

**COOPERATIVE DEVELOPMENT AUTHORITY**  
**Summary of Programs, Projects and Activities (PAPs)**  
**FY 2025**

Programs/Projects/Activities (PPAs)
<b>I. INSTITUTIONAL MANAGEMENT AND GOVERNANCE</b>
<b>A. Policy Determination and Formulation</b>
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>B. Cluster Management</b>
B.1. Implementation and Monitoring of PAPs of the CDA Clusters
<b>C. Partnership Convergence/Consultations</b>
C.1. Strengthen Network with NGAs, SUCs, LGUs, CDCs, and Other Local and Foreign Stakeholders
<b>D. Internal Audit</b>
D.1. Cooperation in the Conduct of Management and Operations Audit
<b>II. OPERATIONS</b>
<b>A. Cooperative Development Program(CDP)</b>
<b>A.1. Provision of Technical Assistance Services (TAS) on Cooperative Development</b>
A.1.1 Provision of handholding initiatives to Registered Cooperatives
A.1.2. Preparation and Posting of Training Calendar
A.1.3. Provision of other technical assistance/training to micro, small, medium and large cooperatives
A.1.4. Provision of other technical assistance to prospective cooperatives/other entities (e.g. partners, researchers, etc.)
A.1.5. Provision of TAS to the Credit Surety Fund Cooperatives (CSF-Coops)
a. TAS on matters of Regulation
b. SAGIP-CSF Program
A.1.6 Provide TAS to the CDAREs
a. TAS on the Implementation of MC 2023-14 MC or the CDA IRR on Financial Products or Services Consumer Protection
b. Consultation on proposed Modules, Guidelines, Policies and Procedures
A.1.7. Capacity Building for CSF Cooperatives
a. Orientation on new Modules, Guidelines, Policies and Procedures

b. Capacity Building Trainings on Compliance to Regulations
A.1.8. HATAW CSF (Handholding and Technical Assistance for the Welfare of CSFs)
A.1.9. TAS on Amendment to ACBL
A.1.10. Technical assistance on the evaluation of registration application
A.1.11. Facilitation in the conduct of organizational meetings of the stakeholders of the proposed CSF cooperative/s.
A.1.12. Campaign for Increase in CSF Cooperative Membership.
A.1.13. Provision of other TAS to CSF cooperatives on matters of operation.
A.1.14. Provision for Technical Assistance for Supervision and Examination Division/Section
a. For Walk-in Clients
b. Client's Queries Thru Official Email, Facebook Page, Helpdesk, FOI, CDA-We Listen, and Instructions from Management
A.1.15. Capacity Building for CSF personnel & CSF Cooperatives.
a. Orientation on new issuances/guidelines
b. Continuous Capacity-Building for CSF Personnel
c. Start Up Course for newly registered/ Non-operating CSF Cooperatives.
d. Precede the conduct of "Global Money Week" for CSF Cooperative & its primary members.
A.1.16. Provision of Technical Assistance Services (TAS) to Clienteles (Registration
a. For Walk-in Clients with Registration Concerns
b. For Client's Queries Thru Official Email, Facebook Page, Helpdesk, FOI, CDA-We Listen, and Instructions from Management
c. Conduct of Electronic Cooperative Clinique Program (ECoopCLiP)
A.1.17. Provision of Technical Assistance on Cooperative Development
A.1.18. Provision for Technical Assistance for Project Development and other related concerns
<b>A.2. Formulation/ Crafting of Modules, Guidelines, Policies and Procedures</b>
A.2.1. National Orientation on the approved Revised IRR of R.A 10744
A.2.2. Crafting of the Cooperative Registration Information System (CSF Coops)
A.2.3. Consultation on proposed Modules, Guidelines, Policies and Procedures
A.2.4. Orientation on new Modules, Guidelines, Policies and Procedures
<b>A.3. Conduct of Research</b>
A.3.1 Submission of cooperative researches to the Head Office
A.3.2 Technical Assistance Extended to Individual Researcher/ Organization
A.3.3 Documentation of Cooperatives with Best Practices
a. Documentation of Best Practices in accordance to OO 2023-14
<b>A.4. Conduct of Research, Communication and Advocacy Activities (Media releases/ public relations/ advocacy activities)</b>
A.4.1. Preparation and release of articles and provide needed information for media releases
A.4.2. Conduct and/or participation to Advocacy Activities/ Programs/ Projects
<b>A.5. Conduct of Capability Programs and Activities for Cooperatives</b>
<b>A.6. Accreditation of Cooperative Training Providers for Required Trainings</b>

