



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](#)



COOPERATIVE ASSESSMENT INFORMATION SYSTEM (CAIS)

Users' Guide for Cooperatives

I. 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.

The CAIS has also the following capacity:

- a. Analyze cooperative data;
- b. Generate Certificate of Compliance (COC)
- c. Submit/view/generate the following reports
 - c.1. Cooperative Annual Progress Report (CAPR)
 - c.2. Cooperative Audited Financial Statements (CAFS)
 - c.3. Performance Audit Report (PAR)
 - c.4. Social Audit Report (SAR)
 - c.5. Mediation and Conciliation Report
- d. Generate Inspection Results;
- e. Tag status of the cooperatives; and
- f. Identify registered cooperatives per region through Geo Mapping

This User's Guide shall assist the Authorized Representatives of cooperatives in the online submission of their reports.

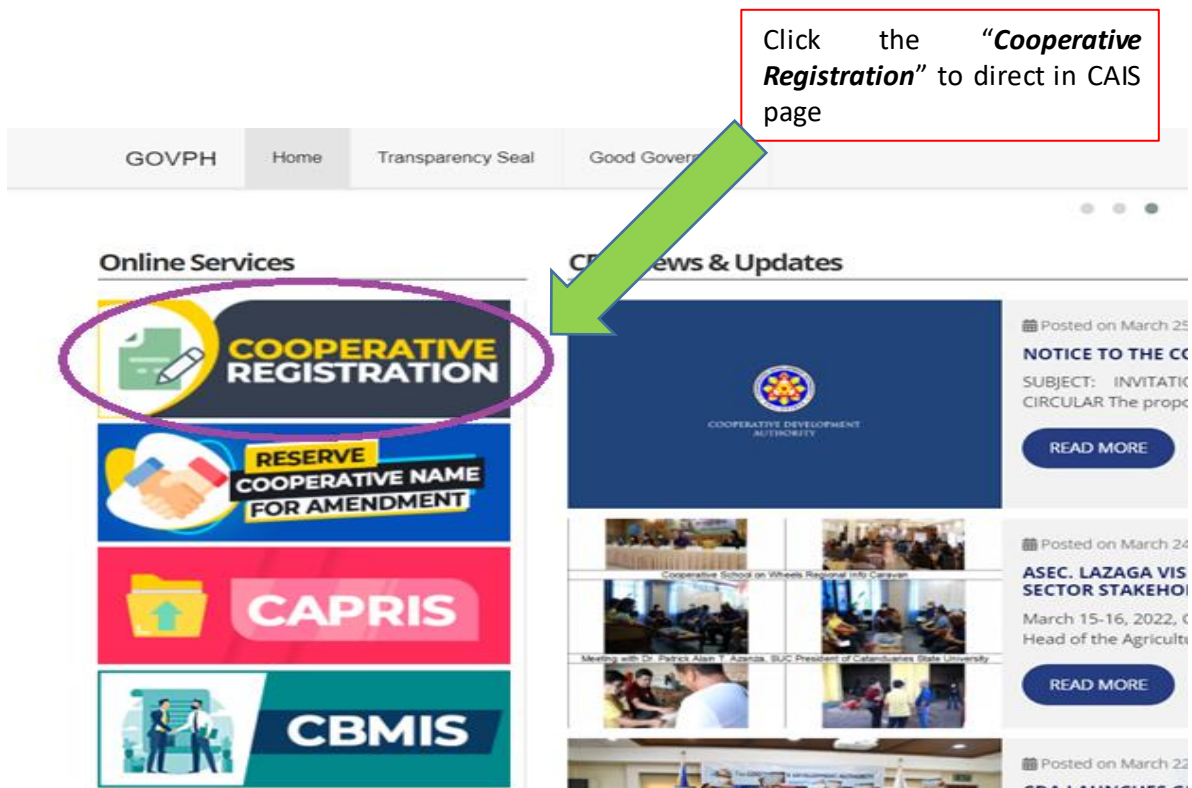
II. GENERAL GUIDELINES

1. Hardware Requirements
 - a. Laptop and Desktop Requirements
 - a.1. At Least i3/equivalent processor or higher
 - a.2. At least 4 GB RAM
2. Internet connection is a major requirement to access and use the CAIS.
3. Browsers
 - a. The CAIS is accessible in any of these browsers:
 - a.1. Google Chrome
 - a.2. Mozilla firefox
 - a.3. Internet Explorer

