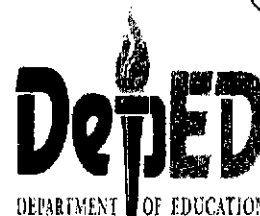




REPUBLIKA NG PILIPINAS
REPUBLIC OF THE PHILIPPINES
KAGAWARAN NG EDUKASYON
DEPARTMENT OF EDUCATION
DepEd Complex, Meralco Avenue, Pasig City



Tanggapan ng Kalihim
Office of the Secretary

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JAN 16 2004

DepED MEMORANDUM
No. 24, s. 2003

SEMINAR ON COOPERATIVE PROMOTION AND MANAGEMENT

To: Undersecretaries
Assistant Secretaries
Bureau Directors
Regional Directors

1. The Department of Education (DepED) through the Employees Welfare and Benefits Division (EWBD), in coordination with the Cooperative Development Authority (CDA) and the Philippine Federation of Teachers and Employees Cooperatives (PFTEC), will conduct a Seminar on Cooperative Promotion and Management with the theme, "Improving and Strengthening Employees' Welfare Through Enhanced Coop Management in DepED".

2. The seminar is designed for DepED non-teaching employees who are officers and members of the Board of Directors of employees' cooperatives in the Central and regional offices and those who are interested in promoting and organizing a cooperative in their respective offices. Generally, the seminar aims to train the non-teaching employees to promote, organize and manage cooperatives in DepED in accordance with the International Cooperative Principles and to practice cooperative as a way of life. Specifically, the seminar will enable the participants to:

- increase awareness on the cooperative concepts, and describe the particular characteristics of a cooperative;
- identify and describe the organizational and functional structure of a cooperative;
- determine the potential for and steps involved in promoting the formation of a cooperative;
- illustrate sources of cooperative funds and allocation of net surplus;
- explain basic concepts of bookkeeping and reports required by the regulatory agencies;
- enumerate audit checklist needed in performing an audit work;
- analyze credit worthiness criteria in granting loans;
- enumerate policy areas for development or policy writing; and
- explain basic concepts in developing the cooperative's business plan.

3. The seminar will be conducted in two clusters in the following dates and venues:

	Coops/Regions Involved	Date	Venue
Cluster 1	C.O. Consumers Coop, C.O. Credit Coop, Regions I-III, IV-A, IV-B, V, NCR and CAR	February 3-5, 2004	Legenda Hotel Waterfront Road, Subic, Zambales
Cluster II	Regions VI-XII and CARAGA	February 17-19, 2004	Marco Polo Hotel, Davao City

4. Target participants to this seminar are the officers of duly registered cooperatives in the DepED Central and regional offices, specifically but not limited to the following:

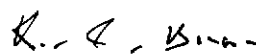
- a. Chairperson
- b. Vice-Chairperson
- c. Treasurer
- d. Committee Chairpersons on Audit, Credit, and Election
- e. One (1) member of the Board of Directors
- f. Manager
- g. Two (2) other interested promoters and organizers of school cooperatives in DepED (to be selected by the Regional Director)

If the regional office has no registered cooperative, participants shall be those who are interested in promoting and organizing a cooperative in the concerned regional office. Each region, including the Central Office consumers and credit cooperatives, is entitled to ten (10) slots in the seminar.

5. Expenses for the board and lodging of participants and staff, transportation of resource speakers, facilitators and secretariat staff, professional fees, supplies and other related training expenses shall be drawn from the fund allocation for the formation of teachers cooperatives included in the DepED budget for FY 2003 under Item No. A.II.i.4 (current appropriation). Travel expenses of participants from the Central and regional offices shall be charged against local funds. However, participants who are not organic personnel of DepED shall charge their travel expenses against the cooperative's funds.

6. The names of the participants must be submitted to the Employees Welfare and Benefits Division with telefax no.: (02) 633-7279 not later than January 28, 2004. Enclosed is the schedule of activities for the seminar.

