



COOPERATIVE DEVELOPMENT AUTHORITY

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MEMORANDUM CIRCULAR NO. 2022 - 20
Series of 2022

TO : ALL CONCERNED

SUBJECT : REVISED GUIDELINES ON ACCREDITATION OF COOPERATIVE APPLYING AS BENEFICIARY OF CDA-ADMINISTERED GRANTS AND DONATIONS INVOLVING PUBLIC FUNDS AND PROPERTIES

Section 1. Title

This Memorandum Circular shall be known as the Revised Guidelines on Accreditation of Cooperative Applying as Beneficiary of CDA Administered Grants and Donations Involving Public Funds and Properties.

Section 2. Legal Bases

The legal bases of this Guidelines are the following:

1. Section 4 (m) of Republic Act No. 11364, states that the Authority shall have the following powers and functions:

xxx

“(m) Administer all grants and donations exclusively intended for cooperatives coursed through the Authority for cooperative development,

xxx”

2. Provision of Accreditation under the General Appropriations Act

“The government agency has accredited the CSO [Civil Society Organization] in accordance with its guidelines. The guidelines shall include, as a minimum, the following requirements”

xxx

“In case of a cooperative who wishes to become a CSO partner, the submission of certificate of registration and certificate of compliance as issued by the Cooperative Development Authority specifically for that purpose including meeting the minimum requirements as stated herein shall be sufficient for it to qualify as a CSO partner.”

3. Item 3, 2.1. of COA Circular No. 2012-001 dated June 14, 2012 which provides the Accreditation of Non-Government Organization and People's Organization (NGO/PO) by the Bids and Awards Committee (BAC) of the grantee agency

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4. Article VI Section 11 of Republic Act No. 11054, otherwise known as An Act Providing for the Organic Law for the Bangsamoro Autonomous Region in Muslim Mindanao, states that:

“Section 11. Bangsamoro Participation in the National Government. As far as practicable, the Bangsamoro Government shall be represented in the departments, offices, commissions, agencies and bureaus of the National Government that implement and enforce policies, programs, and projects of the National Government in the Bangsamoro Autonomous Region.”

5. Article XIII Section 24 of Republic Act No. 11054, otherwise known as An Act Providing for the Organic Law for the Bangsamoro Autonomous Region in Muslim Mindanao (BARMM), states that:

“Section 24. Trade and Industry in the Bangsamoro Autonomous Region. - The Bangsamoro Government recognizes the private sector as a mover of trade, commerce, and industry. To achieve equity, social justice, and economic development, it shall encourage and support the building up of entrepreneurial capability in the Bangsamoro Autonomous Region and shall recognize, promote, protect, and support the development of cooperatives and other medium, shall, and micro enterprises. It shall adopt and implement cooperative development policies and programs through the enactment of a Bangsamoro cooperative code.”

Section 3. Definition of Terms

For purposes of this Guidelines, the following terms, shall mean:

1. Accreditation—refers to the process of recognizing duly-registered cooperatives as qualified beneficiaries of CDA-Administered grants and donations involving public funds and properties.
2. Accrediting Body –refers to the CDA Bids and Awards Committee (BAC) of Head, or Extension Offices, as the case may be, who has the authority to accredit cooperatives applying as beneficiaries of CDA-Administered grants and donations involving public funds and properties.
3. Certificate of Accreditation (as Cooperative Beneficiary Applicant)— refers to a certificate issued by the Cooperative Development Authority (CDA) through the Accrediting Body created for the purposes of this Guidelines.
4. Cooperatives and Social Enterprise Authority – The Cooperatives and Social Enterprise Authority (abbreviated in here as “CSEA” shall be the primary entity to promote the viability and growth of Bangsamoro cooperatives and social enterprises in the Bangsamoro region. It shall be the sole agency of the Bangsamoro Government that registers cooperatives and social enterprises. It shall be attached to the Office of the Chief Minister per Item H. Section 57 of the Bangsamoro Autonomy Act No. 13 or An Act Providing for the Bangsamoro Administrative Code and for other related purposes.

