



COOPERATIVE ASSESMENT INFORMATION SYSTEM (CAIS)

Per Module User's Guide for Cooperatives

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Introduction

COOPERATIVE ASSESSMENT INFORMATION SYSTEM (CAIS) is the newly developed online system by the Cooperative Development Authority (CDA) and a comprehensive web-based system which integrates and generate reports out of all data and information from the required reports submitted by the cooperatives, inspection results and other processes entered in the system. The system can also assess and objectively determine the levels of maturity of the cooperatives.

In the online submission of reports in CAIS, under list of reports, you will see seven (7) Tabs namely: Cooperative Annual Progress Report (CAPR), Cooperative Audited Financial Statements (CAFS), Performance Audit Report (PAR), Social Audit Report (SAR), List of Officers and Trainings Attended (LOTA), MCOs Issued with Share Capital Certificate (For Electric Cooperatives Only), and Mediation and Conciliation Report.

General Instruction

1. Only Authorized Representative/s of the Cooperative shall encode the reports in the CAIS using the cooperative's official email address.
2. All data fields must be properly filled-up with appropriate information.
3. If the required field is not applicable on your Cooperative, write "NA" or "N/A" for fields requiring word/terminologies and zero "0" if numeric field.
4. All required reports must be submitted ANNUALLY within one hundred twenty (120) days after the end of the calendar year.
5. Submission of required reports shall be done electronically through the [http: www.cda.gov.ph](http://www.cda.gov.ph) however, the Audited Financial Statements (AFS) in which the original copy is required to be submitted together with the system generated Acknowledgement.

Login Page

The CAIS can be accessed through this link <http://www.cda.gov.ph>

Click on “Cooperative Registration”

The screenshot shows the CDA website homepage. At the top, there is a navigation bar with 'GOVPH', 'Home', 'Transparency Seal', and 'Good Governance'. A search bar is on the right. Below the navigation bar, there are three main sections: 'Online Services', 'CDA News & Updates', and 'Featured Links'. The 'Online Services' section contains several icons: 'COOPERATIVE REGISTRATION' (highlighted with a red box), 'RESERVE COOPERATIVE NAME FOR AMENDMENT', '@-opBiz CBMIS', 'CDA AFIS', and 'CAPRIS'. The 'CDA News & Updates' section features two news articles: 'Retooling: An Engaging and Refocused Activity for CDA's Technical Personnel' and 'NDCDC Organizational Meeting and Election of Officers Held'. The 'Featured Links' section includes 'TOV Mainland CERTIFIED', 'MINDANAO', 'COOPERATIVE INFORMATION', 'CITIZEN'S CHARTER', 'COMPILATION OF COOPERATIVE RESEARCH', and 'CO-OP'.

Click on “Cooperative Assessment Information System (CAIS) – and you will be redirected to CAIS Login page.

The screenshot shows the 'Cooperative Assessment Information System' Client Login page. At the top, there is the CDA logo and the text 'Cooperative Assessment Information System'. Below the logo is the heading 'Client Login'. The form contains three input fields: 'Email Address', 'Password', and 'Coverage Year of the Report' (with a dropdown menu set to '2021'). A blue 'Submit' button is located below the form. Below the 'Submit' button, there are three links: 'Create an account' (highlighted with a red box), 'Forgot Password', and 'Home Page'. At the bottom of the page, there are two more links: 'Users Manual' and 'CAIS User Guide'.

Account Creation

1. From the CAIS Login Page in the CDA website (www.cda.gov.ph), click “Create an account”.
2. Enter Full Name (Last Name, First Name Middle Name)
3. Select Government Issued ID and its ID No.
4. Select users Position and Mobile No.
5. For Official Email Address – we highly recommend on using the same email for both eCoopRIS and CAIS. *****Please double check the spelling of your encoded email, as the verification email for you to login to the system will be sent here*****
6. Input Password and confirm your password
7. Input Cooperatives Registration No. – Please input Registration No. as is. Which includes hyphen ex: 9520-123456789 > Click on TAB on your keyboard or click anywhere and wait for the system to display the Original Name of Cooperative.
8. If the Name of Cooperative is correct, kindly tick the check box below the Name of Cooperative field and click on “I agree with the terms and conditions” and “Submit” button will now be enabled for you to submit the form.
9. A verification email will be sent which includes link for you to verify your account – Once you have successfully verified your account, you may now login to CAIS.
10. Enter your login credentials for CAIS which we have recently created
11. Select the coverage year of required reports you are about to encode for submission of view.
12. Then click on “Submit”
13. Once successfully logged in, you will be redirected to CAIS Dashboard/List of Reports.

