

Cooperative Development Authority Annual Report 2021



Creating Change for Cooperatives





About the Cover

The CDA has exerted tremendous efforts in building a stronger rapport with the cooperatives at the grassroots to transcend positive change and ensure its continuity in their lives. In return, the cooperatives pay it forward by serving the community in every way they can that have made an impact and transformation in the lives of every Filipino. Indeed, strong cooperatives serve as channels in responding to the challenges in the modern times and in hard times.

MANDATE

Promote the viability and growth of cooperatives as instruments of equity, social justice and economic development in fulfillment of the mandate in Section 15, Article XII of the Constitution.

VISION

An effective and efficient regulatory Agency working towards the development of viable, sustainable, socially-responsive and globally competitive cooperatives

MISSION

To ensure the safe and sound operations of cooperatives

CORE VALUES

Excellence

Giving one's best performance and achieve the desired outcome through effective and efficient management of resources.

Commitment

High dedication and proactive involvement in the realization of the Agency's mandate.

Integrity

Maintain personal conduct, beyond reproach.

Teamwork

Working collectively and harmoniously to achieve synergy in an environment conducive to the achievement of organizational goals.

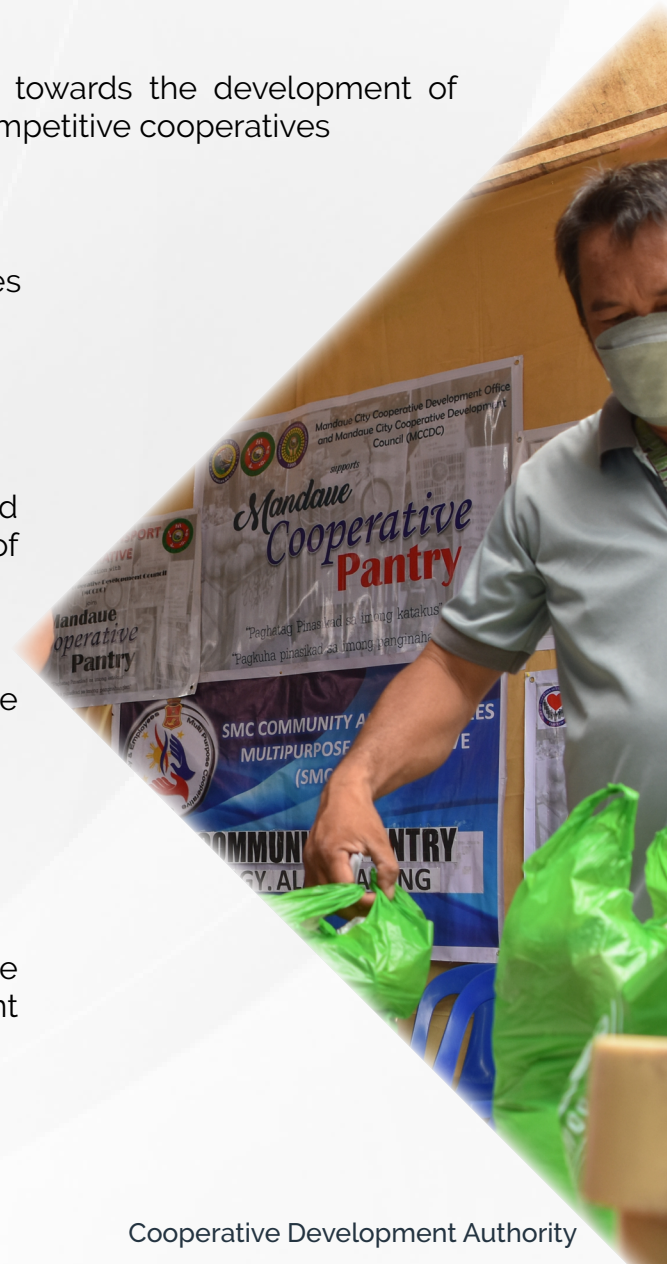


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Report from the Chairman

As we write this Annual Report, the spread of the Coronavirus has thrown the world into disarray. The pandemic is three shocks in one: a public health crisis, a hammer-blow to the real economy and a stress test for the cooperative sector and the Authority.

In the pages that follow, we update you on the progress we have made in implementing our developmental, registration, and supervisory powers as an Agency. We also outline the steps we have taken to expand our reach during the past year, especially through the six cooperative clusters, despite the enormous challenges brought about by the pandemic.

The year 2021 posed a great challenge to the cooperative sector. Coming from years of health crisis and a stagnant economy, cooperative members faced massive distress in their day-to-day operations. However, it was also the year that saw major development and milestones in the cooperative movement and the reboot of the Cooperative Development Authority.

CDA's new leadership laid out lineup of programs and initiatives for the cooperative sector and the CDA embracing the mantra of "breaking barriers" and "going beyond limits".

Institutionalizing our engagement with our stakeholders has been a major step undertaken by the Authority through the organization of the Regional Clustered Organizations (RCOs) and the Sectoral Apex Organizations (SAOs). We are optimistic that early next year, we will be able to organize the National Alliance of Cooperatives (NAC), which is the overall coordinating and consultative body of the cooperative sector.

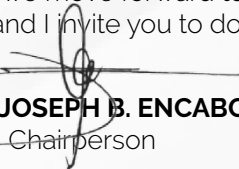
Furthermore, we also endeavored to make the Authority citizen-focused by reviewing existing processes with the objecting streamlining registration and simplifying reportorial requirements including digitalizing the registration of cooperatives through the Electronic Cooperative Information System (e-COOPRIS) and the Cooperative Assessment Information System (CAIS).

Staying true to the commitment of being a listening institution, CDA launched "CDA Listens" and "Biyaheng Koop" as consultative mechanisms to hear out the suggestions and concerns of cooperatives. Biyaheng Koop was subsequently expanded into a nationwide caravan to strengthen its relations with the cooperative sector and bring the CDA's major plans and programs to the grassroots level.

The Authority's statistics show that 84% of registered cooperatives belong to the micro and small category. Thus, CDA enhanced its handholding initiatives for this segment of cooperatives thru a robust human capital development program for members and officers of micro and small cooperatives. This program was pursued beyond what the Agency can provide with its meager resources by leveraging on government-to-government and government-to-private sector partnerships.



Finally, what has remained constant through the highs and lows of the previous year has been my gratitude to the men and women of the CDA, the cooperatives, our partners from both government and non-government organizations. It is a distinct honor to serve as Chairperson and I am thankful for the role your generosity and resilience have played in making this year one of strength and endurance despite the limits. As we move forward to the next year, CDA depends on your support, now more than ever. I am proud to answer that call, and I invite you to do the same as well.


USEC. JOSEPH B. ENCABO
Chairperson

Message from the Office of the Acting Administrator

The Cooperative Development Authority faced the year 2021 with the challenge to create change for cooperatives. We often hear or encounter the phrase, "Change is inevitable". Nothing could have prepared us to experience this truth collectively as a nation when the Covid-19 pandemic hit our country last year. The introduction of safety measures, health protocols, community quarantines, vaccinations, and alternative work arrangements were just some of the changes that CDA and the Cooperative Sector needed to learn and adopt in order to move forward as the war against the Covid-19 virus was waged. Yet despite the limitations and set-backs caused by the pandemic, the Authority was able to rise above the challenges to create means and opportunities for cooperatives through significant programs and regulatory initiatives, not only to help them survive this world-wide health crisis, but also for cooperatives to thrive and become beacons of hope and light to their members and communities.

Knowing that implementing effective change begins with oneself, the Authority's work as an enforcer of change started with reviewing and restructuring its own policies and systems, specifically modernizing HR practices and streamlining some of its processes. The Authority implemented alternative work arrangements in compliance with the Department of Health, Local Government of Quezon City, and Civil Service Commission guidelines. In coordination with the Quezon City LGU, the Authority provided its employees the opportunity to become fully inoculated with Covid-19 vaccines. Aside from this, vitamins, face masks, transportation services, and data allowances were supplied to CDA employees. These were vital in transforming CDA to a more agile institution that is responsive to the needs of its clientele and in meeting our goals of strengthening a culture that supports innovation and continuous improvement.

