GUIDELINES FOR THE RECOGNITION OF NON-GOVERNMENT ORGANIZATIONS

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Pursuant to Board Resolution No. 57, Series of 1991 dated September 24, 1991, the following guidelines are hereby adopted for the recognition of non-government organizations involved in cooperative promotion, the formation of cooperatives, training, education and development activities for cooperatives, and for other purposes in accordance with the second paragraph of Section 11 of the said law, quoted as follows:

> "Section 11. Cooperatives in the Education System. — xxx xxx.
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> "The role of non-government organizations, not registered as cooperatives but duly registered under Philippine laws and engaged in cooperative promotion, organization, research and education shall be recognized. The Authority may accredit such non-government organizations as non-academic training organizations. The training course offered by them may be eligible as credits for the purposes of academic, professional and career advancements of their trainees. Existing training centers for cooperatives may qualify as non-government organizations under this Act."
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> SECTION 1. Title. — These guidelines shall be known as the "Guidelines in the Recognition of Non-Government Organizations".

SECTION 2. Who May Be Recognized. -Duly registered non-government organizations (NGOs), including private voluntary organizations (PVOs), with legal personalities engaged in developmental activities for cooperatives such as promotion, organization, research and education, etc., may apply for and be recognized by the Authority.

SECTION 3. Qualifications for Institutions and Trainors. - An applicant entity must have the following qualifications in order to be recognized by the Authority:

a. The NGO/PVO must submit the following:

- Certified xerox copy of the Certificate of Registration with concerned Philippine government agency by the Secretary;

- Xerox copy of Articles of Incorporation and By-Laws;

- Latest Audited Financial Statement; and

- List of members of the Board and Key Officers.

b. The Articles of Incorporation and By-Laws should include Coop's Development as one of its objectives and purposes or Coop Development as an identified program thrust;

c. It must submit to the Authority a program for cooperative development and a certification from the Board of Directors that the said program should have been on-going for a period of at least one (1) year prior to the application for recognition; and

d. It must have a competent pool of cooperative trainors and/or organizers within its staff and must submit a list of

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the names of these trainors and/or organizers to the Authority.

The minimum qualifications of Trainors/Organizers are as follows:

- He/She must be a graduate of formal cooperative education courses or non-formal courses on cooperatives; or

- He/She must have attended training courses for trainors given or sponsored by government agencies engaged in cooperative development, cooperative organizations and other entities duly authorized to conduct such training courses; or

- He must be certified by the institution as a proficient trainor/organizer.

SECTION 4. Period of Recognition. - The period of recognition of NGOs shall be for three (3) years and may be renewed for a similar period, subject to the Authority's powers to review and examine their projects and activities.

SECTION 5. Coordination of Activities. - The NGO is enjoined to coordinate the activities with the existing cooperatives, federations, unions, NGOs and other government organizations in order to avoid duplication or over-lapping of activities and to synchronize such activities to avoid conflict.

SECTION 6. Reporting of Activities. — A copy of the Annual Report of the NGO shall be submitted to the Authority for its information and guidance.

The report shall include a description of major activities such as the organization of cooperatives, the holding of seminars and the like.

SECTION 7. Applicability. — These Rules shall not be applicable to NGOs who wish to accredit their courses formally with the Department of Education, Culture and Sports (DECS), the Civil Service Commission (CSC) and other similar government agencies, because such NGOs will be covered by a different set of guidelines to be issued jointly by the Authority.

SECTION 8. Effectivity. — These Guidelines shall take effect immediately upon approval by the Board of Administrators of the Authority.

Adopted: 24 Sept. 1991

(Sgd.) EDNA E. ABERILLA
Chairperson
Board of Administrators

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