



COOPERATIVE DEVELOPMENT AUTHORITY

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207-136



MEMORANDUM CIRCULAR No. 2022 - 11
Series of 2022.

TO : ALL CONCERNED
SUBJECT : NEW GUIDELINES ON THE ACCREDITATION AND MONITORING OF COOPERATIVE TRAINING PROVIDERS

The Cooperative Development Authority hereby adopts and promulgates this "New Guidelines on the Accreditation and Monitoring of Cooperative Training Providers."

Part I. General Provisions

Section 1. Title

This Circular shall be known as the "New Guidelines on the Accreditation and Monitoring of Cooperative Training Providers."

Section 2. Legal Bases.

2.1 Chapter I Article 4 (5) of Republic Act No. 9520 states that "(c)operatives shall provide education and training for their members, elected and appointed representatives, managers, and employees, so that they can contribute effectively and efficiently to the development of their cooperatives."

2.2 Section 6, Rule 7 of the Revised Rules and Regulations Implementing Certain and Special Provisions of the Philippine Cooperative Code of 2008 states that "(t)he trainings shall be conducted by federations, unions, training institutions, or local cooperative development offices and National Government Agencies (NGA) duly accredited by the Authority."

2.3 Paragraph 2 of Section 17 of RA 11364 provides that "(t)he Authority may accredit organizations other than cooperatives that are duly registered under Philippine laws and engaged in cooperative promotion, organization, research, and education, as non-academic training institutions."

2.4 Section 6 Rule V of the Implementing Rules and Regulations (IRR) of RA 11364 provides that "(t)here shall be an Accreditation Program which aims to institutionalize the conduct of well-coordinated, rationalized, and standardized education and training for cooperatives and their officers and members pursuant to the provisions of RA 9520" and Section 4 (o) of RA 11364 which provides that the Authority shall "(d)velop and conduct management and training programs that will provide members of cooperatives with the entrepreneurial capabilities, managerial expertise, and technical skills required for efficient operation of the cooperatives and inculcate in them the true spirit of cooperativism and provide, when necessary, technical and professional assistance to ensure the viability and growth of cooperatives with special concern for agrarian reform, agriculture, fishery and the economically depressed sectors."

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2.5 Article VI, Section 4, CDA Memorandum Circular No. 2020-24 provides that *“(a) federation may be accredited by the CDA as a cooperative training provider by stating in its Articles of Cooperation that it aims to help improve the quality of its services to its member-cooperatives by providing educational and advisory work.*

Thus, for a more focused delivery of services, the federation shall conduct trainings, including mandatory trainings, only among its member-cooperatives.”

Section 3. Scope

This Circular shall apply to the accreditation of the following organizations/institutions as training providers of cooperatives:

- a. Federations of cooperatives;
- b. Cooperative unions;
- c. Advocacy cooperatives;
- d. State Universities and Colleges (SUCs);
- e. Training institutions, including non-government organizations (NGOs) and private academic institutions duly registered under Philippine laws; and
- f. National Government Agencies (NGAs)

Section 4. Objectives

The accreditation program for Cooperative Training Providers (CTPros) aims to institutionalize the conduct of well-coordinated, rationalized, and standardized education and training for members and officers of cooperatives.

Section 5. Definition of Terms.

For purposes of this memorandum circular, the following terms are defined:

- a. **Accreditation** – refers to the act of giving official authorization to a qualified institution or organization to conduct the required and other trainings for cooperative members and officers in accordance with guidelines issued by the Authority;
- b. **Advocacy Cooperative** - is a primary cooperative which promotes and advocates cooperativism among its members and the public through socially-oriented projects, education and training, research and communication, and other similar activities to reach out to its intended beneficiaries (RA No. 9520);
- c. **Authority** – refers to the Cooperative Development Authority (CDA);
- d. **Cooperative Training Providers (CTPros)** – refer to institutions or organizations providing/offering training courses such as short courses, skills programs, certificate programs, ladderized programs, and degree programs for cooperatives;
- e. **Cooperative Union** – shall refer to a cooperative the members of which are registered cooperatives and/or federations organized purposely to represent the

interest and welfare of all types of cooperatives at the city, provincial, regional, and national levels (CDA MC 2020-23);

