

**[CDA MEMORANDUM CIRCULAR NO. 2013-02,
February 02, 2013]**

**SUPPLEMENTAL RULES ON THE TRAINING REQUIREMENTS OF
COOPERATIVE DIRECTORS, OFFICERS AND COMMITTEE
MEMBERS**

Article 44 of the Philippine Cooperative Code of 2008 requires that the trainings of cooperative directors, officers and committee members shall be in accordance with the rules and regulations issued by the Authority.

Accordingly, the CDA under Section 5, Rule 7 of the Implementing Rules and Regulations (IRR) of Republic Act No. 9520 enumerates the initial courses to be undertaken by each elective and appointive officer of a cooperative.

Likewise, Section 6, Rule 7 of the aforesaid Implementing Rules and Regulations of RA 9520 provides that *"The training is required for all cooperative officers. In cases where the incumbent has not undergone the required training program, he/she shall undergo such training within twelve (12) months from the effectivity of this Rule. Non-compliance with the required trainings shall be considered grounds for disqualification for future election or appointment until such time that he/she has complied with all the trainings required for the position."*

To provide a reasonable mechanism for the compliance of the mandatory training requirement, the Authority issued Memorandum Circular No. 2011-27 and Memorandum Circular No. 2012-07.

In addition, to ensure strict compliance therewith, the Authority hereby adopts the following supplemental rules:

1. Inclusion in the Cooperative Election Guidelines. Cooperatives shall include in their election guidelines a policy requiring all officers to comply with the mandatory training requirements and the person responsible to ensure compliance thereof, which shall be the election committee, in case of elective officers, and in the case of appointed officers, the Board of Directors. The guidelines shall also provide for disqualification in case of non-compliance.
2. Notice to the cooperative. Upon a finding that an officer/s of a cooperative has not complied with the required training/s, the Authority shall notify in writing the cooperative of such fact and direct the cooperative to ensure the officers' compliance of the training requirements during their remaining term.
3. Sanctions for non-compliance/failure to comply with the mandatory training.
 - 3.1 For the Cooperative Officers. Failure of the concerned cooperative officer to comply with the training requirement during his/her term shall be a ground for his/her disqualification as future officer of the cooperative in any position until he/she has complied with the required trainings for that position.
 - 3.2 For the Cooperative. Willful failure of the concerned cooperative to