



COOPERATIVE DEVELOPMENT AUTHORITY

827 Aurora Blvd., Service Road, Brgy. Immaculate Conception Cubao, 1111 Quezon City, Philippines

<http://www.cda.gov.ph> helpdesk@cda.gov.ph [CDA Philippines](#)



MEMORANDUM : TO ALL COOPERATIVES

SUBJECT : FURTHER EXTENSION OF THE DEADLINE FOR THE SUBMISSION OF CY2023 REQUIRED REPORTS

DATE : MAY 15, 2024

Due to glitches in the Cooperative Annual Information System (CAIS) which may have caused delays in the submission of report, the Cooperative Development Authority further extends the deadline for the submission of reports until **May 31, 2024** :

Submission of reports shall only be done using the offline CAPR or submission of hard copies of the reports to the CDA Extension Offices following the procedures below:

A. Submission using the Offline CAPR shall follow the procedure in MC 2023-07, Guidelines Governing the Alternative Mode of Submission of Required Reports

To access the Offline CAPR, click <https://sites.google.com/cda.gov.ph/capr/home>

B. Submission of Hard Copies:

Cooperatives who have encountered difficulty in accessing the OFFLINE CAPR, may submit the hardcopies of the following reports to their respective Extension Offices. The forms can be downloaded in the CDA Website through this link:

<https://cda.gov.ph/downloads/cooperative-standard-report-forms/>

1. Cooperative Annual Progress Report
2. Audited Financial Statements
3. Performance Audit Report
4. Social Audit Report
5. List of Officers and Trainings Attended
6. 1st and 2nd Semester Report on Mediation and Conciliation
7. For Electric Cooperatives, the List of Share Capital Certificate Issued to MCOs shall be sent to the email address of the CDA Extension Office having jurisdiction over the cooperative.

Cooperatives who have submitted hard copies are still required to encode their reports using the Offline CAPR within ten (10) days from the issuance of COC.

Cooperatives who have successfully submitted the reports through CAIS but have received a Notice of Deficiency, shall submit their compliance using the URL which will be provided in their email address.

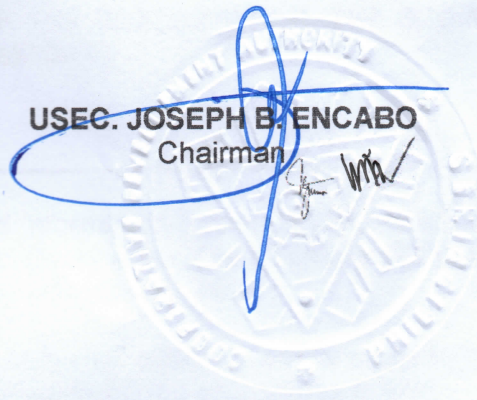
Cooperatives who were able to access the CAIS but have not successfully proceeded in the submission of the reports, shall submit hard copies or through the offline CAPR.



Should you have any clarifications, please contact the CDA Extension Office concerned.

For information and guidance of all concerned.

USEC. JOSEPH B. ENCABO
Chairman



A. Extension of Reporting Dates until 30th June 2021 for the submission of the reports on the subject countries. The reporting period of submission of the reports is:

To access the Online CAPR, click <https://www.dhs.gov/capr> Date

B. Submission of Hard Copies:

Cooperatives who have submitted their reports through the OFFLINE CAPR, are required to submit the hardcopies of the following reports to the Reporting Officers. The lists can be downloaded in the CAPR Website. <https://www.dhs.gov/capr>

1. Cooperative Action Program Report
2. Annual Financial Statements
3. Performance Audit Report
4. Audit Audit Report
5. List of Officers and Trainings Report
6. 1st and 2nd Gender Report on Member and Leadership
7. For Training Cooperatives, the List of Short Course Certificate issued to MYOs shall be sent to the email address of the CDA Extension Office. capr@hhs.gov over the weekends.

Cooperatives who have submitted hard copies are still required to update their reports using the Online CAPR, within 90 (NINETY) days from the issuance of CAPR.

Cooperatives who have successfully submitted the reports through CAPR but have received a notice of deficiency, shall submit their compliance using the URL, which will be provided in their email address.

Cooperatives who were able to update the CAPR but have not successfully provided in the submission of the reports, shall submit hard copies or through the online CAPR.