



COOPERATIVE DEVELOPMENT AUTHORITY

827 Aurora Blvd., Service Road, Brgy. Immaculate Conception, 1111 Cubao, Quezon City, Philippines
http://www.cda.gov.ph helpdesk@cda.gov.ph CDA @CDAPhil PH Cooperatives



MEMORANDUM CIRCULAR NO. 2022-03
Series of 2022.

**SUBJECT : GUIDELINES ON THE STRUCTURE, ORGANIZATION AND OPERATION
OF COOPERATIVE DEVELOPMENT COUNCILS (CDCs)**

PART I GENERAL PROVISIONS

SECTION 1. Title.

This Memorandum Circular shall be known as the Guidelines on the Structure, Organization, and Operation of Cooperative Development Councils (hereinafter referred to as the Councils).

SECTION 2. Legal Bases.

The establishment of the Councils is authorized under the following:

- Section 4 (cc) of Republic Act (RA) 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 No. 11364, otherwise known as the "Cooperative Development Authority Charter of 2019."; and
- 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.

SECTION 3. Coverage.

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

SECTION 4. Purpose of the Cooperative Development Council.

The Cooperative Development Council 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

Office of the Chairman : (02) 8721-5325
(02) 8721-5324
Office of the Administrator: (02) 8721-0633
Officer of the Day : (02) 8725-3764



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

SECTION 5. Organization of the Councils.

The organization of the Councils shall be initiated by the Authority. Members of the Councils shall come from the cooperatives, local government units (LGUs), national government agencies (NGAs), non-government organizations (NGOs), government financial institutions (GFIs), the academe and other stakeholders at the national, regional, provincial, city, and municipal levels.

CDA, as the lead agency in cooperative development, shall invite the aforementioned organizations to submit the names of their official and alternate representatives to the Councils.

SECTION 6. Powers and Functions of the Councils.

The Councils 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.

SECTION 7. Definition of Terms.

- a. **Cooperative Development Council** – Refers to a multi-sectoral body, under the supervision of the Cooperative Development Authority, created to provide a system with regard to policy monitoring, consultation, and coordination of cooperative programs and projects to be established at the national, regional, provincial, city, and municipal levels.
- b. **Multi-sectoral body** – Refers to a group consisting of representatives of cooperatives, LGUs, NGAs, NGOs, GFIs, academe, and other stakeholders at the national, regional, provincial, city and municipal levels working together as a system with regard to policy consultation and coordination of cooperative programs and projects.
- c. **National Coordinating Committee (NCC)** – Refers to the committee chaired by CDA where all government branches, instrumentalities, subdivisions and agencies with programs and projects concerning cooperatives coordinate such programs and projects with CDA with a view to providing a comprehensive technical and financial program for cooperatives. It is composed of representatives from the said government branches, instrumentalities, subdivisions and agencies.

- d. **Cooperative Development Authority (CDA)** – Refers to the government agency created by virtue of Republic Act No. 6939, as amended by Republic Act No. 11364, in compliance with the provisions of Section 15, Article XII of the 1987 Philippine Constitution, which mandates Congress to create an agency to promote the viability and growth of cooperatives as instruments of equity, social justice and economic development;

PART II
STRUCTURE AND ORGANIZATION OF THE
COOPERATIVE DEVELOPMENT COUNCILS

SECTION 1. COMPOSITION OF THE COUNCILS

A. National Cooperative Development Council (NCDC)

The NCDC shall be composed of the following:

1. Chairpersons of the Regional Cooperative Development Councils (RCDC);
2. Members of the National Coordinating Committee (NCC);
3. One (1) official representative from the Authority;
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 Non-Government Organization (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 (LCDOP).

