



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 @CDAPhilis PH Cooperatives



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MEMORANDUM CIRCULAR NO. 2022 - 22

Series of 2022

TO : ALL CONCERNED

SUBJECT : GUIDELINES GOVERNING THE CREATION OF THE NATIONAL COORDINATING COMMITTEE FOR COOPERATIVE DEVELOPMENT (NCC-CD)

The CDA Board of Directors hereby promulgates the following guidelines governing the creation of the National Coordinating Committee for Cooperative Development (NCC-CD):

Section 1. Title

This Circular shall be known as the Guidelines of the National Coordinating Committee for Cooperative Development (NCC-CD).

Section 2. Rationale

Before the enactment of RA 11364 the National Coordinating Committee on Cooperative Promotion and Development (NCC-CD) was operating pursuant to Executive Order 95 designating the Cooperative Development Authority as the lead government agency in the promotion and development of cooperatives in the country. The RA 11364 expressly mandates the creation of the National Coordinating Committee.

This Circular is issued to prescribe guidelines governing the creation, composition, functions, representations, and meetings of NCC-CD towards mutual collaboration, inclusive formulation, and enforcement of cooperative development initiatives.

Section 3. Legal Bases

The legal bases of this Guidelines are anchored on Section 4 (b), (aa), (dd), (ee), (ii), and Sec. 6 (f) of Republic Act No. 11364, and Sections 2 and 3 of Rule IV Implementing the Rules and Regulations of the said law, quoted below:

Section 4 of RA 11364

- b) Formulate, adopt and implement integrated and comprehensive plans and programs on cooperative development consistent with the national policy on cooperatives and establish an integrated framework on cooperative development for all government agencies.
- (aa) Establish a consultative mechanism consistent with Section 18 of this Act in order to provide the cooperative sector a system to ensure participation on matters concerning government plans, programs, and policies affecting cooperatives.
- (dd) Collaborate with concerned agencies that can provide technical, professional, and marketing assistance including trainings on transfer of technology to ensure the viability,



growth, competitiveness and innovativeness of cooperatives, giving special concern to agrarian reform, agriculture, fishery and the economically depressed sectors.

- (ee) Provide assistance on cooperative product development and facilitate their marketing both in the domestic and international market in coordination with the concerned agencies.
- (ii) Formulate, adopt and implement, in a manner consistent with Section 17 of this Act, a standard of training for cooperative officers or members which shall focus on basic cooperative principles and values, good governance, business and entrepreneurial management, human resource management, risk management, conflict management, and technical skills required for the efficient and effective operations of the cooperatives.

Section 6 of RA 11364

- (f) Powers and Functions of the Board. Provide overall direction to the Authority, defining the respective roles of the national government agencies (NGAs), LGUs, people's organizations, private sector and non-government organizations (NGOs) in the promotion and development of the cooperative sector."

Rule IV of Implementing Rules and Regulation of RA 11364

Section 2. CDA as the lead agency in cooperative development. The CDA, as the lead agency of the government in the promotion and development of cooperatives, shall synchronize the efforts of other relevant government institutions toward the common goal of empowering the cooperatives in achieving their growth as instruments of equity, social justice and economic development.

Section 3. National Coordinating Committee. All government branches, instrumentalities, subdivisions and agencies with programs and projects concerning cooperatives, shall coordinate such programs and projects with the Authority, with a view to providing a comprehensive technical and financial program for cooperatives, through the creation of a National Coordinating Committee, chaired by the Authority. The Committee shall be composed of representatives from said government branches, instrumentalities, subdivisions and agencies whose ranks should not be lower than the Director level in charge of cooperative programs.

Section 4. Composition of the National Coordinating Committee for Cooperative Development (NCC-CD)

The NCC-CD shall be chaired by the Cooperative Development Authority (CDA) which shall be composed of the following government branches, instrumentalities, subdivisions, and agencies with programs for cooperatives, as members:

1. Department of Trade and Industry (DTI);
2. Department of Interior and Local Government (DILG);
3. Technical Education and Skills Development Authority (TESDA)
4. Department of Agriculture (DA);
5. Department of Agrarian Reform (DAR);
6. Department of Labor and Employment (DOLE);
7. Department of Social Welfare and Development (DSWD)
8. Department of Environment and Natural Resources (DENR)
9. Department of Human Settlement and Urban Development (DHSUD)

10. Department of Transportation (DOTr)
11. Department of Science and Technology (DOST)
12. Department of Education (DepEd);
13. Commission on Higher Education (CHED);
14. Department of National Defense (DND);
15. Bangko Sentral ng Pilipinas (BSP);
16. Land Bank of the Philippines (LBP);
17. Development Bank of the Philippines (DBP);
18. National Commission on Indigenous People (NCIP)
19. Office of Transport Cooperatives (OTC)
20. Insurance Commission (IC)
21. Credit Information Corporation (CIC)
22. National Electrification Administration (NEA)
23. Department of Overseas Filipino Migrant Workers (DOFM)
24. National Commission on Muslim Filipinos (NCMF)
25. National Youth Commission (NYC)

The CDA, as chair of the Committee, may, later on, identify and invite additional members which may have technical, financial programs, and other initiatives for cooperatives in the future.

