



# COOPERATIVE DEVELOPMENT AUTHORITY

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5674-110



MEMORANDUM CIRCULAR No. 2023- 11  
Series of 2023.

TO : ALL CONCERNED

SUBJECT : GUIDELINES IN THE IMPLEMENTATION OF THE REVISED ACCREDITATION AND MONITORING OF COOPERATIVE TRAINING PROVIDERS (CTPros) PROGRAM OF THE COOPERATIVE DEVELOPMENT AUTHORITY (CDA)

The Cooperative Development Authority (CDA) hereby adopts and promulgates this Guidelines in the Implementation of the Revised Accreditation and Monitoring of Cooperative Training Providers (CTPros) Program

## Part I. General Provisions

### Section 1. Title

This Circular shall be known as the Guidelines in the Implementation of the Revised Accreditation and Monitoring of Cooperative Training Providers (CTPros) Program of the Cooperative Development Authority (CDA).

### Section 2. Legal Bases.

- a. **Chapter I Article 4 (5) of Republic Act No. 9520** states that, *(c)operatives shall provide education and training for their members, elected and appointed representatives, managers, and employees, so that they can contribute effectively and efficiently to the development of their cooperatives.*
- b. **Section 6, Rule 7 of the Revised Rules and Regulations Implementing Certain and Special Provisions of the Philippine Cooperative Code of 2008** states that, *(t)he trainings shall be conducted by federations, unions, training institutions, or local cooperative development offices and National Government Agencies (NGA) duly accredited by the Authority.*
- c. **Paragraph 2, Section 17 of RA 11364** provides that *“(t)he Authority may accredit organizations other than cooperatives that are duly registered under Philippine laws and engaged in cooperative promotion, organization, research, and education, as non-academic training institutions.”*
- d. **Section 6 Rule V of the Implementing Rules and Regulations (IRR) of RA 11364** provides that, *(t)here shall be an Accreditation Program which aims to institutionalize the conduct of well-coordinated, rationalized, and standardized education and training for cooperatives and their officers and members pursuant to the provisions of RA 9520” and Section 4 (o) of RA 11364 which provides that the Authority shall, (d)velop and conduct management and training programs that will provide members of cooperatives with the entrepreneurial capabilities,*



*managerial expertise, and technical skills required for efficient operation of the cooperatives and inculcate in them the true spirit of cooperativism and provide, when necessary, technical and professional assistance to ensure the viability and growth of cooperatives with special concern for agrarian reform, agriculture, fishery and the economically depressed sectors.*

- e. **Rule V Section 9 of the Implementing Rules and Regulations (IRR) of R.A. No. 11364** states that, *the Authority shall monitor the compliance with the terms and conditions of accreditation by the accredited training providers.*
- f. **Article VI, Section 4, CDA Memorandum Circular No. 2020-24** provides that, *(a) federation may be accredited by the CDA as a cooperative training provider by stating in its Articles of Cooperation that it aims to help improve the quality of its services to its member- cooperatives by providing educational and advisory work. Thus, for a more focused delivery of services, the federation shall conduct trainings, including mandatory trainings, only among its member-cooperatives.*
- g. **Article IX (2), CDA Memorandum Circular No. 2020-24** provides, *(t)he conduct of trainings including mandatory trainings to its non-members shall be subject to a sanction of revocation/ cancellation of Accreditation as Cooperative Training Provider after due notice and hearing”.*

### **Section 3. Scope**

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

- a. Federations of Cooperatives;
- b. Cooperative Unions;
- c. Advocacy Cooperatives;
- d. State Universities and Colleges (SUCs);
- e. Local Colleges and Universities (LCUs);
- f. Private Higher Education Institutions (PHEIs) or private academic institutions, training institutions, including Non-Government Organizations (NGOs) duly registered under Philippine laws; and
- g. National Government Agencies (NGAs)

### **Section 4. Objectives**

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

### **Section 5. Definition of Terms.**

For purposes of this Memorandum Circular, the following terms are defined, as follows:

- a. **Accreditation** – refers to the act of giving official authorization to a qualified institution or organization to conduct the required and other trainings for

cooperative members and officers in accordance with guidelines issued by the Authority;

- b. **Advocacy Cooperative** - is a primary cooperative which promotes and advocates cooperativism among its members and the public through socially-oriented projects, education and training, research and communication, and other similar activities to reach out to its intended beneficiaries (RA No. 9520);
- c. **Authority** – refers to the Cooperative Development Authority (CDA);
- d. **Cooperative Training Providers (CTPros)** – refer to institutions or organizations providing/offering training courses such as short courses, skills programs, certificate programs, ladderized programs, and degree programs for cooperatives;
- e. **Cooperative Union** – shall refer to a cooperative the members of which are registered cooperatives and/or federations organized purposely to represent the interest and welfare of all types of cooperatives at the city, provincial, regional, and national levels (CDA MC 2020-23);
- f. **Local Colleges and Universities (LCUs)** – refer to post-secondary educational institutions created under Sections 447(a)(5)(x); 458 (a)(5)(x), and 468(a)(4)(iii), respectively, of the Local Government Code of 1991, as amended.
- g. **State Universities and Colleges (SUCs)** - refer to public higher education institutions (HEIs) established by the national government and are governed by their respective independent boards of trustees or regents (RA No. 10931).
- h. **Trainers** – refer to individual persons who belong to the CTPro's pool of trainers and possess the qualifications provided in this Circular.

## **Part II. Original Accreditation**

### **Section 6. Qualifications**

The applicant must possess the following minimum qualifications:

- a. Must possess a juridical personality acquired as follows:
  - 1) Registration with the Cooperative Development Authority for advocacy cooperatives, federations, and unions, evidenced by a Certificate of Registration;
  - 2) Registration with the Securities and Exchange Commission (SEC) for private academic institutions/NGOs/corporations/training institutions, evidenced by a Certificate of Registration;
  - 3) Registration with the Department of Trade and Industry (DTI) for partnerships/single proprietorships, evidenced by a Certificate of Registration;

- 4) Charter for national government agencies; and
  - 5) Charter for State Universities and Colleges and Local Colleges and Universities
- b. For PHEIs or private academic institutions, training institutions, and NGOs, they must be in operation for at least two (2) years;
  - c. Must have cooperative development program/s;
  - d. Must have a pool of at least five (5) competent cooperative trainers who each possess the following minimum qualifications:
    - 1) Of legal age;
    - 2) Filipino citizen and a resident of the Philippines;
    - 3) Holder of a Bachelor's degree;
    - 4) Completed at least twenty-four (24) hours of Training of Trainers (TOT) for cooperative training providers conducted by SUCs or Private Higher Education Institutions with a valid Memorandum of Agreement with the CDA;
    - 5) With at least two (2) years of experience as a resource person of cooperatives, supported by a certification issued by the inviting cooperative containing the following: name of the resource person, date of the training/s, and topics discussed.

## **Section 7. Documentary Requirements**

An applicant who seeks to be accredited as a cooperative training provider shall file a letter of application directly with the CDA Regional Extension Office where the applicant's head/principal office is located, attaching a certified true copy of the following documents:

### **a. For Advocacy Cooperatives, Federations, and Unions**

- 1) Valid Certificate of Registration (COR) and valid Certificate of Compliance (COC);
- 2) Organizational profile containing the following information:
  - Basic information (name/address/contact details);
  - List of programs and services;
  - Historical profile of cooperative trainings conducted;
  - Affiliations, if any;
  - List of key officers and staff; and
  - List of trainers with their individual updated resumes.

