

**[CDA MEMORANDUM CIRCULAR NO. 2014-05,
September 01, 2014]**

**GUIDELINES IN THE IMPLEMENTATION OF WEB-BASED
COOPERATIVE ANNUAL PROGRESS REPORT INFORMATION
SYSTEM (CAPRIS)**

*Adopted: 01 September 2014
Date Filed: 08 September 2014*

The Authority hereby promulgates these Guidelines for the proper and accurate encoding, submission, and generation of data in the Cooperative Annual Progress Report Information System (CAPRIS).

**ARTICLE I
PURPOSE**

These Guidelines serve as a policy in the implementation of an efficient and effective computerized system of Cooperative Annual Progress Report (CAPR) submission.

**ARTICLE II
LEGAL BASIS**

These Guidelines are anchored on Section 13 of RA 6939 taken into consideration the following provisions of the law and CDA issuances:

- Art. 53 of R.A. 9520 otherwise known as the Philippine Cooperative Code of 2008; and
- Section 2, Rule 8 of the Implementing Rules and Regulations of RA 9520.

**ARTICLE III
COVERAGE**

These Guidelines shall apply to all types and categories of cooperatives registered with the Authority and its Extension Offices.

**ARTICLE IV
DEFINITION OF TERMS**

As used in this Guideline, the operational definition of the following terms shall be:

1. **ACCOUNT NAME** - shall refer to the designated CDA personnel authorized to use and access the CAPRIS.
2. **AUTHORIZED REPRESENTATIVE** - shall refer to a person designated, in writing, by the cooperative to encode and submit the Cooperative Annual Progress Report to the CDA.
3. **CAPR** - shall refer to the Cooperative Annual Progress Report.
4. **CAPR FORM** - shall refer to the reporting instrument prescribed by the Authority to be secured, filled up and submitted by the cooperatives.

5. **CDS II** – shall refer to the Cooperative Development Specialist II.
6. **CAPRIS** – shall refer to the Cooperative Annual Progress Report Information System.
7. **CAPRIS ADMINISTRATOR** – shall refer to the authorized personnel of the MIS Unit of the CDA-Central Office in-charge with the monitoring and administration of the Cooperative Annual Progress Report Information System.
8. **CIN** – shall refer to the Cooperative Identification Number.
9. **DATA** – shall refer to raw figures, facts, statistics or items of information.
10. **INFORMATION** – shall refer to the processed data.
11. **MIS DESIGNATE** – shall refer to the designated personnel of the Authority to monitor submission of the CAPR.
12. **REQUIRED FIELDS** - shall refer to the mandatory data to be filled up by the cooperatives and to be captured in the system.
13. **PASSWORD** – shall refer to a character string that is used as authentication to access the CAPRIS.
14. **SEU Officer-in-Charge** – shall refer to the designated person of the Authority to act as head of the Supervision and Examination Unit/Section.
15. **SYSTEM UTILITY** – shall refer to the computerized system that determines whether the cooperative submitted the required report.
16. **USER** – shall refer to all authorized persons to enter the system for purposes of encoding, submitting, validating, and generating data from the system.
17. **USERNAME** – shall refer to unique sequence of characters used to identify a user and allow access to CAPRIS.

ARTICLE V

GENERAL FRAMEWORK

Section 1. EMAIL ADDRESS. All registered cooperatives are required to submit an official email address supported with Board of Directors resolution to the official email address of the CDA Extension Office where the principal office of the cooperative is located.

Section 2. ACCESS RIGHTS. The Executive Director through the Director, Legal and Registration Department shall have the Authority to grant/approve and revoke/terminate the use of access code to the users. The identified users of the CAPRIS shall be given particular access code in the system.

- **Cooperative**

1. Encode and submit the required data
2. View encoded data
3. Download and print their respective encoded data

- **CDA Extension Offices**

- A. Regional Director

1. View encoded and consolidated data of cooperatives in their respective regions
2. Download and print the encoded and consolidated data of cooperatives in their respective regions
3. Generate reports

- B. Supervision and Examination Section