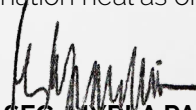
The Authority also provided regulatory relief measures in consonance with the Republic Act No. 11469, otherwise known as the Bayanihan to Heal As One Act. These include advisories issued in relation with the fight against Covid-19 as well as memorandum circulars on the extension of Cooperative Name Reservation and the extension of deadline of submission of required reports and Annual Tax Incentives Report (ATIR). Guidance and directives were also given to cooperatives that provide credit and other lending services in order to fortify their unequivocal abidance to the provisions set forth in the Bayanihan to Heal As One Act and to become instruments in the remission of financial worries and burdens of their members and clients.

Further, strategic collaborations were solidified with various agencies such as the Small Business Corporation (SB Corp), Development Bank of the Philippines (DBP), and Landbank of the Philippines (LBP) to allow credit access and financial assistance to recovering cooperative beneficiaries affected by the pandemic. Partnerships with the Bureau of Fisheries and Aquatic Resources (BFAR), Philippine Center for Postharvest Development and Mechanization (PhilMech), and Technical Education and Skills Development Authority (TESDA) were forged to bolster the growth of cooperatives through training and capacity-building measures as well as partnerships with the Department of Social and Welfare Development for the inclusion of cooperatives among the livelihood beneficiaries of the Sustainable Livelihood Program and the provision of freezers and fisheries products under the isDA on the Go program of the Philippine Fisheries Development Authority (PFDA).

Aside from the delivery of programs and setting up of policies, the Authority responded promptly to requests for handholding services and more so, to complaints lodged at the 8888 Citizens' hotline. From January to December 2021, CDA received 58 concerns/reports and all these were acted upon, garnering a Resolution Rate of 100%.

Hence, the Authority not only became a driver of change for cooperatives, but more importantly an enabling institution that empowered them and their members with the means to navigate through the dark waters of the pandemic.

The famous evolutionary biologist Charles Darwin once said that, "it is not the strongest or the most intelligent who will survive but those who can best manage change." It has always been the mission and vision of CDA to utilize and manage all resources and opportunities, including change, to serve the cooperative sector. This annual report is a testimony to the efforts and determination of each and every CDA official and employee who rendered exemplary public service in the spirit of bayanihan with the whole-hearted intent to help our nation heal as one.


ASEC. MYRLA PARADILLO
Board Member III and Acting Administrator



Facts and Figures



Partnerships and Consultative Mechanisms



Recognized 97 Regional Clustered Organizations, 6 Sectoral Apex Organizations

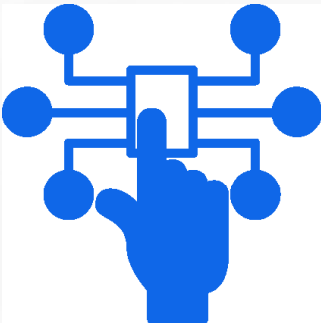
CDA Biyaheng Kooperatiba Caravan

5,364 attendees joined in 25 legs across 16 regions



Handholding Programs

12,264 trainings provided to micro and small cooperatives



Digitalization

Full automation of the registration of cooperatives process from **10 days to 6 days**

Koop Kapatid Program

416 partnerships were built where 416 small brother cooperatives were helped by 210 big brother cooperatives. 80% of the partnership involved Coaching, Mentoring and Trainings; 10% for the financial assistance; and 10% for the office equipment assistance.





Skoolarship

118 indigenous peoples, internally-displaced persons including MILF combatants benefited from the Skoolarship program

Kadiwa ni Ani at Kita



Facilitated the participation of **28 cooperatives** in marketing their agricultural products.

CDA-PHILMECH Partnership



771 farmer cooperatives and associations and **1,800 individual farmers** have been trained

ACEDAC



10 ASEAN Member-States joined the forum and discussed the progress of cooperation projects under the Plan of Action for the ASEAN Cooperation

CDA – POLO-OWWA Partnership



2 webinars conducted by POLO Washington DC and POLO Tokyo on the establishment of cooperatives as a viable alternative for Filipinos overseas

Special Assistance for Recovery and Alleviation (SARA)

150 cooperatives were provided financial assistance



ENHANCED PARTNERSHIP AGAINST HUNGER AND POVERTY (EPAHP) PROGRAM

32 cooperatives from 8 regions were engaged with a total of **Php 84.03 Million total sales transactions**



CREDIT SURETY FUND (CSF)



14 CSF Cooperatives were registered

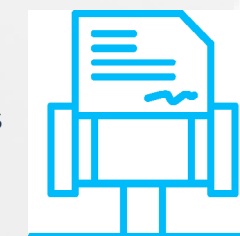
TRANSPORTATION MODERNIZATION

Units have been acquired in compliance with the Public Utility Vehicle Modernization Program



LEGAL SERVICES

56 legal opinions were acted upon, **47 reported violations** were acted upon, **19 Position papers or comments on House Bills (HB) and Senate Bills (SB)** were also drafted and submitted as the legal position of the Authority Involvement in **14 inter-agency Technical Working Groups (TWG)**

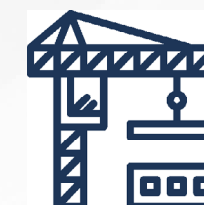


KOOPS eForum

9 Episodes broadcast via Zoom and Facebook Live acknowledging various topics for the enhancement of cooperatives



Construction of CDA Tower



Groundbreaking ceremony for the proposed 16-storey CDA Tower was conducted


Status of Funds

PARTICULARS	Available Appropriations		OBLIGATIONS	
	Amount	Amount	% of Available Appropriations	
Current Year	682,074,645.00	646,098,524.97	94.73%	
PS	507,523,404.89	499,437,856.02	98.41%	
MOOE	164,587,240.11	138,600,752.94	84.21%	
CO	9,964,000.00	8,059,916.00	80.89%	
Continuing Appropriations	46,514,839.17	45,956,960.67	98.80%	
PS	6,394,784.06	6,143,215.91	96.07%	
MOOE	12,376,280.50	12,312,574.76	99.49%	
CO	27,743,774.61	27,501,170.00	99.13%	
SUB-TOTAL	728,589,484.17	692,055,485.63	94.99%	
Accounts Payable				
PS				
MOOE				
CO				
GRAND TOTALS	728,589,484.17	692,055,485.63	94.99%	

Notes

1. Data on appropriation and allotment releases provided by DBM (inclusive of adjustments)
2. Data on disbursement refer to agencies actual utilization of Cash Disbursement Authorities (inclusive of Ourstanding Checks)
3. Current Year includes:
 - Agency Specific Budgets
 - Special Purpose Funds
 - Automatic Appropriation (Retirement and Life Insurance Premium and Special Account in the General Fund)
4. Prior Year includes:
 - Continuing Allotment (released in 2020)
 - Continuing Appropriation (released in 2020)

PS - Personal Services
MOOE - Maintenance and Other Operating. Expenses
CO - Capital Outlay

Prepared by:

MELCHOR P. CARIÑO
 Administrative Officer V

DISBURSEMENTS		
Amount	% to Allotment	% to Obligations
612,661,067.58	89.82%	94.82%
489,506,580.28	96.45%	98.01%
116,578,754.30	70.83%	84.11%
6,575,733.00	65.99%	81.59%
28,654,805.33	61.60%	62.35%
6,143,215.91	96.07%	100.00%
8,673,169.42	70.08%	70.44%
13,838,420.00	49.88%	50.32%
641,315,872.91	88.02%	92.67%
50,739,612.72		
9,931,275.74		
25,661,403.98		
15,146,933.00		
692,055,485.63	94.99%	100%

Certified Correct:

JOSELITO O. HALLAZGO
 Acting Chief, Finance Division

Consumers, Marketing, Producers, and Logistics Cooperatives Cluster

The Consumers, Marketing, Producers, and Logistics (CMPL) Cluster of Cooperatives is composed of cooperatives engaged in the procurement and distribution of commodities, production and processing of raw materials or goods, marketing of products, and movement and storage of goods.

Consultative Mechanism

Organization of the Regional Clustered Organization and Sectoral Apex Organization and Election of its Officers.



CDA-Marawi Cooperative Livelihood Training Center

CDA and Ministry of Public Works-BARMM conducted the launching and groundbreaking ceremony of the Construction of CDA-Marawi Cooperative Livelihood Training Center in Marawi City. CDA has lobbied in the funding of the said construction.

Products exhibition by cooperatives which were assisted under the Marawi Rehabilitation Through Cooperativism Project (MRTCP) and Mindanao Peace and Normalization Through Cooperative Development (MPN-CODE) Project.

