



Republic of the Philippines
OFFICE OF THE PRESIDENT

COOPERATIVE DEVELOPMENT AUTHORITY

827 Aurora Blvd. Service Road, Barangay Immaculate Concepcion, Quezon City

Telephone Nos.: (02)7252107; (02)7253764 Telefax: (02)7215323

Website: <http://www.cda.gov.ph/>

2012
International Year of
Cooperatives
PHILIPPINES



Memorandum Circular No. 2012-15
Series of 2012

**SUBJECT : POLICY GUIDELINES MANDATING COOPERATIVES
TO PUT-UP SIGNAGE IN THEIR RESPECTIVE
OFFICES**

DATE : June 11, 2012

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Pursuant to the powers vested to the Authority by Republic Act No. 6939 and the provision of Article 51 of RA 9520, the Cooperative Development Authority hereby promulgates the following guidelines to facilitate the identification of the locations of cooperatives.

Section 1. Title.

This guideline shall be known as "Policy Guidelines Mandating Cooperatives to put-up Signage in their Respective Offices".

Section 2. Policy.

It is the declared policy of the State to foster the creation and growth of cooperatives as practical vehicle for promoting self-reliance and harnessing people power towards the attainment of economic development and social justice.

Section 3. Purpose

These guidelines are issued for the purpose of helping the public in locating the cooperative.

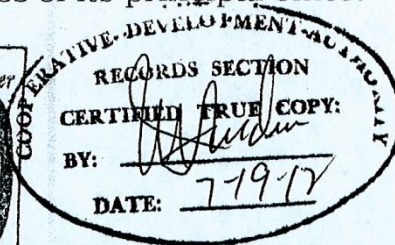
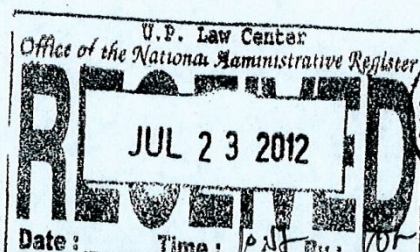
Section 4. Legal Basis.

The legal framework of this guideline is anchored on the following provisions of law:

Article 14 (2) (d)

The articles of cooperation shall set forth:

(d) The area of operation and the postal address of its principal office.



Article 51 Address

"Every cooperative shall have an official address to which all notices and communications shall be sent. Such address and every change thereof shall be registered with the Authority."

Section 5. **Coverage.**

This circular shall apply to all cooperatives registered with the Authority.

Section 6. **Definition of Terms.**

As used in this circular, the following terms shall be defined as:

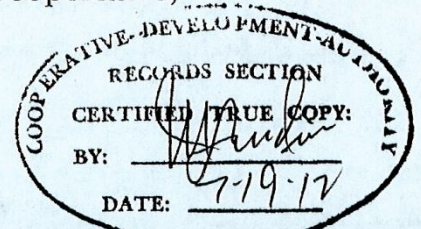
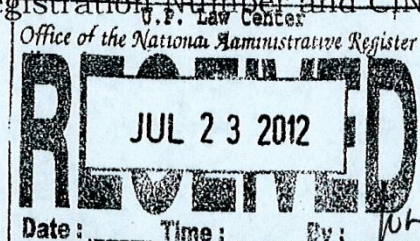
- (a) Cooperative - shall refer to an autonomous and duly registered association of persons with common bond of interest, who have voluntarily joined together to achieve their social, economic and cultural needs and aspirations by making equitable contribution to the capital required, patronizing their products and services and accepting a fair share of the risk and benefits of the undertaking in accordance with universally accepted cooperative principles.
- (b) Area of operation - shall refer to the place/area where the cooperative members come from as provided for in their articles of cooperation and bylaws;
- (c) Signage - shall refer to a prescribed design used for identification or as means of giving direction;
- (d) Authority - refers to the Cooperative Development Authority;
- (e) Registration - is the operative act of the Authority granting juridical personality to a proposed cooperative and is evidenced by the Certificate of Registration;

Section 7. **SIGNAGE SPECIFICATION**

Cooperatives are required to put up a signage at the place of its official address which shall be posted in front of the cooperative's principal office, branch, and satellite office.

