



Republic of the Philippines
DEPARTMENT of AGRARIAN REFORM

MEMORANDUM CIRCULAR

No. 08
Series of 2013

SUBJECT: GUIDELINES IN THE CONDUCT OF CDA MANDATORY TRAINING PROGRAMS FOR R.A. 9520 RE-REGISTERED COOPERATIVES UNDER THE DAR-CDA PARTNERSHIP PROGRAM ON STRENGTHENING AND CAPACITY BUILDING OF ARB COOPERATIVES

I. PREFATORY STATEMENT:

Since 1993, the Department of Agrarian Reform (DAR) has been providing interventions and assistance to AR cooperatives in ARCs, as its development partners in propelling the socio-economic growth of the ARBs, with the end of enhancing their dignity and improving the quality of their lives. However, to date, of the 4,150 cooperatives that DAR has been assisting, only 39% or 1,614 ARB cooperatives have complied with the re-registration requirement pursuant to Republic Act (RA) 9520 (The Philippine Cooperative Code of the Philippines) and the remaining 2,484 cooperatives have yet to register.

Under Article 93 of RA 9520, the DAR and CDA have to provide the necessary financial and technical assistance to ARB cooperatives to enable them to discharge effectively the purposes and objectives of the cooperatives. It likewise stipulates the list of 14 CDA-mandatory training programs that each cooperative must undergo as part of its continuing capacity building and cooperative professionalization process.

In recognition of the need to support ARB cooperatives in their effort to sustain their operations and services to their general membership, the DAR and CDA is implementing the Partnership Program on Strengthening and Capacity Building of ARB Cooperatives, which seeks to develop strong and stable cooperatives that are able to harness economic and social opportunities and cope with challenges in order to better serve its members and contribute in improving the quality of life of ARBs, their households and rural women.

This Memorandum Circular contains the mechanics for the conduct of the 14 CDA mandatory training programs, including the procedures and requirements for availing of the training funds under the DAR-CDA Partnership program.

Per approved project document, the following outputs are expected to be generated under this Project:

- 31,500 coop participants trained on mandatory courses stipulated in RA 9520 and other relevant training programs
- 1,200 ARB cooperatives in good standing status

II. IMPLEMENTING GUIDELINES

A. SCOPE AND TIMELINES OF TRAINING:

Per Article 93 of RA 9520, all re-registered cooperatives shall undergo the following CDA mandatory training courses:

- Basic Cooperative Course
- Cooperative Management and Governance
- Rules Formulation
- Parliamentary Procedures
- Leadership and Value Re-orientation
- Strategic Planning
- Basic Accounting for Non-accountants
- Financial Management
- Records Management
- Records Management
- Entrepreneurial and Business Management
- Cooperative Standards
- Audit Management
- Internal Control
- Conflict Management

As much as practicable, DARPOs shall ensure that all officers of 1,614 cooperatives shall undergo the 14 training programs to ensure that the effective and efficient coop operation and management. However, in view of financial constraints, the first round of training to be conducted within the first semester of 2013, will be focused on the following four (4) CDA Mandatory Trainings:

1. Two-day live-out Basic Cooperative Course (BCC);
2. Three-and-a-half day live-in Cooperative Management and Governance (CMG);
3. Three-and-a-half day live-in Financial Management (FM); and
4. Two-day live-out Leadership and Values Re-orientation (LVR)

The second round of training, which will be conducted until December 2013 shall cover the following courses:

- Rules Formulation
- Parliamentary Procedures
- Strategic Planning
- Basic Accounting for Non-accountants
- Records Management
- Entrepreneurial and Business Management
- Cooperative Standards