- 3) For Federation of Cooperatives, Articles of Cooperation stating that the federation aims to help improve the quality of services to its member-cooperatives by providing educational and advisory work<sup>1</sup>;
- 4) For Federations of Cooperatives and Cooperative Unions, their list of members and potential members<sup>2</sup>; and
- 5) Signed and notarized Certificate of Undertakings as required in Section 12 of this Circular

**b. Private Higher Education Institutions/ Private Academic Institutions, Training Institutions, and NGOs**

- 1) Certificate of Registration from the concerned Philippine government agency;
- 2) Articles of Incorporation and Bylaws stating therein that cooperative development is one of its objectives/purposes or cooperative development is one of its identified program thrusts;
- 3) Valid business permit from concerned the Local Government Units (LGUs);
- 4) Organizational profile
  - Basic information (name/address/contact details);
  - List of cooperative programs
  - Historical profile of cooperative trainings conducted, if any;
  - List of key officers; and
  - List of trainers with their individual updated resumes.
- 5) Copy of Annual Reports for the last 2 years submitted to the SEC (Section 17(a), R.A. No. 8799); and
- 6) Signed and notarized Certificate of Undertakings as required in Section 12 of this Circular

**c. For NGAs, SUCs, and LCUs:**

- 1) Certification from the Head of the Agency, SUC, or LCU that such office/unit has a cooperative development program.
- 2) Organizational profile
  - Basic information (name/address/contact details);
  - List of cooperative programs;
  - Historical profile of cooperative trainings conducted, if any;

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

<sup>2</sup> MC 2020-23 Article V Section 6.1.1.4 and MC 2020-24 Article V Section 7.1.1.4

- List of key officers and staff; and
  - List of trainers with their individual Personal Data Sheet (PDS).
- 3) Signed and notarized Certificate of Undertakings as required in Section 12 of this Circular.

**Section 8. Application Fees.**

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

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

**Part III. Renewal of Accreditation**

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

An accredited CTPro who fails to renew its accreditation two months prior to the expiration of its accreditation is given six (6) months to renew its accreditation after the lapse of its validity. An application for renewal filed beyond six months shall be treated as an original application and shall be required to comply with the requirements of an original application.

**Section 9. Documentary Requirements:**

The following documents shall be submitted by the applicant to the Authority through its Regional Extension Offices.

**a. NGAs, SUCs, LCUs:**

- 1) Application letter for renewal;
- 2) Updated list of trainers;
- 3) Updated resume of trainers;
- 4) Training certificate of at least 8 hours of training related to cooperative development attended by the trainers within the validity period of their

accreditation conducted by any training institution, organization, and/or accredited CTPro;

- 5) Certification issued by the CDA Regional Extension Office's Director stating that the applicant complied with all the reportorial requirements prescribed under this Circular during their previous accreditation period;<sup>3</sup>
- 6) Soft copies of modules of the cooperative trainings conducted; and
- 7) Signed and notarized Certificate of Undertakings required in Section 12 of this Circular.

**b. Advocacy Cooperatives, Federations of Cooperatives, and Cooperative Unions**

- 1) Application letter for renewal;
- 2) Updated list of trainers;
- 3) Updated resumes of trainers;
- 4) Training certificate of at least 8 hours of training related to cooperative development attended by the trainers within the validity period of their accreditation conducted by any training institution, organization, and/or accredited CTPro;
- 5) Certification issued by the CDA Regional Extension Office Director stating that the applicant complied with all the reportorial requirements prescribed under this Circular during their previous accreditation period;
- 6) Soft copies of modules of the cooperative trainings conducted;
- 7) Valid Certificate of Compliance (COC);
- 8) For Federation of Cooperatives, Articles of Cooperation stating that the federation aims to help improve the quality of services to its member-cooperatives by providing educational and advisory work<sup>4</sup>;
- 9) For Federations of Cooperatives and Cooperative Unions, their list of members and potential members<sup>5</sup>;
- 10) For Federations of Cooperatives, amended Articles of Cooperation and By-Laws (ACBL), if applicable; and

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<sup>3</sup> List of Reportorial Requirements

<sup>4</sup> Article VI Section 4, MC 2020-24 or the Guidelines Governing the Registration and Operation of Federations of Cooperatives

<sup>5</sup> MC 2020-23 Article V Section 6.1.1.4 and MC 2020-24 Article V Section 7.1.1.4

11) Signed and notarized Certificate of Undertakings as required in Section 12 of this Circular

