

**[CDA MEMORANDUM CIRCULAR NO. 2011-27,
December 22, 2011]**

**IMPLEMENTATION OF THE TRAINING REQUIREMENTS FOR
COOPERATIVE OFFICERS**

Adopted: 22 December 2011

Date Filed: 03 January 2012

To rationalize the implementation of Rule 7 of the Implementing Rules and Regulations of RA 9520 and in response to the number of requests from the cooperative sector, the following shall govern the staggered implementation of the required trainings to be attended by the officers of the cooperative. This aims to address the concerns of limited resources of cooperatives and the limited number of accredited training providers.

SECTION 1. Legal Basis - Article 44 of RA 9520 and rule 7 of its Implementing rules and regulations, enumerates the minimum training requirements for officers of the cooperative. In line with this, the Authority hereby issues this Memorandum Circular to guide officers of the cooperative to prioritize trainings to be attended to by the officers of the cooperative in compliance with the provisions of the law.

SECTION 2. Identification of Priority Training Courses - Prioritization of training courses to be taken or complied with by the officers of the cooperative shall be in accordance with the matrix described below:

OFFICERS	FIRST YEAR	SECOND YEAR
BOARD OF DIRECTORS	<ul style="list-style-type: none">- Basic Cooperative Course- Cooperative Management & Governance- Financial Management- Policy Development- Leadership and Value and Re-Orientation	<ul style="list-style-type: none">- Conflict Management- Parliamentary Procedures- Strategic Planning- Orientation on Labor and Other Related Laws
Secretary	<ul style="list-style-type: none">- Basic Cooperative Course	<ul style="list-style-type: none">- Parliamentary Procedures