



Manila Extension Office

7/F Ben-Lor Building, 1184 Quezon Avenue, 1103 Quezon City

REGIONAL ADVISORY BULLETIN N0.01

January 8, 2016

TO : ALL COOPERATIVES

SUBJECT : SUBMISSION OF REQUIRED REPORT

In the interest of service, this bulletin is being circulated to serve as reminder to all cooperatives to comply with the mandatory stipulated in Article 53 of RA 9520 and Rule 8 of the Amended Implementing Rules and Regulations of the same Code. For information and guidance, the following are the required reports:

a) Main Report : Cooperative Annual Progress Report (CAPR) to be submitted on-line and a printed copy to be submitted to CDA-MEO together with the following attachment described below;

b) Attachment #1 : Social Audit Report;

c) Attachment #2 : Performance Audit Report including the copies of the bi-annual report of conciliation and mediation committee duly received by the Authority;

d) Attachment #3 : Audited Financial Statements for FY 2015 done by duly accredited cooperative external auditor;

e) Attachment #4 : List of cooperative officers and their training undertaken/completed.

For cooperative federations and unions, in addition to the reports mentioned above, the following additional reports/attachment must be submitted:

1. Attachment #5 : List of affiliates and cooperatives which have remitted their Cooperative Education and Training Fund (CETF);
2. Attachment #6 : Business consultancy assistance provided which should include the nature and cost, including the use of CETF;
3. Attachment #7 : Other training activities specifying therein the nature, participants and the cost of each activity.

To avoid imposition of monetary penalty, all cooperatives are advised to submit the above-mentioned reports not later than April 30, 2016.

For information and strict compliance


NONIE L. HERNANDEZ; CESO IV
Regional Director



Management System
ISO 9001:2008



Telephone : (02) 332-0019
Telefax : (02) 373-6895

www.tuv.com
ID: 9105070789