B. Regional Cooperative Development Council (RCDC)

The RCDC shall be composed of the following:

1. Regional Directors of national government agencies (NGAs) with cooperative programs;
2. Regional Director of the Authority;
3. Chairpersons of the Provincial Cooperative Development Councils (PCDCs);

4. Chairpersons of the City Cooperative Development Councils of highly urbanized/ independent component cities;
5. President 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 Government Financial Institution (GFIs).
9. Provincial Cooperative Development Officer

C. 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 Council (CCDC) of component cities;
7. Chairperson of the Committee on Cooperatives at the Sangguniang Panlalawigan;
8. One (1) official representative from the Authority;
9. One (1) representative from other offices of the LGU with cooperative programs;
10. Chairperson of Provincial Development Council;
11. One (1) official representative of secondary cooperatives;
12. One (1) official representative of NGOs with cooperative programs; and
13. 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.

D. City Cooperative Development Councils (CCDCs)

The City Cooperative Development Councils (CCDCs) of highly urbanized/Independent component cities, and Component cities shall be composed of the following:

1. City Directors of the NGAs or their equivalent designation;
2. City Cooperative Development Officer or its equivalent designation;
3. Chairperson of the Committee on Cooperatives of Sangguniang Panglungsod;
4. Chairpersons of primary and secondary cooperatives;
5. One (1) representative from other offices of the LGU with cooperative programs;
6. Chairperson of City Development Council
7. One (1) official representative from the Authority; and
8. One (1) official representative of NGOs with cooperative programs.

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

E. Municipal Cooperative Development Councils (MCDCs)

Municipal Cooperative Development Councils (MCDCs) shall be composed of the following:

1. One (1) representative from each NGA with cooperative development programs operating in the municipality;
2. One (1) representative from each of the other offices of the LGU with cooperative programs;
3. Chairperson of the Municipal Development Council;
4. One (1) official representative from the Authority;
5. Municipal Cooperative Development Officer;
6. Chairperson of the Committee on Cooperatives of the Sangguniang Bayan/Panglungsod;
7. Chairpersons of municipal federations and unions;
8. Chairpersons of the primary cooperatives in the municipality; and
9. Official representatives of NGOs with cooperative programs.

SECTION 2. Honorary Chairperson

The Chairpersons of the Local Development Councils at the PCDC, CCDC, and MCDC who are responsible for spearheading the development in their respective jurisdictions shall act as Honorary Chairperson of the Councils.

SECTION 3. 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 this Guidelines.

3.1. 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.

3.2 Schedule of Elections

The election of officers 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 of Officers

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

SECTION 5. Duties and Responsibilities of Officers

The officers shall have the following duties and responsibilities:

5.1 Chairperson

- Presides in all the meetings of the Council;
- Exercises general supervision and control over the operation and internal administration of the Council;
- Signs all papers, agreements and other documents for and on behalf of the Council, subject to its existing policies and guidelines;
- Calls special meetings of the Council, when necessary;
- Ensures that the Council maintains records of all its proceedings and operations; and
- Performs such other duties and responsibilities as may be necessary.

5.2 Vice-Chairperson

- Acts as Chairperson in case of the absence of the Chairperson; and
- Performs such other duties and responsibilities as may be delegated to him/her by the Chairperson.

5.3 Secretary

- Oversees the preparation of the Minutes and Agenda and keeps a record of the attendance and proceedings of all meetings of the Council;
- Ensures that Notices of all meetings of the Council are sent to members;
- Signs the Minutes of the Meetings prepared by the Secretariat;
- Keeps a complete record of the names, addresses and contact details of the members of the Council; and
- Performs all the duties incidental to the functions of the Secretariat and those that may be assigned to him/her by the Chairperson.

5.4 Treasurer

- Have custody, control and accountability of funds and properties of the council;

- Disburses all administrative expenditures of the council in accordance with its plans and budget and such expenditures duly approved by the council through a resolution;
- Renders financial reports during meetings; and
- Performs such other duties as maybe assigned by the Chairperson and/or the Councils.

5.5 Auditor

- Inspects, examines, and audits all transactions, financial or otherwise, made by the chairperson, other officers, and/or the Council itself and shall submit reports thereof to the Council at least once a year, or as required by the Council.

SECTION 6. 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.