It shall be printed on a panaflex/tarpaulin/billboard on a landscape mode, with a minimum size of 6ft wide x 3ft long, on a white background, containing at least the following information:

- a) Name of the Cooperative;
- b) Address of the Cooperative;
- c) Registration Number and CIN of the Cooperative;



- d) The phrase " Registered with Cooperative Development Authority - _____ Extension Office" under cooperative name; and
- e) Tax Identification Number (TIN) of the Cooperative
- f) Principal/satellite/branch office

Section 8. **Transitory Provisions.**

All registered cooperatives are given one (1) year to comply upon the effectivity of these guidelines.

For new cooperatives registered after the effectivity of these guidelines shall adhere to the signage requirement before the commencement of their business operation.

Section 9. **Effectivity.**

These guidelines shall take effect upon the approval of the CDA Board of Administrators and fifteen (15) days after filing with the Office of National Administrative Registry (ONAR).

Section 10. **Separability Clause.**

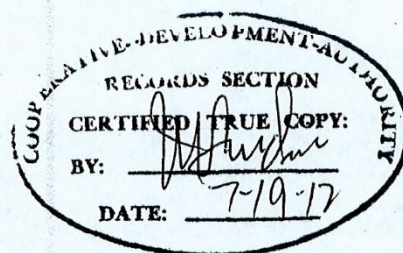
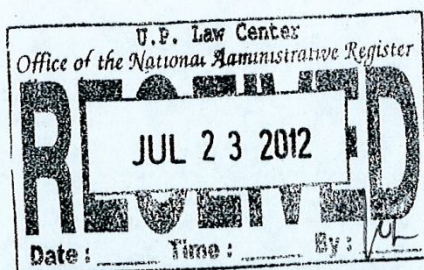
If any provision of these guidelines is declared null and void or unconstitutional, the other provisions not affected thereby shall continue to be in force and effect.

Approved by the Board of Administrators pursuant to Res. No. 154, s-2012 dated June 11, 2012.

For the Board of Administrators

By:


EMMANUEL M. SANTIAGUEL, PhD.
Chairman





**EXCERPTS FROM THE
MINUTES OF REGULAR MEETING
OF THE CDA BOARD OF ADMINISTRATORS HELD ON JUNE 11, 2012
6/F CDA Board Room 827 Aurora Boulevard, Bgy. Immaculate Conception, Cubao, Q.C.**

PRESENT:

| | |
|------------------------------------|------------------------------|
| Hon. Emmanuel M. Santiaguel, Ph.D. | - Chairman/Presiding Officer |
| Hon. Felicitas S. Acosido, Ph. D. | - Administrator |
| Hon. Nelson B. Alindogan | - Administrator |
| Hon. Manuel C. Lapeña | - Administrator |
| Hon. Paisalin P.D. Tago | - Administrator |

ALSO PRESENT:

| | |
|--------------------------|-----------------------------|
| Dir. Orlando R. Ravanera | - Acting Executive Director |
|--------------------------|-----------------------------|

RESOLUTION NO. 154, s-2012

Upon motion of Adm. Felicitas S. Acosido, duly seconded by Adm. Paisalin P.D. Tago, be it **RESOLVED** as it is hereby **RESOLVED** to *approve the Policy Guidelines Mandating Cooperatives to put up Signage in their respective offices.*

APPROVED.

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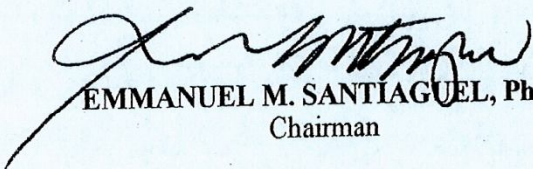
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This is to certify that the foregoing is true and correct from the minutes of the CDA Board of Administrators' Regular Meeting.


MARY GRACE I. CINCO
Acting Board Secretary IV

ATTESTED:


EMMANUEL M. SANTIAGUEL, Ph.D.
Chairman

