



## COOPERATIVE DEVELOPMENT AUTHORITY

827 Aurora Blvd., Service Road, Brgy. Immaculate Conception, 1111 Cubao, Quezon City, Philippines

<http://www.cda.gov.ph> [helpdesk@cda.gov.ph](mailto:helpdesk@cda.gov.ph) [CDA](#) [@CDAPhils](#) [PH Cooperatives](#)



**MEMORANDUM CIRCULAR NO. 2020-06**

Series of 2020.

**SUBJECT : AMENDMENT AND SUPPLEMENT TO MC NOS. 2020-04 AND 2020-05, FURTHER EXTENDING THE DEADLINE FOR SUBMISSION OF REQUIRED REPORTS AND ANNUAL TAX INCENTIVES REPORTS OF COOPERATIVES TO THE AUTHORITY DUE TO THE COVID-19 PANDEMIC**

Considering the declaration made by President Rodrigo R. Duterte on the extension of the Enhanced Community Quarantine (ECQ), Memorandum Circular No. 2020-04, entitled "*AMENDMENT TO MEMORANDUM CIRCULAR NO. 2020-03, ENTITLED "REGULATORY RELIEF FOR COOPERATIVES IN VIEW OF PROCLAMATION NO. 922"*" and Memorandum Circular No. 2020-05, entitled "*EXTENSION OF DEADLINE OF SUBMISSION OF ANNUAL TAX INCENTIVES REPORT (ATIR) OF COOPERATIVES TO THE AUTHORITY DUE TO THE COVID-19 PANDEMIC*", are hereby further amended to extend the deadline for submission of the following reports to **June 30, 2020**.

### **1. CDA Required Reports**

After online submission using the Cooperative Annual Progress Report Information System (CAPRIS), all duly signed reports may be submitted through any of the following means:

- 1) Personally, in the case of areas under general community quarantine, provided precautionary measures are observed;
- 2) Through registered mail or courier services; or
- 3) Through electronic mail (email) to be sent to the e-mail address of the regional office having jurisdiction over the cooperative, as follows:

Office of the Chairman : (02) 8721-5325  
(02) 8721-5324  
Office of the Executive Director : (02) 8725-6450  
Officer of the Day : (02) 8725-3764



Management System  
ISO 9001:2015



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<b>Region</b>	<b>Regional Office</b>	<b>Emai Address</b>
CAR	CAR	<a href="mailto:car@cda.gov.ph">car@cda.gov.ph</a>
I	Dagupan	<a href="mailto:r1@cda.gov.ph">r1@cda.gov.ph</a>
II	Tuguegarao	<a href="mailto:r2@cda.gov.ph">r2@cda.gov.ph</a>
III	Pampanga	<a href="mailto:r3@cda.gov.ph">r3@cda.gov.ph</a>
NCR	Manila	<a href="mailto:ncr@cda.gov.ph">ncr@cda.gov.ph</a>
IV-A	Calamba	<a href="mailto:r4@cda.gov.ph">r4@cda.gov.ph</a>
IV-B	MIMAROPA	<a href="mailto:mimaropa@cda.gov.ph">mimaropa@cda.gov.ph</a>
V	Naga	<a href="mailto:r5@cda.gov.ph">r5@cda.gov.ph</a>
VI	Iloilo	<a href="mailto:r6@cda.gov.ph">r6@cda.gov.ph</a>
VII	Cebu	<a href="mailto:r7@cda.gov.ph">r7@cda.gov.ph</a>
VIII	Tacloban	<a href="mailto:r8@cda.gov.ph">r8@cda.gov.ph</a>
IX	Pagadian	<a href="mailto:r9@cda.gov.ph">r9@cda.gov.ph</a>
X	Cagayan de Oro	<a href="mailto:r10@cda.gov.ph">r10@cda.gov.ph</a>
XI	Davao	<a href="mailto:r11@cda.gov.ph">r11@cda.gov.ph</a>
XII	Kidapawan	<a href="mailto:r12@cda.gov.ph">r12@cda.gov.ph</a>
XIII	CARAGA	<a href="mailto:caraga@cda.gov.ph">caraga@cda.gov.ph</a>
Central Office	Regulation Division	<a href="mailto:regulation@cda.gov.ph">regulation@cda.gov.ph</a>

## **2. Annual Tax Incentives Reports**

The soft copy in excel format shall also be submitted to the above email addresses. Hard copies, however, may be submitted in the same manner as the CDA required reports.



In submitting reports through email, the following conditions must be met:

1. Reports must be scanned in a portable document format (PDF) to be sent as attachments to an email from a valid cooperative email account or address of an authorized representative.
2. The email should contain a declaration by the authorized representative of the cooperative that the documents submitted are authentic and that the hard copies thereof shall be submitted to the Authority within the prescribed period. For purposes hereof, the CDA shall inform the cooperatives of the date for submission of the duly signed hard copies of the documents.

The full name, cooperative address, and mobile number of the authorized representative must be stated.

3. It shall be understood however, that the person(s) whose signature(s) appears in the documents submitted shall be held accountable under the appropriate provisions of the Code.

After evaluation of completed reports and payment of the COC fee of One hundred pesos (P100.00), the Certificate of Compliance (COC) shall be sent via email to the cooperative. Payment of COC may be done through Landbank Link.biz portal. The original copy of the COC may be claimed at the CDA Office upon lifting of the ECQ.

All concerned CDA Regional Offices shall immediately conduct information campaign and webinars to implement and disseminate this Circular to cooperatives within their respective jurisdictions.

This Circular shall take effect immediately.

Approved per BOD Resolution No. 110, S-2020 dated May 5, 2020.

For the Board of Directors:

  
**ORLANDO R. FAVANERA**  
Chairman