SECTION 7. Secretariat of the Council

The Councils at the various levels shall have a secretariat team as follows:

National Cooperative Development Council (NCDC)	One (1) representative each from the RCDC, Cooperative Development Office and cooperatives
Regional Cooperative Development Council (RCDC)	One (1) representative each from PCDOs and RCOs
Provincial Cooperative Development Council (PCDC)	One (1) representative each from the PCDO or its equivalent and secondary cooperatives
City Cooperative Development Council (CCDC)	One (1) representative each from the City Cooperative Development Office (CCDO) or its equivalent and primary cooperatives
Municipal Cooperative Development Council (MCDC)	One (1) representative each from the Municipal Cooperative Development Office (MCDO) or its equivalent and primary cooperatives

In case there is no existing Cooperative Development Office or its equivalent in the province, city or municipality, the Council may opt to assign from their members the secretariat, except from the CDA, government agencies, and academe/SUCs.

The functions of the Secretariat are the following:

- In consultation with the Chairperson of the Council, prepares the agenda of meetings and records the attendance and proceedings of all meetings of the Council;

- Serves notices of meetings to all members of the Council;
- Furnishes the officers and members certified copies of minutes of the meeting;
- Keeps a register of the names and addresses of all members and keeps a complete file of the laws, resolutions and executive orders relevant to the organization and operation of the Council; and
- Performs all duties incidental to the office of the secretariat and those that may be assigned to it by the Chairperson and/or the Council.

SECTION 8. 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 9. 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 venue of meetings shall be determined by the officers. The Councils may opt for virtual meetings, as may be necessary.

SECTION 10. Notice of Meeting.

A notice containing the date, place, time and agenda shall be sent to every member, at least one week before the scheduled meeting, either by email, personal delivery, short messaging (text messaging), facsimile transmittal or any means approved by the Council.

SECTION 11. 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 12. 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
- h. Unfinished business
- i. Business of the day
- j. Other Matters
- k. Announcements
- l. Adjournment

PART III RECOGNITION OF THE COOPERATIVE DEVELOPMENT COUNCILS AND REPORTORIAL REQUIREMENTS

SECTION 1. Recognition of the Councils

Upon proof that all the requirements for recognition are complied, the Regional Office where the MCDC, PCDC and RCDC is established shall issue their Certificate of Recognition while the CDA Head Office shall issue the Certificate of Recognition of the NCDC.

SECTION 2. Requirements for Recognition of Councils:

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

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

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;
- Updated Cooperative Development Council Information Sheet

PART IV PROHIBITIONS

SECTION 1. Prohibited Acts and Activities

The following acts and activities shall be prohibited:

1. Undertaking of 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 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 manual of operations which shall govern their operation. The provisions in the manual must be in accordance with the provisions of this Guidelines.

SECTION 2. Turn-over of Records, Documents, Property, Money Accountabilities

All outgoing officers of the Councils shall turnover all records, documents, property and money accountabilities to the incoming officers within thirty (30) days after assumption of their respective offices.

SECTION 3. Fiscal Year.

The Councils shall observe the following fiscal year:

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

PART VI TRANSITORY PROVISIONS

SECTION 1. Existing Councils.

All existing Councils organized in accordance with CDA Memorandum Circular 2013-01, series of 2013, and those organized through local ordinances prior to the effectivity of this Guidelines, shall ensure conformance to this Guidelines.

All existing Councils shall ensure that changes/adjustments necessary to conform with this Guidelines shall be effected not later than one (1) year from the effectivity of this Guidelines.

SECTION 2. Repealing Clause.

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

SECTION 3. Effectivity.

This Memorandum Circular shall take effect after fifteen (15) days following the completion of its publication in the Official Gazette and receipt of the Office of the National Administrative Register (ONAR).

Approved by the CDA Board of Directors on January 12, 2022 per BOD Resolution No. 001, Series of 2022.

Issued this 2nd day of February 2022.

For the CDA Board of Directors


USEC. JOSEPH B. ENCABO
Chairperson