Cooperative Assessment Information System



Client Login

Email Address

Password

Coverage Year of the Report

** No report has been submitted*

[Submit](#)

[Create an account](#) [Forgot Password](#)

[Home Page](#)

1. List of Reports/Dashboard

This module will help the user to see the status of each module before they can finally submit the reports for CDA evaluation.

Reports	Status	Preview	PDF Download
Cooperative Annual Progress Report	Pending	CAPR	
Cooperative Audited Financial Statement	Pending	AFS	
Performance Audit Report	Pending	GSM FPS PAR	
Social Audit Report	Pending	SAR	
List of Officers and Trainings Attended	Pending	LOTA	
Medcon	Pending	Medcon	

1.1 1.2 1.3

1.1 Status Column

This function of the system allows the user to see the status of each module. All module should have “Complete” status to have the “Submit all Reports” button be enabled.

1.2 Preview Column

This column allows the user to view the reports. Viewing of the reports preview button will only be enabled once the status of specific report is “Complete”

1.3 PDF Download Column

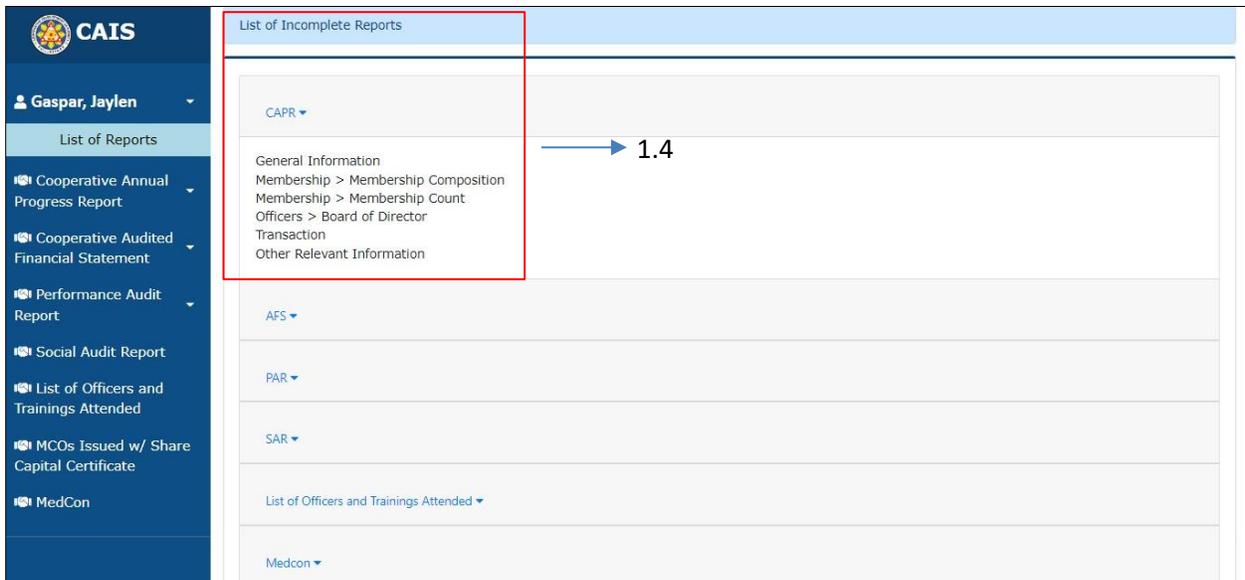
This column allows the user to view and download the reports in PDF. Please note that the button will only be enabled once the CDA Personnel approved the submitted reports. An email notification will be sent to your registered email address.

1.4 List of Incomplete Reports

This part of the dashboard is a very helpful function of the system. On this part, the system will list which module still locks of data.

For Example: the system shows that the CAPR have status of “PENDING”, you may check on this part which module under CAPR needs to be completed.

Click on “CAPR” to see the list items that needs to be complied. User may click on the item/list and the system will redirect on the selected item.