**c. Private Higher Education Institutions/ Private Academic Institutions Training Institutions, and Non-Government Organizations**

- 1) Application letter for renewal;
- 2) Updated list of trainers;
- 3) Updated resumes of trainers;
- 4) Training certificate of at least 8 hours of training related to cooperative development attended by the trainers within the validity period of their accreditation conducted by any training institution, organization, and/or accredited CTPro;
- 5) Certification issued by the CDA Regional Extension Office Director of the submission of complete reportorial requirements;
- 6) Electronic copies of modules of the cooperative trainings conducted;
- 7) Copy of the latest Annual Report of the institution covering all its activities, programs, and undertakings as submitted to SEC (Section 17(a), R.A. No. 8799);
- 8) Valid business permit; and
- 9) Signed and notarized Certificate of Undertakings as required in Section 12 of this Circular

**Section 10. Renewal Fee**

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

<b>Entity</b>	<b>Renewal Fee</b>
Cooperatives, Federations, Unions, Non-Government Organizations, Training Institutions, and Private Higher Education Institutions/ Private Academic Institutions	Five Thousand Pesos (Php 5,000.00)
NGAs, State Universities and Colleges, and Local Colleges and Universities	Two Thousand Five Hundred Pesos (Php 2,500.00)



## **Part IV. Process of Accreditation**

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

**Step 1.** The applicant shall submit all documentary requirements to the CDA Regional Extension Office where the principal office of the applicant is located.

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

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

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

- a) A Memorandum signed by the Regional Extension Office Director endorsing the application and certifying that the said application has been evaluated and found to have complied with the requirements, addressed to the Office of the Administrator, Attention: The Division Chief of the Cooperative Research Information and Training Division (CRITD); and
- b) Scanned copies of all documentary requirements submitted by the applicant.

**Step 5. Evaluation of application.** Upon receipt of the Memorandum from the Regional Extension Office with the required attachments, CRITD shall evaluate the application. When found to be in order, it shall prepare a favorable endorsement to the CDA Board of Directors. Otherwise, the application shall be returned to the Regional Extension Office for appropriate action.

**Step 6. Notice of CRITD to the Regional Office.** CRITD shall notify the Regional Extension Office of the decision of the Board of Directors.

The Regional Extension Office Director, by Authority of the Board of Directors, shall administer the Pledge of Commitment of all accredited CTPROs. A Certificate of Accreditation shall be issued by the Regional Extension Office after its receipt of the notarized Pledge of Commitment.

**Section 11. B. Processing Time.** For both the Original and Renewal of Accreditation, the processing time shall be 30 days and nine (9) hours after receipt by the Authority of complete and accurate requirements.

## Part V. Other Requirements

### Section 12. Submission of Required Undertakings by Cooperative Training Providers.

- a. For purposes of standardizing the minimum knowledge and information that the cooperative officers and members need to acquire, the applicant cooperative training provider shall submit an undertaking to adopt the cooperative training curriculum for cooperative members and officers as may be prescribed by the Authority.
- b. The applicant training provider shall likewise submit an undertaking that only those trainers that have been submitted as comprising the pool of trainers shall be authorized to conduct the trainings.

### Section 13. New and/or Additional Trainers

In case an accredited CTPro needs or opts to increase its pool of trainers within the validity of its accreditation, the new trainers shall comply with the requirements prescribed under Section 6 (6.4) Part II of this Circular.

This Guidelines does not prohibit multiple affiliation of trainers to CTPros provided they meet the qualification and requirements contained in this Circular.

## Part VI. Validity of Accreditation

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

- a. An original accreditation is valid for **five (5) years** from the date of approval, unless sooner revoked by the Authority.
- b. A renewed accreditation shall be valid for a period of **five (5) years** from the date of approval unless sooner revoked by the Authority.

The **five (5) years** validity period of accreditation shall apply only to original and renewal applications for accreditation after the effectivity of this Guidelines.

