



COOPERATIVE DEVELOPMENT AUTHORITY

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677-111



MEMORANDUM CIRCULAR NO. 2023- 12
Series of 2023

TO : ALL CONCERNED

SUBJECT : GUIDELINES IN THE IMPLEMENTATION OF THE CDA CERTIFICATION PROGRAM FOR COOPERATIVE DEVELOPMENT OFFICERS (CDO) AND MONITORING OF THE COMPLIANCE OF CERTIFIED COOPERATIVE DEVELOPMENT OFFICERS

This Memorandum Circular is being issued to provide the guidelines in the implementation of the Cooperative Development Authority's (CDA) Certification Program for Cooperative Development Officers (CDO) in line with Republic Act 11535, An Act Making the Position of a Cooperatives Development Officer Mandatory in the Municipal, City and Provincial Levels Amending for the Purpose Republic Act 7160, Otherwise Known as the Local Government Code of 1991, As Amended.

Section I. Title

This Memorandum Circular is titled, *Guidelines in the Implementation of the Cooperative Development Authority's (CDA) Certification Program for Cooperative Development Officers (CDOs) and Monitoring of the Compliance of Certified Cooperative Development Officers.*

Section II. Legal Basis

a. RA 11364 and its Implementing Rules and Regulations

1. Section 4 (bb), Coordinate with provincial, city, or municipal cooperatives offices the adoption and implementation of national plans, programs and policies on cooperative development, and to establish partnership in the promotion, organization, and development of cooperatives within the jurisdiction of the LGUs.
2. Rule IV, Section 7 (b) (c) (f) (j) of the IRR of RA 11364 Partnership with Local Government Units (LGUs), the Authority recognizes the vital role of LGUs in the promotion, organization, and development of cooperatives in their respective areas. Towards this end, the Authority and the LGUs shall ensure constant and close coordination for the effective implementation of the following undertakings:

(b) Ensure the provision of technical guidance, financial assistance, and other services to develop cooperatives into viable and responsive economic enterprise;

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(c) Promote the organization of cooperatives and support their development within their areas of jurisdiction;

(f) Provide trainings for the development of cooperatives and mandatory trainings in accordance with guidelines prescribed by the Authority;

(j) The Authority shall conduct activities (trainings and seminars) to capacitate further its LGU-partners/ Local Cooperative Development Offices and establish convergence in their approach in providing assistance to cooperatives.

b. RA 11535

1. Article XVII, Section 487 of the Local Government Code as Amended, (b) (3) (ii) and (iii), In addition to the foregoing functions, the cooperative development officer shall:

(ii) In collaboration with the Cooperative Development Authority (CDA), provide assistance to prospective cooperatives in the conduct of the required pre-registration seminar and/or pre-membership education seminar and in the preparation of required documents for registration.

(iii) In partnership with the CDA, Department of Trade and Industry (DTI), other government agencies, cooperative unions and federations, the academe, and other private organizations, provide technical and other forms of assistance to duly-registered cooperatives to enhance their viability as an economic enterprise and social organization including but not limited to, training and education, business management, finance and financial management.

2. Article XVII, Section 487 of the Local Government Code as Amended, (b) (4), Assist cooperatives in the development and implementation of risk management plans and business continuity plans and management as a response to anticipated or unexpected man-made and natural calamities and disasters, to aid in their survival and, if necessary subsequent rehabilitation.

Section III. Rationale and Program Description

The development objective of the Authority's Cooperative Development Officers' (CDO) Certification Program is to capacitate the appointed and/or designated CDOs on the Basic Cooperative Course. As the officer mandated to take charge of the office for the development of cooperatives in their respective jurisdiction, this Program is a step towards cultivating their capacities to help them deliver their tasks provided in RA 11535 within the national framework of cooperative development.

Under the Program, all CDOs must take the Basic Cooperative Course and Training Methodology to authorize them to conduct Mandatory Trainings (Fundamentals of Cooperatives and Governance and Management of Cooperatives),

and Pre-Membership Seminar (PMES) for cooperatives.

Upon successful completion of the course, they will be issued a **Certificate of Completion** by the Authority. This will be a basis for the issuance of a **Certificate of Authority** to authorize the CDO to conduct the aforementioned trainings for cooperatives in their jurisdiction.

CDOs will be required to complete a course on Financial Management, Risk Management, and Credit Management before they can be granted the authority to conduct the same for cooperatives.