- a.4. Brave
- a.5. Chromium
- 4. Required installed applications, plug-ins and other device able to print the generated reports in CAIS
 - 4.1 PDF Reader
 - 4.2 Printer
- 5. Make sure to properly close your dashboard when not in use.
- 6. The system will automatically close and/or become unresponsive once it has become idle for twenty (20) minutes or longer. Thus, save your work from time to time.
- 7. If there are problems and you cannot continue the process, please visit this link <https://cda.gov.ph/services/online-services/capris/> to seek assistance.

III. SITE ADDRESS

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



Click the **“Cooperative Assessment Information System (CAIS)”** to direct in CAIS login page



IV. GENERAL INSTRUCTIONS

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. Write not applicable **“NA”** for fields requiring words/terminologies and zero **“0”** if numeric.
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> however, the Audited Financial Statements (AFS) in which the original copy is required to be submitted together with the system generated Acknowledgement.

V. COOPERATIVE ASSESSMENT INSTRUMENT SYSTEM (CAIS)

Below are the following Menus on the module LIST OF REPORTS:

1. 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; Business Activities; Membership; Officers; Transaction, Deposit Liabilities and Taxes; Other Information for Specific Type of Cooperative; Other Relevant Information; and Laboratory.*

2. Cooperative Audited Financial Statements (CAFS)

The CAFS is one of the attachments to be submitted annually. In CAIS, it is the menu that contains three (3) sub-menus namely: *Profile; Statement of Financial Condition (SFC); and Statement of Operation (SO).* **The original hard copy of the CAFS is to be submitted to the CDA.

3. 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 and Management Report (GMR); Financial Performance Standard (FPS/STEPS); and Audit Report.*

4. Social Audit Report (SAR)

Another attachment is the SAR to be submitted annually. In CAIS, it has no sub-menu.

5. List of Officers and Trainings Attended (LOTA)

The LOTA is also an attachment to the required report to be submitted annually. In CAIS, it has no sub-menu.

6. Member-Consumer-Owners (MCOs) with Share Capital Certificate

The MCOs with Share Capital Certificate is the added attachment required for the ***Electric Cooperatives only***. In CAIS, it has no sub-menu.

7. 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. In CAIS, it has no sub-menu.



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.

Continue by filling up the required report and all of its attachments.

VI. STEPS IN COOPERATIVE ASSESSMENT INFORMATION SYSTEM (CAIS) ONLINE SUBMISSION

A. ACCOUNT CREATION

Step 1. From the CAIS Login Page in the CDA website (www.cda.gov.ph), click “Create an account”. Then click submit

Cooperative Assessment Information System

Client Login

Email Address

Email Address

Password

Password

Coverage Year of the Report

2010

Submit

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

[Home Page](#)

Step 2. Enter your Full Name (Last Name, First Name Middle Name), Government Issued ID, Position, Mobile Number, Official Email Address and Password in the appropriate boxes. A valid official email address to complete the following steps to create an account is required. After you enter the Registration Number, the Name of the Cooperative will be filled in automatically. Then, click the check box beside the confirmation statement

Annual User Registration

Please fill up all the information.

Full Name: <input type="text"/> <small>* This field is required * Must be Last Name, First Name and Middle Name</small>	Government Issued ID: <input type="text"/> <small>* This field is required</small>	ID No. <input type="text"/> <small>* This field is required</small>
Position: <input type="text"/> <small>* This field is required</small>	Mobile Number: <input type="text" value="91234567"/> <small>* Must be in +63 999 9999999 format</small>	Fax Number: <input type="text"/>
Official Email Address: <input type="text" value="go.com"/> <small>* Invalid email address</small>	Password: <input type="password"/>	Confirm Password: <input type="password"/>
Registration No: <input type="text"/> <small>* This field is required</small>	Name of Cooperative: <input type="text"/>	

I confirm that the information given in this form is true, complete and accurate.


