

IMPLEMENTATION OF THE TRAINING REQUIREMENTS FOR COOPERATIVE OFFICERS

Read online (full-text search, related cases, audio case brief): <https://batas.org/library/29af719665a7/>

Adopted: 22 December 2011

Date Filed: 03 January 2012

To rationalize the implementation of Rule 7 of the Implementing Rules and Regulations of RA 9520 and in response to the number of requests from the cooperative sector, the following shall govern the staggered implementation of the required trainings to be attended by the officers of the cooperative. This aims to address the concerns of limited resources of cooperatives and the limited number of accredited training providers.

SECTION 1. Legal Basis - Article 44 of RA 9520 and rule 7 of its Implementing rules and regulations, enumerates the minimum training requirements for officers of the cooperative. In line with this, the Authority hereby issues this Memorandum Circular to guide officers of the cooperative to prioritize trainings to be attended to by the officers of the cooperative in compliance with the provisions of the law.

SECTION 2. Identification of Priority Training Courses - Prioritization of training courses to be taken or complied with by the officers of the cooperative shall be in accordance with the matrix described below:

OFFICERS

FIRST YEAR

SECOND YEAR

BOARD OF DIRECTORS - Basic Cooperative Course - Conflict Management

- Cooperative Management & Governance - Parliamentary Procedures

- Financial Management - Strategic Planning

- Policy Development - Orientation on Labor and Other Related Laws

- Leadership and Value and Re-Orientation

Secretary - Basic Cooperative Course - Parliamentary Procedures

- Records Management (Non-Financial Transaction) - Basic Computer Program

Treasurer - Basic Cooperative Course - Cooperative Standards

- Records Management - Investment and Banking Procedures
- (Financial Transactions)
- Basic Accounting for Non-Accountants
- Financial Management

Audit Committee - Basic Cooperative Course - Audit Management

- Basic Accounting for Non-Accountants - Records Management
- Internal Control Including Inventory System - Basic Computer Program
- Cooperative Standards

Election Committee - Basic Cooperative Course - Records Management

- Rules Formulation - Basic Computer Program
- Leadership and Values Re-Orientation

Mediation/Conciliation - Basic Cooperative Course - Records Management

- Leadership and Values Re-Orientation - Effective Management
- Conflict Management - Basic Computer Program

General Manager/Chief Executive Officer - Basic Cooperative Course - Human resource Mgt.

- Cooperative management - Effective Communication and Governance Skills
- Cooperative Standards - Entrepreneurship and
- Leadership and Value Re-Orientation - Business Mgt. Skills
- Strategic Planning and Management - Labor and Other Related Laws
- Computer Literacy Course

It is understood that all of the required trainings prescribed by the IRR shall be fully complied with by the end of the second year. The first year of implementation will be in the year 2012.

SECTION 3. Transitory Provision Trainings attended by the officers of the cooperative prior to this Memorandum Circular but after the effectivity of RA 9520 shall be considered as compliance to the training requirements as long as it conforms with the training curricula issued by the Authority.

SECTION 4. Effectivity - 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. 412, s. 2011 dated December 14, 2011.

THE BOARD OF ADMINISTRATORS

(SGD.) EMMANUEL M. SANTIAGUEL, PH.D

Chairman

ABOUT BATAS.ORG

Study smarter at BATAS.org

The Philippine bar review and law-school companion built around how your brain actually remembers.

The complete Philippine law library - free for everyone.

More than 100,000 Supreme Court decisions, Republic Acts, and executive issuances - full-text searchable, browsable by category and year, and always free. No paywall, no login. This PDF came from it.

Audio case-brief lectures.

Any decision becomes a podcast-style lecture - facts, issues, ruling, and doctrine - with read-along highlighting and a hands-free presentation mode. Study while commuting, working out, or resting your eyes.

Bar review built on the science of memory.

Complete, sequenced courses for all eight bar subjects, narrated like podcasts and reinforced with retrieval practice and spaced review - the study techniques with the strongest evidence behind them.

The full law-school curriculum.

One subscription unlocks the entire J.D. curriculum - every subject, every lesson, with your progress tracked down to the paragraph so you can pick up exactly where you left off, on any device.

Mock exams that tell you where you stand.

Timed multiple-choice exams graded instantly, with per-subject score breakdowns and focus suggestions that point you at your weakest topics first.

A study planner that keeps you on pace.

Set your schedule and BATAS tells you every day whether you are on track for bar day - and exactly which lesson to take next.

Start free at <https://batas.org>

The law library is free forever - and your first lesson is one click away.

The text of this document is an official public record and remains in the public domain. Formatting, presentation, and compilation © 2026 batas.org.

Downloaded free from the batas.org Law Library. Share it freely - the library is free for every law student, bar reviewee, and practitioner.