Section IV. Objectives of the Program

The Certification Program has the following objectives:

1. Provide the Guidelines in the Implementation of the CDA's Certification Program for Cooperative Development Officers;
2. Clarify the requirements that a CDO must comply prior to the issuance of authority to conduct mandatory trainings, and PMES; and
3. Identify the role of the Local Government Units (LGUs) and Regional Extension Offices in the implementation of this Program.

Section V. Scope

This Certification Program covers the CDO trainers of previously accredited Local Cooperative Development Offices (LCDO) and newly appointed and/or designated CDOs.

Section VI. Program Requirements

A Certificate of Authority shall be issued to a CDO after complying with the following:

- a. **CDO Trainers of Previously-Accredited Local Cooperative Development Offices (LCDO)**
 1. The CDO trainers of LCDOs should have completed the required Training of Trainers (ToT) for Cooperative Training Providers conducted by the State Universities and Colleges (SUCs) authorized by the Authority as evidenced by a Certificate of Completion issued by the SUC;
 2. Proof of actual conduct of at least one (1) mandatory training of a member of the pool of trainers as evidenced by a Certification from the office/organizers that they have conducted a mandatory training, and that such CDO actually conducted the training; and
 3. Updated Curriculum Vitae (CV).

The Authority reserves the right to verify the authenticity of all submitted evidences and to deny the issuance of the Certification Authority if found not authentic.

b. All other CDOs:

1. Attendance and completion of the CDO Certification Course;
2. Submission of updated Curriculum Vitae

Section VII. Issuance of the Certificate of Authority

Upon satisfactory submission of the above requirements to the Regional Extension Office, the CDA Regional Director, by authority of the CDA Chairperson shall issue a Certificate of Authority to the CDO. The Certificate is valid for three (3) years.

Section VIII. Reportorial Requirements and Compliance to Training Curriculum

- a. All CDOs issued a Certificate of Authority shall submit the following reports:

Title Report	Frequency and Schedule of Submission	Report Form
Monthly Report of Trainings Conducted and List of Participants	Monthly To be submitted not later than 14 calendar days after the end of the month	Training Report (TR) Form No. 1
Quarterly Calendar Training	Quarterly Not later than 1 month before the first month of the Quarter	Training Report (TR) Form No. 2

- b. All mandatory trainings and PMES to be conducted shall strictly comply with the curriculum prescribed by the Authority.

Non-compliance to the above will be a ground for the revocation of the Certificate of Authority. A warning shall be issued for the first offense.

Section IX. Implementation Mechanics

- a. All CDA Regional Extension Offices shall organize their respective Pool of Resource Persons consisting of at least three (3) members to handle the following subject matters:
- Basic Course on Cooperatives
 - Training Methodology

- b. There will be a secretariat in the Regional Extension Office composed of three (3) members who shall assist in the administration of the Program. Under the supervision of the Regional Extension Office Director, the Secretariat shall be headed by the Senior Cooperative Development Specialist of the Cooperative Research, Information and Training Section (CRITS).
- c. External experts on training methodology may be invited to handle the subject matter. The Regional Extension Offices are encouraged to develop their expertise in this area.
- d. A briefing and orientation shall be conducted for the pool of resource persons prior to the full implementation of the Program.
- e. The training shall be conducted by the pool of resource persons starting June 2023.
- f. A Calendar of Training shall be prepared by each Regional Extension Office. A soft copy of the calendar shall be furnished the Office of the Chairperson, Office of the Administrator, and the Cooperative Research, Information, and Training Division (CRITD). The Training Calendar shall be posted in the CDA Website and social media platform of the Regional Extension Office.
 1. There will be a uniform course outline for the training which will be conducted for eight (8) days. The course outline is attached as Annex A.
 2. A maximum of thirty (30) participants per batch shall be observed.
 3. A Pre and Post-test shall be administered before and after the training, respectively.
 4. The training shall be delivered face-to-face.
 5. The expenses to be incurred in this Program should be subject to the agreement between the concerned LGU and the Regional Extension Office.
 6. The Secretariat of the Regional Extension Offices shall maintain the following documented information:
 - Monthly Training Calendar
 - Attendance Sheet of each training batch conducted
 - Participants' profile
 - Training Feedback Form for each training batch conducted
 - Copy of training presentations and Program of activities
 - Activity photos
 - Training Reports of CDOs stated in Section VIII of this issuance.
 7. Participants are only allowed one (1) absence provided that they will attend the make-up class and pass the post-test.

