



COOPERATIVE DEVELOPMENT AUTHORITY

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MEMORANDUM CIRCULAR NO. 2022- 21
Series of 2022

TO : ALL CONCERNED

SUBJECT : GUIDELINES IMPLEMENTING THE COOPERATIVE DEVELOPMENT AUTHORITY'S HANDHOLDING PROGRAM FOR MICRO AND SMALL COOPERATIVES

SECTION 1. TITLE.

This Memorandum Circular shall be known as the **Guidelines Implementing the Cooperative Development Authority's (CDA) Handholding Program for Micro and Small Cooperatives.**

SECTION 2. LEGAL BASES

This Guidelines is anchored on the following provisions of law:

- a. RA 11364 or the Cooperative Development Authority Charter of 2019, Section 4 (o) Develop and conduct management and training programs that will provide members of cooperatives with the entrepreneurial capabilities, managerial expertise, technical skills required for efficient operation of their cooperatives and inculcate in them the true spirit of cooperativism and provide, when necessary, technical and professional assistance to ensure the viability of cooperatives with special concern for agrarian reform, agriculture, fishery, and the economically depressed sectors.
- b. RA 11364, Section 4 (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.
- c. RA 11364 Section 4 (ee) Provide assistance on cooperatives product development and facilitate their marketing both in the domestic and international market in coordination with the concerned agencies.
- d. Rule V, Section 2, IRR of RA 11364, Development and conduct of training programs. The Authority shall develop and conduct training programs for officers and members of cooperatives which shall focus on entrepreneurial capabilities, managerial expertise and technical skills required for the efficient operation of their cooperatives.
- e. Section 3 (d) RA 10744 or the Credit Surety Fund Cooperative Act of 2015, Build up the capability of cooperatives and NGOs in the areas of credit evaluation, loan and risk management and good governance principle.

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- f. Article XVII RA 11535 or 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. DESCRIPTION OF THE PROGRAM

The Cooperative Development Authority's Handholding Program for Micro and Small Cooperatives was born out of the need to help the micro¹ and small² registered cooperatives across the country to achieve inclusive growth and bring shared prosperity for all. Micro and small cooperatives compose 82% of the total registered cooperatives.³

Through this program, the Authority puts together initiatives that can help these cooperatives with entrepreneurial capabilities, managerial expertise, and technical skills required for the efficient operation of their cooperatives and inculcate in them the true spirit of cooperativism. These shall include, but not be limited to trainings, technical assistance, coaching, and networking with other relevant government agencies, the academe, or private institutions.

SECTION 4. OBJECTIVES OF THE PROGRAM

- a. To provide free mandatory trainings for members and officers of micro and small cooperatives prescribed by the Cooperative Development Authority;
- b. To provide other trainings for members and officers of cooperatives on cooperative principles and values, good governance, business development, business and entrepreneurial management, organizational development, conflict management, risk management, financial literacy, financial management, basic computer literacy and other trainings necessary for the development of micro and small cooperatives;
- c. To provide technical assistance to micro and small cooperatives to help them comply with regulatory requirements prescribed by the Authority and other regulatory Agencies;
- d. To provide technical assistance to micro and small cooperatives to help them avail of services of other government agencies, private institutions, and international institutions;
- e. To link micro and small cooperatives with other government agencies or other entities for training, technical or financial assistance; and
- f. Undertake activities that will create a conducive environment for the growth and development of cooperatives.

SECTION 5. COVERAGE

This Guidelines shall cover all micro and small cooperatives registered with the Cooperative Development Authority.

¹ Cooperatives that have a total asset of P3 Million and Below

² Cooperatives with a total asset of P3,000,001-15,000,000

³ Source: CDA Statistics as of 2020

SECTION 6. IMPLEMENTATION MECHANICS

6.1 Trainings

- a. Regional Extension Offices shall provide for free the mandatory trainings prescribed by the Authority to micro and small cooperatives. This does not, however, preclude micro and small cooperatives to avail of the services of accredited Cooperative Training Providers (CTPROs) and Cooperative Development Offices. In case they choose to avail of the services of accredited CTPROs and Cooperative Development Offices, logistical requirements for the conduct of the trainings shall be in accordance with the agreement of both parties.
- b. A Quarterly Schedule of the Mandatory and Other Trainings to be conducted in the Regional and field offices shall be posted in their social media accounts and on the CDA Website or other venues to ensure extensive dissemination.
- c. Regional Offices and the Head Office shall constitute their respective Trainers Bureau composed of subject matter experts from the Regional Offices and Head Office, respectively.
- d. The Cooperative Research, Information, and Training Section (CRITS) and the Cooperative Research, Information, and Training Division (CRITD) shall maintain an electronic copy of all training materials used by the respective pool of trainers as well as a record of all the trainings conducted under this program and a summary of the Training Evaluation Forms.
- e. The Authority shall ensure that their trainers are equipped to deliver the trainings, both in terms of technical capability, training materials and equipment. It shall include in its annual program a refresher training for all personnel assigned to conduct the trainings.
- f. Mandatory Trainings attended by the members and officers of micro and small cooperatives under this program shall be considered as compliance to the required training for cooperatives prescribed under Rule 7 of the Revised IRR of RA 9520.
- g. A Certificate of Completion shall be issued to participants who completed the training. The Certificate shall bear a distinct code for control and monitoring purposes.

6.2 Coaching

- a. Coaching activities are to be provided for free by personnel of the Authority.
- b. Coaching can be delivered thru one-on-one consultation or small group facilitation. It can be provided by phone, other on-line methods, or face to face as agreed upon by the requesting cooperative/client and CDA.

6.3. Networking/Referral to Other Relevant Government Agencies or Private Institutions

- a. Micro and small cooperatives may be referred to other government agencies or private institutions that can best respond to their specific needs. Referrals should always be covered by a referral letter. Regional Offices shall maintain a record of all referrals made and if possible, the status of the referrals. Micro and small cooperatives may be referred to medium or large cooperatives for possible managerial, financial, and technical assistance.
- b. A monitoring report of the assistance provided based on the referral shall be submitted by the CDS in the area using a prescribed form.

SECTION 7. EVALUATION OF ASSISTANCE PROVIDED

- a. For trainings and coaching conducted, duly-accomplished Training Evaluation Form and Coaching Evaluation Forms shall be required from the participants which shall form part of the report of the personnel conducting the training or coaching.
- b. For referral/ networking service, a duly-accomplished client feedback form shall be required from the requesting cooperative/client.
- c. The Regional Extension Offices shall conduct an effectiveness monitoring/assessment activity every two (2) years on the handholding activities conducted by their respective Regions.

SECTION 8. REPEALING CLAUSE

Memorandum Circular No. 2017- 01, series of 2017, Capability Building Program for Micro Cooperatives and other prior issuances found inconsistent herewith are deem repealed.

SECTION 9. EFFECTIVITY

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

Approved by the CDA Board of Directors on June 22, 2022 per BOD Resolution No. 499, Series of 2022.

Issued this 25th day of July 2022, Quezon City.

For the CDA Board of Directors

USEC. JOSEPH B. ENCABO
Chairperson