



JUN 22 2009

DepED MEMORANDUM
No. **285**, s. 2009

SEMINAR-WORKSHOP ON STRENGTHENING COOPERATIVES
IN THE DEPARTMENT OF EDUCATION

To: Undersecretaries
Assistant Secretaries
Bureau Directors
Regional Directors
Schools Division/City Superintendents
Heads, Public Elementary and Secondary Schools
All Others Concerned

1. The Department of Education (DepED), through the Employees Welfare and Benefits Division (EWBD), in coordination with the DepED Office of the Consultant on Cooperatives, will conduct a **Seminar-Workshop on Strengthening Cooperatives in the Department of Education**.

2. Generally, this seminar-workshop aims to equip the participants with a working knowledge and skills on the proper management of cooperatives by defining their roles as cooperative leaders. Specifically, it aims to:

- a. provide the participants with basic management tools and techniques on cooperative management;
- b. clarify and define the roles of cooperative leaders and enhance their leadership skills;
- c. identify possible social and economic opportunities suitable to the cooperative; and
- d. formulate viable plans with specific targets.

3. The seminar-workshop will be conducted in each region. However, due to limited funds, the first series will be conducted for participants coming from Regions I, III, CAR and NCR scheduled as follows:

Region	Tentative Schedule	Proposed Venue
1	July 29-30, 2009	San Fabian, Pangasinan
CAR	August 12-13, 2009	Teachers Camp, Baguio City
III	August 24-25, 2009	SBMA, Olongapo City or Clark Airfield, Angeles City
NCR	August 27-28, 2009	SBMA, Olongapo City or Clark Airfield, Angeles City

The seminar-workshop in other regions shall be scheduled upon availability of funds.

4. Participants to the seminar-workshop are the officers of either a teachers' cooperative or non-teaching employees' cooperative in every division (only one cooperative per division). These officers shall include the Chairperson, Treasurer, one (1) Member of the Board of Directors and Cooperative Manager. Participants shall also include the personnel in-charge of cooperatives in the division and regional offices.

5. Resource speakers shall come from the Cooperative Development Authority (CDA), DepED Office of the Consultant on Cooperatives, and successful cooperative practitioners. Facilitators and support staff shall be provided by the EWBD and other offices in the Central Office.

6. Expenses to be incurred in this seminar-workshop shall be charged against the funds appropriated in the DepED budget for FY 2009 for the formation of teachers' cooperatives under Item No. A.II.i.3. These expenses shall include board and lodging, supplies and materials, training kits, communication, honorarium of resource speakers and facilitators, contingency and other incidental expenses and travel expenses of the resource speakers and facilitators and the staff from the Central Office. Transportation expenses of participants shall be charged against local funds.

7. Enclosed is the schedule of activities for this seminar-workshop.

8. The names of the participants must be submitted to the Employees Welfare and Benefits Division, Human Resource and Development Service, DepED Central Office, Meralco Avenue, Pasig City, telefax no.: (02) 633-7229.

2. Immediate and wide dissemination of this Memorandum is desired.


JESLI A. LAPUS
Secretary

Encl.:

As stated

Reference:

N o n e

Allotment: 1—(D.O. 50-97)

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

COOPERATIVE EDUCATION
OFFICIALS
SEMINARS
WORKSHOPS

**SEMINAR WORKSHOP ON STRENGTHENING COOPERATIVES
IN THE DEPARTMENT OF EDUCATION**

PROGRAM OF ACTIVITIES

Day / Time	Activity / Topic for Discussion	Brief Description	In-Charge / Resource Person
Day 0 -			
4:00 - 5:30	Arrival / Registration		
7:00	Dinner		
Day 1 -			
7:00 - 8:00	Breakfast		
8:30 - 9:30	Opening Program		
9:30 - 10:00	Break		
10:00 - 11:00	Updates on the Situation of Cooperatives in DepED	<ul style="list-style-type: none"> > Provide the participants with an update on the present situation of cooperatives in DepED > Identify coop related projects/ programs/policies being implemented by other agencies. 	<i>DepED Consultant on Cooperatives</i>
11:00 - 12:00	Revisiting DepED Order No. 8, s. 2007	<ul style="list-style-type: none"> > Review and discuss issues and concerns arising from the implementation of said DepED Order > Come up with viable solutions to such issues and concerns > Develop strategies on how to make the DepED Order work for the coop's advantage 	<i>EWBD</i>
12:00 - 1:30	Lunch Break		
1:30 - 5:30	Coop Performance and Review	<ul style="list-style-type: none"> > Review of the roles and responsibilities of coop officers and members > Provide a guide on how to assess and conduct performance appraisal of the following: <ul style="list-style-type: none"> - performance of coop members 	<i>CDA</i>

Day / Time	Activity / Topic for Discussion	Brief Description	In-Charge / Resource Person
7:00	Dinner	- performance of coop committees - coop financial management review - coop operations review	
Day 2 -			
7:00 - 8:00	Breakfast		
8:30 - 9:00	Management Team Report	> Synthesis of activities/topics	
9:00 - 12:00	Cooperative Business Opportunities * Understanding investment strategies * Assessment of different industries and potential business ventures * Consideration of Negosyong Pang-Eskwela as a viable business venture * Possibility of creating DepED coop commisaries lodged under a city or provincial federation of DepED cooperatives * Formation of division-wide/ province-wide/region-wide cooperative or federation of cooperatives for bulk-buying activities to apply economies of scale and better channels of distribution	> Provide participants with information that will give them better understanding of the business opportunities that are available, viable and best suited to their operations	<i>DepED Consultant on Cooperatives; CDA; Successful Cooperative Practitioners</i>
12:00 - 1:30	Lunch Break		
1:30 - 2:30	Continuation of Cooperative Business Opportunities		
2:30 - 3:30	Strategic Planning	> Guide the participants in formulating SWOT analysis	
3:30 - 5:30	Workshop on Strategic Planning	> Cooperatives to come up with	

Day / Time	Activity / Topic for Discussion	Brief Description	In-Charge / Resource Person
5:30 - 6:30	Plenary	short-term and long-term plans for their respective coops	
6:30 - 7:00	Closing Program		
7:00	Dinner		
Day 3 -			
7:00 - 8:00	Breakfast		
8:00	Departure		