8. For CDOs who have previously completed a training on the subject matter, equivalency is accepted, provided that they submit documentary evidence. Provided further that they shall take and pass an assessment test to be administered by the Authority.
9. A Certificate of Completion signed by the Regional Director, by Authority of the Chairperson, shall be awarded to a participant who completes and pass the training.
10. A simple but fitting graduation ceremony shall be conducted after each training batch.
11. A Certificate of Authority signed by the Regional Extension Office Director, by authority of the Chairperson, shall be given to the CDO who complied with the requirements stated in Section VI of this issuance.

Section X. Monitoring and Evaluation

There shall be random monitoring checks to be conducted by representatives of the Authority to verify compliance with the Guidelines and determine the areas to further improve the Program.

Section XI. Continuing Education

All certified trainers (CDOs) under this Program shall be required to undergo enhancement courses as may be prescribed by the Authority.

Section XII. 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 to the Office of National Administrative Register (ONAR).

Approved by the CDA Board of Directors (BOD) on April 12, 2023 per BOD Resolution No. 252, Series of 2023.

Issued this 16th day of May, 2023.

FOR THE CDA BOARD OF DIRECTORS


USEC. JOSEPH B. ENCABO
Chairperson

Annex A

Training Course Outline for Cooperative Development Officers (CDOs) Certification Course (64 hours or 8 days)

Subject Matter	Number of Hours	Responsible Office (RP)
Introduction	2	
➤ Background		
➤ Role of the CDOs Pursuant to RA 11535		
➤ Promoting, Forging, Managing and Sustaining a Working Partnership Between the CDA, LGUs, and Cooperatives		CDA
Basic Course on Cooperatives		
Fundamentals of Cooperative	17	CDA
➤ Origin, Philosophy and Concepts of Cooperatives		
• The Why, What, and How of Cooperatives		
➤ Cooperative Values, Principles & Practice		
➤ The Cooperative Difference		
➤ Cooperative Laws / Salient Provisions of Cooperative Laws (micro)		
• The Cooperative Code of 2008 (RA 9520) and its IRR		
• The Cooperative Development Authority Charter of 2019 (RA 11364) and its IRR		
• The CSF Act (RA 10744)		
Cooperative Management and Governance	17	CDA
➤ Principles and Practice of Good Governance in Cooperatives		
• Including Definition, Benefits, Characteristics of Good Governance, the Governance Architecture, Preventing Abuses in Cooperative Governance		
• Board-Manager Relationship		
• Cooperative Structure –		
• Duties and Responsibilities of Officers		

<ul style="list-style-type: none"> • Managing Successful Meetings 		
<ul style="list-style-type: none"> ➤ Operation and Management of Cooperatives 		
<ul style="list-style-type: none"> • Importance of Financial Management, Personnel Management, Marketing, Production or Technical Aspects – • Allocation and Distribution of Net Surplus • Overview of Ethical Standards in Cooperatives – can this be included in the duties and responsibilities of officers • Performance and Measurement (Balance scorecard) 		
<ul style="list-style-type: none"> ➤ Relevant Laws Affecting Cooperatives 		
<ul style="list-style-type: none"> • Labor Law (Social Security; Pag-Ibig; Income Tax; Retirement Act) • LGU permits, business permits, fees and charges • Administrative compliance • CDA Reportorial Requirements • Certificate of Tax Exemption • Compliance with Anti-Sexual Harassment Law (Committee on Decorum and Investigation) • Secondary Licenses (BSP, IC, LTFRB, NWRB, NHA, etc.) • Other laws affecting specific type of cooperative (e.g. housing, insurance, banks, transport, water service, labor service, etc.) if applicable 		
<ul style="list-style-type: none"> ➤ Overview of Social and Economic Standards for Cooperatives – Part of the reportorial requirements. 		
<ul style="list-style-type: none"> • Social Audit of cooperatives 		

<ul style="list-style-type: none"> • Economic (Performance Audit) 		
Training Methodology	28	External Experts; CDA
<ul style="list-style-type: none"> ➤ Education and Training as a Principle of Cooperatives <ul style="list-style-type: none"> • Adult Learning and Teaching 		
<ul style="list-style-type: none"> ➤ Training for Cooperative Development <ul style="list-style-type: none"> • Components of a Training Cycle • Training Needs Assessment • Training Design <ul style="list-style-type: none"> ○ Objectives ○ Content/Curriculum ○ Training methodology ○ Training materials • Training Delivery/ Implementation • Training Evaluation 		
<ul style="list-style-type: none"> ➤ Cooperative Training Skills and Techniques <ul style="list-style-type: none"> • Focus on the Content <ul style="list-style-type: none"> ○ Training and activity design Formulation • Focus on the Trainer <ul style="list-style-type: none"> ○ Effective trainer qualities ○ Effective presentation skills ○ Effective facilitation skills 		