Attached agencies of the Departments with specific programs on cooperatives may be invited as resource persons on their programs and other initiatives.

Each of the members of the Committee shall submit the names of their representatives and/or alternate whose rank should not be lower than a Director level who are in charge of cooperative programs. There shall be a least two (2) representatives, one acting as principal while the other as an alternate, for each member at the national level. Members may nominate additional representatives as may be necessary based on the number of Sub-Committees they belong to.

In case of a change of representatives, the agency concerned shall notify in writing the CDA, through the Committee Secretariat.

Section 5. Functions of NCC-CD

The NCC-CD shall have the following functions:

- a. Coordinate the formulation and implementation of programs, projects, and activities with the CDA, with the view to providing comprehensive technical and financial programs for cooperatives;
- b. Harmonize the formulation and implementation of policies, regulations, and reforms as well as the pursuit of development initiatives that are mutually important for the promotion of the respective mandates of the member government agencies;
- c. Assess current cooperative programs, projects, and activities of national government agencies and the provision of policy recommendations and technical guidance of the NCC-CD for these programs and initiatives, if deemed necessary.

- d. Recommend policies concerning cooperative development for legislative action or consideration that may concern various LGUS, NGAs, GFIs, and other government units or instrumentalities; and
- e. Adopt internal rules and procedures for the orderly conduct of meetings, coordination, and related activities.

Section 6. Creation of Sub-Committees

The NCC-CD may create sub-committees to address specific concerns relative to the agency programs and projects for the cooperatives.

The Sub-Committees' member-agencies shall submit reports to the Secretariat the respective programs, projects, and services on cooperative development including the status of implementation for information and dissemination.

The presiding officer of each sub-committee shall be designated by the CDA Chairperson from among the CDA Board of Directors. For the respective Sub-Committees, the presiding officers shall have the same role as that of the NCC-CD Chairperson as provided under Section 8 of this Memorandum Circular.

Section 7. NCC-CD Chairperson

The CDA shall be the Head Convenor. During meetings, the CDA Chairperson shall be the presiding officer. The NCC-CD Chairperson may designate an alternate presiding officer which shall come from the CDA Board of Directors.

Section 8. Role of the NCC-CD Chairperson

- a. Preside in all meetings;
- b. Determines the agenda of the meetings;
- c. Exercises general supervision and control over the affairs of the NCC-CD in accordance with the policies set forth by the same;
- d. Invites representatives of agencies not members of the NCC-CD to attend any meetings of the Committee to discuss issues of interest to the NCC-CD;
- e. Call special meetings, as may be necessary; and
- f. Performs such other duties as may be required.

Section 9. Frequency of Meetings

The NCC-CD shall have regular quarterly meetings, to discuss, among others, programs and projects for cooperatives to be implemented by the respective government instrumentalities, subdivisions, and agencies and to provide updates on the implementation.

A special meeting may be called by the NCC-CD Chairperson or upon request of at least five (5) of NCC-CD.

The Sub-committee may meet as may be deemed necessary by the NCC-CD Chairperson or upon the call of its presiding officer with the concurrence of the NCC-CD Chairperson.

Meetings may be done physically or through remote communication such as videoconferencing, teleconferencing, or other alternative modes of communication that allow them reasonable opportunities to participate.

Section 10. Role of CDA Institutional Development Services (IDS)

The IDS, through the Cooperative Project Development Assistance Division (CPDAD), designated as Secretariat shall be responsible for ensuring that NCC-CD activities are coordinated, facilitated, and documented.

As such, the Division shall be responsible for coordinating, facilitating, documenting, and maintaining all records and documents related to the operation and coordination activities of the NCC-CD.

Section 11. Resources

The logistics, funds, and Secretariat services to the Committee shall be provided by the CDA.

Section 12. Reports

The Committee, through the Secretariat, shall prepare the NCC-CD activity report within thirty (30) days after the conduct of each meeting.

Section 13. Amendment/ Repeal

All Memorandum Circulars or rules issued by CDA that are inconsistent with this issuance are repealed, amended, or modified accordingly.

Section 13. Effectivity

This Memorandum 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 National Administrative Register (ONAR).

Approved by the CDA Board of Directors pursuant to Resolution No. 501, S-2022 dated June 22, 2022.

Issued this 2nd day of August 2022, Quezon City.

For the CDA Board of Directors:

USEC. JOSEPH B. ENCABO
Chairman *JH*