- f. **State Universities and Colleges (SUCs)** - refer to public higher education institutions (HEIs) established by the national government and are governed by their respective independent boards of trustees or regents (RA No. 10931).
- g. **Trainers** – refer to individual persons who belong to the pool of trainers and possess the qualifications provided in this Circular

Part II. Original Accreditation

Section 6. Qualifications

The applicant must possess the following minimum qualifications:

- 6.1 Must have acquired juridical personality as follows:
 - Registration with the Cooperative Development Authority for cooperatives, federations and unions, evidenced by a Certificate of Registration
 - Registration with the Securities and Exchange Commission (SEC) for private academic institutions/NGOs/corporations/training institutions, evidenced by a Certificate of Registration
 - Registration with the Department of Trade and Industry (DTI) for partnerships/single proprietorships, evidenced by a Certificate of Registration
 - Charter for national government agencies
 - Charter for state colleges and universities
- 6.2 For training institutions, NGOs, and private academic institutions, they must be in operation for at least two (2) years;
- 6.3 Must have cooperative development program(s);
- 6.4 Must have a pool of at least five (5) competent cooperative trainers who possess the following minimum qualifications:
 - Of legal age;
 - Filipino citizen and resident of the Philippines;
 - Bachelor's degree holder;
 - Completed at least twenty-four (24) hours of Training of Trainers (TOT) for cooperative training providers conducted by SUCs;
 - With at least two (2) years experience as a resource person of cooperatives, supported by a Certificate of Recognition/Appreciation as a resource person issued by the inviting cooperative/institution.

Section 7. Documentary Requirements

An applicant who seeks to be accredited as a cooperative training provider shall file a

letter of application directly with the CDA regional office where the applicant's head/principal office is located, attaching a certified true copy of the following documents:

7.1. For Advocacy Cooperatives, Federations, and Unions

- a. Valid Certificate of Registration (COR) and Certificate of Compliance (COC);
- b. Organizational profile
 - Basic information (name/address/contact details);
 - List of programs and services;
 - Historical profile of cooperative trainings conducted;
 - Affiliations, if any;
 - List of key officers and staff; and
 - List of trainers with their individual resumes.
- c. Cooperative Annual Performance Report (CAPR) and Audited Financial Statements of the immediately preceding year;
- d. Articles of Cooperation stating that the federation aims to help improve the quality of services to its member-cooperatives by providing educational and advisory work¹; and
- e. List of members and potential members² for federations of cooperatives and cooperative unions

7.2. Training Institutions, NGOs, and Private Academic Institutions

- a. Certificate of Registration from the concerned Philippine government agency;
- b. Articles of Incorporation and Bylaws stating therein that cooperative development is one of its objectives/purposes or cooperative development is one of its identified program thrusts;
- c. Valid business permit from concerned local government units (LGUs);
- d. Organizational profile
 - Basic information (name/address/contact details);
 - List of cooperative programs
 - Historical profile of cooperative trainings conducted, if any;
 - List of key officers; and
 - List of trainers with their individual resumes.
- e. Annual Reports and Audited Financial Statements for the last 2 years

¹ Article VI Section 4, MC 2020-24 or the Guidelines Governing the Registration and Operation of Federations of Cooperatives

² MC 2020-23 Article V Section 6.1.1.4 and MC 2020-24 Article V Section 7.1.1.4

7.3 For NGAs and SUCs:

- a. Certification from the head of the agency or SUC that such office/unit has a cooperative development program or the appropriate issuance/s
- b. Organizational profile
 - Basic information (name/address/contact details);
 - List of cooperative programs
 - Historical profile of cooperative trainings conducted, if any;
 - List of key officers and staff; and
 - List of trainers with their individual Personal Data Sheet (PDS).

Section 8. Application Fees.