5. Cooperative Beneficiary Applicant –refers to a CDA-registered cooperative of any type and category, who in written communication, has signified and explicitly expressed its willingness to undergo accreditation as, or may be, an additional requirement in his another application as a potential beneficiary of a CDA-administered grants and donations involving public funds and properties.

Section 4. Eligibility requirements

1. Must be duly registered with the CDA / Cooperative and Social Enterprise Authority (CSEA). For cooperatives located in BARMM who are yet to register, they are given two (2) years to register to CSEA from the date of the effectivity of this Guidelines.
2. With valid Certificate of Compliance (COC) issued by the CDA/ Cooperative and Social Enterprise Authority (CSEA). A Certification to be issued by the Provincial CSEA indicating that COC is on-process and that the requirements submitted are complete and in order may be submitted in lieu of the COC which is issued by the Regional CSEA.
3. Not in default or delay in liquidating any public funds and properties received from any government agency

Section 5. Requirements for Accreditation

All duly registered cooperatives applying for accreditation, must comply the following requirements:

1. Application for Accreditation (Form 01);
2. Certified true copy of the Audited Financial Reports for the past three years preceding the date of project implementation. For cooperatives which have been in operation for less than three (3) years, certified true copy of financial reports for the years in operation and proof of previous implementation of similar projects;
3. Certification by the Cooperative that has liquidated and has been cleared from all of its accountabilities coming from other government agencies in accordance with government accounting and auditing rules and regulations, all funds transfer due for liquidation (Form 03);
4. A sworn affidavit of the Secretary of the cooperative that none of its cooperators, organizers, directors, or officials is an agent of, or related by consanguinity or affinity, up to the fourth civil degree, to the officials of the Authority authorized to process and/or approve the accreditation, the MOA and the release of funds. Relationship of this nature shall automatically disqualify the cooperative applicant from being accredited (Form 02);
5. Any pertinent documents which may be required by the Accrediting Body as deemed relevant or necessary.

Section 6. Social Preparation

For every program or project to be implemented by the Authority, appropriate social preparation shall be conducted.

Section 7. Procedure for Accreditation

1. Prospective Applicants shall apply for accreditation at the CDA Head, or Extension Offices having jurisdiction over the cooperative.
2. The CPDAD of CDA Head Office, or CPDAS of the Extension Office, shall process/evaluate the application in accordance with the approved Guidelines.
3. The CDA Bids and Awards Committee (BAC) of Head Office, or Extension Offices, shall approve or disapprove the application for accreditation.
4. Once approved by the CDA BAC, BAC Secretariat shall prepare the Certificate of Accreditation for signature of the BAC Chairman and the Regional Director. For BARMM, the Certificate of Accreditation shall be for signature of the Regional Director assigned by the CDA Board of Directors.

Section 8. Validity of the Certificate of Accreditation

The Certificate of Accreditation, as a cooperative beneficiary applicant, shall be valid for a period of three (3) years, from date of issuance unless revoked sooner by the Authority.

The list of accredited applicants shall be published in the CDA official website and shall be updated quarterly.

Section 9. Renewal of Accreditation

A CDA-accredited cooperative beneficiary applicant may apply for renewal of its Certificate of Accreditation with the Authority within sixty (60) working days prior to the expiration of its Certificate. Upon receipt of such application, the Authority shall proceed to process the application, applying Sections 5 and 7 of this Guidelines.

The Authority shall circularize the list of accredited cooperative beneficiary applicants periodically through its website. The Authority, however, shall not be held liable for any damage or loss that may arise from the accredited cooperative's application status in the selection, identification, validation, qualification, verification, endorsement, registration, approval as beneficiary in another GO/NGO/PO/CSO-Administered grants, donations, assistance, programs, projects and activities (PPAs) involving public funds and properties.

