

**[CDA MEMORANDUM CIRCULAR NO. 2013-01,
February 07, 2013]**

**REVISED GUIDELINES IN THE ORGANIZATION, STRUCTURE AND
OPERATION OF THE COOPERATIVE DEVELOPMENT COUNCILS**

**PART I
GENERAL PROVISIONS**

Section 1. TITLE. This Memorandum Circular shall be known as the "**Revised Guidelines in the Organization, Structure and Operation of the Cooperative Development Councils (CDCs)**".

Section 2. POLICY FRAMEWORK.

- 2.1 The creation, organization, operation and functions of the different CDCs at the various levels shall be in accordance with the intention and purpose of Executive Order No. 95 (EO 95) entitled "DESIGNATING THE COOPERATIVE DEVELOPMENT AUTHORITY (CDA) AS THE LEAD GOVERNMENT AGENCY ON COOPERATIVE PROMOTION, DEVELOPMENT, REGULATION AND CALLING ON ALL GOVERNMENT AGENCIES WITH COOPERATIVE PROGRAMS TO COORDINATE THESE WITH THE COOPERATIVE DEVELOPMENT AUTHORITY (CDA) AND FOR OTHER PURPOSES".
- 2.2 The organization of the councils shall embody and highlight the partnership and resource sharing between the cooperative sector and the government sector.
- 2.3 The Councils in the various levels as organized herein shall serve as mechanism for collaboration, consultation and coordination in the implementation of various cooperative programs and projects implemented by all government branches, instrumentalities subdivisions and agencies in partnership with the cooperative sector.
- 2.4 No activities shall be conducted by the council that will compete with the business of the cooperative federations and unions, and training providers.

Section 3. DEFINITION OF TERMS

- a) **National Coordinating Committee on Cooperative Promotion and Development (NCCCPD)** – The committee composed of the representatives of government branches, instrumentalities, subdivisions and agencies including government financial institutions with cooperative programs as mandated by EO 95, whose membership shall be identified by CDA. This committee shall be chaired by CDA.
- b) **Cooperative Development Councils** – shall refer to consultative bodies on cooperative programs and projects created and organized in

the national, and various regional, provincial, city and municipal level pursuant to EO 95.

- c) **League** – shall refer to the respective League of Governors, Mayors, Cooperative Development Officers of the Philippines, and such other leagues as may be created and recognized pursuant to RA 7160, the Local Government Code of the Philippines.
- d) **Cooperative Development Office** – shall refer to the cooperative development office, division or section/unit established or designated by the different provincial, city or municipal governments.

PART II MANDATE AND RESPONSIBILITIES OF THE COUNCILS

Section 4. POWERS AND FUNCTIONS OF THE COUNCILS.

- 1) To coordinate, harmonize and monitor the implementation of various cooperative development plans, programs and projects of NGAs, GFIs, LGUs, and NGOs within the areas of such Councils;
- 2) To operationalize and monitor the Philippine Cooperative Medium Term Development Plans (PCMTDP) through the collective efforts of all sectors and to develop such mechanism as may be required in line with the PCMTDP;
- 3) To share resources (financial, supplies and equipment, manpower) towards the full realization of such development plans;
- 4) To support, assist, and participate in the holding of cooperative activities such as but not limited to the celebrations of cooperative month, scheduled cooperative congress and summits; and
- 5) To promote actively and strongly endorse the observance at all times of the universally cooperative principles as enshrined in the Cooperative Code in the performance of the above functions.

PART III STRUCTURE AND ORGANIZATION OF THE COUNCILS

Section 5. COMPOSITION OF THE COUNCILS

Section 5.1. NATIONAL COOPERATIVE DEVELOPMENT COUNCIL (NCDC)
which shall be composed of:

- a) Members of the National Coordinating Committee on Cooperative Promotion and Development as identified by the CDA
- b) National President of the following Leagues or their duly authorized representative:
 - b.1) League of Provinces of the Philippines
 - b.2) League of Vice-Governors of the Philippines
 - b.3) League of Cities of the Philippines
 - b.4) League of Municipalities of the Philippines
 - b.5) Vice-Mayors League of the Philippines
 - b.6) Provincial Board Members League
 - b.7) Philippine Councilors League
 - b.8) Liga ng mga Barangay
 - b.9) League of Cooperative Development Officers of the Philippines