A non-refundable application fee shall be collected in accordance with the following schedule:

Entity	Application Fee
For Cooperatives, Federations, Unions, Non-Government Organizations, Training Institutions, and Private Academic Institutions	Three Thousand Pesos (Php 3,000.00)
NGAs and State Colleges and Universities	One Thousand Five Hundred Pesos (Php 1,500.00)

Part III. Renewal of Accreditation

To ensure the continuous validity of its accreditation, the accredited cooperative training provider shall apply for the renewal of its accreditation two (2) months prior to the expiration of its accreditation.

Section 9. Documentary Requirements:

The following documents shall be submitted by the applicant to the Authority through its regional offices.

9.1 NGAs and SUCs

- Application letter for renewal;
- Updated list of trainers;
- Updated PDS of trainers;
- At least 1 training certificate with at least 8 hours of training related to cooperative development attended by the trainers and conducted within the validity period of their accreditation.
- Reports of trainings conducted using Training Report Form No. 1, attached as Annex A;

- List of participants per training conducted, using Training Report No. 2, attached as Annex B;
- Modules of cooperative trainings conducted; and
- Two (2)-year Cooperative Training Plan, attached as Annex C.

9.2 Advocacy Cooperatives, Federations of Cooperatives and Cooperative Unions

- Application letter for renewal;
- Updated list of trainers;
- Updated resumes of trainers;
- At least 1 training certificate with at least 8 hours of training related to cooperative development attended by the trainers given within the validity period of their accreditation.
- Certification issued by the Regional Director of the submission of complete reportorial requirements;³
- Modules of cooperative trainings conducted;
- Two (2)-year Cooperative Training Plan, attached as Annex C.;
- Valid Certificate of Compliance (COC);
- Updated list of members and potential members (federations and unions); and
- Amended Articles of Cooperation and By-laws (ACBL), if applicable (federations)

9.3 Training Institutions, Non-Government Organizations, and Private Academic Institutions

- Application letter for renewal;
- Updated list of trainers;
- Updated resumes of trainers;
- At least 1 training certificate with at least 8 hours of training related to cooperative development attended by the trainers given within the validity period of their accreditation;
- Certification issued by the regional director of the submission of complete reportorial requirements;
- Modules of cooperative trainings conducted;
- Two (2)-year Cooperative Training Plan, attached as Annex C.;
- Copy of Annual Report of the institution covering all its activities, programs, and undertakings;
- Latest audited financial statements; and
- Valid business permit.

Section 10. Application Fee

A non-refundable application fee shall be collected in accordance with the following schedule:

³ List of Reportorial Requirements

Entity	Application Fee
Cooperatives, Federations, Unions, Non-Government Organizations, Training Institutions, and Private Academic Institutions	Five Thousand Pesos (Php 5,000.00)
NGAs and State Colleges and Universities	Two Thousand Five Hundred Pesos (Php 2,500.00)

Part IV. Process of Accreditation

Section 11. Steps in the processing of accreditation. For both original accreditation and renewal of accreditation, the process shall be as follows:

Step 1. The applicant shall submit all documentary requirements to the CDA regional office where the principal office of the applicant is based.

Step 2. The Cooperative Research Information and Training Section (CRITS) shall perform a completeness and validity test on the documents submitted by the applicant.

Step 3. If found incomplete and invalid, a Notice of Deficiency will be sent to the applicant enumerating the lacking documents or the invalid documents and stating therein that they need to comply with the findings within twenty-one (21) calendar days.

Step 4. Submission by Regional Offices to IDS. After due evaluation and if documents are complete and valid, the regional office shall submit the following to the Institutional Development Service through CRITD:

- a) A memorandum issued by the regional director endorsing the application and certifying that the said application has been evaluated and found to have complied with the requirements, addressed to the Office of the Administrator, Attention: the Division Chief of the Cooperative Research Information and Training Division (CRITD);
- b) All documentary requirements submitted by the applicant; and
- c) An assessment report containing the findings and the action(s) taken by the regional office.

Step 5. Evaluation of application. Upon receipt of the memorandum from the regional office, together with its attachments, CRITD shall evaluate the application. When found to be in order, it shall prepare a favorable endorsement to the Board of Directors. Otherwise, the application shall be returned to the regional office for appropriate action.