A.6.1. Reception, Evaluation of Applications of Accredited Cooperative Training Providers (CTPROs)
a. Monitoring of Accredited Cooperative Training Providers (CTPROs)
A.6.2.Cooperative Development Officer (CDO) Certification Program
a. Monitoring of Cooperative Development Officers (CDO)
<b>A.7. Awards, Recognition, and Documentation of Cooperatives with Best Practices</b>
A.7.1. Identification of Potential Cooperative Gawad Parangal (GP) Nominees per category
A.7.2. Provision of TAS to potential cooperative GP nominees
A.7.3. Conduct of screening and validation activities
A.7.4. Recognition of Regional Nominees (subject to issuance of supplemental guidelines)
A.7.5. Preparation of Winners profile
<b>A.8. Capability Building Program for Cooperatives: Strengthen Coop Enterprise Through Supply and Value Chain</b>
A.8.1. Monitoring of Cooperatives' Business Processes Facilitated
A.8.2.Training/ Seminar on Coop Enterprise Development
A.8.3. Collaboration/ Engagement with Partner-Institutions on Supply and Value Chain for Coops
<b>A.9. Capacity Building of Cooperatives (External)</b>
A.9.1. Orientation of Barangay Officials Relative to Cooperative Development
A.9.2. Workshop with IDS-REO and RSES-REO on the results of the inspection pertaining to compliance to mandatory reports
A.9.3. Training and Education for Advancing Cooperative Health of Agriculture Cooperatives (TEACH-AC)
<b>A.10. Capacity Building Training and Other Capacity Interventions</b>
A.10.1. Conduct of Capacity Interventions and orientation on new policies/programs/ activities for CRITS Personnel Relative to CRITD and CRITS Processes, Programs and Projects
A.10.2. Conduct of Trainings/Seminar/Orientation for CPDAD/CPDAS personnel on Cooperative Programs and capacity enhancement
A.10.3.Technical Skills Enhancement for Registration Division/Sections Personnel Relative to Registration Systems, Procedures, Processes, and Guidelines (Pilot testing of New ECoopRIS)
<b>A.11. Project Development and Assistance for Cooperatives</b>
A.11.1. Koop Kapatid Program
A.11.2. CDA Global
a. Co-opbiz
b. Coop Product Promotion and Trade Fair
c. Cooperative Products Directory
A.11.3. Internet Connectivity for Cooperatives
<b>A.12. Special Project for Cooperatives (with RA/Executive Order)</b>
A.12.1.Organization and Empowerment of Coconut Farmer Organizations & Cooperatives
A.12.2.Pag-abot Program
<b>A.13. Cooperative Resiliency and Sustainability Program</b>

