

Republic of the Philippines

Mountain Province State Polytechnic College

Bontoc, Mountain Province



Department of



Accountancy

Seminar on the Preparation of Reportorial Requirements of CDA

Butigue, Paracelis, Mountain Province

March 26-27, 2019

Received:

maygumilid
6/3/2019

Table of Contents

Title	Tab
Terminal Report	A
Lecture Notes	B
Attendance Sheet	C
Certificate of Appreciation	D
Activity Design	E
Summary of Students Activities	F
Authority to Travel	G
Summary of Evaluations	H



ACCOUNTANCY DEPARTMENT

TERMINAL REPORT

I. GENERAL INFORMATION

Activity:	A Seminar on the Preparation of Reportorial Requirements for Submission to CDA		
Date & Time of Activity:	March 25-28, 2019		
Venue of Activity:	Butigue, Paracelis Mountain Province		
Proponents:	Rodeline D. Vilog, BSA Extension Coordinator		
Facilitators:	PCO staffs		
	St. Williams MPC staff		
	MPSPC-BSA Faculty		
Participants:	Board of Directors of different Cooperative		
	Members and Staff		
Budget:	P 24,716.00		
Source of Fund:	PLGU-MP	P5,406.00	
	MLGU-Paracelis	900.00	
	St. Williams MPC	17,600.00	
	MPSPC	810.00	

II. NARRATIVE REPORT

This extension is steered to promote relevance and responsiveness, enhance efficiency and effectiveness in operating cooperatives and also to develop harmony between the College and with its stakeholders and benefactors. The desire to help and extend our technical expertise to others is one of the good characteristics and strong points of the BSA faculty. Even if we have travelled with difficulty because of the not so good condition of the road starting from Barlig to Natonin, we still embark from our journey for our mission.

There are thousand different kinds of cooperative registered under Cooperative Development Authority, but statistics shows that out of thousand registered cooperative, only few are complying the rules and regulation set forth by the said Authority. This led to non-issuance of Certificate of Compliance (COC) and being tagged as Non-Compliant. This is because majority of the registered cooperatives are micro-cooperative who have hard times in preparing the documents needed to be passed to Cooperative Development Fund.

To address the existing problem the Provincial Cooperative office together with Saint Williams Multipurpose Cooperative (SWMPC) and Municipal Cooperative Office of Local Government Unit- Paracelis tied up with Mountain Province State Polytechnic College under the Accountancy Department to conduct a seminar entitled ***"A Seminar on the Preparation of Reportorial Requirements for Submission to CDA"***. This is also in response with the issuance of the Authority of MC 2019-04: Guidelines Governing the Submission of Required Report for Micro Cooperative.

This Memorandum Circular requires the Micro Cooperatives to submit reports to the Authority in order to be issued a Certificate of Compliance (COC). This are as follows:

- A. Copy of the electronically encoded Cooperative Annual Progress Report (CAPR) with the following attachments:
 - a. 1 Original Copy of the Financial Statements (FS) audited by any of the following:
 1. External auditor accredited by the Board of Accountancy (BOA);
 2. Audit Committee of the cooperative; or
 3. Audit committee of the federation or union where the cooperative is affiliated,
- Audited Financial Statements shall comprise the following:
- a. Statement of Financial Condition
 - b. Statement of Operation c. Statement of Changes in Equity, Donations and Grants and Statutory Reserves
 - d. Statement of Cash Flow
 - e. Notes to Financial Statements



Republic of the Philippines

Mountain Province State Polytechnic College

(Bontoc, Mountain Province)

Micro Cooperatives are also required to encode their Audited Financial Statement through the subsystem in the CAPRIS found in the CDA's Website.

- a.2 List of Officers and Mandatory Trainings Undertaken/ Completed;
- a.3 Social Audit Report (SAR) including its program of activities pursuant to its socio-civic goals;
- a.4 Governance and Management Report (GMR), including copies of the semi-annual Report on mediation and conciliation as received by the Authority pursuant to Rule 7 of the Revised IRR.