On October 16, 2021, a ceremonial turn-over of cheques was held in Marawi City.



Shared Service Facilities Program

There are many cooperatives who are beneficiaries of the Shared Services Facilities Program of the Department of Trade and Industry.

Cooperative Trade Fair and Exhibit

Conducted Virtual Trade Fairs and Product Exhibits nationwide in celebration of the 2021 Cooperative Month. This activity, which had a theme: "Produkto ng Kooperatiba: Ipagmalaki at Ipakilala", showcased, promoted, and marketed the local products of our cooperatives across the Philippines. It connected potential buyers with suppliers within the cooperatives and the public in support of the cooperative movement, especially during this time of pandemic.

Enhancement of the CDA Cooperative Business Matching Information System an online marketing platform that will bring the local market products to the market chain.

Provision of livelihood assistance for conflict affected areas

The CDA participated in the rehabilitation of Marawi through the implementation of projects for the development of the cooperatives and their communities which were greatly affected by the Marawi siege in 2016. CDA ensures that the Internally-Displaced Persons (IDPs) of the Marawi siege and communities of other conflict-affected areas in Lanao del Sur would be able to recover and develop through cooperativism.

Constructed the Cooperative and Women Multipurpose in Lanao del Sur and in Brgy. Batulawan, Pikit, Cotabato.

Supply and Value Chain

The CDA has continuously implemented the supply and value chain process as part of the continuing enterprise development and an important element of cooperative sustainability and innovation.

The program aims to provide an enabling environment for cooperatives through the provision of support services, facilitation of linkages to financing and market services, institutional capacity building, and enterprise develop-



Agriculture Cooperatives Cluster

The Agricultural Cooperatives Cluster is composed of cooperatives that deal with agriculture, agrarian, aquaculture, farmers, dairy, and fisherfolk.

Consultative Mechanism

Organization of the Regional Clustered Organization and Sectoral Apex Organization and Election of its Officers.



isDA ON THE GO

The Isda on the Go (IOTG) program helps fisherfolks enhance their capability and attain economic sustainability. Sixty (60) freezers have been allocated under this program for qualified cooperatives all over the country.

PFDA's flagship Corporate Social Responsibility project aims to deliver high-quality fresh-frozen fishery products to consumers at very affordable prices.



“Katuwang sa Diwa at Gawa para sa Masaganang Ani at Mataas na Kita” (Kadiwa ni Ani at Kita)

This partnership aims to ensure that food commodities are available and accessible in high consumer demand areas, particularly among the low-income families, by harnessing private sector participation, capacity enhancement of farmer cooperatives and associations, and engaging community organizations' participation in food supply distribution system. A total of 28 cooperatives availed of the project in 2021.

Agribusiness Meat Express

This DA-CDA partnership primarily aims to determine the private sector (by DA), cooperative (by CDA), associations and LGU (by DILG) to assist the aforementioned in making the Agribusiness Meat Express possible. Whereas, the private sector and cooperative, association, OFWs, and/or LGU shall enter into a Memorandum of Agreement for the sale of meat products and use of commercial space provided by the cooperative and/or LGU.

Philippine Center for Postharvest Development and Mechanization (PHILMECH)

The Entrepreneurial Capability Enhancement of the Farmers' Cooperative and Association (FCA) Beneficiaries refers to the physical or virtual conduct of capability enhancement activities such as trainings and/or learning sessions for the Farmers' Cooperative and Association (FCA) recipients of the Rice Competitiveness Enhancement Fund (RCEF)-Mechanization Program.

In 2021, cooperatives and associations which are beneficiaries of RCEF Mechanization Program were given Basic Training Course on Cooperatives, Bookkeeping and Entrepreneurship with a total of 771 Farmer Cooperatives and Associations and 1,800 individual farmers were trained.

Organization, Development and Empowerment of Coconut Farmers Organizations

In line with Republic Act 11524 or the Coconut Farmers and Industry Trust Fund (CFITF) Act, the Cooperative Development Authority (CDA) was given the mandate to organize and empower coconut farmer organizations. In 2021, the CDA prepared the program framework and submitted it to the

Philippine Coconut Authority (PCA). This was favorably considered in the proposed Coconut Farmers and Industry Development Plan (CFIDP). It also drafted the Operations Manual of the program.

Enhanced Partnership Against Hunger and Poverty (EPAHP)

The EPAHP is one of the banner programs of the Inter-Agency Task Force Zero Hunger, created under Executive Order No. 101, whose objective is to mitigate hunger, ensure food nutrition security, and establish sustainable agriculture by 2030. DSWD is the focal agency in the implementation of EO 101.

The CDA is one of the government organizations participating in this national government initiative. The CDA's commitment is to provide technical assistance to identified partner cooperatives for the EPAHP program, and facilitate the engagement of cooperatives to become one of the major sources of food supply.



Health, Housing, Workers and Labor Services Cluster

The Human Services Cluster is one of the six (6) clusters provided in RA 11364. It covers the Health, Housing, Workers and Labor Services Cooperatives in the country.

Consultative Mechanism

The elected officers who represented the Regional Clustered Organization and consequently constitute the Sectoral Apex Organization are considered the functionary which shall serve as the consultative body on issues and concerns affecting the Human Services Cluster of Cooperatives.

Conducted the consultative meeting with the Medical Mission Group Hospitals in the Philippines and with the Cooperative Health Management Federation with regard to the provisions of HealthCare Services and Insurance for members of the Labor Service, Workers, and Housing Cooperatives General Meeting and Election of Officers attended by 135 different cooperative officers were held successfully via zoom despite the challenging times brought about by the Covid-19 pandemic.



Collaboration with Government Agencies

- Initiated an urgent request to appeal to the Department of Labor and Employment through Sec. Bello for the Labor Sector to be included in TUPAD Assistance Program especially those who are displaced workers during pandemic.
- Inclusion of Certificate of Compliance (COC) of Labor Coops in the renewal of their Certificate of Registration of DO 174.
- Collaboration with the Philippine Contractors Accreditation Board (PCAB) for the inclusion of Labor Service Coops in the regulated organizations issued with accreditation for contractors and lobbying for the exemptions of LSCs from securing the certification from PCAB (for manpower service providers only).
- CDA-DOLE agreement in allowing the deduction from the salaries of employees in consonance to the share capital build-up of member/employee of cooperatives as provided by RA 9520.
- Providing assistance to cooperative in Region XII confronted with tax issues by the Bureau of Internal Revenue (BIR)

Education, Information and Communication

- Orientation on the True Essence of Housing Cooperatives in partnership with National Housing Authority
- In partnership with the Union of Labor Service Contracting Cooperatives (ULSCC), the HSC successfully conducted the forum on the Trends in DataManagement for Cooperatives in the new normal, compliance and understanding of Labor Laws for labor service and workers' cooperatives.
- Launched the Serbisyo Kooperatiba ni ASec. Luck that aimed to assist cooperatives in relation to registration, development and regulatory compliance of cooperatives.



Public Utilities Cluster



The Public Utilities Cluster is composed of cooperatives engaged in electricity, water and communications business.

Consultative Mechanism

Organization of the Regional Clustered Organization and Sectoral Apex Organization and Election of its Officers.



Transportation Modernization Program

CDA is a member of the Technical Working Group of the Public Utility Vehicle (PUV) Service Contracting Program

Partnership with Asian Pyrochem Technologies Inc. and 14 Palm Oil Producers Cooperatives to address various issues and concerns of the cooperative's loans with LBP, market matching of their products and possible partnership with PALECO and the LGU. The proposed project would need help from the PALECO and the Local Government Unit because they will be buying stations, mills, and facilities in every city in Southern Palawan. Last December 13, 2021, the Cooperative Development Authority, Asian Pyrochem Technologies Inc., and the 14 Palm Oil Producers Cooperative had a Memorandum of Understanding held in Asturias Hotel, Puerto Princesa City Palawan.

Conduct of Transport Cooperatives activities like the Launching of Modern Jeepneys in Luzon, Visayas and Mindanao on February and May 2021.

Transport Cooperative Congress

Conduct of Transport Cooperatives Congress – Luzon – SMX Convention Center; Visayas – Waterfront Hotel Cebu; Mindanao – 88 Hotel General Santos City.

Celebration of National Transport Cooperative Day – October 19, 2021



Credit and Financial Services, Banking and Insurance Cluster of Cooperatives

These are the accomplishments and activities of cooperatives belonging to credit and financial services, cooperative banks and insurance cooperatives.