A.13.1. Pilot Testing of Cooperative Business Continuity and Resiliency (CBCR) Tool
a. Conduct of CBCR Roll-out to other cooperatives
b. Conduct of Business Continuity and Resiliency Program (BCRP) Trainings (subject to the issuance of the new policy)
c. Attendance to Workshops in the crafting of BCP Template
d. Attendance to the Training of Trainers (TOT) on Business Continuity and Resiliency Plan (BCRP) template
<b>A.14. Performance Assessment and Process Review of CRITD/CRITS Processes</b>
<b>A.15. Information and Advocacy</b>
A.15.1. Development and Distribution of Information, Education and Communication (IEC) materials
A.15.2. Media guestings
a. Social Media guestings/promotions
b. Documentation of CSF promotional activities
c. Audio Visual Presentation (AVP) for CSF Cooperatives Featuring the Winner in 2024 Gawad Parangal for CSF Cooperatives.
d. Development and Production of Promotional & Instructional Materials
15.3. Documentation of CSF promotional activities
<b>A.16. Events Management</b>
A.16.1 Celebration of International Day of Cooperatives (July 5, 2025)
A.16.2 Celebration of International Year of Cooperatives (Nov 25, 2024 - Nov 25, 2025)
A.16.3 Celebration of Cooperative Month 2024
A.16.4 Information caravan/campaign on RA 11535
<b>A.17. Partnership Programs with other Entities</b>
A.17.1. CDA with State Universities and Colleges (SUCs) on TOT for CTPROS
A.17.2. MOA with SUCs
A.17.3. CDA-National Housing Authority (NHA)
A.17.4. Globe Business
A.17.5. Toyota Mobility Solutions
<b>A.18. Monitoring of CDA Consultative Bodies and Other Developmental Advocacy</b>
A.18.1. Cooperative Development Councils (CDCs)
<b>A.19. Gender and Development Program</b>
<b>A.20. Partnership Convergence on Cooperative Development</b>
A.20.1. CDA and National Government Agencies Partnership
A.20.2. CDA- Phil. Charity Sweepstakes Office (PCSO)
A.20.3.CDA and Private Organizations Partnership
<b>A.21. Strengthening Partnership, Linkages and Support Mechanisms for the Organization, Registration and Supervision of CSF Cooperatives</b>
A.21.1. Partnership with LGU, BSP, GFIs, NGAs and Government entities.
A.21.2 CSF Roadshows/ Contributors' Orientation Seminar (COS).
<b>A.22. Financial Assistance for Cooperatives</b>

A.22.1. Provision of Financial Assistance for Cooperatives
A.22.2. Writing Off of Accounts Receivables from Cooperatives
A.22.3. Cleansing of dormant accounts of cooperatives
<b>A.23. Advocacy Programs and Other Initiatives</b>
A.23.1. Kooperatiba Para Sa Kabataan:Programa, Oportunidad Pangkabuhayan (KPOP)
<b>A.24. Programs/Projects Monitoring &amp; Evaluation</b>
A.24.1. Monitoring of Programs/Projects Implemented
<b>A.25. Inter-Agency Task Force/TWG/Committees/Councils Participation</b>
A.25.1. DSWD EPAHP
A.25.2. Other inter-agency participation
A.25.3. Advocacy and Support Activities to the Whole of the Nation Approach to End Local Communist Armed Conflict (NTF-ELCAC) Under E.O. 70
<b>A.26. Graduation of Cooperatives</b>
<b>B. COOPERATIVE REGULATION PROGRAM (CRP)</b>
<b>B.1. Registration of Cooperatives</b>
B.1.1. Registration of New Cooperatives
B.1.1. Registration of Amendments to the Articles of Cooperation and By-laws (ACBL)
B.1.2. Recognition of Cooperative Branch and Satellite Offices (Within & Outside the Region)
B.1.3. Closure, Transfer and Conversion (CTC) of Branch and Satellite Offices
B.1.4. Inspection and Examination of CSF Cooperatives
a) Enforcement and Compliance Monitoring of CSF Cooperatives
b) Monitor CSF Cooperatives' Submission of Complete Annual Required Reports
c) Implementation of Joint Administrative Order (JAO) to CSF Cooperatives
d) Implementation of MC 2023-14 MC or the CDA IRR on Financial Products or Services Consumer Protection
B.1.5. Maintenance and Management of Registration Records and Documents
a. Regular Monitoring and Inventory of Registration Records and Documents
b. Updating & Maintenance of the Registration Masterlist
c Development/Enhancement of Records Management System for Registered Cooperatives (Databank of Registered Cooperatives)
B.1.6. Digitization of Registration Records and Documents
a Grooming and Scanning of Registration Records and Documents
<b>B.2 Regulation of Cooperatives</b>
B.2.1. Inspection of Registered Cooperative
a. Inspection of Cooperatives
b. Inspection of Billionaire Cooperatives
B.2.2. Examine Cooperatives