To cover more ground, we divided the task, Ms. Daniela W. Paspas would discuss the Cooperative Annual Progress Report (CAPR) and the components of Financial Statement and Maam Rachel F. Fayan will discuss the topics under a.2 List of Officers and Mandatory Trainings undertaken/ completed; a.3 Social Audit Report (SAR); and a.4 Governance and Management Report (GMR).

During the first day of the seminar, we started the activity with a prayer at Saint William Chapel led by PLGU staff, and we were welcome by SWMPC manager Maam Wilma Piluden. Ms. Dominga L. Ortiz of the Provincial Cooperative Office gave a brain teaser activity before she introduced the lecturer to the participants. In this topic we have discussed the step in accounting cycle from analysing business transactions up to Journalizing and post reversing entries. We also traced the flow of information through accounting system, the different books of accounts to be maintained by the cooperatives, and the account title to be used that is prescribed by the Authority. From the discussion the participant are very eager to ask questions, like transactions that are funded by government or other private agency and the allocation of net surplus. For the afternoon session, it was allocated for a workshop so we can apply the concepts we have discussed earlier. The participant are group each group has its own bookkeeper. The task given to them is to record the transactions, prepare a Financial Statements, allocate the net surplus and prepare a schedule of Loans Receivable and Share Capital. From this activity, one can witness and feel the spirit of cooperativism, for every participant is partaking with the task at hand. The final output of each group are very satisfactory for they did have the correct balances.

Day 2 of the workshop, Maam Rachel F. Fagyan discussed about how to conduct Social and Performance audit, Social Audit Report and Performance Report Preparation and Training Requirements. She discussed the social audit working documents needed, like the basic information of the cooperative, Statement of Vision, Mission, Core values and Social goals, Policies and Guidelines of Social Development, Social Development Program and Community Development Fund. With the approval of SWMPC management, their cooperative was used as an actual sample of social audit. Governance and Management Report (GMR) was also discussed the reports to be prepared under this and who are accountable for each reports. The last topic is the compliance to training requirement. She presented the chronicles of training requirements and discussed each Memorandum Circular that affects the trainings being required to the officers and members of the cooperative. As much as she would like show the actual filling of the said requirement on the CDA website, it was not made possible due to the internet connection and signal, so the best alternative is to give the pdf copies of the forms. The participants are very active for they inquire and ask a lot of question if they did not understand the topic or it is vague.

The culmination of the training and seminar was very fulfilling on the part organizer, facilitator, lecturer and the participant for we all believe that the objective of the activity was achieved greatly. We parted ways with a smile and handshake and looking forward for another activity.



Republic of the Philippines

Mountain Province State Polytechnic College

(Bontoc, Mountain Province)

III. PHOTO DOCUMENTATION



Ms. Dominga Ortiz on the roll call of the participants. The participants proudly present themselves and the cooperative where they belong.



Start of Lecture Proper



(Bontoc, Mountain Province





Acct. Title	Debit	Credit
Cash	349,944.83	
Trans Rec	182,250	
		964,477.71
Int. on Share Cap.		19,191.29
Patronage Refund		2814.95
CEFF Lokal		319,000
Share Capital		83,476.72
Reserve Fund		2413.45
CEFF Lokal		2895.43
Com. Dev. Fund		53115.44
UTP Fund		2500.
Int. Income		1535
Service Fee		150
Personnel Exp.		533,759.83
Supplies Exp.		533,759.82

The spirit of cooperativism is in the air, everyone is sharing and willing to help each other. Applying the concept of Credit and Debit.



Republic of the Philippines

Mountain Province State Polytechnic College

(Bontoc, Mountain Province)



Day 2 of the seminar: the participants registration (first picture), and a recap of day 1 topics was given by the staff of SWMPC (second picture) and PLGU (third picture).



Republic of the Philippines

Mountain Province State Polytechnic College

(Bontoc, Mountain Province)



During the lecture proper, Ms. Rachel F. Fagyan lecturing on Social and Performance Audit.