2. Cooperative Annual Progress Report (CAPR)

The CAPR is the required report to be submitted annually. In CAIS, it is the menu that contains eight (8) sub-menus namely:

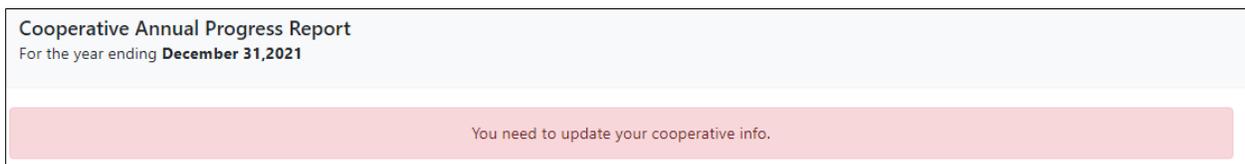
General Information

On this module, you may find the basic information of Cooperative.

For Cooperative Registered before September 1, 2020

For those cooperatives that is registered before September 1, 2020 must went through on “Updating Process” on eCoopRIS - This process is used to complete all the missing data that is needed on CAIS.

If this message appears on your General Information module, it means that the updating process must be completed so that CAIS can generate the Cooperative’s basic information automatically.



Message above usually appears when the following information is missing:

- Registered Address of Cooperative
- Date of Registration under RA 9520
- Category and Type of Cooperative
- Common Bond of Membership
- Area of Operation

NOTE: Always save the form before going to other page to avoid losing encoded data

For Cooperative Registered in eCoopRIS (September 1, 2020 onwards)

If there's an instance that the Cooperative is registered on eCoopRIS, and there's a missing data that needs to be completed but unable to modify/edit on your end or on your account, you may contact the CDA through their email, provide the information that is missing (*you may also include on your email that the Cooperative is registered under eCoopRIS*) so that they can assist you on providing the necessary data on their end.

Important Information that needs to be included on your email:

- Registration No. and Cooperative Name:
- Registered email on CAIS and eCoopRIS
- Registration Date:
- Concern:

For "Asset Size of Cooperative" – Asset size will be updated when Assets on Statement of Financial Condition (SFC) has been filled-up. Value of Land used in operation should be excluded from the Total Asset as per CDA MC 2007-07 dated June 5, 2007.

Asset size is very important in the report. Other modules such as the following below are dependent on the Asset Size indicated in the General Information. If the Asset size is not updated or incorrect, the information on these modules will also show incorrect information.

- Cooperative Financial Statement > Profile
- Performance Audit Report > Audit Report
- Social Audit Report

Every time the Total asset has been updated on the Statement of Financial Condition, the General Information must also be saved so that the updated asset size will take effect on the above-said modules. Those modules must also be visited and re-save so that the changes will be updated.

Business Activities

This module enables the cooperative to encode all the Coops Business Activities.

Business Activity are based on Coops Cooperative Type. It means that if the Cooperative is Multipurpose that includes multiple cooperative type, system will automatically list all Business Activity from the Coops Cooperative Type.

System already provides the complete list of PSCC and PCPC as reference for encoding the Coops product and services.

BUSINESS ACTIVITY

Annual Volume of Business

Major Classification	Subclass Classification	Basis of Volume of Business	Amount	Action
----------------------	-------------------------	-----------------------------	--------	--------

Add Business Activity

Products/Commodities (Based on Phil. Standard Commodity Classification) [Show PSCC](#)

Major Products	Specific Products	PSCC Code	Action
----------------	-------------------	-----------	--------

Add Product/Commodity

Services Rendered/Offered (Based on Phil. Central Product Classification) [Show PCPC](#)

Major Services	PCPC Code	Action
----------------	-----------	--------

Add Services

Is the cooperative engaged in importation? Yes No

Is the cooperative engaged in export activities? Yes No

Membership

The system will require the cooperative to have:

- For Primary Cooperatives, the total No. of Members must be equal to its age group's total member.
- For Federation, the total No. of Members must be equal to the total composition of membership.
- Fill out the required fields before you can save the form.

Once the 2 fields do not match, the system won't allow the use to save the form and this message will appear to guide the user during the encoding.

Cooperative Annual Progress Report For the year ending December 31

Total No. of Members is not equal with Age group's Total Member

OK

Save

Officers

System will require the cooperative to have a minimum of 5 and maximum of 15 BOD.

For each committee, "Add" button is already provided. For BOD members, their address is required to be encoded. Please keep the Name format as "Last Name, First Name and Middle Name".

