

REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF TRANSPORTATION
OFFICE OF TRANSPORTATION COOPERATIVES

30 August 2022

MEMORANDUM CIRCULAR NO. 2022-09-002

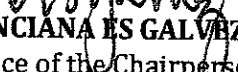
TO : ALL TRANSPORT COOPERATIVES

SUBJECT : GUIDELINES IN ACCREDITATION OF SECONDARY AND TERTIARY
TRANSPORT COOPERATIVE FEDERATIONS

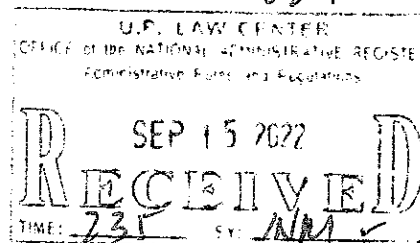
In line with the cooperative principle, **Cooperation among Cooperatives**, forming and/or joining Cooperative Federations serves as channel to showcase the essence of working harmoniously within vast network of transport cooperatives. Moreover, it is evident that collective efforts through federations aid in achieving growth and sustainability through implementation of various projects and programs for its primary/secondary members.

With OTC's mandate to organize, supervise and develop transport cooperative's nationwide, TCs are hereby enjoined to observe the attached Addendum on the Revised Guidelines of the Issuance of Endorsement for the Registration of the Proposed Transport Cooperatives (TCs) to CDA and TC Accreditation Processing and Requirements, particularly the **Revised Guidelines in Accrediting Secondary and Tertiary Transport Cooperative Federations**.

For information and compliance.


CRESENCIANA ES GALVEZ
OIC Office of the Chairperson/
Chief, Operations Division

OD: CBM/DMT



22-1014
OFFICE OF TRANSPORTATION COOPERATIVES
Certified True Copy on Personnel Section Files
Not Valid With Erasures

NELIN R. FRIAS
Certified by: Administrative Officer V
OTC-Personnel Section Head
Date: 9-14-22

Addendum on the Revised Guidelines of the Issuance of Endorsement for the Registration of the Proposed Transport Cooperatives (TCs) to CDA and TC Accreditation Processing and Requirements

Legal Basis:

- Rule V, Section 6, Items 5 & 10 (Registration Requirements for Transport Cooperative) of the Revised Rules and Regulations Implementing Certain and Special Provisions of the Philippine Cooperative Code of 2008
- Article II (Promotion, Organization and Accreditation), Section 17 (Issuance of Certificate of Accreditation) of the OTC Administrative Order No. 2000-01
- Item 2 and last paragraph of OTC Board Resolution No. 2018-07-03 dated 25 July 2018 (role of the OD-POAS and reconstitution of the TAC Members)
- OTC Special Order No. 2018-08-041 dated 07 August 2018 (Work assignment of concerned staff of the Operations Division)
- Article IX (Registration of Secondary and Tertiary Cooperatives), Section 1 (Requirements for Registration), Section 2 (Place of Registration), Section 3 (Miscellaneous) & Section 4 (Registration Procedure) of the CDA MC 2015-01, Revised Guidelines Governing the Registration of Cooperatives
- OTC Special Order No. 2018-08-046 dated 30 August 2018 (Reconstitution of the Technical Accreditation Committee)

Coverage

These guidelines shall only apply to all Primary and Secondary Transportation Cooperatives with the intention in organizing Transportation Federation and Tertiary Transport Cooperatives, respectively.

I. Accreditation of Secondary and Tertiary Transport Federation

I.1 Documentary Requirements

	For Secondary Federation	For Tertiary Cooperative
1	Copy of Certificate of Registration on Secondary Federation	Copy of Certificate of Registration on Tertiary Cooperative
2	Copy of OTC valid Issued Certificate of Good Standing together with CDA Issued Certificate of Compliance of all primary cooperative members (at least 10 primary members as prescribed by the CDA MC 2015-01)	Copy of OTC valid Issued Certificate of Good Standing together with CDA Issued Certificate of Compliance of the secondary cooperative members (at least 10 secondary members as prescribed by the CDA MC 2015-01)

OFFICE OF TRANSPORTATION COOPERATIVES
Certified True Copy on Personnel Section Files
Not Valid With Erasures

Certified by: **NELIN R. FRIAS**
Administrative Officer V
OTC-Personnel Section Head
 Date: 2-10-21