Step 6. Notice of CRITD to the Regional Office. CRITD shall notify the regional office about the Board's decision, through a memorandum. Approved applicants shall take their Pledge of Commitment before the Board of Directors.

Section 12. Grounds for Denial of Renewal of Accreditation:

An application for renewal of accreditation shall be denied on any of the following grounds:

1. Conduct of training beyond the validity of accreditation;
2. Incomplete submission of documentary requirements;
3. Non-conduct of at least three (3) trainings within the accreditation period;
4. Non-adoption of the minimum standards set forth in the Standard Training Curricula;
5. Non-submission of training reports as set forth in Part X of this Circular; and
6. Non-compliance with any of the provisions of this Circular, including rules and regulations issued by the Authority.

Part V. Other Requirements

Section 13. Submission of Required Undertakings by Accredited Training Providers.

13.1. For purposes of standardizing the minimum knowledge and information that the cooperative officers and members need to acquire, accredited cooperative training providers shall submit an undertaking to adopt the cooperative training curriculum for cooperative members and officers as may be prescribed by the Authority.

13.2. The applicant training provider shall likewise submit an undertaking that only those trainers that have been submitted as comprising the pool of trainers shall be authorized to conduct the trainings.

Part VI. Validity of Accreditation

Section 14. Validity period of the Accreditation Certificate. The accreditation certificate issued shall have the following validity period:

14.1. Original accreditation is valid for three (3) years from the date of approval, unless earlier revoked by the Authority.

14.2. Renewed accreditation shall be valid for a period of three (3) years from the date of approval unless earlier revoked by the Authority.

Part VII. Monitoring of Accredited Cooperative Training Providers

Section 15. Monitoring of CTPros' Compliance. Rule V Section 9 of the Implementing Rules and Regulations (IRR) of R.A. No. 11364 mandates the Authority to monitor the CTPros' compliance with the terms and conditions of accreditation. The Authority shall develop a monitoring tool/system for accredited cooperative training providers.

Section 16. Submission of monthly and annual training reports. The Authority shall strictly implement the submission of the required monthly and annual training reports and the quarterly schedule/calendar of trainings and other reportorial requirements that may hereinafter be required.

Section 17. Random monitoring checks of trainings conducted. There shall be random monitoring checks of trainings conducted, either through virtual or traditional means. The monitoring checks may be done virtually or face-to-face, depending on the mode of training and on the prevailing health precautions/restrictions issued by the local and national government.

Part VIII. Cancellation/Revocation of Accreditation

Section 18. Grounds for Cancellation/Revocation of Accreditation Certificates. Accreditation certificates may be cancelled or revoked by the CDA Board of Directors on the following grounds:

1. Issuance of false or falsified Certificate of Training/Participation/Attendance;
2. Failure to provide accurate, complete, and updated information as to the quarterly schedule of its trainings (Training Report 4);
3. Allowing the use of its accreditation certificate by any unauthorized training provider;
4. Allowing a person other than those submitted in the list of trainers to act as trainer or resource person;
5. Not following the training curriculum prescribed by the Authority;
6. Non-compliance with any of the provisions of this Circular, rules and regulations issued by the Authority and the requirements for accreditation; and
7. Other acts analogous to the foregoing.

The cancellation/revocation of accreditation shall be in accordance with CDA MC No. 2013-19, The Revised Rules on Procedures in the Cooperative Development Authority.

A cooperative training provider whose accreditation has been cancelled may apply for a new accreditation after two (2) years. No further accreditation shall be granted after two (2) cancellations/revocations.

Part IX. Reports

Section 19. The following reports shall be submitted regularly by the accredited cooperative training provider to the regional office where the head/principal office of the training provider is located:

Title of Report	Frequency and Schedule of Submission	Reporting Form
Annual Report of Trainings Conducted	Annual/ to be submitted fifteen (15) days after the end of the year.	Training Report No. 1 (Annex A)

Title of Report	Frequency and Schedule of Submission	Reporting Form
Monthly Report on Trainings Conducted	Monthly/ not later than fourteen (14) calendar days after the end of each month	Training Report No. 3 (Annex D)
List of Participants in the Trainings Conducted	Monthly/ not later than fourteen (14) calendar days after the end of each month	Training Report No. 2 (Annex B)
Quarterly Training Calendar	Quarterly/ not later than one (1) month before the beginning of the first month of the quarter	Training Report No. 4 (Annex E)

Part X. Miscellaneous Provisions

Section 20. List of Accredited Cooperative Training Providers (CTPros). The list of accredited Cooperative Training Providers (CTPros) shall be made available to the cooperative sector and shall be posted on the Authority’s website.

