

# PRIMER

## TO THE COOPERATIVE DEVELOPMENT AUTHORITY



The Cooperative Development Authority (CDA) was created under Republic Act 6939 and strengthened under RA 11364, otherwise known as the CDA Charter of 2019 to carry out the provisions of RA 9520, the Philippine Cooperative Code of 2008, RA 10744, the Credit Surety Fund Cooperative Act of 2015 and their respective Implementing Rules and Regulations (IRR).

As the lead Agency in the development and regulation of cooperatives, it is mandated to promote the viability and growth of cooperatives as instruments of equity social justice and economic development. The State recognizes the CDA as primarily responsible for the institutional development and regulation of cooperatives through partnership with the cooperative sector and the academe.

### MANDATE :

The CDA is mandated to promote the viability and growth of cooperatives as instruments of equity, social justice and sustainable economic development.

### VISION :

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

### CORE VALUES:

Excellence, Commitment, Integrity and Teamwork (ExCITe).

### MISSION :

To ensure the safe and sound operation of cooperatives

### CDA Quality Policy

As the government Agency mandated to promote the viability and growth of cooperatives as instruments of equity, social justice and sustainable economic development towards greater responsiveness to the attainment of the country's development goals, the CDA is committed to:

**C**ontinually enhance the quality of its programs and services for the development of cooperatives and protection of the members and the general public;

**D**eliver prompt services to the public, following a culture of excellence, professionalism and integrity; and

**A**ct in accordance with law and public policy.

In line with these commitments, CDA will continue to give priority to capacity building to ensure that its human capital is knowledgeable, highly skilled and creative, as well as imbued with positive work ethics and spiritual values.

These, it will pursue with the goal of improving service delivery in the name of transparency, accountability and quality service.

### Powers, Functions and Responsibilities

It has 37 enumerated powers, functions and responsibilities grouped under four major categories, namely:

- Developmental
- Registration and Regulation
- Quasi-judicial
- Institutional Strengthening

## DEVELOPMENTAL

- Administer all grants and donations exclusively intended for cooperatives coursed through the Authority for cooperative development, without prejudice to the right of cooperatives to directly receive and administer such grants and donations upon agreement with the grantors and donors thereof;
- Develop 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 their 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;
- Recognize sectoral apex organizations and a national alliance representing all types and categories of cooperatives which shall function as the overall consultative and coordinating body with the Authority, for this purpose, the pertinent provisions of RA No. 9520 are hereby amended accordingly, and the Authority shall issue the necessary implementing rules and regulations (IRR) for this provision;
- Establish a consultative mechanism in order to provide the cooperative sector a system to ensure participation on matters concerning government plans, programs, and policies affecting cooperatives;
- Coordinate with the provincial, city, or municipal cooperative offices the adoption and implementation of national plans, programs and policies of cooperative development, and to establish partnership in the promotion organization, and development of cooperatives within the jurisdiction of the local government units;
- Establish the formation and organization of cooperative development councils in the national, regional, provincial, city and municipal levels in order to provide the cooperative movement a system for policy consultation and program coordination in accordance with the guidelines to be prescribed by the Authority;
- Collaborate with concerned agencies that can provide technical, professional, marketing assistance including trainings on transfer of technology to ensure the viability, growth, competitiveness and innovativeness of cooperatives giving special concern to agrarian reform, agriculture, fishery and the economically depressed sectors;
- Provide assistance on cooperative product development and facilitate their marketing both in the domestic and international market in coordination with the concerned agencies;
- Designate a representative in the regional development council (RDC) and in its sectoral committees, as a regular voting member thereof;
- Establish linkages with the academe and other institutions, both local and international, for education, training and research for cooperatives;

- Formulate, adopt and implement an educational and technological exchange program both in domestic or international levels; and
- Formulate, adopt and implement a standard of training for cooperative officers or members which shall focus on basic cooperative principles and values, good governance, business and entrepreneurial management, human resource management, risk management, conflict management, and technical skills required for the efficient and effective operations of the cooperatives;
- Require the submission of annual reports, audited financial statements and such reports in compliance with RA No. 9520, in such forms as may be prescribed by the Authority;
- Promulgate and issue guidelines on the specific use and utilization of statutory funds and obligations that will achieve the real intent and spirit of establishing such funds and obligations for the benefit of the cooperatives and communities they serve;
- Prescribe and collect reasonable fees, fines or charges in the performance of its registration and regulatory functions;