7. Immediate and wide dissemination of this Memorandum to all concerned is desired.


RAMON C. BACANI
Undersecretary
Officer-in-Charge

Maricar/dm-sem. On coop. Promotion
12-09-03/01-14-04

Encl.: As stated

Reference: None

Allotment: 1- - (D.O. 50-97)

To be indicated in the Perpetual Index
under the following subjects:

COOPERATIVES
SEMINARS
SOCIETY or ASSOCIATIONS

(Enclosure to DepED Memorandum No. 24, s. 2004)

SEMINAR ON COOPERATIVE PROMOTION AND MANAGEMENT

Theme: Improving and Strengthening Employees' Welfare
Through Enhanced Coop Management in DepED

CLUSTER I Legenda Hotel, Subic Bay Freeport Zone, Olongapo City
February 3-5, 2004

CLUSTER II Marco Polo Hotel, Davao City
February 17-19, 2004

PROGRAM OF ACTIVITIES

Day / Time	Activity / Topic for Discussion	Brief Description	In-Charge
Day 0 (Cluster I - February 2, 2004 ; Cluster II - February 16, 2004)			
4:00 - 6:00	Arrival / Registration		
7:00	Dinner		
Day 1 (Cluster I - February 3, 2004 ; Cluster II - February 17, 2004)			
7:00 - 8:00	Breakfast		
8:30 - 9:30	Opening Program		
9:30 - 10:00	Briefing and Orientation		EWBD
10:00 - 10:30	Break		
10:30 - 12:00	Role of Cooperatives	> What is a cooperative and its role in socio-economic development > Cooperative principles	PFTEC
12:00 - 1:30	Lunch Break		
1:30 - 3:00	The Cooperative Structure	> Typical structure of a cooperative > Powers, functions and accountabilities of elected officers	PFTEC
3:00 - 3:30	Break		
3:30 - 5:00	Promoting and Forming a Cooperative in DepED	> Assessment of needs and potentials > Role of promoters	CDA

Day / Time	Activity / Topic for Discussion	Brief Description	In-Charge
5:00 - 7:00	Sources of Funds and Allocation of Net Surplus	<ul style="list-style-type: none"> > Organization requirements > Sources of capital and utilization of funds > Regulatory allocation of net surplus > Computation and distribution of interest on share capital and patronage refund 	CDA
7:00	Dinner		
Day 2 (Cluster I - February 4, 2004 ; Cluster II - February 18, 2004)			
7:00 - 8:00	Breakfast		
8:30 - 9:00	Management Report		
9:00 - 10:00	Basic Bookkeeping for Cooperatives	<ul style="list-style-type: none"> > Double entry system of recording > Financial reports required by CDA 	PFTEC
10:00 - 10:30	Break		
10:30 - 12:00	Con't of basic bookkeeping		
12:00 - 1:30	Lunch Break		
1:30 - 3:00	Con't of basic bookkeeping		
3:00 - 3:30	Break		
3:30 - 7:00	Basic Auditing for Cooperatives	<ul style="list-style-type: none"> > What makes coop books auditable > Audit checklists > Types of audit report 	PFTEC
7:00	Dinner		
Day 3 (Cluster I - February 5, 2004 ; Cluster II - February 19, 2004)			
7:00 - 8:00	Breakfast		
8:30 - 9:00	Management Report		

Day / Time	Activity / Topic for Discussion	Brief Description	In-Charge
9:00 - 10:00	Cooperative Policy	> Features, elements in developing cooperative policy > Factors in granting loans for policy writing	PFTEC
10:00 - 10:30	Break (working break)		
10:30 - 12:00	Con't of cooperative policy		
12:00 - 1:30	Lunch Break		
1:30 - 3:00	Setting Plans and Objectives	> Planning the direction of the cooperative > Implementation of plans and programs > Evaluation of plans and programs	PFTEC
3:00 - 3:30	Break		
3:30 - 5:00	Con't of setting plans & objectives		
5:00 - 6:00	Action Planning	> Individual commitment to promote and strengthen coops in DepED	EWBD
6:00 - 7:00	Closing Program		
7:00	Dinner		
Day 4 (Cluster I - February 6, 2004 ; Cluster II - February 20, 2004)			
7:00 - 8:00	Breakfast		
8:00 onwards	Departure		