[Sign In Instead](#)

Step 3. Once the Dialogue Box “Terms and Conditions” appear ,click “I agree” button after reading and agreeing to the terms and conditions. Then click “Submit”.

I confirm that the information given in this form is true, complete and accurate.

Your account has been created.
Please check your email to verify your account.

Cooperative Assessment Information System



Client Login

Email Address

Password

Coverage Year of the Report

Submit

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

[Home Page](#)

Step 4. A notification message will appear if the account creation is successful. Click the link sent to your email to complete the process.


If the account is already verified, sign in using the login details provided in the account creation. Select the coverage year of the report to be submitted.

Then click "Submit"

B. SUBMISSION OF REPORTS

Step 1. To start, visit www.cda.gov.ph -(CAIS) and enter your log in credentials or your CAIS account which was earlier created and validated.

Cooperative Assessment Information System



Client Login

Email Address

Password

Coverage Year of the Report

Submit

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

[Home Page](#)

Step 2. Select or choose the coverage year of the required reports you are about to encode for submission.

Choose here..

2010

2011

2012

2013

2014

2015

2016

2017

2018

2019

2020

2010


Submit

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

[Home Page](#)

Step 3. A dialogue box with “No report has been submitted” will appear, it means that you can proceed, then click submit.

Cooperative Assessment Information System



Client Login

Email Address

cooperative.testing16@gmail.com

Password

.....

Coverage Year of the Report

2020

* No report has been submitted

Submit

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

[Home Page](#)

Step 4. After signing in, the page where the “List of Reports” tab at the left side of the screen will appear. Click on each report on the list and accomplish the forms one by one.

Cooperative Annual Report List
2020

Submit All Reports

Northern Philippines Cooperative Union

Reports	Status	Preview
Cooperative Annual Progress Report	Pending	CAPR
Cooperative Audited Financial Statement	Pending	AFS
Performance Audit Report	Pending	GAR GDR GPR
Social Audit Report	Pending	SAR

Summary of Findings

List of Incomplete Reports

- CAPR
- AFS
- GAR
- SAR

Step 5. You can now start encoding your reports, click the Cooperative Annual Progress Report (CAPR), and fill-out the fields indicated therein by section. First the General Information, then click save, then proceed to business activities and so on.

Cooperative Annual Progress Report
For the year ending December 31, 2020

Save

Northern Philippines Cooperative Union

GENERAL INFORMATION

Registration No. 9520-02022504

Name of Cooperative Northern Philippines Cooperative Union

Registered Address of Cooperative

Region Region XIII (Caraga)

Province Dinagat Islands

Municipality/City Tubajon

Barangay Santa Cruz (Pob.)

Step 6. After the CAPR, click the Cooperative Audited Financial Statements and supply the required information found in your Audited Financial Statements.

CAIS

Ocampo, Marcus

List of Reports

- Cooperative Annual Progress Report
- Cooperative Audited Financial Statement
- Profile
- Statement of Financial Condition
- Statement of Operation

Cooperative Audited Financial Statement

Northern Philippines Cooperative Union

Save

COOPERATIVE PROFILE

Name of Cooperative	Northern Philippines Cooperative Union
Registration No.	9520-02022504
T.I.N.	123-123-123
Address	
House/Lot & Blk No	1234

Step 7. Followed by the forms for the **Performance Audit Report**,

CAIS

Ocampo, Marcus

List of Reports

- Cooperative Annual Progress Report
- Cooperative Audited Financial Statement
- Performance Audit Report
- Governance & Management Report
- Financial Performance Standards
- Audit Report

Cooperative Audited Financial Statement

Northern Philippines Cooperative Union

Save

COOPERATIVE PROFILE

Name of Cooperative	Northern Philippines Cooperative Union
Registration No.	9520-02022504
T.I.N.	123-123-123
Address	
House/Lot & Blk No	1234
Street	Barangay Bonuan Gueset, Dagupan City

Step 8. Then, the forms for the Social Audit Report,

CAIS

Social Audit Report
For the year ending **December 31,2020**

Ocampo, Marcus

List of Reports

- Cooperative Annual Progress Report
- Cooperative Audited Financial Statement
- Performance Audit Report
- Social Audit Report**
- Officers and Trainings

Northern Philippines Cooperative Union

BASIC INFORMATION OF THE COOPERATIVE

Name of Cooperative	Northern Philippines Cooperative Union
Registration No.	9520-02022504
Address	Barangay Bonuan Gueset, Dagupan City
House/Lot & Blk No.	

