

**[ CDA Memorandum Circular No. 2015-03, August 18, 2015 ]**

**GUIDELINES FOR THE CREATION, ORGANIZATION,  
SUPERVISION AND MONITORING OF LABORATORY  
COOPERATIVES**

*Adopted: 18 August 2015  
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Pursuant to Section 6, Article XII, of the 1987 Constitution, Section 3 (m), (o) of RA 6939, Article 26 (3) of RA 9520 and Rule 6 of the Revised Rules and Regulations Implementing Certain and Special Provisions of RA 9520, the Authority hereby prescribes the following Guidelines governing laboratory cooperatives.

**Section 1. Title.**

This Memorandum shall be known as the **"Guidelines for the Creation, Organization, Supervision and Monitoring of Laboratory Cooperatives"**.

**Section 2. Statement of Policy and Objectives.**

The Cooperative Development Authority (CDA) is statutorily mandated to promote the viability and growth of cooperatives as instrument of social justice and economic development in pursuance of the provision of Section 15, Article XII, of the 1987 Philippine Constitution.

In line with the foregoing policy, the Authority recognizes the valuable contributions of Guardian Cooperatives in the socio-economic development of minors through the organization of Laboratory Cooperatives, hence these Guidelines.

**Section 3. Scope and Coverage**

These Guidelines shall apply to all Laboratory Cooperatives recognized by the Authority under the provisions of RA 9520 and its Revised Implementing Rules and Regulations.

**Section 4. Definition of Terms**

As used in these Guidelines, the following terms shall mean:

- a) **Affiliation** – refers to the act of being formally connected or joined by a Laboratory Cooperative to a Guardian Cooperative;
- b) **Area of Operation** – refers to the area where the Guardian Cooperative operates and where the members come from as provided for in its Articles of Cooperation and By Laws;

- c) **Articles of Cooperation** – refers to the Articles of Cooperation of the Guardian Cooperative registered under RA 9520 and which includes a registered amendment thereof;
- d) **Authority** – refers to the Cooperative Development Authority;
- e) **By Laws** – refers to the By-Laws of the Guardian Cooperative registered under RA 9520 and which includes any registered amendment thereof;
- f) **Certificate of Recognition** – refers to the certificate duly issued by the Authority to the Laboratory Cooperative upon compliance with all the requirements set forth in these guidelines. It serves as a conclusive evidence that the Laboratory Cooperative is duly recognized by the Authority as an affiliate of the Guardian Cooperative;
- g) **Guardian Cooperative** – refers to a duly registered cooperative to which a Laboratory Cooperative is affiliated with;
- h) **Minor** - refers to an individual below eighteen (18) years of age;
- i) **Laboratory Cooperative** – refers to a cooperative duly recognized by the Authority formed and managed primarily by minors, and is affiliated with another registered cooperative which is called the Guardian Cooperative;

## **Section 5. Jurisdiction**

All applications for the recognition of laboratory cooperatives shall be directly filed with Extension Office which has jurisdiction over the Guardian Cooperative.

## **Section 6. Organization of Laboratory Cooperative**

A cooperative may assist in the organization of a laboratory cooperative of fifteen (15) or more individuals who are minors, who may be students or out school minors, Filipino Citizens and are actually studying or residing within the nearest area of operation of the intended guardian cooperative.

## **Section 7. Purposes of Laboratory Cooperatives**

A laboratory cooperative shall be organized for any or all of the following purposes:

1. To serve as a training ground for its members to prepare them for membership in regular cooperatives.
2. To teach the values of thrift and saving mobilization among its members.
3. To instill cooperative values, principles, financial discipline, business skills and leadership skills among its members.
4. To promote and advocate Filipino social and cultural values, financial education, ecological awareness and sustainable development.

## **Section 8. Affiliation**

A Laboratory Cooperative shall be affiliated with a duly registered cooperative, to be known as the Guardian Cooperative.

A Laboratory Cooperative primarily composed of students from a particular school

may affiliate with the school's cooperative, if any, or select a cooperative of its choice within its area of operation. If the laboratory cooperative is composed primarily of out-of-school youth minors, it shall be affiliated with a cooperative of its own choice within or nearest its area of operation.

## **Section 9. Documentary Requirements for the Recognition of Laboratory Cooperative**

The Guardian Cooperative shall submit the following documentary requirements to the Authority for the issuance of a Certificate of Recognition:

1. Articles of Cooperation and By-laws of the Guardian Cooperative stating the acceptance of its responsibilities as Guardian Cooperative; and
2. Resolution of the Board of Directors of the Guardian Cooperative accepting its responsibility and liability as Guardian of the Laboratory Cooperative.

Existing cooperatives intending to have an affiliate laboratory cooperative shall be required to amend its Articles of Cooperation and By-Laws to comply with foregoing requirements.

## **Section 10. Manual of Operation**

The Guardian Cooperative shall, in addition to the requirements prescribed in the immediately preceding section, submit a manual of operation for the Laboratory Cooperative, which shall include but not limited to the following:

- (a) The name of the Laboratory Cooperative
- (b) The purpose/s and business activities for which it is organized;
- (c) The qualifications, rights, duties and responsibilities of members and the procedure to be followed in the termination of membership;
- (d) The area of operation and the postal addresses of Laboratory Cooperative;
- (e) The common bond of membership;
- (f) The organizational structure of the Laboratory Cooperative which shall likewise indicate the officer/s of Guardian cooperative tasked to supervise/ oversee/monitor the laboratory cooperative;
- (g) Duties and responsibilities of officers of the Laboratory Cooperative;
- (h) The rules and procedures on the agenda, time, place and manner of calling, convening, conducting meetings, quorum requirements, voting systems, and other matters relative to the business affairs of the officers and general assembly;
- (i) The rate of interest on savings and deposit, if applicable;
- (j) Duties and Responsibilities of the Guardian Cooperative
- (k) Other matters incident to the purposes and activities of the cooperative.

## **Section 11. Name of Laboratory Cooperative**

The Laboratory Cooperative shall include in its name the word "Laboratory Cooperative of (Name of Guardian Cooperative)".