Section 10. Revocation of Accreditation

The Certificate of Accreditation may be revoked any time, after due process, on any of the following grounds:

1. Misrepresentation in, or falsification of, any document pertaining to its accreditation, whether first time or renewal;
2. Failure by the beneficiary cooperative, during the validity period of the Certificate of Accreditation, to comply with the terms of reference/provisions/deliverables stated on an agreement with the Authority involving the transfer of CDA funds, including default or delay in liquidating of the said CDA-Administered grants, donations, assistance, programs, projects and activities (PPAs) involving public funds and properties;
3. Violation by the beneficiary cooperative, during the validity period of the Certificate of Accreditation, of any law, rule, or regulation involving the utilization of a CDA-Administered grants, donations, assistance, programs, projects and activities (PPAs) involving public funds and properties;
4. Any violation of this Guidelines; and
5. Other willful acts or circumstances analogous to the forgoing

Section 11. Effects of Revocation

For the purpose of this Guidelines, the following are the sanctions imposable by the Authority to the applicant or accredited cooperative beneficiary:

1. A cooperative beneficiary whose Certificate of Accreditation is revoked for the first time shall not be eligible to apply for accreditation for a period of two (2) years from the date of revocation;
2. If the ground for revocation is misrepresentation, falsification, or violation of law, rules and regulations involving the utilization of CDA funds or any CDA-Administered grants, donations, assistance, programs, projects and activities (PPAs) involving public funds and properties, the cooperative beneficiary shall be disqualified from applying for accreditation;
3. A cooperative beneficiary whose Certificate of Accreditation is revoked for the second time, for grounds other than those enumerated under item No. 2 of this Section, shall be disqualified from applying for accreditation; and
4. Any other cases analogous to the foregoing.

The foregoing provisions shall be without prejudice to any other legal action that may be filed against the applicant or accredited cooperative beneficiary, and/or any or all of its organizers, officers, or members.

Section 12. Separability Clause

If, for any reason, any part or provision of this Guidelines is declared null and void or unconstitutional, the other provisions not affected thereby shall continue to be in force and effect.

Section 13. Effectivity

This Circular shall take effect fifteen (15) days following the completion of its publication in the Official Gazette and the filing of the copy thereof with the Office of the National Administrative Register (ONAR).

Approved by the CDA Board of Directors pursuant to Resolution No. **488** S-2022 dated **June 8, 2022**.

Issued this 14th day of July 2022.

For the Board of Directors

By:


USEC. JOSEPH B. ENCABO
Chairperson

FORM No. 01: ACCREDITATION APPLICATION FORM

for the Accreditation of Cooperative as a Beneficiary Applicant of CDA-Administered Grants, Donations, Assistance, Programs, Projects and Activities involving Public Funds and Properties

Complete Name of Cooperative as of latest amendment:

New Applicant

Renewal

CDA Accreditation Number, if Renewal

Complete Mailing Address of the Cooperative						
Contact Person	Name					
	Designation					
Contact Information	Landline/Fax No.					
	Mobile No.					
	E-mail Address					
Coop Registration Number						
Registration Date under RA 9520		(mm-dd-yyyy)				
Date of Coop Registration		(mm-dd-yyyy)				
Certificate of Compliance Issuance Date		(mm-dd-yyyy)				
Validity of Certificate of Compliance		until (mm-dd-yyyy)				
Number of Coop Members based on:		Regular	Male	####	Female	####
		Associate	Male	####	Female	####
List of Key Officers (add rows, if applicable.)	POSITION	NAME				
	Chairperson					
	Vice Chairperson					
	Board Member					
	Board Member					
	Board Member					
	Board Member					
	Secretary					
	Treasurer/Cashier					
	Accountant/Bookkeeper					
	General Manager					
	Elections Committee Head					
	Audit Committee Head					
	Education and Training Committee Head					
	Mediation and Conciliation Committee Head					
	Ethics Committee Head					

Gender and Development Committee Head	
Location of the Principal Office of the Cooperative	

Has the cooperative received funds from the government and/or private agencies within the past three (3) years?

