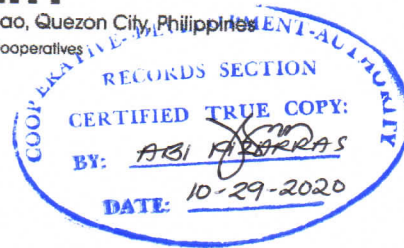




COOPERATIVE DEVELOPMENT AUTHORITY

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

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



MEMORANDUM CIRCULAR NO. 2020-22
Series of 2020.

TO : ALL APPLICANT TRANSPORT SERVICE COOPERATIVES

SUBJECT : GUIDELINES ON THE SUBMISSION OF A LETTER OF UNDERTAKING IN LIEU OF THE COOPERATIVE EDUCATION AND TRANSPORT OPERATIONS SEMINAR (CETOS) CERTIFICATION

In response to the request of the Office of Transport Cooperatives (OTC) and in consideration of the current national health emergency brought about by the COVID-19 pandemic, the Cooperative Development Authority (Authority) hereby approves the submission of a Letter of Undertaking by applicants for registration as transport service cooperatives who have not attended the Cooperative Education and Transport Operations Seminar (CETOS) conducted by the OTC, in lieu of the CETOS Certification required under existing regulations.

1. **Scope and Coverage.** This Guidelines covers all applicants for registration as transport service cooperatives who have not attended the CETOS conducted by the OTC.
2. **Guidelines.**
 - 2.1 The applicant transport service cooperative may submit a Letter of Undertaking in lieu of the CETOS Certification;
 - 2.2 Within six (6) months from the date of registration, the transport service cooperative shall submit to the Authority the CETOS Certification;
 - 2.3 Attendance to the CETOS by all interim officers and members is still a mandatory requirement for registration; and
 - 2.4 Failure to submit the CETOS certification within six (6) months from the date of registration shall be a ground for the dissolution of the transport service cooperative.
3. **Modification Clause.** This Memorandum Circular modifies subsection 4.a.4 of Section 4 of Memorandum Circular 2015-01, Series of 2015, entitled Revised Guidelines Governing the Registration of Cooperatives.

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Management System
ISO 9001:2015

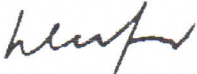

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4. **Effectivity.** This Memorandum Circular takes effect immediately and shall remain in force unless sooner revoked or modified.

Approved per BOD Resolution No. 305, Series of 2020, dated October 14, 2020.

FOR THE CDA BOARD:


ORLANDO R. RAVANERA
Chairman 
/OC181