B.2.3 Monitor Cooperatives' Submission of Complete Mandatory Report
B.2.4. Monitor CSF Cooperatives' Submission of Complete Mandatory Report
B.2.5. Issue Notice of Non-submission of Mandatory Report
B.2.6. Issue Certificate of Compliance (CoC)
B.2.7.Queries/Requests/ Complaints Acted Upon
B.2.8. Impose Sanctions to Coops' for Non-compliance to Orders, Memos, Rules & Regulations and other related Law
B.2.9 Implementation of Joint Administrative Order (JAO)
B.2.10. Monitoring on the compliance of coop to the issuance of the Authority
<b>B.3. Systems Implementation</b>
B.3.1. Monitoring of the Implementation of the CAIS and AFIS
B.3.2. Monitoring of the development of the new/re-engineered system for report submission
<b>B.4. Accreditation of Cooperative External Auditors</b>
<b>B.5. Capability Buidling</b>
B.5.1. Ladderized Training/Certification Program for inspectors and examiners
B.5.2. Orientation on the newly issued Memorandum Circulars and Office Orders to CDA Personnel
B.5.3. Other Trainings/Conferences attended
<b>C. Cooperative Quasi-Judicial Program (CQJP)</b>
<b>C.1. Conduct of Investigation, Hearing of Cases and Legal Actions</b>
C.1.1. Verification of Complaints filed against Cooperative Officers requesting for Investigation
C.1.2. Issuance of Investigation Report
<b>C.2. Provision and Conduct of Alternative Dispute Resolution</b>
C.2.1 Institutionalization of CDA Dialogue Mechanism
a. Conduct of Dialogue, Complaint or Consultation for cooperatives under CDA Head Office jurisdiction
<b>C.3. Case Prevention</b>
C.3.1. Conduct and/or Assist in the Conflict Management Training for TOT
C.3.2. Legal Opinion/ Legal Research Studies
C.3.3. Provision of Technical Assistance to the General Public regarding the enforcement of CDA laws
a. Legal Assistance to the Public (Phone, walk-in, emails)
b. Action on Complaints Filed against Cooperatives
c. CDA Law Awareness Program (CLAP)
<b>C.4. Intensified Investigation/Prosecution</b>
C.4.1. Verification of Complaints filed against Cooperative Officers requesting for Investigation
a. Issuance of Investigation Report
b. Issuance of Cease and Desist Order
C.4.1. Criminal prosecution of violations of RA 9520 and RA 11364
<b>C.5. Enforcement and Monitoring</b>

C.5.1. Cleansing of DLC Masterlist of Pending Cases
a. Monitoring and reporting of status of DLC cases to the Board
b. Clearance of Orders/Resolutions submitted relative to DLC
C.5.2. Asset Recovery
<b>III- GENERAL ADMINISTRATION AND SUPPORT SERVICES (GASS)</b>
<b>A. SUPPORT TO OPERATIONS (STO)</b>
<b>A.1. Formulation of Plans and Programs Including Monitoring and Evaluation</b>
A.1.1. Prepare CDA Plans and Programs
A.1.2 Monitor and Evaluate CDA Plans and Programs
<b>A.2. Maintenance of Management Information System (MIS)</b>
A.2.1. Maintenance of Information and Communication Technology (ICT)
a. Information System, Website, Database Administration, Management, Maintenance, and Enhancement
b. Cybersecurity Implementation and Management
c. Implementation, Operation and Administration of CDA Back-up Information System and files
d. Maintenance of Hardware and Software Peripherals and Accessories
e. Knowledge Management and Technical Support for the Software as a Service (SaaS) Solutions and IT related Office Productivity Tools
A.2.2. Implement other Core Functions of the Information Technology (IT) Office
a. Implementation of the CDA Digitalization - Electronic Document Tracking Management Information System (EDTMIS)
b. Compile and Transmit Regularly the KPI Reporting Forms to Planning Division
c. Conduct Inventory of ICT Hardware and Software Peripherals and Accessories
d. Conduct of Re-orientation on the requirements of the ISO 9001:2015 Standard and the established QMS
e. Review of ICT Forms and Indicators
f. Partnership with NGAs on sharing of technology platforms, best practices in system development, cybersecurity, and ICT initiatives
g. ICT Performance Assessment
h. Review of ICT Workplan
i. Townhall Meeting with the Chairman/ Administrator/ Board of Director, the ICT Oversight Board Member and Deputy Administrators
j. Meetings with Operations Units on ICT Processes
k. Monitoring of the ICT Budget Utilization
<b>A.3. Quality Management System (QMS)</b>
A.3.1. Maintain the ISO 9001:2015 Certification
A.3.2. Processing and Management of Client Satisfaction Measurement (CSM)
<b>B. General Management and Supervision</b>
<b>B.1 Human Resource Development Program</b>
B.1.1. Implement the Regular Conduct of Hiring, Recruitment, and Placement Activities
B.1.2. Implement programs under the Learning and Development