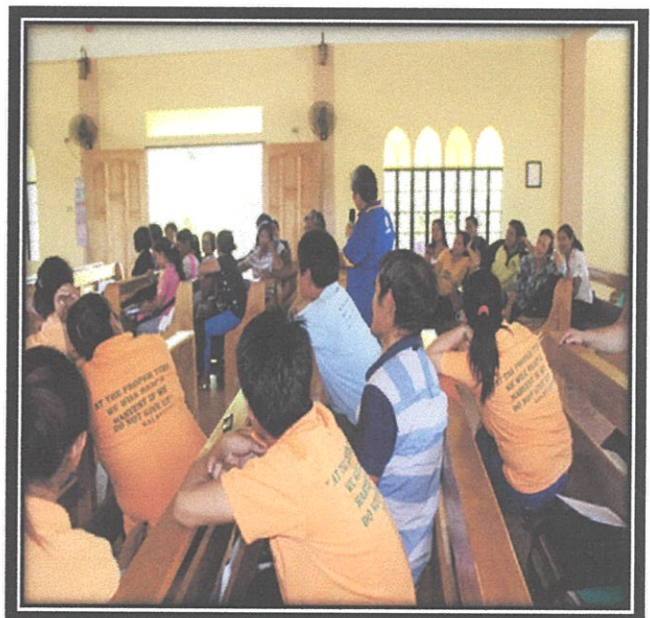
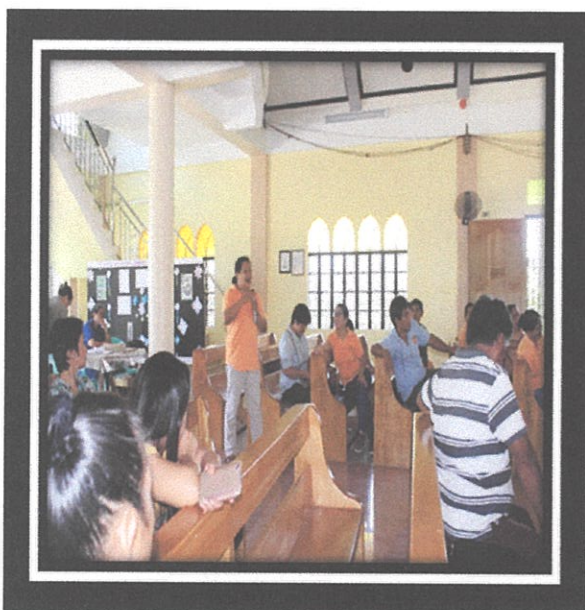




Republic of the Philippines

Mountain Province State Polytechnic College

(Bontoc, Mountain Province)



Question and Answer portion and sharing of experiences on complying the requirements to be passed to Cooperative Development Authority.



Republic of the Philippines

Mountain Province State Polytechnic College

(Bontoc, Mountain Province)



Happy faces of participants while receiving their certificate in completing the two days seminar.



Republic of the Philippines

Mountain Province State Polytechnic College

(Bontoc, Mountain Province)

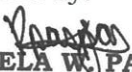
IV. RECOMMENDATIONS

The activity went well as planned due to full cooperation of the group involved. It is thus recommended that every activity, exercise of unity and cooperation is a must.

V. ATTACHMENTS

(approved activity design, attendance sheet, sample certificate/ photocopy of certificate)

Prepared by:


DANIELA W. PASPAS

Accountancy Department, Extensionist

Noted:


ELMER D. PAKIPAC
Extension Director



Republic of the Philippines

Mountain Province State Polytechnic College

(Campus), Mountain Province

DEPARTMENT/UNIT

ATTENDANCE SHEET

Title of Activity: Seminar on the Preparation of Reportorial Requirements
for Submission to CDA

