



# COOPERATIVE DEVELOPMENT AUTHORITY

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## MEMORANDUM

**TO : ALL CONCERNED**

**SUBJECT : CLARIFICATORY ADVISORY ON SECTION V AND VIII OF MEMORANDUM CIRCULAR NO. 2023-12, SERIES OF 2023, GUIDELINES IN THE IMPLEMENTATION OF THE CERTIFICATION PROGRAM FOR COOPERATIVE DEVELOPMENT OFFICERS (CDO) AND MONITORING OF COMPLIANCE OF CERTIFIED COOPERATIVE DEVELOPMENT OFFICERS**

In relation to the implementation of the Memorandum Circular No. 2023-12 or the Guidelines in the Implementation of the Certification Program for Cooperative Development Officers (CDO) and Monitoring of Compliance of Certified Cooperative Development Officers, the following Sections are hereby clarified:

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

The Authority clarifies that the CDO Trainers refers only to personnel of the LCDO who are members of the Pool of Trainers of the previously accredited LCDOs.

***Section VIII, (a) All CDOs issued a Certificate of Authority shall submit reports.***

The Authority clarifies that Certified Cooperative Development Officers (CDOs) should submit their reports to the head of the Local Cooperative Development Office (LCDO) for consolidation before forwarding the same to concerned CDA Regional Extension Office using the prescribed reporting template.

Approved pursuant to CDA Board Resolution No. 106, S- 2024 dated Feb. 12, 2024.

Issued this 1st day of March 2024.

**USEC. JOSEPH B. ENCABO**  
Chairperson

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