On the very bottom of the page, there is an option to add "Other Committee" > Choose "YES" to add Cooperative's Other Committee.


CAIS
Save

Position	Name	Gender	Address	Indigenous People	Persons with Disability	Senior Citizen	Action																		
Add Ethics Committee																									
Gender and Development Committee																									
Add GAD Committee																									
Are there other committees? <input checked="" type="radio"/> Yes <input type="radio"/> No																									
Other Committees provided in the by-laws																									
<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th style="width: 15%;">Name of Committee</th> <th style="width: 10%;">Position</th> <th style="width: 10%;">Name</th> <th style="width: 10%;">Gender</th> <th style="width: 15%;">Address</th> <th style="width: 10%;">Indigenous People</th> <th style="width: 10%;">Persons with Disability</th> <th style="width: 10%;">Senior Citizen</th> <th style="width: 10%;">Action</th> </tr> </thead> <tbody> <tr> <td colspan="9" style="text-align: center; padding: 5px;">No data available in table</td> </tr> </tbody> </table>								Name of Committee	Position	Name	Gender	Address	Indigenous People	Persons with Disability	Senior Citizen	Action	No data available in table								
Name of Committee	Position	Name	Gender	Address	Indigenous People	Persons with Disability	Senior Citizen	Action																	
No data available in table																									
Add Other Committee																									

Transaction, Deposit Liabilities and Taxes

The system will require the Cooperative to fill out all the required fields before they can save the form.

On “Information on Transaction to Members/Non-Members” don’t forget to select first between “Members Only” and “Both Members and Non-Members” before filling out details.

Information on Transactions to Members/Non-Members			
<input type="radio"/> Members Only <input type="radio"/> Both Members and Non-Members			
Gross Sales/Receipt	Members	Non-Members	Total
Amount of Gross Sales/Receipt	<input type="text"/>	<input type="text"/>	<input type="text"/>

Select YES or NO between Certificate of Tax Exemption/Ruling before you start on adding details.

Certificate of Tax Exemption/Ruling <input type="radio"/> Yes <input type="radio"/> No
Reason for No CTE <input type="text" value="None"/>

Other Information for Specific Type of Cooperative

The following Cooperative Type are required to input their details on this form.

- Credit Cooperative
- Transport Cooperative
- Labor Service Cooperative
- Advocacy Cooperative
- Agrarian Reform Cooperative
- Cooperative Banks
- Education Cooperative
- Electric Cooperative
- Agriculture Cooperative
- Housing Cooperative
- Insurance Cooperative
- Water Service Cooperative
- Health Service Cooperative
- Small Scale

Other Relevant Information

This module refers to the other information needed by the system. Kindly input data on the required fields.

“Rate of Interest on Share Capital” while automatically have a value once “Interest on Share Capital” on Statement of Operation (SO) module and Average Share Month her on Other Relevant Information have a value. (Computation: Interest Share Capital / Average Share Month)

B. Information on ISCPR	
Average Share Month	<input type="text" value="0.00"/>
Rate of Interest on Share Capital	<input type="text" value="0"/>
Rate of Patronage Refund	<input type="text" value="0"/>

IMPORTANT: If there's a change on Statement of Operation (specifically on Interest on share capital) “Other Relevant Information” form must be resaved to update the changes made on Statement of Operation.

Laboratory

The system automatically displays the Laboratory of Cooperative (if there's any).

If the system failed to display the Coops Laboratory, please check your eCoopRIS account if the Laboratory is already updated or already approved by the CDA Personnel.

Once the updating process is done, you may now check Laboratory module on CAIS system if the recent updated Laboratory successfully appeared.

On this module the user may modify the Laboratory total no. of members for the reporting period.

3. Cooperative Audited Financial Statement (CAFS)

The CAFS is one of the attachments to be submitted annually.

***The original hard copy of the CAFS is to be submitted to the CDA.*

In CAIS, it is the menu that contains three (3) sub-menus namely:

Profile

This module serves as the Cooperative Basic Information. Once the General Information on CAPR is complete, the address, TIN, Cooperative Type and Asset Classification will be automatically populated. While the contact no. and email address will come from the details on Account Creation.

For CEA No. type in the exact CEA no. including the hyphen (if there's any) and the “Name of Accredited External Auditor, Date Issued and Validity date will be displayed automatically.