## Part VII. Revocation of Accreditation and Denial of Renewal of Accreditation

**Section 15.** The CDA shall revoke or deny the renewal of the accreditation of a CTPro after due notice and hearing on the following grounds:

Violation	First Offense	Second Offense
1. Conduct of training beyond the validity of its accreditation	Revocation or denial	

2. Issuance of a false or falsified Certificate of Training/Participation/Attendance	Revocation or denial	
3. Allowing the use of its accreditation number and certificate by any unauthorized training provider	Revocation or denial	
4. Allowing a person other than those submitted in the pool of trainers to act as trainer or resource person	Warning	Revocation and denial
5. Failure to conduct at least fifteen (15) trainings within the accreditation period	Warning	Revocation or Denial
6. Non-submission of training reports as set forth in Part X of this Circular	Warning	Revocation or denial
7. In case of Federation of Cooperatives, the conduct of trainings including mandatory trainings to non-members in violation of the provisions of CDA MC 2020-24;	Revocation or denial	
8. Other acts in violation of any provision of this Circular.	Warning	Revocation Denial

A cooperative training provider whose accreditation has been revoked may apply for a new accreditation after two (2) years provided they shall show proof that they have corrected their violations and submit to CDA corrective plans and notarized undertaking not to commit the same violations.

However, a cooperative training provider whose accreditation has been revoked on grounds 1, 2, 3, and 4, can no longer re-apply for accreditation.

### **Part VIII. Reportorial Requirements and Monitoring of Accredited Cooperative Training Providers**

**Section 16. Reports.** All accredited CTPros shall submit the following reports to the CDA Regional Extension Office where the head/principal office of the training provider is located based on the following schedule and frequency:

<b>Title of Report</b>	<b>Frequency and Schedule of Submission</b>	<b>Reporting Form</b>
Quarterly Report of Trainings Conducted with attached Attendance Sheet for each training conducted.	Quarterly  On or before the 5 <sup>th</sup> day of the next month following the last month of the quarter <i>(example: Quarter 1 Report should be submitted on or before April 5)</i>	Training Report No. 1 (Annex A)

Quarterly Training Calendar	Quarterly  Not later than one (1) month before the beginning of the first month of the quarter	Training Report No. 2 (Annex B)
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**Section 17. Monitoring and Evaluation**

To monitor compliance of accredited CTPros with the provisions of this Circular, CDA Regional Extension Offices shall:

- a. Evaluate reports submitted, and
- b. Conduct random monitoring checks of actual trainings conducted.

**Part IX. Miscellaneous Provisions**

**Section 18. List of Accredited Cooperative Training Providers (CTPros).** The list of accredited Cooperative Training Providers (CTPros) shall be made available to the cooperative sector and shall be posted on the Authority’s website.

**Section 19. List of SUCs and PHEIs Providing Training of Trainers (ToT) for CTPros and Prospective CTPro applicants.** The list of SUCs and other Private Higher Education Institutions authorized to conduct ToT shall be made available to the CTPros and shall be posted on the Authority’s website.

**Section 20. Transitory Provisions.**

- a. All applications for original or renewal of accreditation filed prior to the effectivity of this Circular shall be processed in accordance with the requirements under Memorandum Circular No. 2022-11, series of 2022.
- b. The accreditation of Local Cooperative Development Officers shall no longer be renewed upon the expiration of their accreditation. The authority of Cooperative Development Officers to conduct mandatory trainings shall be in accordance with the CDA Certification Program for Cooperative Development Officers.

**Section 21. Repealing Clause.** Except for Memorandum Circular No. 2020-08 titled “Accreditation of Cooperative External Auditors and Cooperative Training Providers During Community Quarantine Period,” and the Authority’s “Advisory on the Moratorium of Original/ Initial Accreditation”, all other issuances that are inconsistent with this Guidelines shall be deemed repealed.

