

REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF TRANSPORTATION  
**OFFICE OF TRANSPORTATION COOPERATIVES**  
2nd Flr. Ben-Lor Building, 1184 Quezon Avenue, Brgy. Paligsahan, Quezon City 1103

24 July 2018

JUL 24 2018

MEMORANDUM CIRCULAR NO. 2018-07- 004 *Ang*

TO : EXISTING AND PROPOSED TRANSPORT COOPERATIVES

SUBJECT : OTC Cooperative Education and Transport Operation Seminar (CETOS)

This pertains to the conduct of Cooperative Education and Transport Operation Seminar (CETOS) which is a mandatory training used as a prerequisite for new members who wished to join an existing Transport Cooperative (TC), likewise, a requirement to proposed TCs prior to registration to the Cooperative Development Authority (CDA).


With the influx of CETOS request coming from existing and proposed TCs, several complaints were received by this Office using the activity as a platform to collect fees from its members. In this regard, please be informed that the conduct of such seminar is **FREE OF CHARGE**, whether in-house or by request and conducted only by OTC Accredited Resource Speakers. Further, transportation expense, per diem allowances and other incidental expenses of OTC Speakers are shouldered by this Office.

However, you may still derive your operational expenses during the conduct of training, from the following, to wit:

- For existing TCs, please be reminded to use the "Cooperative Education and Training Fund (CETF) which is 10% of the Net Surplus, specifically allocated to provide training, development and similar other cooperative activities geared towards the growth of the cooperative movement" (RA 9520, Article 86, Subsection 2); and
- For proposed Transport Cooperatives and Organizers, through the membership fee collected upon entry of members to the newly organized/formed TC.

Nevertheless, TC Officials and Transport Organizers are hereby directed to **REFRAIN** from using the name of the OTC and/or CETOS activity to collect fees from members and other transport organizations. Failure to observe the aforementioned directive will be dealt with accordingly.

For strict compliance and observation.

  
**MEDEL H. AFALLA**  
Officer-in-Charge  
Office of the Chairman