CONSULTATIVE MECHANISM:

The Finance Cluster was the first among the six clusters to organize, elect its officers into Regional Cluster Organizations (RCOs) and form its Sectoral Apex Organization (SAO). It was also the first to hold its SAO National Congress which was graced by Secretary Ramon Lopez of the Department of Trade and Industry, the Senate's Committee on Cooperatives Chairperson, Senator Juan Miguel F. Zubiri, the House Committee on Cooperatives Development's Chairperson Representative Presley C. De Jesus, the Land Bank of the Philippines President, Ms. Cecilia Borromeo and the Development Bank of the Philippines (DBP) President and CEO Mr. Emmanuel G. Herbosa.



CREDIT SURETY FUND (CSF):

As agreed by the parties in a MOA, an Oversight Team will handle the concerns of CSF Cooperatives and give priority to cooperatives with members coming from the is advantaged sectors such as indigenous peoples, women, farmers and fisherfolks. The establishment of the CSF Department in the CDA reinforces the goal of putting up of CSF Coops in different parts of the country.

DIGITALIZATION:

Facilitation with Bangko Sentral ng Pilipinas for the inclusion of the cooperatives in the National Retail Payment System and the application for Electronic Money Issuers (EMI) License for Non-Banks as well as the promotion of Digi Coop.

Also, a partnership entered with the Department of Information and Communications Technology for the use of Digital Jobs PH Training Modules will provide technical skills and increase the hireability of job applicants.

NETWORKING AND LINKAGES:

Coordinated with officials of Philippine Deposit Insurance Corporation for the creation of a Stabilization Fund which will be treated as a reserve fund for the utilization of cooperatives facing bankruptcy or going through financially difficulties. Also proposed is the establishment of a Cooperative Deposit Insurance System which will serve as a security for the money invested by the members of cooperatives in the event of fiscal crisis.

On the other hand, the partnership forged with the Land Bank of the Philippines will afford cooperatives with unpaid obligations the option to reconstruct their loans until such time that they can settle their debts.

Constant efforts are also made to strengthen the relationship between CDA and LGUs and lobby for the creation of the Cooperative Development Offices in every municipality and provinces as well as the formation of Credit Surety Fund Cooperatives.

KOOP KAPATID PROGRAM

The objective of the Koop Kapatid Program (Big Brother, Small Brother) is to promote cooperation among Cooperatives. Big cooperatives such as CLIMBS Life and General Insurance Cooperative, PLDT Employee Multi-Purpose Cooperative and Kabankalan-Ilog Teachers, Employees Multi-Purpose Cooperative (KITEMPCO) and ACDI to name a few provided development interventions and technical assistance to small cooperatives who are encouraged to draw the best practices from them.

For instance, in the Municipality of Lantapan and Cabangkan in the Province of Bukidnon, micro and small cooperatives were recipients of the financial and tehnnical support extended to them by CLIMBS Life and General Insurance.

On the other hand, cooperatives in Cebu, Bohol and Caraga Region who were severely affected by Typhoon Odette received the much needed assistance from ACDI Cooperative.

CRAFTING POLICIES:

Significantly contributed to the crafting of policies for the registration, regulation and development of cooperatives belonging to the Finance Cluster. These policies are intended to provide the cooperative sector appropriate remedies and solutions to the issues and concerns encountered by cooperatives in their daily operation.



Education and Advocacy Cooperatives Cluster

The Education and Advocacy Cluster of Cooperatives is composed of education and advocacy cooperatives and cooperative unions. There is a need to emphasize the importance of cooperative education in the country. The presence of these cooperatives will help educate and strengthen the cooperative movement.

Consultative Mechanism

Establishment of the Regional Clustered Organization and Sectoral Apex Organization and Election of its Officers which shall serve as the consultative body at the national level on issues and concerns affecting the Education and Advocacy Cluster of cooperatives.



Internship and Recognition Program for Graduating Students of Cooperative Courses

Through this partnership, students of Bachelor of Science in Cooperatives of the Polytechnic University of the Philippines, are provided the opportunity for On-the-Job Training/Internship, access to research materials or data from the CDA and from the cooperatives subject to limitations as may be provided under existing laws, rules, and regulations.

Cooperative Development and Management Level IV Course

A partnership of CDA with the Technical Education and Skills Development Authority (TESDA). It is a 200-hour competency-based training for cooperatives that will enhance the knowledge, skills and attitudes required of a person to establish a cooperative, develop quality products and services, develop human resources, practice good governance, ensure safe and sound operations and contribute to social, economic and environmental sustainability.

CDA also partnered with TESDA on the Skooplanship capacitybuilding program for members of cooperatives of indigenous peoples, internally-displaced persons including MILF combatants. There has been a total of 272 scholars in from 2019 to 2022.

Program to Promote the Growth and Development of Cooperativism among the Filipino Indigenous Cultural Communities (ICCs) and Indigenous Peoples (IPs)

The partnership aims to educate and train indigenous communities to capacitate them on the areas of entrepreneurship, gives access to financial assistance, and provides marketplace for their indigenous and local products.

Philippine Overseas Labor Office (POLO) and Overseas Workers Welfare Administration (OWWA) Partnership

Through this partnership, CDA participated in the various webinars and on-line One-Stop-Shop activities of POLO to orient and answer questions from interested migrant workers about cooperatives and how their relatives in the Philippines can benefit from the programs of the CDA. CDA has worked with POLO Washington DC.

Partnership with the International Co-operative Alliance of Asia and the Pacific together with ANGKASA

This partnership aims for the improvement and development of school cooperatives based on the sharing of experiences on school retail and cafeteria of school cooperatives in Malaysia.

Creation of the Cooperative Legal Assistance Program (CLAP)

Creation of the Cooperative Legal Assistance Program (CLAP) in partnership with De la Salle University College of Law. CLAP will help the students of the College of Law learn about the cooperative's legal process as well as help the clients of CDA with their legal matters through the students of De la Salle University.

Gender and Development

The Authority launched the video presentation, "Empowered Cooperatives through GAD". The program aims to achieve a diverse number of GAD programs, showcase exceptional GAD practices, and post the collected videos for the public's information. A training was conducted to CDA personnel on the use of computerized GAD Assessment and Monitoring Tools in partnership with GERC, Inc.

Organization and Strengthening of Cooperative Unions

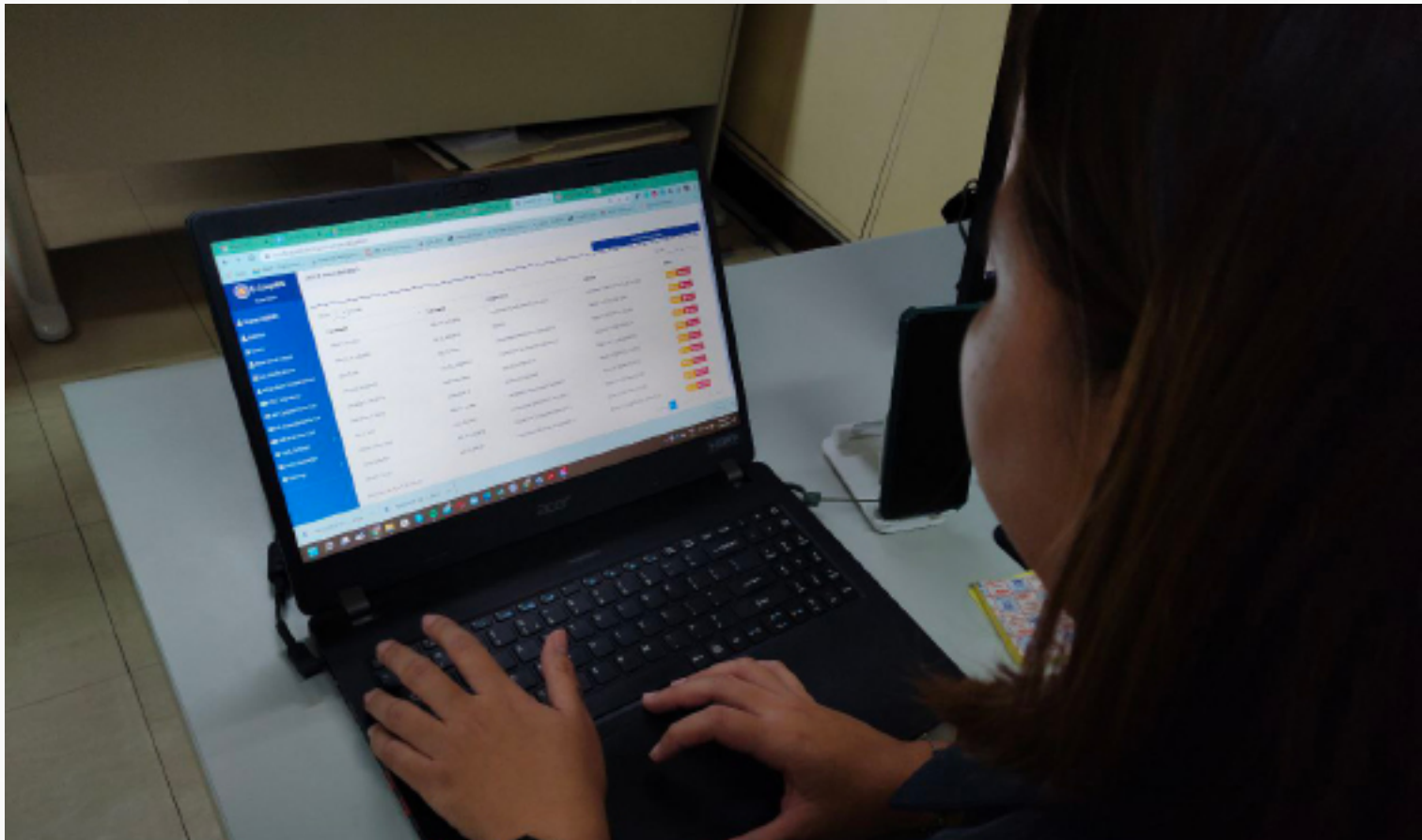
Series of planning and consultation with cooperatives and other stakeholders for the organization and strengthening of cooperative union system in the regional and national level.