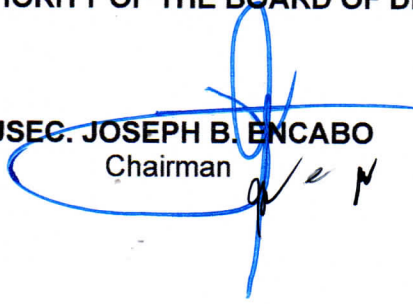
**Section 22. Effectivity.** This Memorandum Circular shall take effect fifteen (15) days after the completion of its publication in the Official Gazette and the filing of a copy hereof at the Office of National Administrative Register (ONAR).

Approved by the CDA Board of Directors on April 12, 2023 per BOD Resolution No.295, s-2023.

Issued this 9th day of May 2023

**BY AUTHORITY OF THE BOARD OF DIRECTORS**

**USEC. JOSEPH B. ENCABO**  
Chairman





**COOPERATIVE DEVELOPMENT AUTHORITY  
COOPERATIVE TRAINING PROVIDER'S TRAINING REPORT #2  
Quarterly Training Calendar  
For the \_\_\_\_\_ Quarter of Year 20\_\_\_\_**

Name of Cooperative Training Provider: \_\_\_\_\_  
 CTPro Accreditation Number: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Contact Person: \_\_\_\_\_ Contact Number (s): \_\_\_\_\_ Email Address: \_\_\_\_\_

**A. VIRTUAL/ONLINE TRAININGS**

DATE OF TRAINING	TITLE OF TRAINING	NO. OF HOURS	ONLINE PLATFORM	TRAINING FEE PER TRAINEE

**B. FACE-TO-FACE TRAININGS**

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

Prepared by: \_\_\_\_\_ Certified true and correct by: \_\_\_\_\_  
 Printed Name and Signature  
 TRAINING STAFF/COORDINATOR  
 Printed Name and Signature  
 HEAD OF THE ACCREDITED COOPERATIVE TRAINING PROVIDER

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



**COOPERATIVE DEVELOPMENT AUTHORITY**  
**COOPERATIVE TRAINING PROVIDER'S TRAINING REPORT**  
 Attendance Sheet  
 (Attachment to TRAINING REPORT #1)

Name of Cooperative Training Provider: \_\_\_\_\_

CTPro Accreditation Number: \_\_\_\_\_ Title of Training: \_\_\_\_\_

Date Conducted: \_\_\_\_\_ Mode of Training: \_\_\_\_\_ Venue or Online Platform: \_\_\_\_\_

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

Prepared by: \_\_\_\_\_

Certified true and correct by: \_\_\_\_\_

Printed Name and Signature  
TRAINING STAFF/COORDINATOR

Printed Name and Signature  
HEAD OF THE ACCREDITED COOPERATIVE TRAINING PROVIDER

Note: This form shall be submitted to the CDA Regional Extension Office as an attachment to Training Report #1 on or before the 5th day of the next month following the last month of the quarter.  
(example: Quarter 1 Report should be submitted on or before April 5)



**COOPERATIVE DEVELOPMENT AUTHORITY  
COOPERATIVE TRAINING PROVIDER'S TRAINING REPORT #1  
Quarterly Report on Trainings Conducted  
\_\_\_\_\_ Quarter of Year 20\_\_**

Name of Cooperative Training Provider: \_\_\_\_\_

CTPro Accreditation Number: \_\_\_\_\_ Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Contact Number (s): \_\_\_\_\_ Email Address: \_\_\_\_\_

DATE/S CONDUCTED	TITLE OF TRAINING	MODE OF TRAINING	NO. OF PARTICIPANTS	NO. OF COOPERATIVE PARTICIPANTS	NAME OF RESOURCE PERSON/S (TRAINER/S)

Prepared by: \_\_\_\_\_

Certified true and correct by: \_\_\_\_\_

\_\_\_\_\_  
Printed Name and Signature  
TRAINING STAFF/COORDINATOR

\_\_\_\_\_  
Printed Name and Signature  
HEAD OF THE ACCREDITED COOPERATIVE TRAINING PROVIDER

Note: This form shall be submitted to CDA Regional Extension Office on or before the 5th day of the next month following the last month of the quarter. (example: Quarter 1 Report should be submitted on or before April 5)