

**[CDA MEMORANDUM CIRCULAR NO. 2007-09,
August 23, 2007]**

**JOINT GUIDELINES FOR THE RECOGNITION OF COOPERATIVE
CONCILIATOR-MEDIATOR AND RECOGNITION OF ADR TRAINER**

Pursuant to the approved Program of the Authority on the Implementation of Alternative Dispute Resolution (ADR) Mechanisms, the following guidelines are hereby adopted for the Recognition of Cooperative Conciliator-Mediator and Recognition of ADR Trainer in accordance with Memorandum Circular No. 2007-3, Series of 2007 as per BOA Resolution No. 74-S-2007 dated March 20, 2007 ("Guidelines for the Implementation of Conciliation-Mediation for Cooperative at the CDA) and Section 8 of Republic Act No. 6939, which quoted as follows:

"Upon request of either or both parties, the Authority shall mediate and conciliate disputes within a cooperative or between cooperatives; Provided, That if no mediation or conciliation succeeds within three (3) months from request thereof, a certificate of non resolution shall be issued by the commission prior to the filing of appropriate action before the proper courts"

SECTION 1. Title - These guidelines shall be known as the "Joint Guidelines for the Recognition of Cooperative Conciliator-Mediator and Recognition for ADR Trainer" of the Authority.

SECTION 2. Who is an ADR Service Provider - ADR Service Provider is a group/team of CDA recognized ADR Trainers who will join together for purposes of training the proposed mediators/conciliators and ADR Trainers for the cooperative sector. This includes the Conflict Resolution Group, Inc. (The CoRe Group, Inc.) which has been commissioned by CDA in training the first and second batch of selected CDA personnel and cooperative representatives as ADR mediators and trainers.

SECTION 3. Who may apply for Recognition - Any individual member/employee of a registered Cooperative or person employed, affiliated or connected with duly registered Non-Government Organization (NGO) or Private Institution (PI) who have undergone the training on mediation-conciliation and as ADR trainer conducted by CDA recognized ADR service provider.

SECTION 4. Qualification Requirements for Recognition of Cooperative Conciliator-Mediator - The applicant must:

1. Be Proficient in Cooperative and CDA policies and procedure;
2. Possess a mature disposition and of good moral character, certification of which must be issued by the Board of Directors of the coop where he/she is a member, or equivalent certification issued by a person in

authority (e.g. certificate of employment, barangay certification, etc.);

3. Be Committed to Conciliation-Mediation practice;

4. Successfully completed an ADR Training Program of forty hours (40) classroom training conducted by a CDA or its duly recognized service provider, which at least includes the following modules:

- a. What is Conflict? (with and Exercise)
- b. Victimhood Program
- c. Two Basic Responses of Conflict
- d. Non Adversarial Communication
- e. Conflict Resolution Spectrum
- f. Negotiation
- g. Integrative Negotiation Analysis Framework
- h. What is Mediation?
- i. Process of Mediation
- j. Practice in Triads
- k. Video Showing (e.g. Mapayapa Vendors Association Video)
- l. Establishing Buy-Ins
- m. Impartiality (an Exercise)
- n. Writing a Sturdy Agreement
- o. Exercise in Writing an Agreement
- p. Special Skills of a Mediator

5. Forty (40) Hours of practical internship where at least three (3) cases are handled; and

6. Pass the written and practical assessment administered by CDA or its duly recognized service provider.

SECTION 5. Qualification Requirements for Recognition of Cooperative ADR Trainer -
The applicant must:

1. Be a qualified conciliator-mediator;

2. Have successfully completed an ADR Training of Trainers Program conducted by a CDA or its duly recognized CDA service provider;

3. Upon passing of the CDA Training of Trainers program, the graduate must conduct at least three (3) ADR training programs alone or as part of a team and pass at least one (1) critique made by a peer reviewer or a fellow ADR Trainer.

SECTION 6. Application and Procedures - An application for recognition shall be made in writing and submitted together with the required documents to the concerned Extension Office. The Sr. CDS for Cooperative Research, Information and Training Section (CRITS) in the Extension Office shall evaluate and verify the authenticity of the attached documents. If complete, the Extension Office Director shall recommend the list/s or name/s of the applicant/s to the Board of