- Audit Management
- Internal Control
- Conflict Management

A.1 MECHANICS IN IMPLEMENTING THE FIRST ROUND OF TRAINING

1. To maximize fund utilization, provinces with at least nine (9) CDA re-registered cooperatives based on the validated cooperative inventory results shall be covered in the first round of training. All DARPOs shall prioritize nine (9) cooperatives to be provided with the four (4) trainings using the following criteria:
 - Those covered by PBD interventions being implemented at the local level such as ARCESS, CPWASH, and Village Level Production Center Enhancement (VLPCE), etc;
 - Those covered by the ADB-Agrarian Reform Community Program (ARCP) II and ARISP III; and
 - With large number of agrarian reform beneficiary (ARB) members
2. The Agrarian Reform Beneficiaries Organizations (ARBOs) assisted under Credit Assistance Program for Program Beneficiaries Development (CAP-PBD) and Agrarian Production Credit Program (ACPC) are not eligible under this program.
3. All the pre-identified 9 (nine) priority coops shall undergo the four (4) trainings. DARPO should rationalize the conduct of each course by ensuring that an optimum number of participants from the identified cooperatives are covered (e.g., minimum of 66 for BCC, 68 for LVR, 72 for CMG, and between 32-40 participants for FM). A suitable venue shall be selected based on the location of the participating cooperatives.
4. DARPO shall manage the conduct of mandatory training programs through CDA accredited training service providers, the list of which can be secured from the CDA Regional Office. The identified training service providers shall conduct/serve as resource persons for the CMG, LVR and FM.
5. For the BCC however, the DARRO and DARPO may directly conduct the training without engaging an accredited training institution, provided that the RA. 9520 standard curriculum is strictly adopted. It shall be noted that the copy of the standard curriculum is contained in MC No.2011-14 which is downloadable in the official CDA website (www.cda.gov.ph).
6. DARRO shall perform the following functions:
 - Extend the required training-related technical assistance to DARPOs such as: providing list of accredited training service providers, ensuring the number of days and topics discussed per course is based on the CDA standard curriculum; and
 - Field monitoring to ensure that activities programmed by the DARPOs are carried out as planned.

- Together with the Regional CDA counterparts, provide post-training follow-through activities such as field coaching, mentoring, handholding, documentation, and other learning modalities.
7. SSO and BARBD shall also conduct spot monitoring of the field level trainings.
8. DARCO shall transfer funds in the amount of **FOUR HUNDRED THIRTY-THREE THOUSAND SIX HUNDRED FIFTY PESOS (P433,650.00)** per province for the conduct of the following training programs:
- Three (3) batches of live-out BCC involving at least three (3) cooperatives per batch and a minimum of 66 trainees per batch
 - One (1) batch of live-in CMG covering at least 9 (nine) cooperatives per batch and a minimum of 72 trainees per batch
 - Two (2) batches of live-in FM covering 4 (four) to 5 (five) cooperatives per batch and an average of 32-40 trainees per batch
 - Two (2) batches of live-out LVR covering 4 (four) to 5 (five) cooperatives per batch and a minimum of 68 trainees per batch
9. The training fund shall be solely and exclusively used as specified above and shall cover the following cost items, using the following cost parameters:

Live-out 8-hour Training Course	Budgetary Items			TOTAL
	One (1) Lunch and Two (2) Snacks	Supplies & Materials	Honorarium	
Basic Cooperative Course (BCC)	68 (66 pax + 2 RPs) X P200 X 2 days per batch x 3 batches = Php81,600.00	198 pax X P50 per pax X 3 batches = Php9,900.00		Php91,500.00
Cooperative Management and Governance (CMG)	74 (72 pax + 2 RPs) X P200 per pax X 3.5 days = Php51,800.00	72 pax X P50 per pax = Php3,600.00	Php11,000 per day x 3.5 days =Php38,500.00	Php93,900.00
Financial Management (FM)	Batch 1 = 34 (32 pax + 2 RPs) X P200 X 3.5 days =P23,800.00	72 pax X P50 per pax	Php11,000 per day x 3.5 days X 2 batches	

	Batch 2 =42 (40 pax + 2 RPs) X P200 X 3.5 days= P29,400.00 Total = Php53,200.00	= Php3,600.00	= Php77,000.00	Php133,800.00
Leadership & Values Re-orientation (LVR)	Batch 1 = 70 (68 pax + 2 RPs) X P200 X 2 days =P28,000.00 Batch 2 =87 (85 pax + 2 RPs) X P200 X 2 days= P34,800.00 Total = Php62,800.00	153 pax X P50 per pax = Php7,650.00	Php11,000 per day X 2 days X 2 batches = Php44,000.00	Php114,450.00
TOTAL	Php249,400.00	Php24,750.00	Php159,500.00	Php433,650.00

The composition of coop participants per course is shown in **Annex A**.

The average cost of P 11,000.00 that was allotted for honorarium of RPs is based on the average standard cost being charged by CDA accredited service providers per benchmark data generated by BARBD from National Confederation of Cooperatives (NATCCO), Mindanao Alliance of Self-help Societies-Southern Philippines Educational Cooperative Center (MASSPECC), and Visayas Cooperative Development Center (VICTO).