Date & Time: March 26-27, 2019

Venue: A. William's MPC, Boutique, Paracelis, Mountain Province

No.	NAME	GENDER			UNIT/OFFICE/ DEPARTMENT	SIGNATURE
		F	LGBTQ	M		

1.	Shirley C. Maclinic	/				
2.	Beatriz P. Wagay	✓			SWMPC	
3.	Bella S. Chua	-			SWMPC	
4.	Melina S. Bilogot	-			LRIFAMCO	
5.	Apolonia Timbang	-			LRIFAMCO	
6.	Esmeralda C. Olosan	-			LRIFAMCO	
7.	Joe P. Padiangan			✓	MFACO	
8.	Evangelyn A. Lang-ayan	/			MFACO	
9.	Shielda Marie M. Montemayor	/			SWMPC	
10.	JUVILYN S. BANGILAN	/			SWMPC	
11.	Norma Piluden	-			SWMPC	
12.	PEDRITO C. POSE			-	SWMPC	
13.	Sunchiu L. Escal	-			MCDO	
14.	Orlando B. Tabaran			✓	PMMPCE	
15.	BRUNVIN X. MANANGAN	-			SWMPC	
16.	Marissa B. Paddayman	/			SWMPC	
17.	Fely P. Ramos	-			SWMPC	
18.	Cheryl M. Cubela	/			SWMPC	
19.	Jennifer O. Danggalan	/			MCDO	
20.	Mildred B. Lubbangon	-			MCDO	
21.	Dionisia G. Dampag	F			PLGU	
22.	Florencia F. Tawaran			✓	PMMPCE	
23.	FLORENCE N. TAGUIBA	✓			ASCCO	
24.	JILL T. FELIPE	✓			ASCCO	
25.	Cornelio Lang-ayan			-	MFACO	

CERTIFICATION

This is to CERTIFY that the above is the true and correct attendance list of the participants/facilitators/secretariat of the above-mentioned activity.

This is to CERTIFY that the meals/snacks claimed for payment by the caterer was served to the above participants.

RODEL F. FAGAN
End - User



Republic of the Philippines
Mountain Province State Polytechnic College
Bontoc Campus
Bontoc, Mountain Province



Department of Accountancy

Cooperative Bookkeeping (with Practice Set)



By:

Rachel F. Fagyan, CPA, MBA – MPSPC BSA Faculty
Daniela W. Paspas, CPA – MPSPC BSA Faculty

Table of Contents

Table of Contents	2
Management Role in the Preparation of FS and the Accounting Cyle	
Management Role	3
The Accounting Cycle	3
Steps in Accounting Cycle	3
Flow of Information through the Accounting System	4
Accounting Equation and the Rules of Debit and Credit	
The Accounting Equation	4
Classification of Books	4
Steps in Journalizing	4
The Double Entry System vs. Single Entry System	5
The Normal Balance of Accounts	5
Books of Accounts	5
The Trial Balance	6
Steps in Preparing Trial Balance	7
The Financial Statements	
The Statement of Financial Condition	7
The Statement of Financial Operation	8
The Statement of Cash Flows	8
Understanding Financial Statements	
Financial Statement Analysis	9
Financial Ratio Analysis	9
Computation of Statutory Reserves, Interest on Share Capital and Patronage Refund	
Statutory Funds	11
Interest on Share Capital	11
Patronage Refund	11
ABC Cooperatives Practice Set	12

Management's Role in FS Preparation

- Primary responsible and interested for the information contained in the financial statements. Hence, he must ensure that financial statements are for general-purpose reporting.

The Accounting Cycle:

The accounting cycle refers to a series of steps and procedures performed in a systematic manner to accomplish the accounting process. It starts with the analysis of business transactions, then, culminates in the preparation of the financial statements and ends with the preparation of post-closing trial balance.

The accounting cycle is based on the basic assumption of *periodicity or time period*, which assumes that the life of an enterprise or organization is divided into several periods (normally at equal length of time). The most important output of this cycle is the financial statements which serve as a basis in evaluating the performance and economic condition of the enterprise. The periodic evaluation of the entity's performance and economic condition would result to the making of economic decisions that would lead to appropriate corrective measures, or the continuance or non-continuance of the entity's operations.

