



COOPERATIVE DEVELOPMENT AUTHORITY

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TO: ALL EXISTING ACCREDITED COOPERATIVE EXTERNAL AUDITORS (CEAs)

ADVISORY

In view of the challenges being experienced by the COOPERATIVE EXTERNAL AUDITORS (CEAs) using the Accreditation Facility Information System (AFIS) in the submission of required documents for the renewal of accreditation as external auditors, the Authority has created an **alternative mode of submission of application for renewal of accreditation of the CEAs both for individual and firm by using a Google Form**. Included in this advisory is the guidelines on how to accomplish the said form.

Please be informed that the AFIS is still operational and can still accept applications for **initial accreditation**. For the signing partner/s of an Auditing Firm who is/are not yet accredited by the Authority, they shall submit their application using the AFIS.

The abovementioned alternative mode of submission is approved by virtue of **CDA Board Resolution No. 687, S-2024** which shall take effect immediately.

For the information and guidance of all concerned.

Signed this 4th day of November, 2024.

USEC. JOSEPH B. ENCABO
Chairman



GUIDELINES

The following are the guidelines that the CEAs need to consider in processing the renewal of their accreditation using the Google Form:

1. The CEA must access the assigned google form link; there will be a separate link for each regions where the CEA is residing (please see the link below);
2. The CEA must prepare all the soft copies of the required documents based on Section 3 of CDA Memorandum Circular 2023-05:
 - Valid PRC ID
 - Valid Certificate of Accreditation with the PRC-BOA
 - Current PTR issued by the local government
 - Valid Certificate of Membership in Good Standing with PICPA or its Chapter
 - Certificate of Training equivalent to 24 hours of required training for renewal as provided in Section 5 of the abovementioned circular
 - Previous Certificate of Accreditation issued by the CDA
 - List of cooperative clients and years audited (See Annex 1.1 of the abovementioned circular)
 - Certification from at least one (1) micro cooperative that the CEA has provided audit service or accounting services free if charge in accordance with Section of the abovementioned circular
3. **All soft copy documents must be uploaded in a PDF format** and must rename the file using their surname and the file, e.g. Dela Cruz_PRC ID.
For multiple documents, such as Certificates of Attendance to Training, the file must be in a continuous PDF format
 - List of Audited Cooperatives (File Name: Dela Cruz_Audited Cooperatives)
 - PRC ID (File Name: Dela Cruz_PRC ID)
 - Certificate of Accreditation from PRC-BOA (File Name: Dela Cruz_PRC-BOA)
 - Certificate of Good Standing (File Name: Dela Cruz_CGS)
 - Previous Certificate of Accreditation from CDA (File Name: Dela Cruz_CA-CDA)
 - PTR (File Name: Dela Cruz_PTR)
 - Pro-bono Service (File Name: Dela Cruz_Pro-bono)
 - Certificate of Attendance to Trainings (File Name: Dela Cruz_Trainings)
 - Proof of Payment (File Name: Dela Cruz_Payment)
4. For list of Audited Cooperatives, the CEA must include the last two (2) accreditation period;
5. Secure an Order of Payment at the concerned CDA Extension Office for payment of Application Fee for Accreditation.
 - Php 1,500.00 for Individual-Renewal
 - Php 3,000.00 for Auditing Firm-Renewal

6. To reiterate, this alternative mode of submission is only applicable for CEAs who will renew their individual and auditing firm accreditation;

7. Google Form Links:

For Individual-Renewal CEA

- NCR - <https://forms.gle/fS6BXZXxwR3bvD3y7>
- CAR - <https://forms.gle/XWDGgs3TWHgAQyfa9>
- Region 1 - <https://forms.gle/niVq6411Jc9snUxW6>
- Region 2 - <https://forms.gle/oVQTTL4iqvy6P2js9>
- Region 3 - <https://forms.gle/4UQDkuJhWCPHQUUn9>
- Region 4A - <https://forms.gle/StqXf4rsKKfZDGVW8>
- Region 4B - <https://forms.gle/NRz1Sd1vP9hUhs5S6>
- Region 5 - <https://forms.gle/Up2FghkckmuWGK3KA>
- Region 6 - <https://forms.gle/55uN9dYNBM4y4Gj47>
- Region 7 - <https://forms.gle/yhH4LQEw3MCbkeT47>
- Region 8 - <https://forms.gle/RkqiidByAniosRQ39>
- Region 9 - <https://forms.gle/gEiDQtSzc62k3RzFA>
- Region 10 - <https://forms.gle/FgFHh6MZ1ryzKqSX8>
- Region 11 - <https://forms.gle/kh5attzmtAdjh5GV9>
- Region 12 - <https://forms.gle/y76pvyxQLU9xwCQP8>
- Region 13 - <https://forms.gle/sgdvWdCUNrEtvM1G7>

For Auditing Firm-Renewal

- NCR - <https://forms.gle/Gk35sKtdFNoRtUf49>
- CAR - <https://forms.gle/Ai4ndoGEtjQvrJcr9>
- Region 1 - <https://forms.gle/QZB3uzUxJz8TDKLb7>
- Region 2 - <https://forms.gle/PodhGVUzH1XDLgTJ6>
- Region 3 - <https://forms.gle/DTrVTc6ubPUXsQ86A>
- Region 4A - <https://forms.gle/SNk9gqzimVffqzKD7>
- Region 4B - <https://forms.gle/vrHaybSE6dsXBr6R7>
- Region 5 - <https://forms.gle/UnpdLW2vfJjgJDQi7>
- Region 6 - <https://forms.gle/rbqfgGobachHB8ydy7>
- Region 7 - <https://forms.gle/YZWw8jGFybyeR3qt8>
- Region 8 - <https://forms.gle/s6gWbiGSxz3jh9rT9>
- Region 9 - <https://forms.gle/L5ijLu9d2Wtg8N4X6>
- Region 10 - <https://forms.gle/2WRESq1RUiWcT2bs7>
- Region 11 - <https://forms.gle/29rkDe8kqiGfaQrK9>
- Region 12 - <https://forms.gle/JVTXiNHZfVrrP1Bv9>
- Region 13 - <https://forms.gle/ndRQBUQ7Q9xMJK3XA>

8. For queries and other related concerns, you may email us at: sed@cda.gov.ph