Registration

e-COOPRIS

Following the review of the registration process, the Electronic Cooperative Registration Information System (e-COOPRIS) was enhanced to adopt to the simplified process of registering primary cooperatives, federations and unions and amendments to Articles of Cooperation and By-Laws of Cooperatives. It has transitioned from a combination of manual and online system of registration to a fully online system. The CDA has started coordinating with the Department of Information and Technology (DICT) and the Anti-Red Tape Authority (ARTA) for the preparatory work on the inclusion of the registration of cooperatives in the Central Business Portal.



Technology Service Cooperatives and Cooperatives Established by the Youth

CDA issued Memorandum Circular No. 2021-14, providing the Guidelines Governing the Registration of Technology Service Cooperatives as a Special Type of Cooperative Organized Among Cooperatives. It is organized to provide technology services to its members.

Recognizing the role that cooperatives play in fostering and empowering the youth thru self-organizing and development, the Authority passed Memorandum Circular No. 2021-11 providing the Guidelines Governing the Organization and Registration of Cooperatives Established by the Youth. This is seen as a means of helping reduce problems on unemployment, lack of modest work, precarious work and other challenges confronting the youth in the country.



Supervision and Examination

Cooperative Assessment Information System (CAIS)

The health crisis rationalized the development of the web-based system for assessing the performance of cooperatives. This system is envisioned to facilitate the submission of the reports from cooperatives and consequently help in fastracking, cooperative assessment, status tagging and the issuance of Certificate of Compliance (COC). Thru this system, reportorial requirements were likewise simplified thereby easing the burden of cooperatives, specially the micro and small.

Due to the pandemic, a policy allowing the conduct of virtual inspection was passed. In addition, Memorandum Circular Numbers 2021-08 and 2021-09 were passed extending the submission of required reports and the validity of the FY 2020-issued Certificates of Compliance, respectively.

In line with its power to regulate cooperatives, the Authority conducted an examination of cooperatives for alleged exploitation by unscrupulous businessmen of micro and small cooperatives.

Accreditation Program

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.



43 Cooperative training providers (CTPROs) were accredited in 2021



98 Cooperative External Auditors (CEA) were accredited in 2021

The accreditation of CEA is required under Section 80(2) of RA 9520 or the Philippine Cooperative Code of 2008.



Administrative Division

The Admin Division is composed of three sections - General Services, Cash, and Records.

GENERAL SERVICES SECTION (GSS)

The GSS is mandated to oversee daily operations of the Procurement and Property, Records, Cash Sections, Janitorial and Security Services, and the Motorpool of the Agency. In 2021, the following were the Division's accomplishments:

4. Contract No. CDA-GOODS-2021-04 – (REBID) Development, Supply, Delivery, Installation, Configurations and Deployment of Electronic Document Tracking and Management Information System (EDTMIS);
5. Contract No. CDA-GOODS-2021-05 – Subscription of Cloud-Based Mobile and Web Browser Learning and Development (L&D) Solution for Cooperative Development Authority;
6. Contract No. CDA-GOODS-2021-06 – Procurement of Security Manpower Services at CDA Head Office for CY 2022;
7. Contract No. CDA-GOODS-2021-07 – Procurement of Janitorial Manpower Services at CDA Head Office for CY 2022; and
8. Contract No. CDA-GOODS-2021-08 – PROCUREMENT OF 1-Year WIFI Connectivity Subscription for the Digitalization of Cooperative Development Authority

In addition, the preparation and consolidation of reports particularly Procurement Monitoring Report (PMR), Agency Procurement Compliance and Performance Indicators (APCPI), and Annual Procurement Plan were submitted to the Government Procurement Policy Board (GPPB).

Relative to the Covid-19 crisis, safety measures were implemented and prompt actions were undertaken to prevent infection through the procurement of face masks, vitamins, air purifiers, swab tests, disinfections services, and shuttle services for CDA personnel.

As to property management, the GSS-Property section in coordination with the CDA Disposal Committee conducted disposal procedures of unserviceable properties including scrap materials and submitted output results to the COA and Finance Division. The Inventory of all Property, Plant and Equipment was facilitated by the Inventory Committee to validate status of assets count and balances that will be subject to reconciliation. The Repair and Maintenance of CDA building facilities were continuously implemented and monitored to have adequate and conducive working areas. Renewal of registration of CDA vehicles, GSIS insurance of all properties, maintenance of vehicles/equipment and monthly payment of all obligations with utility services were undertaken. To upkeep the safety and cleanliness of the CDA premises, Security and Janitorial personnel were properly deployed.

PROCUREMENT and PROPERTY MANAGEMENT

The procurement section served as the lead in providing administrative support in the processing of various Purchase Requests in accordance with the approved Annual Procurement Plan and consistent with Republic Act 9184, otherwise known as the "Government Procurement Reform Act" and COA rules and regulations. The Bids and Awards Committee conducted procurement activities through Public Bidding for the following projects:

1. Contract No. CDA-GOODS-2021-01 – Procurement of a Cloud-Based Service for Enterprise Email, Storage Collaboration and Office Productivity Suite;
2. Contract No. CDA-GOODS-2021-02 – Supply, Delivery, Installation, and Deployment of the Enhanced Cooperative Business Matching Information System (CBMIS);
3. Contract No. CDA-GOODS-2021-03 – Development, Supply, Delivery, Installation, Configurations and Deployment of Electronic Document Tracking and Management Information System (EDTMIS);

RECORDS SECTION

The Records section processed documents and disseminated CDA issuances such as Special Orders, Memorandum Circulars, Office Orders, and others. In charge of receiving incoming communications from other agencies and coops, the Section delivered the same to the concerned units and divisions. The Section also Implemented Complete Staff Work on outgoing communications and sent them through courier services. Lastly, the Section managed the ITPPL and Monitoring of Freedom of Information (eFOI) Portal.



CASH SECTION

The Cash Section was able to process various claims and payment to CDA clientele, officials, and personnel thru the submission of List of Due and Demandable and Modified Disbursement System. Also, the Division facilitated the submission of reports to the Accounting Section particularly the Report of Collection, Report of Disbursement, and the Report of Checks Issued with Approved Vouchers. The Division also received payment representing payment of suppliers in relation to the rules on Procurement under Public Bidding Activities. The Accounting Section maintained and ensured prompt issuance of official receipts, remitted all the collections and deposits on time, and recorded in the List of Collection Forms in accordance with the COA and BTR rules and regulations.

