ Circulars/Office Orders per RA 11364, RA 9520, and its Revised IRR	
B.2 Regulation of Cooperatives	
B.2.1. Inspection of Registered Cooperative	
2.1. Inspection of Cooperatives	
B.2.2 Examine Cooperatives	
B.2.3. Inspection and Examination of CSF Cooperatives	
B.2.4. Enforcement and Compliance Monitoring of CSF Cooperatives	
B.2.5. Monitoring of Cooperatives' Submission of Complete Mandatory Report	

B.2.6. Monitoring of CSF Cooperatives' Submission of Complete Mandatory Report	
Implementation of MC 2023-14 MC or the CDA IRR on Financial Products or Services Consumer Protection	
B.2.7. Issuance of Notice of Non-submission of Mandatory Report	
B.2.8. Issue Certificate of Compliance (CoC)	
B.2.9.Queries/Requests/ Complaints Acted Upon	
B.2.10. Impose Sanctions to Coops' for Non-compliance to Orders, Memos, Rules & Regulations and other related Laws	
B.2.11. Updating of Cooperative Status in the CAIS	
B.2.12. Monitor Implementation of Joint Administrative Order (JAO)	
B.2.13. Implementation of Joint Administrative Order (JAO) to CSF Cooperatives	
B.2.14. Monitoring on the compliance of coop to the issuance of the Authority	
B.2.15. Information Dissemination of new regulations and guidelines	
2.15.a. Orientation on the newly issued Memorandum Circulars and Office Orders to CDA Personnel	
2.15.b. Cooperatives awareness on CDA's regulations and issuances	
B.3. Systems Implementation	
B.3.1. Monitoring of the Implementation of the CAIS	
B.4. Accreditation of Cooperative External Auditors	
B.5. Capability Buidling	
B.5.1. Strengthening/Retooling of CDA Technical Personnel	
B.5.2. Assessment of SED/SES Personnel	
B.5.3. Hands-on Training in the submission of mandatory reports	
B.5.4. Other Trainings/Conferences attended	
B.6. Policy Formutation and Review	
6.1 Formulate Regulatory Guidelines and Policies	
C. Cooperative Quasi-Judicial Program (CQJP)	
C.1. Legal Services	
C.1.1. Institutionalization of CDA Dialogue Mechanism	
C.1.2. Technical/Legal Assistance to the General Public Regarding the Enforcement of CDA Laws	
C.1.3. Policy Development Project	
C.1.4. CDA Law Awareness Program	
C.1.5. Investigation of complaints/reports against Cooperatives Officers	
C.1.6. Dissolution, Liquidation, Cancellation Project (Cleansing of DLC Master list of Pending Cases)	
C.1.7. Close Monitoring of Cases and Reports Project	
C.1.8. Enforcement of Cooperatives laws, rules and regulations and articles of cooperation and bylaws	
C.2 Adjudication Services	
C.2.1.Speedy Disposition of Cases	
C.2.2. Complaints for Adjudication filed under the original jurisdiction of the Head Office	
C.2.3. Complaints for adjudication filed under the original juridiction of the Regional Office	
C.2.4. Hearings	
C.2.5. Decision or Resolutions	
C.2.6. Monitoring and Enforcement of Adjudictaion Orders and Decisions	
III- General Administration and Support Services (GASS)	
A. Support to Operations (STO)	

A.1. Formulation of Plans and Programs Including Monitoring and Evaluation
A.2.Maintenance of Management Information System (MIS)
A.2.1. Maintenance of Information and Communication Technology (ICT)
A.2.2. Implement other Core Functions of the Information Technology (IT) Office
A.2.3. Monitoring of the ICT Budget Utilization
A.2.4. ICT Equipment
A.2.5. Subscription Expenses
A.3. Quality Management System (QMS)
A.3.1. Maintain the ISO 9001:2015 Certification
B. General Management and Supervision
B.1 Human Resource Development Program
B.1. Implement the Regular Conduct of Hiring, Recruitment, and Placement Activities
B.2. Implement programs under the Learning and Development
B.3. Performance Management
A.4. Implement Rewards and Recognition Programs
B.5. Implement GAD Mainstreaming Programs
B.6. Conduct of DRRM related activities
B.2. Budget Preparation and Execution
B.2.1. Budget Preparation
B.2.2. Budget Accountability
B.2.3 Budget Execution
B.3.Property Management
B.3.1.Procurement
B.3.2. Property Management Program
B.3.3. Disaster Resiliency Preparedness Program (DRPP)
B.4. Records and Document Management
B.5 Cashiering Services