Save

Step 9. Then, the forms for the List of Officers and Trainings Undertaken/Completed

CAIS

Social Audit Report
For the year ending **December 31,2020**

Ocampo, Marcus

List of Reports

- Cooperative Annual Progress Report
- Cooperative Audited Financial Statement
- Performance Audit Report
- Social Audit Report
- Officers and Trainings**

Northern Philippines Cooperative Union

BASIC INFORMATION OF THE COOPERATIVE

Name of Cooperative	Northern Philippines Cooperative Union
Registration No.	9520-02022504
Address	Barangay Bonuan Gueset, Dagupan City
House/Lot & Blk No.	

Save

Step 10. Then, the excel form/s for the MCOs Issued with Share Capital Certificate

CAIS

Cooperative Annual Progress Report
For the year ending **December 31, 2021**

DIAZ, ROSALINA PALMERO

This is for Electric Cooperative Only

List of Reports

- Cooperative Annual Progress Report
- Cooperative Audited Financial Statement
- Performance Audit Report
- Social Audit Report
- List of Officers and Trainings Attended
- MCOs Issued w/ Share Capital Certificate**
- MedCon

Step 11. Then, the excel form/s for the Mediation and Conciliation Report

CAIS

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

DIAZ, ROSALINA PALMERO

List of Reports

- Cooperative Annual Progress Report
- Cooperative Audited Financial Statement
- Performance Audit Report
- Social Audit Report
- List of Officers and Trainings Attended
- MCOs Issued w/ Share Capital Certificate**
- MedCon

Goodyear Agrarian Reform Beneficiaries Multi-Purpose Cooperative

REPORTS ON MEDIATION/CONCILIATION CONDUCTED

Name of Cooperative: Goodyear Agrarian Reform Beneficiaries Multi-Purpose Cooperative
 Registration No.: 9520-09012713
 Address: ...

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	NAME OF RESPONDENT/s			

Step 11. Once done filling-out all the required fields in the List of Reports, click **“Submit All Reports”**

The screenshot shows the CAIS web application interface. On the left is a dark blue sidebar with the CAIS logo and user information: NAZARENO, CARLO BOJI MORAN. Below this is a 'List of Reports' menu with options like 'Cooperative Annual Progress Report', 'Cooperative Audited Financial Statement', 'Performance Audit Report', 'Social Audit Report', 'Officers and Trainings', and 'Members Issued w/ Share Capital Certificate'. The main content area is titled 'Cooperative Annual Report List 2019' and shows the 'Provincial Cooperative Union Of Davao (PCU-DAVAO)'. A table lists reports with their status and preview links. An orange arrow points to a 'Submit All Reports' button in the top right corner.

Reports	Status	Preview
Cooperative Annual Progress Report	Completed	CAPR
Cooperative Audited Financial Statement	Completed	AFS
Performance Audit Report	Completed	G&M FPS PAR
Social Audit Report	Completed	SAR

Step 12. Then a dialogue box will appear **“Submit Final Reports”**, click **Yes**

This screenshot shows the same CAIS interface as Step 11, but with a modal dialog box overlaid in the center. The dialog box is titled 'Submit Final Reports' and contains the text: 'Submission of all the reports will no longer allow you to edit them. Would you like to continue?'. At the bottom of the dialog are two buttons: 'Yes' (highlighted with an orange arrow) and 'No'. The background interface is dimmed.