If the CEA No. do not exist, please contact CDA

Statement of Financial Condition

Most of the forms in the Statement of Financial Condition have their own computations which we called “schedules”. To input value fields, use the pencil icon (right side of each form). Please note that if value of the field is 0, 0 must still be encoded. Leaving it blank doesn’t mean its equivalent to 0.

Though it takes time to fill-up the schedules, the user should patiently fill-up all the schedules because all the information on this page is very important. The computation on the Financial Performance Standard or what we also called “steps” are very dependent on the information on this page. If the information was leave blank or not filled-up on these forms, the result on the steps rating will also be incorrect.

Every time there is a change in the Statement of Financial Condition, the Financial Performance Standard must be revisited and re-save so that the computation will be updated.

If the change in the Statement of Financial Condition affects the total assets, the General Information must also be revisited and re-save so that the Asset Size will be updated. Failure to do this will result in incorrect information on the other pages as well (ex: Adjectival Ratings, form for Micro on SAR, etc).

Note: The Statutory Funds’ (Schedule 22) Current Year Allocation is getting information from the allocation on the Statement of Operation, thus when the Statement of Operation is updated, the Statutory Fund should also be edited and re-save so that the changes will take effect.

IMPORTANT: Encode data on the fields with pencil icon before encoding on fields without the pencil icon then save the form.

Statement of Operation

Same with the Statement of Financial Condition, this Statement of Operation also have schedules that needs to be filled-up completely and correctly.

Use the pencil icon to input value on each field. Please note that if value of the field is 0, 0 must still be encoded. Leaving it blank doesn’t mean its equivalent to 0.

Some of the items on the Financial Performance Standard (steps rating) also rely on this page.

Every time that the Statement of Operation has been updated, the **Statement of Financial Condition > Statutory Funds** and the **Statement of Financial Condition** must be visited and re-save so that the change in the allocation will take effect.

If the value on the Interest on Share Capital is changed, **Other Relevant Information** page must also be visited and re-save the data so that the changes will take effect.

Failure to revisit and re-save the forms on the above said pages after editing the Statement of Operation **will result to an incorrect information and computation.**

IMPORTANT: Encode data on the fields with pencil icon before encoding on fields without the pencil icon then save the form.

4. Performance Audit Report (PAR)

PAR is another attachment to the required report to be submitted annually. In CAIS, it is the menu that contains three (3) sub-menus namely:

Governance & Management Report

The user may save this form without answering all the items. System has a status above the page wherein user can see the total items answered and how many items still need to be answered by YES/NO/NA.

IMPORTANT: Don't forget to save the form before leaving the page. Leaving the page w/o saving will result on losing the encoded data.



Performance Audit Report
For the year ending December 31, 2021

Answered 1 out of 182 total questions

Save

Financial Performance Standards

The system needs the user to save the form, before the system can display the equivalent value on steps and before the system can compute the totality.

As mentioned above, the computation on this page is heavily dependent on the **Statement of Financial Condition** and **Statement of Operation**, thus every time those modules are updated, this page must be revisited and save, so that the changes in the computation will be updated.

If the computation on this module do not match with the summary total in the Performance Audit Report > Steps Rating, this page should be revisited and save again.

IMPORTANT: Don't forget to save the form before leaving the page. Leaving the page w/o saving will result on losing the encoded data.

Audit Report

On this module, the result of Audit will appear here GMAR Report, Result of Financial Performance and the Overall Performance Rating.

The address of cooperative came from the CAPR – General information. Once the details are complete, system will automatically display the Address of Cooperative.

The Main Business Activity and Other Services are open text. Make sure to input correct details to avoid Deferred Application.

For the Name of Auditor, the user has 2 choices between “Internal Auditor” and “Audit Committee”. When “Internal Auditor” is selected, the user can input the Auditor Name. Make sure that the format must be “Last Name, First Name and Middle Name” and input the Date of audit.

While for “Audit Committee” the system will display the name(s) of Audit Committee from CAPR – Officers and input the Date of audit.

If the Audit Report do not match on Steps, steps must be re-saved to update the details on Audit report page.

5. Social Audit Report

To avoid on losing the data encoded, the Mission, Vision, Core Values, Social Goals, Auditor Details, Comment and Recommendations must be saved first before adding Policy, Activities, Fund and Recommended Actions.

