



Republic of the Philippines
Department of Environment and Natural Resources
Visayas Avenue, Diliman, Quezon City
Tel. Nos. (02) 8920-0689 / 8925-8275 / 0917-885-3367 / 0917-868-3367
Website: <http://www.denr.gov.ph> / E-mail: web@denr.gov.ph

MEMORANDUM

FOR : The Directors
Legal Affairs Service
Biodiversity Management Bureau
Environmental Management Bureau
Ecosystems Research and Development Bureau
Forest Management Bureau
Lands Management Bureau
Mines and Geosciences Bureau

FROM : The OIC Director
Policy and Planning Service

SUBJECT : **REQUEST FOR COMMENTS ON THE DRAFT MEMORANDUM
CIRCULAR OF THE NATIONAL COORDINATING
COMMITTEE**

DATE : 25 APR 2022

This pertains to the letter dated 28 March 2022 from Undersecretary Joseph B. Encabo, Chairperson of the Cooperative Development Authority (CDA) requesting for the Department's comments on the draft Memorandum Circular on the creation of the National Coordinating Committee.

Following the passage of Republic Act No.11364, *An Act Reorganizing and Strengthening the Cooperative Development Authority, Repealing for the Purpose Republic Act No. 6939, creating the CDA*, into law on 08 August 2019, the Implementing Rules and Regulation (IRR) crafted by the Technical Working Committee (TWC) was circulated. Accordingly, in fulfillment of Rule IV, Section 3 (National Coordinating Committee) of the said IRR, CDA as the lead government agency on promotions, development, and regulation of cooperatives drafted a Memorandum Circular creating the National Coordinating Committee.

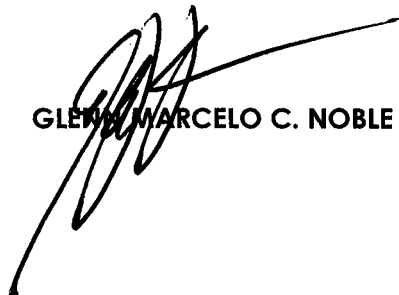
The draft guidelines aim to ensure inclusive participation of the relevant government agencies in the institutionalization of an integrated national cooperative development framework, to further promote the viability of the sector as an instrument in achieving inclusive growth.

Relative thereto, we would like to request for your: 1) inputs/comments on the draft guidelines following the template provided by CDA, and 2) contact details of the technical representative/s following this format: (name, designation, office, email address), who will serve as focal point/s on this matter.

MEMO NO. 2022 - 265

We would appreciate receiving an advance copy of your responses **by 22 April 2022** through our email addresses: psddivision@gmail.com and policy@denr.gov.ph, so we can facilitate immediate submission of the same to CDA. Attached are the relevant documents provided by CDA.

For your appropriate action, please.



GLENN MARCELO C. NOBLE



COOPERATIVE DEVELOPMENT AUTHORITY

827 Aurora Blvd., Service Road, Brgy. Immaculate Conception, 1111 Cubao, Quezon City, Philippines
http://www.cda.gov.ph helpdesk@cda.gov.ph CDA @CDAPHil PH Cooperatives



March 28, 2022

Mr. Jim O. Sampulna

Acting Secretary
Department of Environment and
Natural Resources (DENR)
Visayas Ave., Diliman, Quezon City 1100
osec@denr.gov.ph

Dear Acting Secretary Sampulna:

May we refer you to the pertinent provisions enumerating the powers of the Authority under RA 11364, An Act Reorganizing and Strengthening the Cooperative Development Authority, repealing for the purpose Republic Act No. 6939, Creating The Cooperative Development Authority, specifically Article 4 thereof, to wit:

- (a) Develop and formulate, in consultation with the cooperative sector and other concerned institutions, appropriate regulations, standards, rules, orders, guidelines and/or circulars to implement this Act and Republic Act No. 9520 to ensure the effective and sound operation of cooperatives;
- (b) Formulate, adopt and implement integrated and comprehensive plans and programs on cooperative development consistent with the national policy on cooperatives and establish an integrated framework on cooperative development for all government agencies; and
- (dd) Collaborate with concerned agencies that can provide technical, professional, and marketing assistance including trainings on transfer of technology to ensure the viability, growth, competitiveness and innovativeness of cooperatives giving special concern to agrarian reform, agriculture, fishery and the economically depressed sectors;

Likewise, the Implementing Rules and Regulations of RA 11364 particularly Rule IV, states:

Section 3. National Coordinating Committee. *All government branches, instrumentalities, subdivisions and agencies with programs and projects concerning cooperatives, shall coordinate such programs and projects with the Authority, with a view to providing a comprehensive technical and financial program for cooperatives, through the creation of a National Coordinating Committee, chaired by the Authority. The Committee shall be composed of representatives from said government branches, instrumentalities, subdivisions and agencies whose ranks should not be lower than Director level in charge with cooperative programs.*

The CDA as the lead government agency on the promotion, development, regulation of cooperatives would like to solicit your valued comment on the attached draft Memorandum Circular creating the National Coordinating Committee.