Step 13. Then click the **“Acknowledgement”** button

Cooperative Annual Report List
2019

NAZARENO, CARLO
BOJI MORAN

List of Reports

- Cooperative Annual Progress Report
- Cooperative Audited Financial Statement
- Performance Audit Report
- Social Audit Report
- Officers and Trainings
- Members Issued w/ Share Capital Certificate

Provincial Cooperative Union Of Davao (PCU-DAVAO)

Reports	Status	FOR VALIDATION	Preview
Cooperative Annual Progress Report	Completed		CAPR
Cooperative Audited Financial Statement	Completed		AFS
Performance Audit Report	Completed		GBM FPS PAR
Social Audit Report	Completed		SAR

Summary of Findings

List of Incomplete Reports

Step 14. Print the **Acknowledgement**, by pressing **Ctrl + p** on the keyboard, this **Acknowledgement** will be submitted to the CDA together with the hard copy of the Audited Financial Statement.

Print the acknowledgement, by pressing **Ctrl + p** on the keyboard,.

print_acknowledgement

1 / 1 | 100% +

REPUBLIC OF THE PHILIPPINES
COOPERATIVE DEVELOPMENT AUTHORITY
DAVAO Extension Office

ACKNOWLEDGEMENT

Good day Provincial Cooperative Union of Davao (PCU-DAVAO),

Thank you for submitting your Cooperative Annual Progress Report (CAPR). Please submit this acknowledgement receipt together with the following reports to the Authority within One Hundred Twenty (120) days from the end of the calendar year:

- Audited Financial Statements
- List of Officers and Trainings Attended
- Semi-annual Report on Mediation and Conciliation

Secondary and Tertiary Cooperative shall submit the following additional reports:

REPUBLIC OF THE PHILIPPINES
COOPERATIVE DEVELOPMENT AUTHORITY
DAVAO Extension Office

ACKNOWLEDGEMENT

Good day Provincial Cooperative Union of Davao (PCU-DAVAO),

Thank you for submitting your Cooperative Annual Progress Report (CAPR). Please submit this acknowledgement receipt together with the following reports to the Authority within One Hundred Twenty (120) days from the end of the calendar year:

- Audited Financial Statements
- List of Officers and Trainings Attended
- Semi-annual Report on Mediation and Conciliation

Secondary and Tertiary Cooperative shall submit the following additional reports:

- List of affiliates and cooperatives which have remitted their respective Cooperative Education and Training Funds (CETF);
- Business consultancy assistance including the nature, cost, and the use of CETF; and;
- Other training activities undertaken specifying therein the nature, participants, and cost of each activity.

Electric Cooperatives shall likewise submit the List of Members issued with Share Capital Certificate.

REG. NO.: 9520-11009280
COOP NAME: Provincial Cooperative Union of Davao (PCU-DAVAO)
FILING REFERENCE NO.: CAIS-011-21-07-00004
DATE ENCODED: July 06, 2021

10:24

This is a system-generated report.

Step 15. The submitted required reports will be evaluated. To monitor the status of your submission, just login again using your official account and click the respective report from the dashboard. If there are findings noted, it can be viewed in the table of “Summary of Findings” for compliance/appropriate action of the cooperative.

Cooperative Annual Report List
2019

YU, LORAINÉ MISAGAL

Submit All Reports

Looc Cabacngayan Agrarian Reform Cooperative (CARECOOx)

Reports	Status	Preview
Cooperative Annual Progress Report	Completed	CAPR
Cooperative Audited Financial Statement	Completed	AFS
Performance Audit Report	Completed	IGM FPS PAF
Social Audit Report	Completed	SAR

Summary of Findings

Reports	Findings
CAIR	DIRECTOR COMMENT
AFS	DIRECTOR COMMENT
PAF	
SAR	DIRECTOR COMMENT
Officers and Trainings	
Others	

Step 15.a. If no findings, proceed for payment.

Step 15.b. If the report is **DEFERRED** for certain findings noted, upon compliance, the cooperative can resubmit the reports by clicking the “Submit All Reports” button. Repeat **Steps 11-14**.

Step 16. Call or contact CDA Extension Office for payment instructions.

Step 17. The Authority will contact the cooperative for Certificate Of Compliance (COC) release.

Step 18 (END)

For questions and clarifications, please email the Supervision and Examination Division/Section through the email address provided in this link: <https://cda.gov.ph/services/online-services/capris/>.