B.1.3. Performance Management
B.1.4. Implement Rewards and Recognition Programs
B.1.5. Preparation of Human Resource Development documents/reports
B.1.6. Formulation and Consolidation of Individual Development Plan (IDP)
B.1.7. Learning and Development
a. Continuing Professional Education and Development/HRD Activities
b. Mandatory Continuing Legal Education
<b>B.2. Budget Preparation and Execution</b>
B.2.1. Budget Preparation
a. Preparation of FY 2025 Annual Budget Proposal
b. Submission of Budget Proposals (BP) through the Online Submission of Budget Proposal (OSBP) of DBM
B.2.2. Budget Accountability
a. Preparation of Budget Execution Document (BEDs)
b. Preparation of Financial Accountability Report (FARs)
c. On-line Encoding and On-line Submission of FARs thru URS
d. Preparation of Budget Utilization Rate (BUR) and Summary Performance Monitoring Report (SPMR)
e. Preparation of Monthly, Quarterly, Year-end Financial Statements and Reports
f. Preparation and Submission of Agency Action Plans and Status of Implementation (AAPSI)
g. Preparation and submission of Liquidation Reports of Special Projects
h. Preparation and submission of quarterly cash advances monitored and semestral status report of unliquidated cash advances, fund transfers to NGOs/POs and other Receivables
B.2.3 Budget Execution
a. Processing of Claims in accordance with COA Rules and Regulations
b. Remittance of Tax Withheld/Premium Contribution to GSIS/PhilHealth/Pag-ibig and Others
c. Issuance of Certificate of Tax Withheld to Suppliers
d. Filing of Alphalist of Taxes Withheld and Remitted for Compensation and Suppliers
e. Issuance of Statement of Accounts and Order of Payments for collections
f. Compliance of Audit Observation Memorandum (AOM) issued by COA
<b>B.3. Administrative and Human Resources and Development Program</b>
B.3.1. Render technical assistance and support to Special Projects and other Administrative concerns of Operating Units (CO/EOs)
B.3.2. Conduct of Finance Division Meetings
B.3.3. Continuing Professional Education and Career Development
<b>B.4. Supply and Property Management</b>
B.4.1. Procurement
B.4.2. Property Management Program
a. Motor Vehicle Preventive Maintenance Schedule (MVPMS)



b. Provision of Vehicular Support
c. Building and Equipment Maintenance Program (BEMP)
d. Conduct of Physical Count of Inventories for Property, Plant and Equipment
e. Conduct of Disposal of Unserviceable Equipment and Waste Materials
<b>B.5. Records and Document Management</b>
B.5.1. Maintenance of the Records Room
B.5.2. Training/Meeting - Records management and Disposal of Valueless records
B.5.3. FOI Validation
B.5.4. Conduct of FOI Orientation to CDA Officials and Employees
<b>B.6 Cashiering Services</b>
B.6.1. Revenue Generation-Collection of Fees
B.6.2. Remittance of Collection to the Bureau of Treasury
B.6.3. Preparation and Submission of the List of Due and Demandable (LDDAP) and Modified Disbursement System (MDS)
B.6.4. Preparation and Submission of Reports to Accounting Unit (Report of Collection, Report of Disbursement, Report of Checks Issued with Approved Vouchers)
B.6.5. Procurement of General Form Nos. 105, 51-A, Accountable Form No. 51-C, and Checks
B.6.6. Fidelity Bond of Accountable Officers and Personnel