



**Department of Agriculture  
and  
Cooperative Development Authority**

January 3, 2018

**MEMORANDUM CIRCULAR NO. 04**  
Series of 2018

**Subject : AMENDMENT TO MEMORANDUM CIRCULAR NO. 11,  
SERIES OF 2017 PERTAINING TO THE GUIDELINES IN THE  
IMPLEMENTATION OF THE PROJECT BETWEEN THE  
DEPARTMENT OF AGRICULTURE (DA) AND COOPERATIVE  
DEVELOPMENT AUTHORITY (CDA)**

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In the interest of Service, Memorandum Circular No. 11, Series of 2017 entitled "Capacitating Agricultural Cooperatives in the Selected Poorest Provinces to be implemented by the Department of Agriculture (DA) in Partnership with the Cooperative Development Authority (CDA)", is hereby amended to read as follows:

**WHEREAS**, the DA as a government agency responsible for the promotion of agricultural development, has to provide the policy framework, investment and support services needed for domestic and export oriented business enterprises;

**WHEREAS**, the CDA as the lead agency of cooperative development, has to proactively and responsively advance and sustain the growth of the cooperative sectors by pursuing a holistic development approach, establishing support systems and structures, and building strong linkage with stakeholders, thereby optimizing benefits to cooperatives in particular and to society in general;

**WHEREAS**, the DA and CDA, has to effectuate the thrust of the Administration to increase food production and alleviate poverty in the ten poorest provinces of the country;

**WHEREAS**, the DA and CDA, to strengthen and empower cooperativism among farmers and fisherfolk in the selected poor provinces, entered into a Memorandum of Understanding on the 20<sup>th</sup> of January, 2017;

**NOW, THEREFORE**, for and in consideration of the premises and mutual covenants and undertaking set forth therein, the partners have agreed to promulgate this joint memorandum circular, viz:

## **Section 1. BASIC POLICY**

To capacitate cooperatives in the ten poorest provinces of the country in the areas of institutional/organizational, and technical skills development.

## **Section 2. OBJECTIVES**

The partnership between the DA and CDA has been established to strengthen agricultural cooperatives and its members by providing capacity building and training activities commensurate with their needs.

Specifically, this partnership aims to conduct:

1. Training needs assessment;
2. Organizational/Institutional training for cooperative officers; and
3. Technical training for agricultural cooperative members;

## **Section 3. DEFINITION OF TERMS**

**Capacity building-** the process of developing and strengthening the skills, abilities, processes, and resources that organizations and communities need to survive, adapt, and thrive.

**Cooperative-** is an autonomous and duly registered association of persons, with a common bond of interest, who have voluntarily joined together to achieve their social, economic, and cultural needs and aspirations by making equitable contributions to the capital required patronizing their products and services and accepting fair share of the risks and benefits of the undertaking in accordance with universally accepted cooperative principle.

**Farmers-** persons engaged in agriculture, raising plants and animals for food or raw materials.

**Fisherfolk-** persons engaged in the production, growing, harvesting, processing, marketing, developing, conserving, and managing of aquatic resources and fisheries areas.

**Needs Assessment-** is a systematic process for determining and addressing needs, or variance between current conditions and desired conditions.

**Institutional/Organizational Training-** is a process of management that aims to develop skills and knowledge of the people in the organization so they can effectively and efficiently perform their roles.



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**Technical Training-** is a process of teaching workforces how to more correctly and systematically perform the technical components of their jobs.

#### **Section 4. PROGRAM COMPONENTS**

1. Identification of target beneficiaries (agricultural cooperatives)
2. Training needs assessment
3. Implementation of trainings
4. Supervision and Documentation

#### **Section 5. TIMEFRAME**

This project will be implemented from January 1 to December 31, 2018. During these six months, all the objectives of this project must be completed and implemented.

#### **Section 6. STRATEGIES OF IMPLEMENTATION**

##### **1. CREATION OF TECHNICAL WORKING GROUP (TWG)**

The DA and CDA shall create a team that will ensure the smooth implementation of the project.

##### **2. CRAFTING OF JOINT MEMORANDUM CIRCULAR, PROJECT CONCEPT, AND IMPLEMENTING GUIDELINES**

The TWG shall craft the Joint Memorandum Circular, Project Concept, and Implementing Guidelines.

##### **2. COORDINATION WITH SELECTED REGIONAL FIELD OFFICES**

To accommodate the TWG during the conduct of the activities, DA regional Field Offices shall provide complementary accommodation and transportation.

##### **5. IDENTIFICATION OF TARGET BENEFICIARIES**

The CDA in close coordination with Agricultural Credit Policy Council (ACPC) shall identify five target farmers and fisherfolk established cooperatives as beneficiaries subject to its existing rules and guidelines.