The draft Guidelines aims to ensure inclusive participation of relevant Departments/ Agencies, and government instrumentalities necessary for the institutionalization of an integrated national framework of cooperative development in the country.

Office of the Chairman : (02) 8721-5325
(02) 8721-5324
Office of the Administrator : (02) 8721-0633
Officer of the Day : (02) 8725-3764



Management
System
ISO 9001:2015

www.tuv.com
ID 9105070733



Further, the Authority would like to convey its appreciation and acknowledges the support and advocacies extended in advancing the interest of the cooperative sector with your Department's/Agency's programs and initiatives.

In view hereof, we would appreciate very much receiving the requested comments/inputs on or before **April 8, 2022** using the template below for the systematic collation of all comments.


NAME OF AGENCY/DEPARTMENT: _____

ITEM/PARAGRAPH	COMMENTS	PROPOSED EDITS	REMARKS

For any concerns regarding this matter, you may reach Ms. Melanie Roquino of the Cooperative Project Development Assistance Division (CPDAD) at contact number (02) 8727-67-35 and/or email address cpdad@cda.gov.ph.

Thank you very much.

Cooperatively Yours,


USEC JOSEPH B. ENCABO
Chairperson



COOPERATIVE DEVELOPMENT AUTHORITY

827 Aurora Blvd., Service Road, Brgy. Immaculate Conception, 1111 Cubao, Quezon City, Philippines
http://www.cda.gov.ph helpdesk@cda.gov.ph CDA @CDAPhils PH Cooperatives



MEMORANDUM CIRCULAR NO. 2022 - _____ Series of 2022

TO : ALL CONCERNED

SUBJECT : CREATION OF THE NATIONAL COORDINATING COMMITTEE (NCC)

The CDA Board of Directors hereby promulgates the following guidelines governing the creation of the National Coordinating Committee (NCC):

Section 1. Legal Bases

The legal bases of this Guidelines are anchored on Section 4 (b), (aa), (dd), (ee), (ii), and Sec. 6 (f) of Republic Act No. 11364, and Sections 2 and 3 of Rule IV Implementing the Rules and Regulations of the said law, quoted below:

Section 4 of RA 11364

- b) Formulate, adopt and implement integrated and comprehensive plans and programs on cooperative development consistent with the national policy on cooperatives and establish an integrated framework on cooperative development for all government agencies.
- (aa) Establish a consultative mechanism consistent with Section 18 of this Act in order to provide the cooperative sector a system to ensure participation on matters concerning government plans, programs, and policies affecting cooperatives.
- (dd) Collaborate with concerned agencies that can provide technical, professional, and marketing assistance including trainings on transfer of technology to ensure the viability, growth, competitiveness and innovativeness of cooperatives, giving special concern to agrarian reform, agriculture, fishery and the economically depressed sectors.
- (ee) Provide assistance on cooperative product development and facilitate their marketing both in the domestic and international market in coordination with the concerned agencies.
- (ii) Formulate, adopt and implement, in a manner consistent with Section 17 of this Act, a standard of training for cooperative officers or members which shall focus on basic cooperative principles and values, good governance, business and entrepreneurial management, human resource management, risk management, conflict management, and technical skills required for the efficient and effective operations of the cooperatives.

Section 6 of RA 11364

- (f) Powers and Functions of the Board. Provide overall direction to the Authority, defining the respective roles of the national government agencies (NGAs), LGUs, people's

Office of the Chairman : (02) 8721-5325
(02) 8721-5324
Office of the Administrator : (02) 8721-0633
Officer of the Day : (02) 8725-3764



Management System
ISO 9001:2015



www.tuv.com
ID 9105070733

organizations, private sector and non-government organizations (NGOs) in the promotion and development of the cooperative sector.”

Rule IV of Implementing Rules and Regulation of RA 11364

Section 2. CDA as the lead agency in cooperative development. The CDA, as the lead agency of the government in the promotion and development of cooperatives, shall synchronize the efforts of other relevant government institutions towards the common goal of empowering the cooperatives in achieving their growth as instruments of equity, social justice and economic development.

Section 3. National Coordinating Committee. All government branches, instrumentalities, subdivisions and agencies with programs and projects concerning cooperatives, shall coordinate such programs and projects with the Authority, with a view to providing a comprehensive technical and financial program for cooperatives, through the creation of a National Coordinating Committee, chaired by the Authority. The Committee shall be composed of representatives from said government branches, instrumentalities, subdivisions and agencies whose ranks should not be lower than Director level in charge with cooperative programs.

Section 2. Functions of National Coordinating Committee

The NCC shall have the following functions:

- a. To coordinate the implementation of programs, projects, and activities with the CDA, with the view to providing a comprehensive technical and financial programs for cooperatives;
- b. To harmonize and collaborate in the implementation and consolidation of cooperative development initiatives;
- c. To recommend policies for legislative action or consideration by various LGUS, NGAs, GFIs and other government units or instrumentalities;
- d. Adopt internal rules and procedures for orderly conduct of meetings, coordination and related activities.