Section 21. Waiver of Liability for Damage or Loss. CDA shall not be held liable for any damage or loss that may arise from the selection or engagement of any accredited training provider by a cooperative for their training.

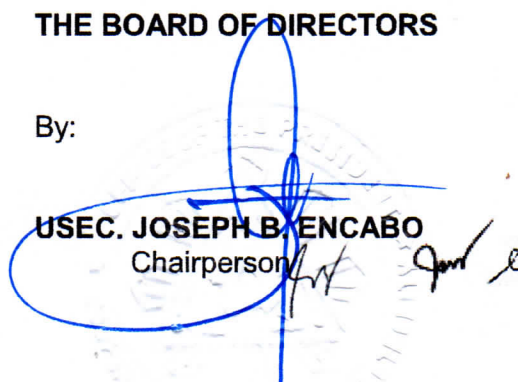
Section 22. Repealing Clause. Except for Memorandum Circular No. 2020-08 titled “Accreditation of Cooperative External Auditors and Cooperative Training Providers During Community Quarantine Period,” all other issuances that are inconsistent with this Guidelines shall be deemed repealed.

Section 23. Effectivity. This 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 26, 2022 per BOD Resolution No.050, s-2022.

THE BOARD OF DIRECTORS

By:


USEC. JOSEPH B. ENCABO
 Chairperson



**COOPERATIVE DEVELOPMENT AUTHORITY
COOPERATIVE TRAINING PROVIDER'S TRAINING REPORT #1
ANNUAL REPORT ON TRAININGS CONDUCTED
FOR THE YEAR _____**

Name of Cooperative Training Provider: _____

Address: _____

Email Address: _____

Contact Person: _____ Contact Number (s): _____ CDA Accreditation Number: _____

TITLE OF TRAINING	MODE OF TRAINING	DATE/S CONDUCTED	NO. OF PARTICIPANTS	NAME OF PARTICIPANT'S COOPERATIVE	CATEGORY OF COOPERATIVE

Prepared by: _____

Printed Name and Signature
TRAINING STAFF/COORDINATOR

Certified true and correct by: _____

Printed Name and Signature
HEAD OF THE COOPERATIVE TRAINING PROVIDER

Note: This form shall be submitted to CDA fifteen (15) days after the end of the year.



COOPERATIVE DEVELOPMENT AUTHORITY
COOPERATIVE TRAINING PROVIDER'S TRAINING REPORT #2
 MONTHLY REPORT ON TRAININGS CONDUCTED
 MONTH OF _____ YEAR 20____

Name of Cooperative Training Provider: _____

Address: _____

Email Address: _____

Contact Person: _____ Contact Number (s): _____ CDA Accreditation Number: _____

A. VIRTUAL/ONLINE TRAININGS

DATE/S CONDUCTED	TITLE OF TRAINING	NO. OF PARTICIPANTS	NAME OF PARTICIPATING COOPERATIVE	AMOUNT OF FEE CHARGED PER TRAINEE	RESOURCE PERSONS		
					NAME	GENDER	AGENCY/ INSTITUTION

B. FACE-TO-FACE TRAININGS

DATE/S CONDUCTED	TITLE OF TRAINING	NO. OF PARTICIPANTS	NAME OF PARTICIPATING COOPERATIVE	AMOUNT OF FEE CHARGED PER TRAINEE	RESOURCE PERSONS		
					NAME	GENDER	AGENCY/ INSTITUTION

Prepared by:

Certified true and correct by:

 Printed Name and Signature
 TRAINING STAFF/COORDINATOR

 Printed Name and Signature
 HEAD OF THE COOPERATIVE TRAINING PROVIDER

Note: This form shall be submitted to CDA not later than fourteen (14) calendar days after the end of each month.