##### **6. TRAINING NEEDS ASSESSMENT**

The members of the TWG will conduct the assessment simultaneously. To expedite the conduct of the said activity, the TWG will be grouped into five teams, with two



members each team. Each team shall be assigned to personally administer the Training Needs Assessment.

## **7. IMPLEMENTATION OF TRAININGS**

The DA and CDA will conduct trainings for the officers and members of cooperatives. The officers will undergo organizational/institutional training while its members will undergo technical trainings. The training will be held in Agricultural Training Institute (ATI) Regional Training Centers subject to their availability or in the venue identified by the DA.

## **8. SUPERVISION AND DOCUMENTATION**

The consultant shall perform the following tasks, viz:

- Coordinate the conduct of the project activities;
- Conceptualize a project training design;
- Strategize the project implementation;
- Supervise the project execution; and
- Document the implementation of the project in coordination with DA Field Offices.

## **Section 7. COMPOSITION OF PROJECT TECHNICAL WORKING GROUP AND THEIR RESPONSIBILITIES**

1. The Technical Working Group shall be composed of the following: (a) DA- Office of the Undersecretary for Special Concerns, (b) Cooperative Development Authority, (c) Agricultural Credit and Policy Council, (d) Agricultural Training Institute, and (e) Philippine Council for Agriculture and Fisheries.

The Technical Working Group shall:

- Craft the Project Concept and its Implementing Guidelines and the Joint Memorandum Circular;
- Identify target agricultural cooperatives as beneficiaries;
- Facilitate the conduct of training needs assessment; and
- Facilitate the implementation of trainings;

## **II. DUTIES AND RESPONSIBILITIES OF THE PARTNER AGENCIES**

The Partner Agencies shall perform the following tasks, viz:

1. DA Office of the Undersecretary for Special Concerns

- Oversee the implementation of the project;

- Act as a secretariat;
- Provide and facilitate the release of funds;
- Coordinate with other DA offices, Bureaus, and Attached Agencies for the meetings and in other related events; and
- Provide logistical support.

## 2. Cooperative Development Authority

- Provide the list of compliant agricultural cooperatives;
- Identify potential target beneficiaries of the project;
- Conduct/coordinate the institutional/organizational training; and
- Coordinate with the CDA Extension Offices the implementation of the project.

## 3. Agricultural Training Institute

- Develop and provide training needs assessment form;
- Develop modules for technical training of cooperative members;
- Conduct technical trainings for cooperative members; and
- Provide venues (Regional Training Centers).

## 4. Agricultural Credit and Policy Council

- Assists in the conduct of institutional/organizational training; and
- Provision of financial assistance under Production Loan Easy Access (PLEA) program if qualified.

## 5. Philippine Council for the Agriculture and Fisheries

- Assists in the identification and validation of the target beneficiary cooperatives; and
- Assists in the monitoring of the project in coordination with the private sectors.

## Section 8. EXPENSES

All expenses to be incurred in the implementation of this project shall be charged to the Department of Agriculture, Office of the Secretary National Livestock Program Fund, subject to the availability of funds and under the strict guidance of existing COA and accounting rules and regulations.



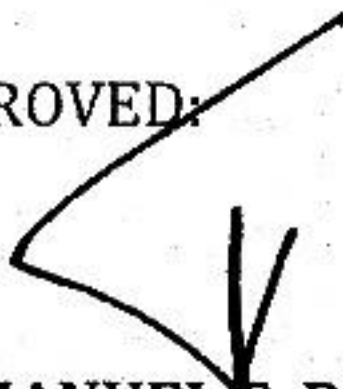
## **Section 9. DOCUMENTATION, MONITORING AND EVALUATION**

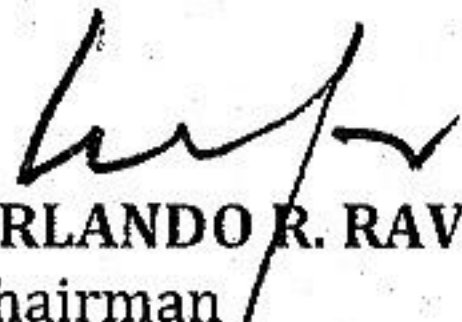
An appropriate monitoring and evaluation scheme will be developed to monitor project implementation, identify problems and enable the project implementers to institute corrective measures when necessary. The Monitoring and Evaluation will also evaluate the impact of the project.

## **Section 10. EFFECTIVITY**

This Memorandum Circular shall take effect immediately upon signing and shall supersede other issuances that are inconsistent herewith.

APPROVED:

  
**EMMANUEL F. PIÑOL**  
Secretary  
Department of Agriculture

  
**ORLANDO R. RAVANERA**  
Chairman  
Cooperative Development Authority

DEPARTMENT OF AGRICULTURE  
  
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