Human Resource Development

Recruitment, Selection, and Placement (RSP)

The area of RSP highlighted the continuing activities of the Authority on reorganization, which began with the passage of RA 11364 or the CDA Charter of 2019. The Authority worked closely with the DBM's Organization, Position Classification and Compensation Bureau (OPCCB) and with the Civil Service Commission (CSC) to develop its placement procedures. The OPCCB approved CDA's new Indicative Staffing Pattern (ISP) on March 8, 2021. This initiated the placement procedure wherein six hundred eighty-three (683) employees of the Authority were properly allocated to appropriate positions. Shortly after, the Authority finally received its Notice of Organization, Staffing and Compensation Action (NOSCA). As the main reference for identifying authorized positions, units, and item numbers among other essential details, the issuance of the NOSCA allowed the lawful issuance of appointment. This was successfully executed on June 21, 2021. The receipt of its appointment documents by the CSC marked the successful entry of the CDA into its new reorganized structure.



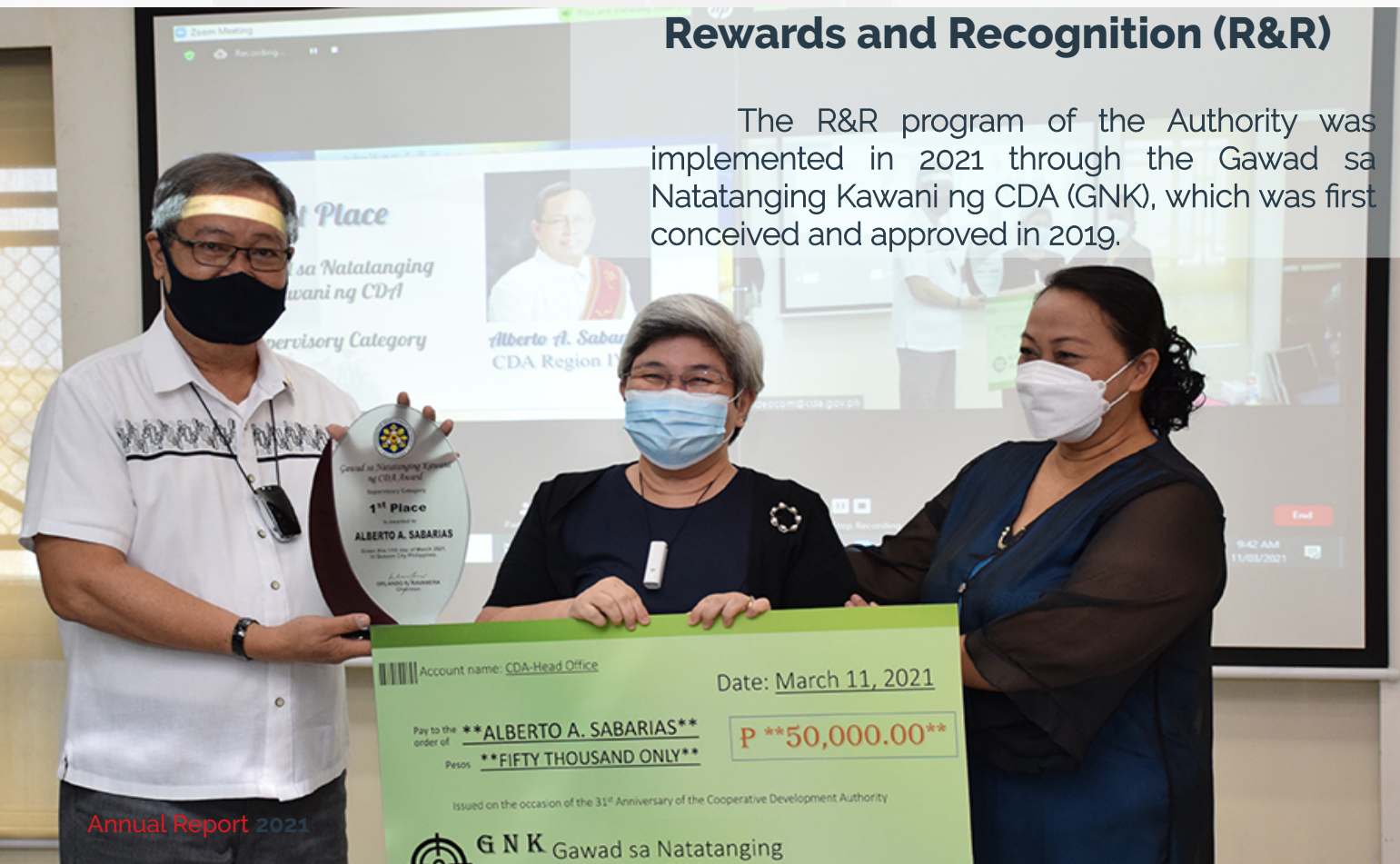
Learning and Development

The height of the pandemic in 2020 provided a variety of learning experience for the Human Resource, one of which was exploring alternative channels in providing training for CDA employees. This was applied to a great extent the following year, and the Human resource development division successfully provided several training sessions despite the limitations necessitated by health protocols.

The Human Resource Development Division (HRDD) organized its mid-pandemic trainings on Records Management for Records Officers, the Procurement Act for procurement officers and members of the technical working group, Technical Writing for both technical and non-technical personnel. These trainings supplement other capacity building activities to equip technical personnel.

Rewards and Recognition (R&R)

The R&R program of the Authority was implemented in 2021 through the Gawad sa Natatanging Kawani ng CDA (GNK), which was first conceived and approved in 2019.



Policy Development

There were three successful policies authored and organized by the Human resource development division during 2021. One of these policies was intended to capacitate CDA employees and officers on the digital frontier of document processing, while two were essential policies relative to the four HR mechanisms.

CDA entered into an engagement with the Department of Information and Communications Technology in enrolling CDA employees to the Philippine National Public Key Infrastructure (PNPKI). This provided security using digital signature when signing electronic documents. Another benefit for this was the integration of online processing with alternative working arrangements, ensuring no service is compromised despite the challenges of remote access. In order to fully implement the PNPki, the CDA created its own policy on the use of digital signatures.

CDA also began crafting its Merit Selection Plan (MSP) and its Program on Awards and Incentives for Service Excellence (PRAISE). These two (2) policies are components of the Program to Institutionalize Meritocracy and Excellence in Human resource management (PRIME-HRM). While both the MSP and PRAISE would not see approval from the CSC until the first quarter of 2022, the HRDD considers these two policies as reflective of its accomplishment in 2021.