Steps in Accounting Cycle:

1. Analyze the **business transactions**.

Aim: To gather information about accountable transactions or events through the source documents.

2. Journalize the transactions

Aim: To record the economic impact of transaction on the organization in the journal (general journal or special journals), which facilitates transfer of accounts.

3. Post journal entries to the ledger

Aim: To transfer information from the journal to the ledger for classification.

When special journals are in used, posting to the general ledger is done once a month. However, posting records to subsidiary/ individual ledgers should be made daily. This makes it much easier to locate errors and make corrections. At least monthly, the balance of each general ledger account must be proven with its supporting subsidiary ledger.

4. Prepare the trial balance

Aim: To provide a listing to verify the equality of debits and credits in the ledger.

5. Prepare the worksheet and adjusting entries

Aim: To aid in the preparation of financial statements.

6. Prepare the Financial Statements (apex of the cycle)

Aim: To provide useful information to decision-makers.

7. Journalize and post the adjusting entries

Aim: To record the accruals, expiration of deferrals, estimations and other events from the worksheet.

8. Journalize and post the closing entries

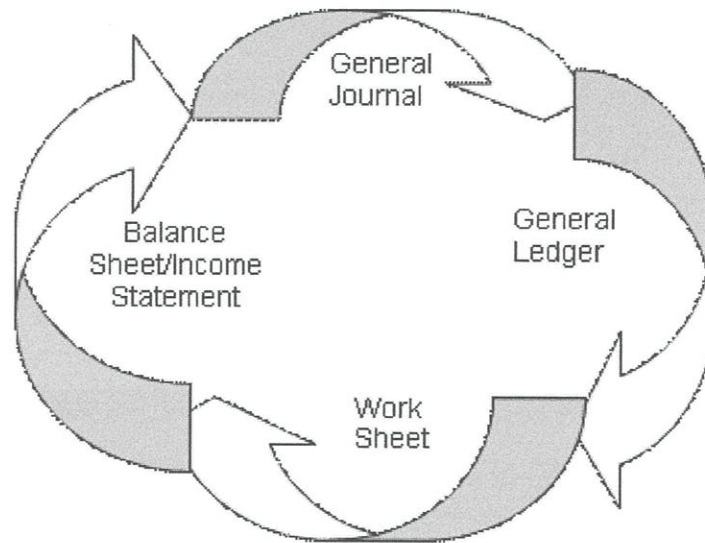
Aim: To close temporary accounts (income statement accounts) and transfer surplus to statutory funds and members equity through dividends and patronage refunds.

9. Prepare post-closing trial balance

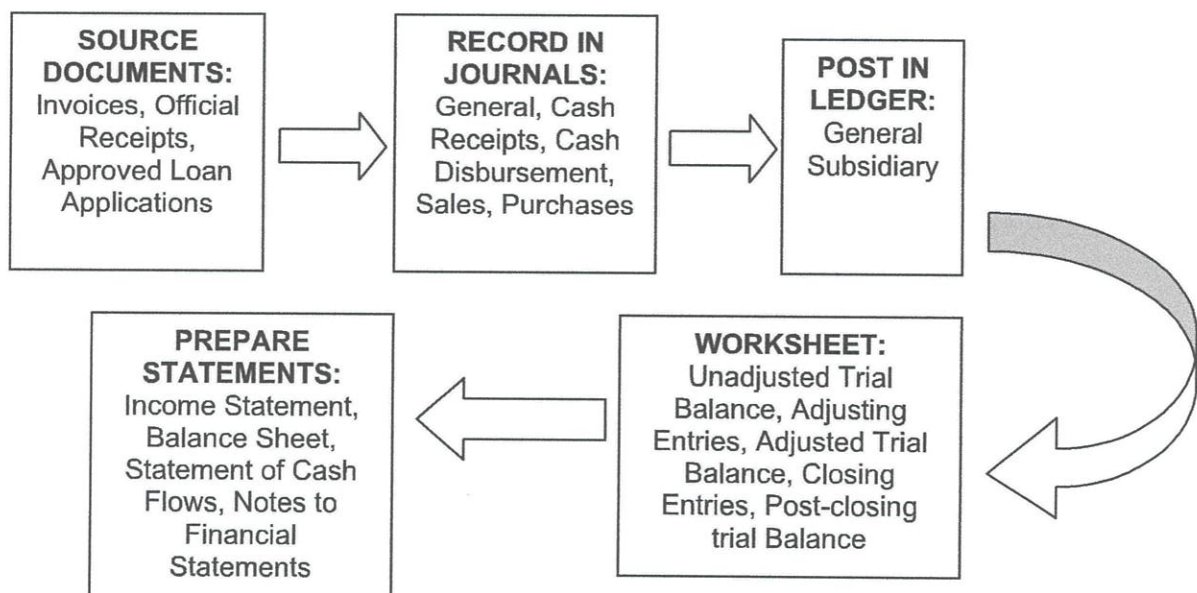
Aim: To check the equality of debits and credits after the closing entries.