## REGISTRATION AND REGULATION

- Register all cooperatives including amendments to the articles of cooperation and by-laws (ACBL), division, merger, and consolidation;
  - Authorize the establishment of branch and satellite offices of cooperatives; and
  - Issue certificate of recognition to organized laboratory cooperatives.
  - Exercise supervision and jurisdiction over all types and categories of cooperatives registered with the authority;
  - Develop and formulate, in consultation with the cooperative sector and other concerned institutions, appropriate regulations, standards, rules, orders, guidelines and/or circulars to implement this act and RA No. 9520 to ensure the effective and sound operation of cooperatives;
  - Compel the cooperative to call a general or representative assembly, as deemed necessary, under the supervision of the Authority with the participation of their respective cooperative federations or unions, subject to the criteria or conditions to be defined in the implementing rules and regulations issued for this purpose; and
  - Conduct regular inspection or examination of a cooperative in accordance with the rules and regulations promulgated by the Authority and, when deemed necessary, conduct examination and investigation to protect the interest and welfare of the members of cooperatives and the general public.
- For this purpose, cooperative federations, unions, local government units (LGUs), cooperative development offices (CDOs), and the alliance of cooperatives representing all types and categories of cooperatives as the consultative and coordinating body of the Authority, may be requested by the Authority to assist in the inspection and examination of cooperative.

- Create an information system from the reports and other documents submitted by cooperatives;
- Adopt and implement a dispute resolution mechanism that will settle conflicts between and among members, officers, and directors of cooperatives, and between and among cooperatives in accordance with Article 137 of R.A. No. 9520, which amended R.A. No.9285, otherwise known as the "Alternative Dispute Resolution Act of 2004". However, in case of election related issues, the aggrieved party may elevate the case for adjudication to the Authority without undergoing through the alternative dispute resolution;
- Issue cease and desist orders to cooperatives and responsible parties specified under Article 137 of R.A. No. 9520, and such other orders and notices to preserve the assets and documents of the cooperatives subject of the dispute or litigation;
- Order the suspension or cancellation of the Certificate of Registration of cooperatives and/or the revocation of the Letter of Authority and/or Certificate of Authority to establish and operate satellite or branch offices, respectively, after due notice and hearing for non-compliance with lawful orders, rules and regulations of the Authority, including the articles of cooperation and by-laws of the cooperative subject to the conditions as defined in the implementing rules and regulations of this Act; and
- Order the dissolution and liquidation of cooperatives as well as the transfer of all or substantially all of their assets and liabilities.
- Conduct investigations, file necessary charges, discipline, suspend and/or remove erring officers and members of the cooperative for violation of cooperative laws, rules, regulations, issuances of the Authority, the articles of cooperation and by-laws, after due process, and direct the general assembly to replace the suspended/removed officers, in accordance with the rules and regulations as may be promulgated by the Authority;
- Hear and decide inter-cooperative and intra-cooperative disputes, controversies and/or conflicts, without prejudice to filing of civil and/or criminal cases by the parties concerned before the regular courts: provided, that all decisions of the Authority are appealable directly to the Court of Appeals
- Issue subpoena ad testificandum and subpoena duces tecum for the parties to appear and produce documents in any proceedings of the Authority and in appropriate cases, order the examination of all documents, papers, files and records of any cooperative or person under investigation as may be necessary for the proper disposition of cases before it;
- Implement and enforce its decision and orders with the assistance of deputized law enforcement agencies or the local government unit concerned as may be necessary;
- Cite for contempt any person guilty of misconduct in the presence of the Authority which seriously interrupts any hearing or inquiry and impose a fine of not more than five thousand pesos (php5,000.00) or imprisonment of not more than ten (10) days, or both. acts constituting indirect contempt as defined under rule 71 of the rules of court shall be punished in accordance with the said rule;



## INSTITUTIONAL STRENGTHENING

- Establish and maintain a continuing educational and capability-building program for the Authority.
- Exercise such other powers and functions as may be necessary to implement the provisions of RA No. 11364 and of RA No.9520.