Where appropriate, put Check Mark (Ç) in the box if there is an evident presence of an attribute. If the item requires a specific answer, spell it out and clearly.

- Yes (Please fill-out Form No. 03)
 No

Location of the Principal Office of the Cooperative

SOCIAL PREPARATION: (Use Additional Sheet, if necessary)

Social issue/ Problem	Description of Program/Project	Geographic Location (pls include specific brgy, city/ municipality, province and region)	Beneficiary Sector/s: (Fisher folks, Farmers, Persons with Disabilities, Children, Indigenous People, Older Persons, mixed group, etc.)

I hereby:

1. Authorize the CDA to inspect the premises of the office as well as the site of any past or present PPAs of the cooperative;
2. Authorize the CDA to visit and conduct appropriate activity to prepare the cooperative to implement the proposed project; and
3. Authorize any concerned person to disclose to the CDA any fact material to the validation of any information provided by the cooperative applicant in this application form or in any of the documents submitted in support thereof.

Name and signature
AFFIANT
Government ID No.

SUBSCRIBED AND SWORN to before me this _____ day of _____, 20_, affiant having exhibited to me his/her Government ID as above indicated under his/her name.

NOTARY PUBLIC

Doc No. _____
Page No. _____
Book No. _____
Series of _____

FORM No. 02: CERTIFICATION FROM THE COOPERATIVE SECRETARY OR ITS EQUIVALENT

(AS RECIPIENT OF GOVERNMENT-ADMINISTERED AND FACILITATED GRANTS AND DONATIONS) NOTE: THIS FORM MUST BE NOTARIZED

Direction: For cooperatives who were a beneficiary of government-administered grants, donations, assistance, programs, projects and activities (PPAs) involving public funds and properties.

Complete Name of Cooperative	
Complete Mailing Address of the Coop	

As the Official Cooperative Secretary (or an equivalent officer), I certify that:

- None of our cooperators, organizers, directors, or officials is an agent of, or related by consanguinity or affinity, up to the fourth civil degree, to the officials of the Authority authorized to process and/or approve the accreditation, the MOA and the release of funds; and
- We understand that the relationship of above said nature shall automatically disqualify the cooperative applicant from being accredited.

Name and signature
AFFIANT
Government ID No.

SUBSCRIBED AND SWORN to before me this _____ day of _____, 20____, affiant having exhibited to me his/her Government ID as above indicated under his/her name.

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Doc No. _____
Page No. _____
Book No. _____
Series of _____

FORM No. 03: CERTIFICATION

(AS RECIPIENT OF GOVERNMENT-ADMINISTERED AND FACILITATED GRANTS AND DONATIONS)

NOTE: THIS FORM MUST BE NOTARIZED

Direction: For cooperatives who were a beneficiary of government-administered grants, donations, assistance, programs, projects and activities (PPAs) involving public funds and properties

This is to certify that:

- (Name of Cooperative), with office address at _____ is an active partner of CDA since (period of partnership);
- the following are the grants/donations/assistance/PPAs implemented or is/are being implemented by the said cooperative received from government agency/ies:

Name of Government Agency	Fund Transferred Amount	Implementation Period/ Duration (mm-dd-yyyy)	Status
1.			
2.			
3.			
4.			

Note:

- Please use additional sheet/s if necessary Readjust the orientation view of this document from "Portrait" to "Landscape" as may be necessary
- If there are no PPAs being implemented by coop, please fill in all the blanks with "N.A."

The cooperative has liquidated, and has been cleared from all of its accountabilities to the government agencies mentioned above, in accordance with Commission on Audit (COA) regulations, all fund transfers for liquidation.

Name and Signature
AFFIANT
Government ID No.

SUBSCRIBED AND SWORN to before me this _____ day of _____, 20___, affiant having exhibited to me his/her Government ID as above indicated under his/her name.

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