After you successfully save the above-mentioned fields, you may now add Policy and Activities.

IMPORTANT: Please note that “Asset Size” must be finalized and save first before you can start on filling out this module.

STATEMENT OF MISSION, VISION, CORE VALUES AND SOCIAL GOALS	
Year when the following Statements were Crafted/Revised	<input type="text" value="0"/>
Mission	<input type="text"/>
Vision	<input type="text"/>
Core Values	<input type="text"/>
Social Goals	<input type="text"/>

Name of Auditor	<input type="text" value="Last Name, First Name and Middle Name"/>
Position	<input type="text" value="Choose here..."/>
Date Audited	<input type="text" value="dd/mm/yyyy"/>

Community Development Fund

COMMUNITY DEVELOPMENT FUND		
Accumulated Amount of CDF	Amount Utilized for Cooperative Social Activities	Percentage of Utilization
0	0.00	0.00 %
5.1	5.2	
SUMMARY		Total Amount
Amount utilized for CETF		0.00
Amount utilized for Optional Fund		0.00
Amount Charged to Outright Expense		0.00
		5.3

5.1 Accumulated Amount of CDF

The value reflected here is from AFS – Schedule of Allocation (Current year)

5.2 Amount Utilized for Cooperative Social Activities

The value reflected here is the total amount of Social Activities under CDF source of fund

5.3 Summary and Total Amount

The value reflected under “Amount Utilized for CETF” are the total amount utilized for activity under CETF source of fund

The value reflected under “Amount utilized for Optional Fund” are total amount utilized for activity under “Optional” source of fund.

The value reflected under “Amount Charged to Outright Expense” are total amount utilized for activity under “General” source of fund.

6. List of Officers and Training Attended

This module enables the coop to add officers and their trainings attended.

To add Name of Officers:

Registration No.

Name of Cooperative

Address

Asset Size of Cooperative

Note: Value of Land used in operation should be excluded from the Total Asset as per CDA MC 2007-07 dated June 5, 2007.

LIST OF OFFICERS AND TRAININGS UNDERTAKEN/COMPLETED

Name of Officers	Position/Designation in the Cooperative	Sex	Term of Office (Inclusive Year)	Mandatory Training Undertaken/Completed	Date/Schedule of Training	Training Provider	Accreditation Number	Remarks	Action
<input style="border: 1px solid #00aaff; padding: 2px 5px;" type="button" value="Add Record"/>									

- Click on “Add Record”
- Select Officer name from the dropdown and input Term of Office
- Under “Mandatory Trainings Undertaken/Completed” column select Training from the provided option. If the Training is not present on the dropdown option you may click on “Others” and input the Training Attended
- To add more trainings under 1 Officer, click on “Add Row”
- To delete row, click on “X” icon
- After adding Officers training do not forget to click on “Save”

Add Record ✕

Fullname

Term of Office

Trainings

Mandatory Trainings Undertaken/Completed	Date/Schedule of Training	Training Provider	Accreditation Number	Remarks	
<input style="width: 100%; border: 1px solid #ccc;" type="text" value="Others"/> ✕ <input style="width: 100%; border: 1px solid #ccc;" type="text" value="Lorem Ipsum"/>	<input style="width: 100%; border: 1px solid #ccc;" type="text" value="Lorem Ipsum"/>	<input style="width: 100%; border: 1px solid #ccc;" type="text" value="Lorem Ipsum"/>	<input style="width: 100%; border: 1px solid #ccc;" type="text" value="CPTR No 123"/> <input style="width: 100%; border: 1px solid #ccc;" type="text" value="Others Please specify..."/>	<input style="width: 100%; border: 1px solid #ccc;" type="text" value="Lorem Ipsum"/>	
<input style="width: 100%; border: 1px solid #ccc;" type="text" value="Select training"/>	<input style="width: 100%; border: 1px solid #ccc;" type="text"/>	<input style="width: 100%; border: 1px solid #ccc;" type="text"/>	<input style="width: 100%; border: 1px solid #ccc;" type="text" value="CPTR No 4 digits"/> <input style="width: 100%; border: 1px solid #ccc;" type="text" value="Others Please specify..."/>	<input style="width: 100%; border: 1px solid #ccc;" type="text"/>	<input style="border: 1px solid #00aaff; padding: 2px 5px;" type="button" value="X"/>

7. MCOs Issued w/ Share Capital Certificate

The MCOs with Share Capital Certificate is the added attachment required for the Electric Cooperatives only.

