

**[CDA MEMORANDUM CIRCULAR NO. 93-001 s.
1993, January 12, 1993]**

**REVISED POLICIES ON FINANCIAL ASSISTANCE FOR
COOPERATIVE TRAINING, INFORMATION, RESEARCH AND
OTHER RELATED DEVELOPMENTAL ACTIVITIES (RESOLUTION
NO. 10, S-1993)**

To have a more effective administration of our financial assistance for cooperative training, information, research and other related developmental activities, these policies are hereby adopted by the Board of Administrators (BOA) of the Cooperative Development Authority (CDA):

A
General Policy

CDA may provide financial assistance, upon request, to cooperative federations and unions and government agencies for the conduct of training courses on cooperative management, entrepreneurial skills and capability building.

CDA may likewise provide financial assistance, upon request, to state colleges and universities and non-government organizations (NGOs) for the conduct of research.

B
Specific Policies/Procedures

1. An applicant for financial assistance shall submit a proposal in four copies. If applying for the first time, the applicant shall also submit in four copies a profile or a brief description of the organization, particularly its capability in training and research, to the Extension Office servicing the area/region where the activity/project will be undertaken.
2. Proposals for activities at the regional level downwards shall be indorsed by the Extension Office (EO) to the Central Office (CO) in three copies. The EO shall retain one copy for its file. Proposal for activities at regional/provincial/municipal/city level shall be funded locally either from the local CDA or other sector. Approval from CO is no longer necessary.
3. Proposals indorsed by the Area Coop Director and those submitted by national organizations shall be evaluated by Cooperative Research, Information and Training Division (CRITD). The Institutional Development Department (IDD) Director shall review the evaluation and submit the department's recommendation for BOA approval through the Executive Director (ED).
4. The Board Secretary shall provide the BOA in advance a copy of the proposal, together with IDD Director's recommendations duly commented upon in writing by