



# 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



## 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 of 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/XWDGqs3TWHgAQyfa9>
- Region 1 - <https://forms.gle/niVq6411Jc9snUxW6>
- Region 2 - <https://forms.gle/oVQTTL4iqvy6P2js9>
- Region 3 - <https://forms.gle/4UQDkuJhWCPHQUUn9>
- Region 4A - <https://forms.gle/StqXf4rsKKfZDGWV8>
- 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/SNk9ggzimVffqzKD7>
- Region 4B - <https://forms.gle/vrHaybSE6dsXBr6R7>
- Region 5 - <https://forms.gle/UnpdLW2vfJgijDQi7>
- 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/ndRQBQU7Q9xMJK3XA>

8. For queries and other related concerns, you may email us at: [sed@cda.gov.ph](mailto:sed@cda.gov.ph) or [cea@cda.gov.ph](mailto:cea@cda.gov.ph)