Section 3. Composition of the National Coordinating Committee

The NCC shall be chaired by the Cooperative Development Authority (CDA) which shall be composed of the following national government agencies as members with programs for cooperatives:

1. Department of Interior and Local Government (DILG);
2. Department of Trade and Industry (DTI);
3. Department of Agriculture (DA);
4. Department of Agrarian Reform (DAR);
5. Department of Labor and Employment (DOLE);
6. Department of Social Welfare and Development (DSWD)
7. Department of Environment and Natural Resources (DENR)
8. Department of Human Settlement and Urban Development (DHSUD)
9. Department of Transportation (DOTr)
10. Department of Science and Technology (DOST)
11. Bangko Sentral ng Pilipinas (BSP);

12. Land Bank of the Philippines (LBP);
13. Development Bank of the Philippines (DBP);
14. Technical Education and Skills Development Authority (TESDA)
15. National Commission on Indigenous People (NCIP)
16. Office of Transport Cooperatives (OTC)
17. Insurance Commission (IC)

CDA, as chair of the Committee, may later on, identify and invite additional members which may have technical, financial programs and other initiatives for cooperatives in the future.

Attached agencies of the Departments with specific programs on cooperatives may be invited as resource persons on their programs and other initiatives.

Each of the members of the Committee shall submit the names of their representatives whose rank should not be lower than a Director level who are in-charge with cooperative programs.

In case of change of representatives, the agency concerned shall notify in writing the CDA, through the Committee Secretariat.

Section 4. The Committee Membership Grouping

The NCC shall be grouped into sub-committees according to their agency mandate and programs for the cooperatives, as follows:

- (a) Credit and Financial Services, Banking, and Insurance;
- (b) Consumers, Marketing, Producers, and Logistics;
- (c) Human Services: Health, Housing, Workers, and Labor Service;
- (d) Education and Advocacy;
- (e) Agriculture, Agrarian, Aquaculture, Farmers, Dairy, and Fisherfolk; and
- (f) Public Utilities: Electricity, Water, Communications, and Transport.

The Sub-Committees shall submit to the Secretariat their respective programs, projects and services on cooperative development including its status of implementation for information and dissemination.

Each Sub-Committee will elect, from among themselves, their respective presiding officer.

The sub-committee membership shall be determined during the first meeting of the NCC. A representative may choose one or more sub-committee members in the NCC in accordance with its department/agency mandate.

Section 5. NCC Chairperson

The CDA Chairperson shall be the Head Convenor during Committee Meetings. Likewise, he shall be the presiding officer during the meeting of the NCC. The NCC Chairperson may designate an alternate presiding officer which shall come from CDA Board of Directors.

Section 6. Role of the NCC Chairperson

- a. Preside in all meetings of the Committee;
- b. Determines the agenda of the meetings of the Committee;
- c. Exercises general supervision and control over the affairs of the Committee in accordance with the policies set forth by the same;
- d. Invites representatives of agencies not members of the Committee to attend in any meetings of the Committee to discuss issues of interest to the Committee;
- e. Call special meetings, as may be necessary; and
- f. Performs such other duties as may be required by the Committee.

Section 7. Frequency of Meetings

The Committee shall have two (2) regular meetings to be held within the first quarter and the other within the last quarter of the same year, to discuss, among others, proposed programs and projects for cooperatives to be implemented by the respective government instrumentalities, subdivisions and agencies and to provide updates on the implementation.

A special meeting may be called by the NCC Chairperson or upon request of at least five (5) members of the Committee.

The Sub-committee may meet as may be deemed necessary by the NCC Chairperson.



Section 8. Role of CDA Institutional Development Services (IDS)

The IDS, through the Cooperative Program Development Assistance Division (CPDAD), shall be responsible in ensuring that NCC activities are coordinated, facilitated, and documented.

As such, the Division, as Committee Secretariat, shall be responsible in coordinating, facilitating, and documenting the activities of the Committee, and in maintaining all records and documents of the NCC related to the operation and coordination activities of the Committee.

Section 9. Resources

The logistics, funds and Secretariat services to the Committee shall be provided by the CDA.

Section 10. Reports

The Committee, through the Secretariat shall submit the NCC activity report within thirty (30) days after the conduct of each meeting.

Section 11. Amendment/ Repeal

All Memorandum Circular or rules issued by CDA that are inconsistent with this issuance are repealed, amended, or modified accordingly.

Section 12. Effectivity

This Memorandum Circular shall take effect fifteen (15) days following the completion of its publication in the Official Gazette and the filing of the copy thereof with the Office of National Administrative Register (ONAR).

Approved by the CDA Board of Directors pursuant to Resolution No. _____, S-2022 dated _____.

For the CDA Board of Directors:

USEC. JOSEPH B. ENCABO
Chairman

Draft