10. Journalize and post reversing entries (optional step)

Aim: To simplify the recording of certain regular transactions in the next accounting period.



FLOW OF INFORMATION THROUGH THE ACCOUNTING SYSTEM



ACCOUNTING EQUATION and THE RULES OF DEBIT AND CREDIT

THE ACCOUNTING EQUATION

This equation is based on the hypothesis: "VALUE OF ECONOMIC RESOURCES EQUALS THE VALUE OF RIGHTS ON THE ECONOMIC RESOURCES".

Classification of Journal Books:

1. General Journal – two column journal
2. Special Journal – used for large quantities of similar and recurring transactions which may create congestion and confusion if recorded repeatedly in a single day or month the general journal.
 - Used to facilitate efficient and practical recording of similar and recurring transactions.

Steps in Journalizing a Transaction:

1. Enter the date
2. Enter the debit account title and its amount
3. Enter the credit account title and its amount
4. Enter explanation

The Double Entry System vs Single Entry System

1. Double Entry System – based on the dual aspect concept that for every change in financial set

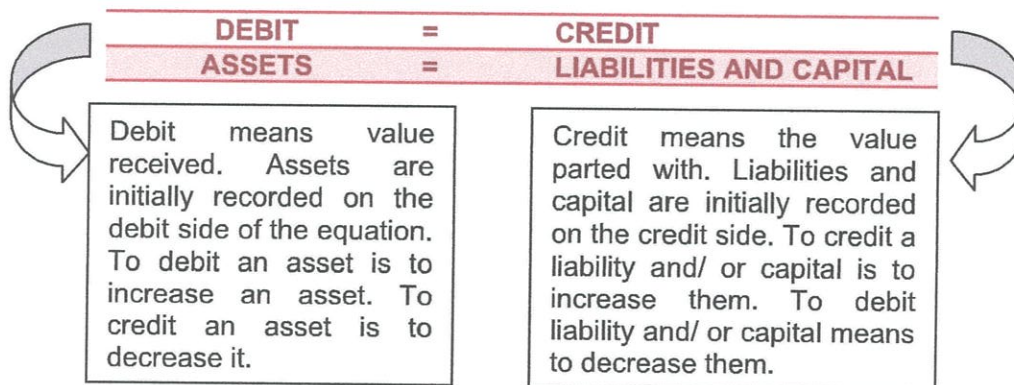
- first is for the assets of the coop and the second is for the claims against the assets. From this, the basic accounting equation "Assets = Liabilities + Capital" was derived.
2. Single Entry System – employed commonly when the business records are incomplete. Under this system, the business records contain merely essential descriptions of the business transactions and events using the cashbook or checkbook which contains all cash receipts and cash disbursements during the period.

