

**[CDA MEMORANDUM CIRCULAR NO. 2007-11,
November 29, 2007]**

**GUIDELINES IN ACCOMPLISHMENT/SUBMISSION OF
COOPERATIVE ANNUAL PERFORMANCE REPORT (CAPR)**

Pursuant to Section 3 of Republic Act 6939 and pursuant to Board Resolution No. 93, series of 2007, dated April 26, 2007, this Authority hereby adopts and promulgates the following guidelines on the accomplishment and submission of CAPR.

SECTION 1. Title - This Memorandum Circular shall be known as the "Cooperative Annual Performance Report (CAPR).

SECTION 2. Scope - These guidelines shall apply to all types and categories of cooperatives nationwide that were issued Cooperative Identification Number (CIN).

SECTION 3. Objective - The CAPR aims to:

- a. Provide relevant and updated information that will be useful in determining the status of operations and performance of the cooperative sector;
- b. to simplify the administrative/reportorial requirements of cooperatives;
- c. establish a reliable, progressive and updated cooperative performance information system;
- d. provide relevant information in determining the status of operations and performance of the cooperative sector and cooperative's specific information on how their operation fare vis-a-vis cooperatives in the same category.

SECTION 4. Place of Submission - All primaries and secondaries and other types of cooperatives shall submit their duly accomplished CAPR at the concerned Extension Office. Cooperatives with inter-regional coverage shall submit their CAPR to the Extension Office where the principal office of such cooperative is located. All tertiary cooperatives with national coverage, Electric Cooperatives, Cooperative Banks and Insurance Cooperatives shall submit their CAPR to the Central Office, Registration Division.

SECTION 5. General Guidelines -

1. All registered and confirmed cooperatives that were issued CIN shall only use the attached prescribed form, the CAPR FORM 01-2007*. This form consolidates the information requirements contained in the Annual Report, General Information Sheet and the Inspection Working Paper (IWP).
2. The accomplished CAPR Form shall be submitted to the CDA annually. The