

**[ CDA MEMORANDUM CIRCULAR NO. 2010-06,  
August 24, 2010 ]**

**GUIDELINES ON THE ACCREDITATION AND REVOCATION OF  
ACCREDITATION OF VOLUNTARY ARBITRATORS IN THE  
COOPERATIVE DEVELOPMENT AUTHORITY (CDA)**

Pursuant to Art. 137 of Republic Act No. 9520, this Authority hereby adopts and promulgates these Guidelines on the Accreditation of Voluntary Arbitrators relative to voluntary arbitration as the primary and exclusive mode for dispute resolution in accordance with the Alternative Dispute Resolution Act of 2004.

SECTION 1. Title – This shall be known as the Guidelines on the Accreditation and Revocation of Accreditation of Voluntary Arbitrators in the Cooperative Development Authority (CDA).

SECTION 2. The following terms are defined as follows:

1. Accreditation - shall refer to a process whereby the qualifications and capabilities of a Voluntary Arbitrators are evaluated in accordance with these guidelines, standards and procedures set forth by the Authority and be included in the list of the CDA qualified Voluntary Arbitrators whose services can be engaged in the settlement of cooperative disputes through voluntary arbitration.
2. Authority - shall refer to Cooperative Development Authority (CDA).
3. Voluntary Arbitration - shall refer to a dispute resolution process wherein any intra/ inter cooperative disputes is settled by a voluntary arbitrator/s chosen by the disputing parties from a list of qualified and accredited arbitrators, who shall decide on the merits of the case by rendering an award.
4. Voluntary Arbitrator/s – shall refer to any authorized employee of the Authority or an accredited private individual chosen by the parties to hear, decide, and render an award in a dispute.

SECTION 3. Nature of Accreditation - The following are the different nature of accreditation.

1. Initial Accreditation – This is granted to an individual who applies and has qualified to be included in the list of CDA Voluntary Arbitrators for the first time, and is evidenced by a Certificate of Accreditation.
2. Renewal of Accreditation – This is granted to an Accredited Voluntary Arbitrator (AVA) whose accreditation is about to lapse and who has filed his/her application for renewal before its expiration and has complied with all the requirements for such renewal.

The accreditation may be renewed within three (3) months prior to its expiration. Voluntary Arbitrators under suspension cannot apply for renewal of accreditation

until such suspension has been lifted and all the qualifications, requirements and corrective action prescribed by the Authority have been complied with.

3. Re-accreditation- This is granted to a Voluntary Arbitrator whose previous accreditation has lapsed or whose subsequent application was denied and has complied with all the requirements for such re-accreditation.

Where the accreditation has lapsed due to the voluntary act of an AVA to evade the consequences of previous violation or adverse findings indicating fraud, as determined by the Authority, the application for re-accreditation shall be denied.

4. Re-instatement of Accreditation - This is granted to a Voluntary Arbitrators whose accreditation has been suspended and is re-instated in the list of Accredited Voluntary Arbitrators after the suspension has been lifted and has complied with all the qualification requirements set forth by the Authority.

#### SECTION 4. Initial Requirements for Accreditation -

1. Qualifications – Any person desiring to become Accredited Voluntary Arbitrator (AVA) shall possess the minimum qualifications for accreditation, as follows:

- a. Must be of legal age;
- b. Must be a Filipino citizen residing in the Philippines;
- c. Must be a holder of at least a Bachelor's degree;
- d. Must have at least two (2) years experience in cooperative operation; and
- e. Must have no pending administrative, civil, or criminal case involving moral turpitude.

2. Documentary Requirements - Applicants for AVA shall submit an application letter to CDA-Central Office, together with the following:

1. An updated bio-data.
2. Two (2) copies of "2 x 2" picture.
3. Certified true copy of Diploma, or Certificate of Admission to the Bar, or Certificate from the Professional Regulation Commission.
4. Certificate of Employment from present employer (if applicable).
5. Affidavit stating that the applicant has no pending administrative, civil, or criminal case involving moral turpitude.

3. Training Requirements – All applicants who have complied with the above requirements shall be required to undergo a pre-accreditation training program to equip them with the basic knowledge, skills and value orientation necessary to perform the responsibilities and function of an AVA.

The training program shall be designed and implemented by the CDA- Cooperative Research and Information Training Division (CRITD).

SECTION 5. Additional Requirements for Renewal/Re-Accreditation/Re-instatement of Accreditation - An AVA may renew/re-accredited/re-instated his/her accreditation upon submission of his/her updated bio-data, affidavit stating that he/she has no pending administrative, civil, or criminal case involving moral turpitude and has undergone all the required trainings for AVA.