## GOVERNANCE AND ADMINISTRATIVE

The CDA has a Board of Directors, which is the collegial policy-making body of the Authority. The Board is composed of the Chairperson with the rank and privilege of an Undersecretary with six (6) Board members with the rank and privilege of Assistant Secretary all of whom shall be appointed by the President of the Philippines. There shall be one (1) member of the Board of Directors from each of the following clusters:

- Credit and Financial Service, Banking and Insurance
- Consumers, Marketing, Producers and Logistics
- Human Services: Health, Housing, Workers and Labor Service
- Human Services: Health, Housing, Workers and Labor Service
- Education and Advocacy
- Agriculture, Agrarian Reform, Aquaculture, Farmers, Dairy and Fisherfolk; and
- Public Utilities, Electricity, Water, Communications and Transport



The Secretaries of the Department of Trade and Industry (DTI) and the Department of Interior and Local Government (DILG) shall serve as ex-officio members of the board.

A Board Member has a term of six (6) years, without reappointment. The Chairperson or a member of the board who has served the unfinished term of the one succeeded and has served for less than one-half of the full term shall be eligible for reappointment.

It has five (5) Service Units each headed by a Deputy Administrator, namely:

- Registration, Supervision and Examination Service
- Institutional Development Service
- Legal Affairs Service
- Credit Surety Fund Service
- General Administration and Support Service

The CDA Head Office is located in the National Capital Region with sixteen (16) Regional Extension Offices across the country.

# COOPERATIVE DEVELOPMENT AUTHORITY

## Regional Extension Offices

### NCR

Lower G/F EDSA Grand Residences,  
No. 75 Corregidor St. corner EDSA,  
Bgy. Ramon Magsaysay, Quezon City  
(02)8332- 0019

### CAR

4th Floor Lyman Ogilby Centrum,  
#358 Magsaysay Ave. Baguio City  
(074) 422-0038

### Region I

3rd Floor Siapno Building,  
Perez Blvd., Brgy.  
Pogo Chico, Dagupan City,  
Pangasinan 2400  
(075)522-8285

### Region II

No. 7 Dalan na Pagayaya  
corner Pavvurulun,  
Regional Government Center,  
Carig Sur, 3500  
Tuguegarao City, Cagayan  
(078)377-1173

### CDA HEAD OFFICE

827 Aurora Blvd., Brgy.  
Immaculate Conception, 1111  
Quezon City, Philippines  
(02) 8725-3764

### Region III

Diosdado Macapagal  
Government Center,  
Brgy. Maimpis,  
City of San Fernando,  
Pampanga  
(045)963-5107

### Region IV-A

2nd flr Hectan Penthouse  
Building, Chipeco Avenue,  
Brgy. Halang,  
Calamba City 4027  
(049)545-1486

### Region IV-B

2nd floor, Bocofamco Bldg.,  
Ubas St. Corner Durian St.  
Brgy. Lalud, Calapan City,  
Oriental Mindoro  
(043)288-7595

### Region V

Civic Center Cmpd.,  
Maria Cristina St.,  
Dayangdang Naga City  
(054)473-9053  
(054)205-0498

### Region VI

Valencia St., Leganes,  
Iloilo 5003  
(033)329-2055  
(033)524-8089  
(033)524-8090

Region VII

2/F Cooperative Bank of Cebu  
Bldg., M. Velez St., Cebu City  
(032)268-2849  
(032)263-5425

Region VIII

New Bus Terminal Compound,  
Brgy. 91, Abucay, Tacloban City  
0915-8839817

Region IX

2/F Bance Bldg., P. Urro St.,  
San Jose District  
7016 Pagadian City  
(062)925-0181

Region X

Macapagal Drive - Crossing  
Canitoan Zone 2, Barangay  
Canitoan, Cagayan de Oro City 9000  
(088)850-1892

Region XI

SPMC Compound, Friendship Road,  
Dumanlas, Buhangin, Davao City  
(082)317-1520

Region XII

CHRLDC Bldg., Apo  
Sandawa Homes III  
9400 Kidapawan City, Cotabato  
(064)521-0342

Caraga Region

3rd Floor, Balebria Bldg.,  
Pili Drive, Butuan City,  
Agusan del Norte  
(085)300-0496



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Printed as of 2023



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ID: 9105070733