- c) Chairperson of the various Regional Cooperative Development Councils (RCDCs)
- d) Chairperson of the Philippine Cooperative Center
- e) Chairperson of tertiary cooperatives or their duly authorized representative
- f) Official representative of other organizations with cooperative development programs as identified by the CDA

Section 5.2. REGIONAL COOPERATIVE DEVELOPMENT COUNCIL (RCDC), which shall be composed of the following official representatives or their duly authorized representatives:

- a) Regional Director of National Government Agencies
- b) Regional Manager/Area Manager of government financial institutions
- c) Chairperson of Regional Development Council
- d) Provincial Cooperative Development Officer
- e) City Cooperative Development Officer for chartered cities
- f) Chairperson of the Provincial Cooperative Development Councils (PCDCs)
- g) Chairperson of the City Cooperative Development Councils (CCDCs) of chartered cities
- h) Chairperson of national/regional secondary cooperatives;
- i) Official representative of other NGOs/academe with cooperative programs as identified by the CDA

For the National Capital Region, RCDC shall be composed of the following official representatives or their duly authorized representatives:

- a) Regional Director of National Government Agencies
- b) Regional Manager/Area Manager of government financial institutions
- c) Chairperson of Regional Development Council
- d) City/Municipal Cooperative Development Officers
- e) Chairperson of national/regional secondary cooperatives;
- f) Official representative of other NGOs/academe with cooperative programs as identified by the CDA

Section 5.3. PROVINCIAL COOPERATIVE DEVELOPMENT COUNCIL (PCDC), which shall be composed of the following official representatives or their duly authorized representatives:

- a) Provincial Director of National Government Agencies
- b) Designated/or assigned officer of any government agency which does not have any established Provincial Office
- c) Chairperson of Provincial Development Council
- d) Provincial Cooperative Development Officer
- e) Municipal Cooperative Development Officer
- f) City Cooperative Development Officer for component cities
- g) Chairperson of Municipal Cooperative Development Councils (MCDCs)
- h) Chairperson of the City Cooperative Development Councils (CCDCs) (component cities)

- i) Chairperson of the Committee on Cooperative at the Sangguniang Panlalawigan
- j) Chairperson of provincial cooperative federation and unions
- k) Chairperson of City cooperative federation and unions (component cities)
- l) Official representative of other NGOs with cooperative programs as identified by the CDA

Section 5.4. CITY COOPERATIVE DEVELOPMENT COUNCIL (CCDC), which shall be composed of the following official representatives or their duly authorized representatives:

- a) Official representative of National Government Agencies with cooperative programs including government financial institutions (GFIs) operating within the city;
- b) Chairperson of the City Development Council
- c) City Cooperative Development Officer
- d) Chairperson of the Committee on Cooperatives at the Sangguniang Panlungsod
- e) Chairperson of City Cooperative Federations and Union
- f) Chairperson of primary cooperatives in the city
- g) Official representative of other NGOs with cooperative programs as identified by the CDA

Section 5.5. MUNICIPAL COOPERATIVE DEVELOPMENT COUNCILS (MCDC), which shall be composed of the following official representatives or their duly authorized representatives:

- a) Representative of National Government Agencies with cooperative programs including government financial institutions (GFIs) operating within the municipality
- b) Chairperson of the Municipal Development Council
- c) Municipal Cooperative Development Officer
- d) Chairperson of the Committee on Cooperatives of Sangguniang Bayan
- e) Chairperson of the Municipal Cooperative Federations and unions
- f) Chairperson of the primary cooperatives in the municipality
- g) Official representative of other NGOs with cooperative programs as identified by the CDA

Section 6. STRUCTURE OF THE COUNCILS

Section 6.1. OFFICERS OF THE COUNCILS.

- a) Chairperson
- b) Vice-Chairperson
- c) Secretary
- d) Treasurer
- e) Auditor

Such officers shall be elected directly by the members constituting the Councils at their respective level.