COOPERATIVE DEVELOPMENT AUTHORITY
COOPERATIVE TRAINING PROVIDER'S
CALENDAR OF TRAININGS TO BE CONDUCTED FOR TWO (2) YEARS

Name of Cooperative Training Provider: _____

Address: _____

Email Address: _____

Contact Person: _____ Contact Number (s): _____ CDA Accreditation Number: _____

TRAINING PLAN FOR YEAR 20__ to 20__

DATE OF TRAINING	TITLE OF TRAINING	TRAINING DESCRIPTION	MODE OF TRAINING	TARGET PARTICIPANTS	TARGET NUMBER OF PARTICIPANTS	RESOURCE PERSON(S)	ESTIMATED BUDGET	ESTIMATED TRAINING FEE	REMARKS

Prepared by:

Attested By:

 Printed Name and Signature
 TRAINING STAFF/COORDINATOR

 Printed Name and Signature
 HEAD OF THE COOPERATIVE TRAINING PROVIDER

Note: This form shall be submitted to CDA as part of the required documents for the CTPro's renewal of accreditation.



COOPERATIVE DEVELOPMENT AUTHORITY
COOPERATIVE TRAINING PROVIDER'S TRAINING REPORT #3
 LIST OF PARTICIPANTS TRAINED
 (Attachment to TRAINING REPORT #2)

Name of Cooperative Training Provider: _____

Title of Training: _____

Date Conducted: _____ Mode of Training: _____ Venue or Online Platform: _____

A. LIST OF PARTICIPANTS

NAME OF PARTICIPANT	GENDER	DESIGNATION/ POSITION IN THE COOPERATIVE	NAME OF COOPERATIVE	CATEGORY OF COOPERATIVE	ADDRESS OF COOPERATIVE	REMARKS

B. LIST OF RESOURCE PERSONS

NAME OF RESOURCE PERSON	GENDER	TOPIC(S) COVERED	NAME OF AGENCY/ INSTITUTION/COOPERATIVE/O RGANIZATION	DESIGNATION/POSITION

Prepared by: _____

Certified true and correct by: _____

 Printed Name and Signature
 TRAINING STAFF/COORDINATOR

 Printed Name and Signature
 HEAD OF THE COOPERATIVE TRAINING PROVIDER

Note: This form shall be submitted to CDA not later than fourteen (14) calendar days after the end of each month and shall be used as an attachment to Training Report #2.



**COOPERATIVE DEVELOPMENT AUTHORITY
COOPERATIVE TRAINING PROVIDER'S TRAINING REPORT #4
SCHEDULE/CALENDAR OF TRAININGS TO BE CONDUCTED
FOR THE _____ QUARTER OF YEAR 20__**

Name of Cooperative Training Provider: _____

Address: _____

Email Address: _____

Contact Person: _____ Contact Number (s): _____ CDA Accreditation Number: _____

A. VIRTUAL/ONLINE TRAININGS

DATE OF TRAINING	TITLE OF TRAINING	NO. OF CREDIT HOURS	ONLINE PLATFORM	ACCESS CODES*	AMOUNT OF FEE CHARGED PER TRAINEE

B. FACE-TO-FACE TRAININGS

DATE OF TRAINING	TITLE OF TRAINING	NO. OF CREDIT HOURS	ADDRESS OF TRAINING VENUE*	AMOUNT OF FEE CHARGED PER TRAINEE

Prepared by:

Printed Name and Signature
TRAINING STAFF/COORDINATOR

Certified true and correct by:

Printed Name and Signature
HEAD OF THE COOPERATIVE TRAINING PROVIDER

Note: This form shall be submitted to CDA not later than one (1) month before the beginning of the first month of the quarter. It is important that the CTPro provides accurate access codes and address of training venues in case CDA conducts a random and actual monitoring of any of the trainings that will be conducted. The CTPro may be penalized upon failure to provide CDA accurate and updated information about the trainings.