

**[ CDA MEMORANDUM CIRCULAR NO. 2011-26,  
December 12, 2011 ]**

**GUIDELINES ON THE SUBMISSION OF COOPERATIVE'S LIST OF  
OFFICERS AND TRAINING UNDERTAKEN/COMPLETED**

*Adopted: 12 December 2011*

*Date Filed: 03 January 2012*

Pursuant to Section 2 (5) of Rule 8 of the Implementing Rules and Regulations (IRR) of RA 9520, the Authority hereby issued this Circular providing the guidelines on the submission of the cooperative of the list of officers and training undertaken/completed for the reporting year.

This report is in consonance with Section 5, rule 7 of the Irr which provides for the training requirements for the officers of the cooperative.

SECTION 1. Title - This Memorandum Circular shall be known as the "Guidelines in the Submission of Cooperative List of Officers and Training Undertaken/Completed".

SECTION 2. Scope - These guidelines shall apply to all types and categories of cooperatives nationwide.

SECTION 3. Submission of the required report - The report shall reflect the specific names and positions of all the incumbent officers of the cooperative and the trainings these officers have undertaken/completed for the year being reported in compliance to training requirements for cooperative officers.

All the provisions of Rules 8 of the IRR of RA 9520 shall apply relative to the submission of the report on the Cooperative's List of Officers and Training undertaken/ completed;

SECTION 4. Standard Reporting Form - The Standard reporting form called Cooperative Officers Training Form shall be used by the cooperative in the submission of the required report.

SECTION 5. This Memorandum Circular shall take effect upon approval of the CDA Board of Administrators and fifteen (15) days after filing with the Office of the National Administrative Registry (ONAR).

Approved by the CDA Board of Administrators pursuant to Resolution No. 414, s. 2011- dated December 14, 2011

FOR THE BOARD OF ADMINISTRATORS