The Normal Balance of Accounts

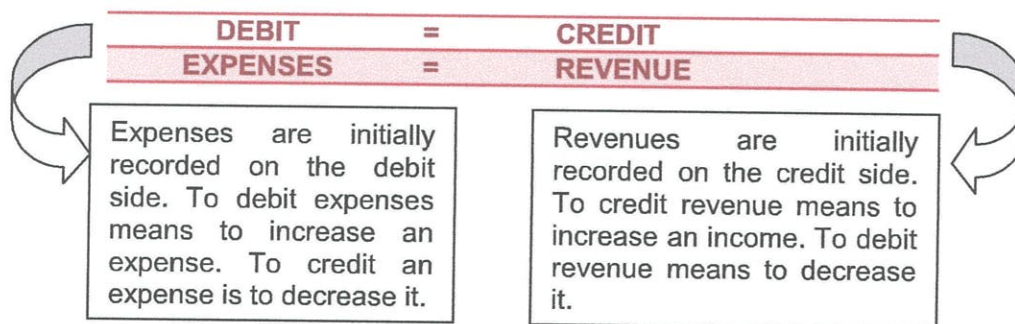
- The accounting equation is divided into two sides (left and right) which are accounted to always maintain a balanced amount.

ASSETS	=	LIABILITIES + CAPITAL
---------------	----------	------------------------------

Normal Balance of Statement of Financial Position Accounts



Normal Balance of Statement of Comprehensive Income



BOOKS OF ACCOUNTS

The books where transactions of a business are recorded are known as the books of account. The book of original entry is known as the Journal, while the final entry is called the Ledger.

There are different kinds of journals depending on the transactions that a cooperative frequently experiences. Those involved in merchandising or trading usually use Special Journals for repetitive transactions. This eliminates the tediousness of recording the same transaction over and over. This is true especially if there are more than a thousand similar transactions occurring in one day. The sales journal, cash disbursement journal, cash receipt journal, and purchase journal are some of the special journals being used by these coops. However, if a coop only has simple and varies transactions, a general journal would be sufficient.

Books of Original Entries (Journals)

Cash Journal	Receipts	Used to record all cash received as reflected in the Official Receipts (Ors) issued. These are recorded according to OR #. Column totals are ruled. Entries in the sundry debit column, if needed are summarized, and posted to the general ledger daily.
---------------------	-----------------	---

Cash Disbursement Journal	Used for recording all payments as reflected in the approved cash vouchers and the corresponding checks issued. These are recorded daily in numerical order, usually following the cash or check voucher number. Column totals are ruled and posted in the general ledger at the end of the month.
Purchase Journal	Is used for recording purchases on cash or on account as supported by the Receiving Reports (RR). These are entered daily according to RR number. Column totals are ruled and posted in the general ledger at the end of the month.
Sales Journal	Is used for recording sales on cash and on account properly supported by sales invoices. These are recorded daily according to Sales Invoice number. Column totals are ruled and posted in the general ledger at the end of the month.
General Journal	Is used for recording non-cash transactions, adjusting entries, correcting entries, opening entries, closing entries and reversing entries. Postings from this book are made individually to the general ledger according to General Journal Voucher number.

Books of Final Entries (Ledgers)

General Ledger	<p>.It is the "reference book" of the accounting system and is used to classify and summarize transactions, and to prepare data for basic financial statements.</p> <p>Is used for all accounts as enumerated in the chart of accounts. The columns are ruled and totalled at the end of every accounting period. This serves as the basis for the preparation of the trial balance</p>								
Subsidiary Ledger	<p>It shows the details of movements (debits and credits) in the individual accounts of each borrower. Examples of control accounts with subsidiary ledgers are:</p> <table> <tr> <td>1. Accounts Receivables</td><td>5. Advances</td></tr> <tr> <td>2. Payables</td><td>6. Inventories</td></tr> <tr> <td>3. Savings Deposit</td><td>7. Fixed Assets</td></tr> <tr> <td>4. Investments (if any)</td><td></td></tr> </table>	1. Accounts Receivables	5. Advances	2. Payables	6. Inventories	3. Savings Deposit	7. Fixed Assets	4. Investments (if any)	
1. Accounts Receivables	5. Advances								
2. Payables	6. Inventories								
3. Savings Deposit	7. Fixed Assets								
4. Investments (if any)									

Note: Use of Folio or Reference is indicated in the cash receipts book, cash disbursements book, purchase journal, sales journal or general journal the page/account number of the general ledger where the debit or credit amount is transferred, and vice-versa.

