



Republic of the Philippines  
OFFICE OF THE PRESIDENT  
COOPERATIVE DEVELOPMENT AUTHORITY

M.C. NO. 03, S-1996

**MEMORANDUM CIRCULAR**

**TO : ALL REGISTERED AND CONFIRMED COOPERATIVES  
COOPERATIVE FEDERATIONS AND UNIONS  
LABORATORY COOPERATIVES**

**SUBJECT: NOTICE OF SUBMISSION OF ANNUAL REPORTS  
AND AUDITED FINANCIAL STATEMENTS**

YOU ARE HEREBY NOTIFIED THAT UNDER ARTICLE 54, RA 6938, YOU ARE MANDATED TO SUBMIT YOUR RESPECTIVE ANNUAL REPORTS AND AUDITED FINANCIAL STATEMENTS WITHIN SIXTY (60) DAYS FROM THE CLOSE OF YOUR COOPERATIVE'S FISCAL YEAR.

YOUR ANNUAL REPORTS AND AUDITED FINANCIAL STATEMENTS IN QUADRUPPLICATE SHALL BE SUBMITTED TO THE COOPERATIVE DEVELOPMENT SPECIALIST (CDS II) ASSIGNED IN YOUR RESPECTIVE CONGRESSIONAL DISTRICT.

NON-SUBMISSION OF YOUR ANNUAL REPORT AND AUDITED FINANCIAL STATEMENTS SHALL BE GROUNDS FOR REVOCATION OF YOUR AUTHORITY TO OPERATE AS A COOPERATIVE.

FOR COMPLIANCE.

FEBRUARY 12, 1996, QUEZON CITY, METRO MANILA.

  
EDNA E. ABERILLA  
Chairperson