10. The funds to be provided under this program shall be used only for the participation of coop officers. However, the transportation costs that will be incurred by the participating coop officers shall be the counterpart of their respective cooperatives.

The cost of lodging of coop participants and resource persons for the two (2) live-in training courses on CMG and FM shall be shouldered by the concerned DARPOs.

Since DARROs and DARPOs are encouraged to send their technical staff to attend said training events to update themselves on latest coop-related issuances and guidelines, the cost to be incurred by the participating DAR technical staff shall be shouldered by the respective DARROs/DARPOs.

11. Since DARPO is expected to conduct the four (4) training courses within the second quarter of CY 2013, all DARPOs are required to submit the following documentary requirements on or before 15 April 2013:
 - Training plan and budget covering the nine (9) identified priority cooperatives (Please see **Annex B** for the template)

- Training proposal for the four courses based on the CDA standard curriculum/content areas, which can be downloaded in the CDA website as a requirement for fund release. The proposal shall be approved by the DAR Regional Director.
- 12. For those provinces that have conducted any of the four above-cited mandatory training programs within the first quarter of CY 2013, they may reimburse the cost incurred based on approved cost parameters. Reimbursement shall be subject to the submission of a training completion report indicating the number of participants (with attendance sheet as attachment), duly signed by the CARPO of BDCD and noted by the PARO.
- 13. After the completion of the training events, the DARPO shall prepare a training report using the template in **Annex C** and liquidate the said funds using the template attached in **Annex D**.
- 14. DARPO shall integrate the training accomplishments in the quarterly ETPARB report to be submitted to the Planning Service every 10th day of the first month of the ensuing quarter.

B. PROJECT MANAGEMENT


1. DARRO and DARPO shall also spearhead the creation of the Regional/Provincial Working Group (R/PWG), chaired by the DAR Regional Director/ PARO, and members include the CDA Regional Director, RSSD/BDCD CARPO and CDA Finance Staff.

The functions of the R/PWG on the conduct of the mandatory trainings include actual CAPDEV Program implementation, facilitation of collaboration among various institutions, and CAPDEV monitoring and reporting.

2. DARCO shall download the amount of **THIRTY THOUSAND PESOS (P 30,000.00)** to DARRO for the operationalization of the RWG and project management. The cost of field monitoring shall be shouldered by the DARRO.

For your guidance and strict implementation.

Issued in Quezon City APR 10 2013.


VIRGILIO R. DE LOS REYES
Secretary

Department of Agrarian Reform
Office of the Secretary



ARC - 13 - 06190

LIST OF ANNEXES:

Annex A – Composition of Training Participants per Course

Annex B – Template for the Training Plan and Budget

Annex C – Training Report Format

Annex D – Statement of Receipt and Disbursement

Composition of Training Participants per Course

COURSE TITLE	COOP PARTICIPANTS PER RA 9520
Basic Cooperative Course (BCC)	Board of Directors (BOD) – average of 7 per coop Secretary – 1 per coop Treasurer – 1 per coop Audit Committee – 3 per coop Election Committee – 3 per coop Ethics Committee – 3 per coop Conciliation and Mediation Committee – 3 per coop Manager - 1 per coop Total No. of Pax Per Coop = 22
Cooperative Management and Governance (CMG)	Board of Directors (BOD) – average of 7 per coop Manager - 1 per coop Total No. of Pax Per Coop = 8
Financial Management	Board of Directors (BOD) – average of 7 per coop Treasurer – 1 per coop Total No. of Pax Per Coop = 8
Leadership and Values Re-orientation	Board of Directors (BOD) – average of 7 per coop Ethics Committee – 3 per coop Election Committee – 3 per coop Mediation and Conciliation Committee – 3 per coop Manager - 1 per coop Total No. of Pax Per Coop = 17
Rules Formulation	Election Committee – 3 per coop Total No. of Pax Per Coop = 3
Parliamentary Procedures	Board of Directors (BOD) – average of 7 per coop Secretary – 1 per coop Total No. of Pax Per Coop = 8
Strategic Planning	Board of Directors (BOD) – average of 7 per coop Manager - 1 per coop Total No. of Pax Per Coop = 8
Basic Accounting for Non-Accountants	Treasurer – 1 per coop Audit Committee – 3 per coop Total No. of Pax Per Coop = 4
Records Management	Secretary – 1 per coop Treasurer – 1 per coop Audit Committee – 3 per coop