Information and Communications Technology

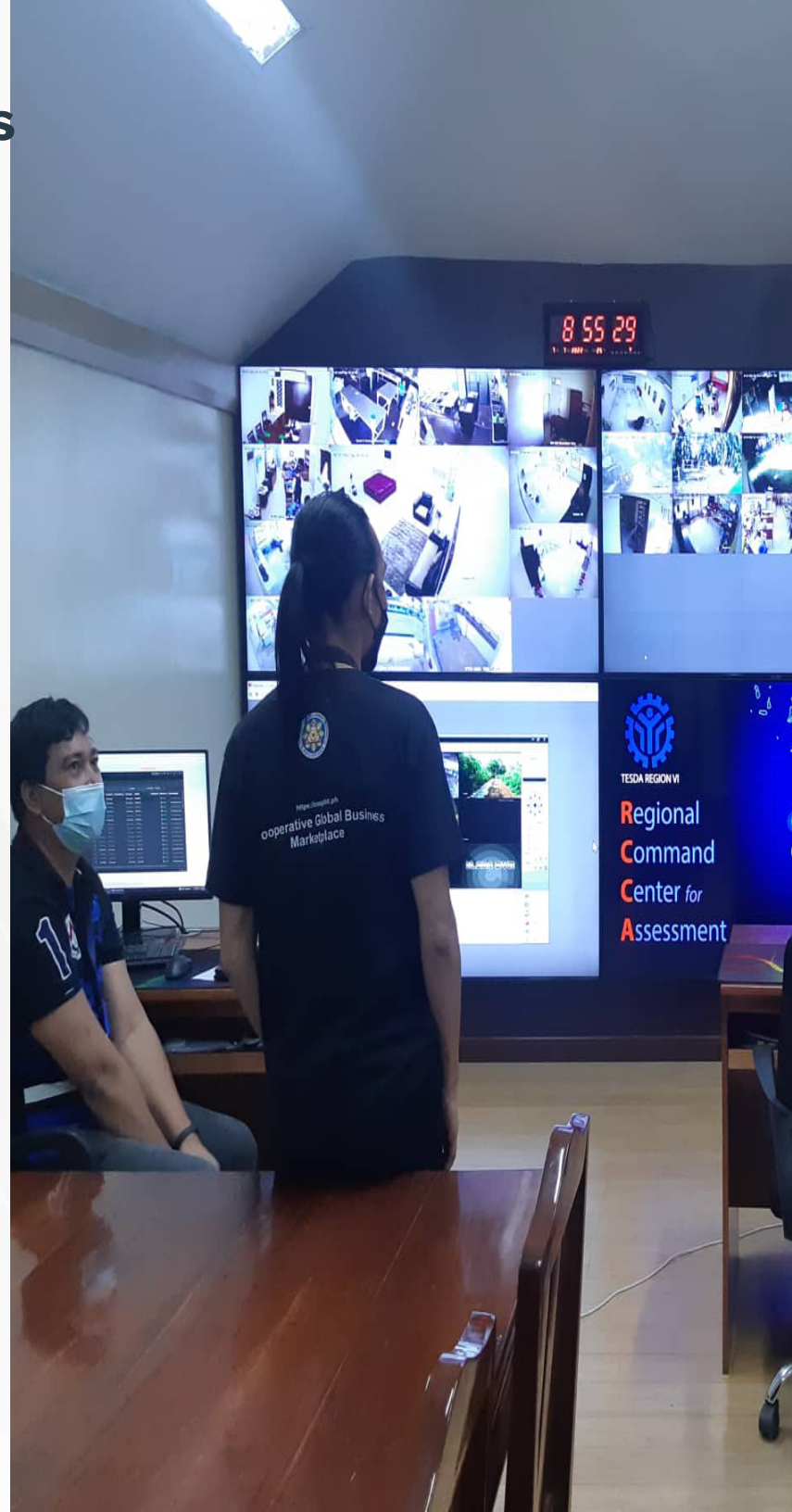
The Information & Communication Technology Division (ICTD) is at the forefront of improving the Authority's digital connectivity, digital capacity, data privacy and security, and in streamlining its core services by providing ICT enabled services.

The following ICT programs and projects were implemented in 2021.

Information and Communication Technology Equipment

The ICTD facilitated and provisioned a total of 86 laptop computers to Head Office and Regional Office personnel. This helped CDA personnel to work remotely at home and/or outside the traditional office to perform their functions effectively during the height of the pandemic.

Three (3) portable image scanners were installed at the head office to be used in the conversion of physical records into digital format in line with the digitization project of the Authority under the Electronic Document Tracking and Management Information System (EDTMIS). A Digital Single-Lens Reflex (DSLR) Camera for CDA Regional Office X was also provisioned in response to their need for online information dissemination.



Information and Communications Subscription

To ensure the continuous implementation of the CDA online services and activities, Information and Communications Division was responsible for the timely renewal of the subscription of the following software and productivity tools:

- Enterprise email- government-wide mail system domain of the Philippines or otherwise known as "Govmail" with other online collaboration services such as Chat System, Video Conferencing, Calendar, Cloud Drive & Office Productivity Tools;
- Security Socket Layer (SSL) - a security layer for CDA Websites and online systems;
- Security Firewall - security layer for CDA ICT infrastructure;
- Antivirus Software - security layer for all issued ICT equipment (laptop and desktop computers);
- Internet Subscription for both the CDA Head Office and the 16 CDA Regional Offices;
- Text Blasting for CDA Head Office ; and
- Zoom Video Conferencing.

Information and Communications Trainings

- Cybersecurity Competency Framework;
- Data Protection Competency Framework;
- Penetration Testing with Kali Linux Workshop;
- Cybersecurity Incident Response Workshop; and
- SOC Network with Threat Detection and Analysis Workshop.

The trainings capacitated the ICT and non-ICT personnel in recognizing the legal obligations under RA 10173, or the Data Privacy Act of 2012 to protect the individual personal information.

Planning and Policy Development

The transition from the Planning Division to the Policy and Planning Development Division (PPDD) marked the expansion of its organizational function by virtue of the passage of R.A. 11364.

The following are the Division's accomplishments:

Formulation of Plans and Programs

The Division facilitated and coordinated the preparation of the Agency's Work and Financial Plans (WFP), taking into consideration the pandemic situation in 2021. The target outputs and outcomes of the Agency's work plan indicators were consistent with the budget process set by the Department of Budget and Management (DBM) and served as inputs in the crafting of the Office Performance Commitment Review (OPCR) and Individual Performance Commitment Review (IPCR) for FY 2022.

Monitoring and Evaluation of the Implementation of Agency's FY 2021 WFP

A. Targets and Accomplishments

As part of the Authority's performance monitoring, all reports of the delivery units from CDA HO and ROs were submitted on time to the DBM and other relevant agencies in compliance with the performance monitoring of the national government agencies. Also, the PPDD was able to formulate the Performance Monitoring and Evaluation Instrument through focused group discussions, a tool designed to measure the performance of all delivery units using a standard method.

B. Processing of Agency's Strategic Performance Management System (SPMS)

The Division consolidated the OPCR and Accomplishment of Accountability Reports of all delivery units in the HO and ROs for the Evaluation of the Performance Management Team (PMT) based on CDA SPMS and relevant guidelines.

Quality Management System (QMS) and Maintenance of ISO Standard Certification



Performance Assessment/ Evaluation Conference and Planning Workshop

The 14th Performance Assessment and Planning Conference (CPAPC) was held at Casiana Hotel, Nasugbu Highway, Tagaytay City on November 16-18, 2021, under the new Chairman Undersecretary Joseph B. Encabo. This significant event was physically attended by 60 participants from CDA HO and ROs making it the first breakout, face-to-face conference after the Inter-Agency Task Force (IATF) declaration of quarantine protocols nationwide.



Evaluation and Assessment on the Implementation of Philippine Cooperative Development Plan (PCDP) 2018-2022

The PCDP is a blueprint for cooperative development in the Philippines. As part of monitoring and evaluation, the Division coordinated and facilitated the regional consultation through the CDA Regional Offices. Initial consolidation of the consultation output was undertaken to assess the level of implementation accomplishment.

CDA Public Investment Program (PIP) and Three (3)-Year Rolling Infrastructure Program (TRIP) Proposals

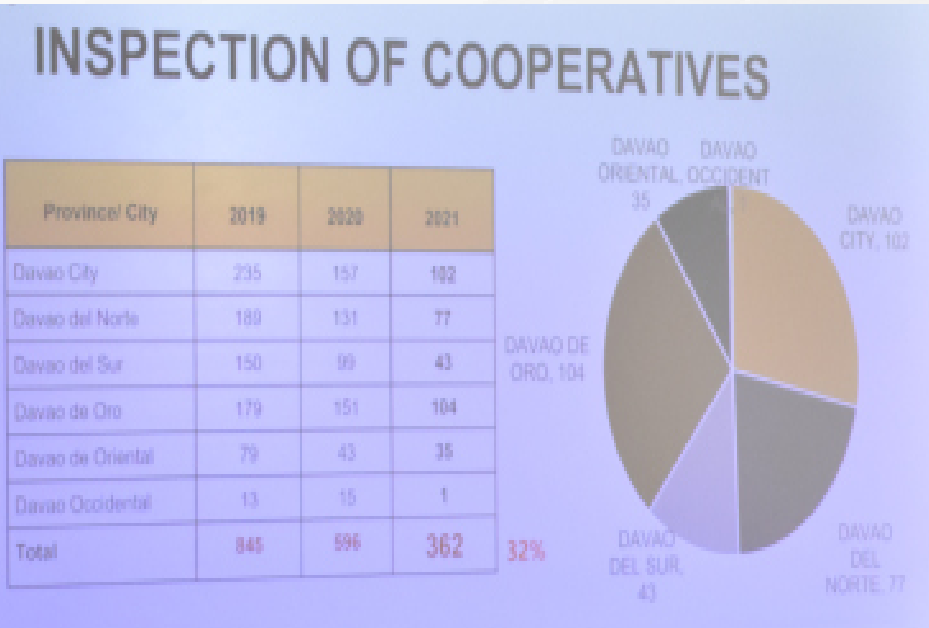
In compliance with NEDA Guidelines, the Authority's proposed PAPs and Infrastructure were encoded and submitted in the PIP Online (PIPOL) System for inclusion in the updating of PIP 2017-2022 and TRIP for FY 2023-2025.