3.	Copy of Bank Certificate of at least Php 500,000.00 under the name of the Secondary Federation	Copy of Bank Certificate of at least Php 5,000,000.00 under the name of the Tertiary Cooperative or feasibility study requirement whichever is higher
4.	Copy of Notarize Secretary Certificate recommending the affiliation of cooperative to the Secondary Federation	Copy of Notarize Secretary Certificate recommending the affiliation of Secondary Federation to the Tertiary Cooperative
5.	Copy of Approved General Assembly Resolution of each primary cooperative approving the affiliation with Secondary Federation together with required membership fee and capital share	Copy of Approved General Assembly Resolution of each secondary cooperative approving the affiliation with Tertiary cooperative together with required membership fee and capital share
6.	Copy of Approved General Assembly Resolution of each primary cooperative indicating the authorized representative to represent the Secondary Federation	Copy of Approved General Assembly Resolution of each secondary cooperative indicating the authorized representative to represent the Tertiary Cooperative
7.	Copy of CDA approved Economic Survey indicating specific business operation of the Secondary Federation	Copy of Feasibility Study/ies or 3-year developmental plan/program

II. Processing

1. OD-POAS, upon receipt of the application, shall, with due diligence, evaluate the sufficiency of the documents submitted and compliance with other conditions set in these guidelines. It shall also serve as the Secretariat of the Technical Accreditation Committee (TAC).
2. If found sufficient and compliant, a notice shall be issued to properly inform the TC-Applicant and a write-up shall be prepared for presentation to the members of the TAC, in the schedule meeting called for the purpose.
3. If not complete, a letter shall be prepared informing the TC applicant on the submission of lacking requirements and providing appropriate advice/s. The applicant is given thirty (30) days to comply failure to respond within the prescribed period will be basis for OTC to accept potential TC applicant on the same applied route.
4. Once considered by the TAC, the final write-up (with recommendation) will be prepared for OTC Board consideration.
5. If not considered by the TAC, the TC application shall be duly notified on the underlying reasons for deferment and appropriate advice/s giving the same thirty (30) days to submit any supporting documents as may be required by the TAC. Only applications that completed the deficiency as may be required by the TAC. Only applications that completed the deficiency shall be re-evaluated and presented to the TAC prior to elevating the same to the OTC Board.

OFFICE OF TRANSPORTATION COOPERATIVES
Certified True Copy on Personnel Section Files
Not Valid With Erasures

NELIN R. ERIAS

Certified by: Administrative Officer V
OTC-Personnel Section Head

Date: 2-18-20

6. The Chairperson of the TAC shall present to the OTC Board, in the meeting called for the purpose, all applications for accreditation. Once approved by the Board, the following shall be prepared by the OD-POAS:
 - a. Letter of approval;
 - b. Certificate of Accreditation signed by the OTC Chairperson; and
 - c. Certificate of Good Standing (CGS) with validity up to June 30 of the following year.
7. In case of deferral and/or disapproval by the Board of the TC-application, the following shall be observed:
 - If deferred, the TC Applicant shall be duly notified of the rationale and/or additional/supporting documents to be required by the Board. The applicant is given thirty (30) days to comply; and/or If disapproved, the TC applicant shall be duly notified of the reason/s giving the same the option to file an appeal within thirty (30) days.

III. Other Provisions

The system and procedures for endorsement for CDA registration and TC accreditations shall conform with the requirements of the Republic Act NO. 11032 (An Act Promoting Ease of Doing Business and Efficient Delivery of Government Services, Amending for the Purpose Republic Act No. 9485, Otherwise known as the Anti-Red Tape Act of 2007, and for Other Purposes), to include the current service standards or Citizen's Charter of this Agency. Any updates, improvements and/or re-engineering initiatives duly approved/adopted by the Agency involving the two (2) concerned business transactions shall automatically form part of this guidelines.

IV. Repealing Clause

All prior procedures, orders, circulars or any related issuance thereof inconsistent with these provisions are hereby amended accordingly.

V. Separability Clause

If any part of this procedure is found unconstitutional by a court of law such part shall be severed from the remainder of the MOA, and such action shall not affect the other remaining parts of this procedure that shall remain valid and subsisting.

VI. Effectivity

This procedure shall take effect fifteen days after its publication in a newspaper of general circulation and the filing of three (3) copies thereof with the UP Law Center pursuant to Presidential Memorandum Circular No. 11, dated 09 October 1992

OFFICE OF TRANSPORTATION COOPERATIVES
Certified True Copy on Personnel Section Files
Not Valid With Erasures

Certified by: NELIN R. FRIAS
Administrative Officer - V
OTC-Personnel Section Head
Date: 9-14-14