The download form for Regular and Associate Members is separated. Please use the appropriate form according to member type as the system uses the forms ID.

By default, system provided sample data on row 3 (this is to show the users how to encode properly the data) – Do not forget to delete the said sample data before you upload the file.

For those cooperatives containing thousands of members, the user should segregate the encoding into different files. The maximum no. of members to be encoded on each file should be 2,000 rows. The user may upload these files one at a time to avoid further issue on uploading.

- Once done with the encoding, click on “Upload Members” for Regular/Associate Member button
- You will be redirected to new page – the user may use the “drop file” function or “click here” function to upload file
 - **Please note that the system can only upload 1 file per transaction. If you have 2 or more files to upload, upload process must be done multiple times. ***
- Wait for the system to finish the upload – a loading screen will appear to know the status of the upload
- Once the system finished with the upload, system will display the list uploaded members – Kindly review or check the list before you can proceed with the final submission.
- Once the lists are confirmed, user may now click on “Submit” button for final uploading of Members.

Regular Members

Regular Members

Drop files here or click here to upload

Status

Execution Time:
Reading File: 0.0519
Creating Table Result: 0.0000

Uploaded Data

Search:

#	A	B	C	D	E	F	G	H	I
1	Sequence No.	Last Name	First Name	Middle Name	Total Subscribed Share Capital	Total Amount of Paid-up Share Capital (Fully Paid Subscription)	Total Amount of Paid-up Share Capital (Partially Paid Subscription)	Serial Number of Share Capital Certificates Issued	Share Capital Certificates Distributed (Y / N)
2	(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)
3	1	Dela Cruz	Juan	Santos	100	50		12345	Y
4	2								
5	3								

Showing 1 to 4 of 4 entries

8. Mediation and Conciliation Report (MedCon)

The MedCon is the report submitted semi-annually by the Mediation and Conciliation Committee and required to attach on the annual submission of required reports. The first part is for the 1st Semester and the second part is for the 2nd semester. Please input the month and day for the 2 semesters for proper identification.

Cooperatives with total assets of P3,000,000.00 and below, considered as a Micro Cooperative shall open first the CAFS module and encode in the sub-modules the values required. Once completed, the items in the CAPR, PAR and SAR not applicable to micro cooperatives shall be disabled.

For the Prepared & Submitted by, the system will automatically display the name of Member and Chairman from CAPR - Officers module.

Medcon Report
For the year ending **December 31,2021**

Palawan Electric Cooperative (PALECO)

REPORTS ON MEDIATION/CONCILIATION CONDUCTED

Name of Cooperative: Palawan Electric Cooperative (PALECO)
 Registration No.: 9520-04009781
 Address: Tiniguiban, Puerto Princesa City (Capital), Palawan, Region IV-B (MIMAROP)

For the Semestral ending, Month day, 2021

Ref./s No.	NATURE OF CONTROVERSIES/ ISSUES MEDIATED/CONCILIATED	PARTIES INVOLVED		NAME OF MEDIATOR/CONCILIATOR	RESULTS/AGREEMENT	REMARKS	
		NAME OF COMPLAINANT/s or REQUESTING PARTY	NAME OF RESPONDENT/s or RESPONDING PARTY				
							✕

For the Semestral ending, Month day, 2021

Ref./s No.	NATURE OF CONTROVERSIES/ ISSUES MEDIATED/CONCILIATED	PARTIES INVOLVED		NAME OF MEDIATOR/CONCILIATOR	RESULTS/AGREEMENT	REMARKS	
		NAME OF COMPLAINANT/s or REQUESTING PARTY	NAME OF RESPONDENT/s or RESPONDING PARTY				
							✕

9. Frequently Asked Question(s)

Unable to complete report due to:

1. Missing Information on CAPR – General Information

Pointers to check:

- For Cooperatives registered before September 1, 2020
Are you done with the updating process on eCoopRIS?
Is the updating process already approved by the CDA Personnel?
- For Cooperatives registered on September 1, 2020 onwards
Send an email to CDA Office and provide the necessary details noted on page 7 of this manual.

Unable to login – Account is on hold

There are several reasons why your CAIS account is on hold. You need to email CDA Office to properly address your concern.