Other Significant Activities in Support to Operations

In compliance with NEDA Guidelines, the Authority's proposed PAPs and Infrastructure were encoded and submitted in the PIP Online (PIPOL) System for inclusion in the updating of PIP 2017-2022 and TRIP for FY 2023-2025.

Generation of Statistical Reports

To address the need for accurate, relevant, and updated content of statistical reports of cooperative performance, the Division intensified the exploratory and consultation meetings with the information system owners and relevant units to come up with the necessary measures to enhance the information system's programming



CAR

 942
 544,538
 8,581
 36.2
 0.9

REGION I

 1,080
 667,342
 7,227
 31.5
 0.4

REGION II

 1,183
 700,715
 6,803
 28.5
 0.7




REGION III

 2,228
 711,932
 24,348
 36.2
 0.8

NCR

 2,030
 1,695,684
 126,972
 187.1
 4.9

REGION IV-A

 1,680
 810,751
 25,570
 40.1
 1.2

REGION IV-B

 766
 275,773
 4,846
 11.5
 0.2

REGION V

 1,022
 330,951
 6,131
 12.0
 0.2

-  Total Number of Coops
-  Total Membership
-  Employment
-  Asset (Billion Php)
-  Net Surplus (Billion Php)

Cooperative Statistics



REGION VI

 1,642
 773,995
 14,005
 29.8
 0.8

REGION VII

 1,678
 1,375,646
 12,957
 57.6
 1.4

REGION VIII

 1,678
 1,375,646
 12,957
 57.6
 1.4

REGION IX

 833
 943,452
 5,779
 10.8
 0.1

REGION X

 1,486
 1,137,767
 32,132
 50.7
 1.8

REGION XI

 1,244
 812,236
 26,082
 41.3
 1.2

REGION XII

 914
 332,385
 34,886
 18.3
 0.4

CARAGA

 905
 255,362
 4,643
 10.7
 0.5



Total Number of Coops

20,467



Total Membership

11,795,664



Employment

345,596



Asset (Billion Php)

616.7



Net Surplus (Billion Php)

16.0

Across the Globe

ACEDAC



The CDA is a member of the ASEAN Center for the Development of Agricultural Cooperatives (ACEDAC) and the ASEAN Sectoral Working Group on Agricultural Cooperatives (ASWGAC). It is an aggrupation of ASEAN-member states formed through an ASEAN Memorandum of Understanding on ASEAN Cooperation in Agriculture Cooperatives signed in 1984 during the 6th Meeting of the ASEAN Ministers of Agriculture and Fisheries in the Philippines.



The member-countries implement projects in line with the Roadmap for an ASEAN Community (2016-2025). On a rotational basis, member-countries host the ACEDAC Board Meetings and ASWGAC Meetings. In 2021, the Philippines hosted the 27th ACEDAC Board Meeting and the 22nd ASWGAC where nine (9) of the ten (10) of the member-states participated. Through its membership in the ACEDAC, the CDA and cooperatives have become beneficiaries of trainings and technical assistance on agricultural cooperative development both here and in other ASEAN countries.

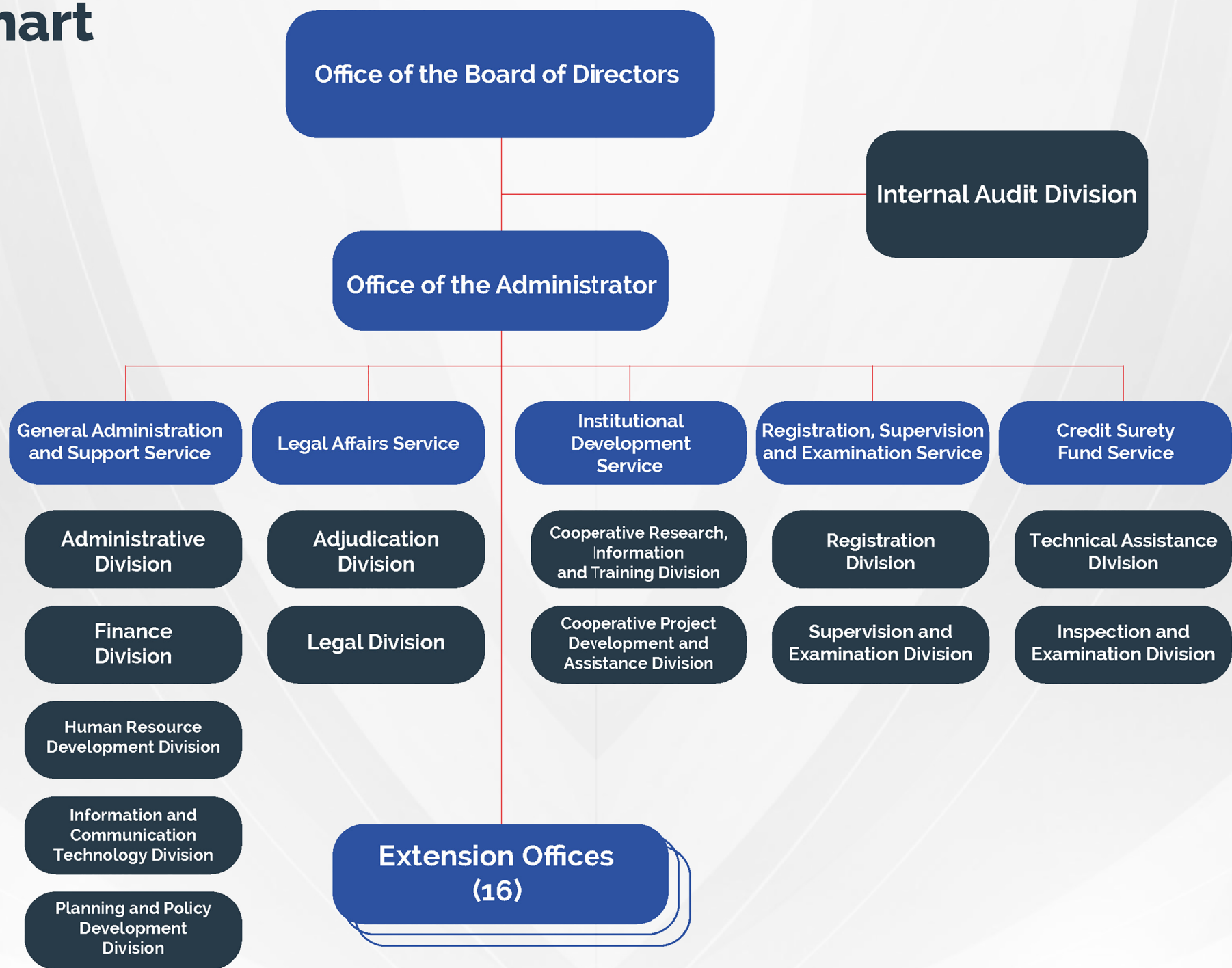
Philippine Overseas Labor Office (POLO) and Overseas Workers Welfare Administration (OWWA) Partnership



Thru this partnership, CDA participated in the webinars and on-line One-Stop-Shop activities of POLO Washington DC and Tokyo to orient and answer questions from interested migrant workers about cooperatives and how their relatives in the Philippines can benefit from the programs of the CDA.



Organizational Chart



Directory

Office of the Chairman

8721-5324
8721-5325

Office of Asec. Myrla B. Paradillo

8721-0633

Office of Asec. Vidal D. Villanueva III

8721-5330

Office of Asec. Abad L. Santos

8721-4286

Office of Asec. Virgilio R. Lazaga

8725-6391

Office of Asec. Abdulsalam A. Guinomla

8725-5321

Office of Asec. Pendatun B. Disimban

8725-5322

Office of the Administrator

8721-5323
8725-6450

Board Secretary/Board Room

8725-4402

Planning Division

8726-2814

MIS

8725-0750

Office of the IDS Director

8725-2107

CRITD

8725-6604

CPDAD

8727-6735

Office of the RSES Director

8725-8536

Legal Division

8725-8536

Supervision and Examination Division

8725-8536

Registration Division

8725-5510

Admin Chief Personnel

8721-5327

GSS/CASH/RECORDS

8723-8306

Finance Division

8721-5328

CDA Lobby (Officer of the Day)

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