Template for the Training Plan and Budget

TRAINING PLAN FOR THE CONDUCT OF FOUR (4) CDA MANDATORY TRAININGS
CY 2013

Region: _____

Province: _____

Proposed Training Courses <i>What training is needed?</i>	CAPDEV Needs Addressed <i>How will the training help the ARB Cooperatives?</i>	Name of Coops Covered <i>Identify coops that will participate in training</i>	Number of Participants <i>Indicate no. of participants per coop</i>	Total No. of Participants per Course <i>e = No. of coops X d)</i>	Time Line <i>State proposed schedule of training</i>	Budget Item* <i>g</i>	Resource Requirements <i>State the amount needed per budget item and to what office it shall be charged, consider fund counterparting</i>					Support Needed from DARCO/DARRO/CDA <i>m</i>	Remarks <i>n</i>
							DAR-CDA <i>h</i>	DARPO <i>i</i>	DARRO <i>j</i>	Participating Coop <i>k</i>	TOTAL <i>l=(h+i+j+k)</i>		
Basic Cooperative Course (BCC)						1 lunch & 2 snacks							
						Supplies /materials							
						Transpo cost of pax							
TOTAL													
Cooperative Management and Governance (CMG)						1 lunch & 2 snacks							
						Supplies /materials							
						Honorarium of RPs							
						Transpo cost of pax							
						Lodging of pax & RPs							
TOTAL													
Financial Management (FM)						1 lunch & 2 snacks							
						Supplies /materials							
						Honorarium of RPs							
						Transpo cost of pax							
						Lodging of pax & RPs							
TOTAL													
Leadership and Values Re-orientation (LVR)						1 lunch & 2 snacks							
						Supplies /materials							
						Honorarium of RPs							
						Transpo cost of pax							
TOTAL													
GRAND TOTAL													

* Assumptions:

> Composition of Participants :

BCC = 22 (BOD, Secretary, Treasurer, Audit Committee, Election Committee, Ethics Committee, Conciliation and Mediation Committee, & Manager)

CMG = 8 (BOD and Manager)

FM = 8 (BOD and Treasurer)

LVR = 17 (BOD, Ethics Committee, Election Committee, Mediation and Conciliation Committee, & Manager)

> BCC = 2 days x 3 batches involving at least 3 cooperative per batch

> CMG = 3.5 days covering at least 9 cooperatives

> FM = 3.5 days x 2 batches covering 4 to 5 cooperatives per batch

> LVR = 2 days x 2 batches covering 4 to 5 cooperatives per batch

> Range of 66 - 85 participants per batch for BCC, CMG & LVR except for FM (maximum of 40 pax)

> 2 Additional (2 RPs)

> Php200.00 per pax covering 1 lunch and 2 snacks per day per course

> Php50.00 supplies per pax per course

> Php11,000.00 Honorarium per day per course

> Transportation cost of participating coop officers shall be counterpart of the respective cooperatives

> The cost of lodging of participants and RPs for the 2 live-in courses on CMG and FM shall be shouldered by concerned DARPOs

> The transportation cost, board & lodging of DARPO and DARRO staff shall be shouldered by the respective offices

Prepared by:

BD CD CARPO

Date

Noted by:

PARO II

Date

TRAINING REPORT FORMAT¹

(Title of the Activity)

General Information

Title of Activity
 Proponent Cooperative
 No. of days (hours)
 Date Conducted
 Venue
 Conducted by
 Resource Persons and facilitators

Rationale, Objective and Expected Outputs of the Activity

Participants Profile

Total Number of participants
 Classification of participants according to:
 Gender (Male and Female)
 Type of participants (Officers, members, management staff)
 Age bracket (Below 20; 21-30; 31-40; 41-50; 50 and above)

Highlights of the Activity

Schedule of day-to-day activities
 Summary of the modules discussed, expected outputs, and participants reaction to each module

Issues and Concerns

Recommendations

Prepared by:

 Designation

 Date

Certified by:

 Regional Director

 Date

¹ Training report submitted to BARBD not later than 30 days upon completion of conduct of activity

STATEMENT OF RECEIPT AND DISBURSEMENTS

(Title of the Activity)

Name of Province : _____
Region : _____

Receipt PhP _____

LESS

Disbursements: PhP _____ _____

Balance / Refund _____

Prepared by:

Certified Correct:

Date

Provincial Accountant

Date

Verified By:

(COA Representative)

Date