THE TRIAL BALANCE

A list of accounts and their balances as of the balance sheet date. The source of the trial balance is the General Ledger.

- ▶ When we were journalizing the transactions, we observe that the debit equals credit. Then we posted the monthly totals to the general ledger.

Therefore, if you foot the trial balance showing the net balances of all general ledger accounts, the total of the debit column SHOULD EQUAL to the total credit column

- ▶ Important Things to Note:

Remember that assets and expenses have debit balances and that liabilities, equity and income have credit balances.

Steps in Preparing the Trial Balance

1. On a two-column journal paper, write the heading at the top. The heading shows the name of the business on the first line, trial balance on the second line and the date for which the trial balance is being prepared on the third line. Each line of the heading is preferably centered on the page.
2. Determine all open accounts in the ledger. Accounts with no remaining balance are excluded from the trial balance. Write the title of each open account in the description column of the trial balance. If it has a debit balance, write the debit balance in the debit amount column of the trial balance; otherwise it should be in the credit amount column.

3. All debit and credit account titles in the trial balance are written with same margin from the left side of the page; that is, credit account titles should not be indented.
4. Add each column and write the totals in small pencil figures in the uppermost portion of the space below the single ruling. If the two totals are equal, write them in ink on the line.
5. Draw a double line under the totals of the debit and credit columns. Do not write the totals in ink and do not draw the double lines until the debit totals the credit totals.

THE STATEMENT OF FINANCIAL CONDITION

This is statement showing assets, liabilities and members' equity of a cooperative. It reports the condition of the entity- how much money and other assets it has, how many obligations it has to pay, and how much capital was used in its operations. The elements of the balance sheet are shown below:

Assets are economic resources received with future benefits. These are classified into current and non-current. These have three characteristics:

- i. They must provide probable future economic benefits enabling them to provide future net cash inflows;
 - ii. The business enterprise is able to receive the benefit and not the other entities. In other words, other entities cannot access these benefits;
 - iii. The events providing these benefit to the entity, has occurred giving rise to such benefit has transpired.
1. **Current assets** are used in operating activities and are expected to be converted into cash through sale or consumption within a year or within the normal operating cycle whichever is longer.
 2. **Non-current assets** are long-lived assets that include depreciable assets and other assets where the benefits from these will extend over a period of more than one year.

Liabilities are economic obligations, or promises given by the cooperative to others. These are probable future sacrifices of economic benefits arising from present obligations of a particular business enterprise. The cooperative has to transfer assets or provide services to other entities in the future as a result of past transactions or events.

1. **Current liabilities** are debts that must be paid within a year.
2. **Non-current liabilities** are the coop's debt that will be settled over a long period of time or more than one year.

Members' Equity represents the owners' interest in the cooperative's assets. It constitutes the claims of the owners of stock on the resources of the coop. it is normally composed of capital stock, paid in capital in excess of par, and undivided net surplus. Share capital may consist of preferred and/or common shares. This section must reflect the authorized shares and the subscribed shares. The legally accepted percentage of subscribed and paid shares for the cooperative to be registered in the CDA must be followed.

THE STATEMENT OF OPERATION

This is the statement which shows the results of operations of any business. It shows the results of operating a cooperative, whether be it a single, dual, or multi-purpose cooperative. Elements of a statement of operations are as follows:

Revenues are prices charged for items sold to customers or services rendered to members. Each type of cooperative may have different sources of revenues. Refer to the Standard Chart of Accounts provided by the CDA so the type of revenue to be recorded can be easily identified.

Expenses are costs of providing goods or services to customers and/or members. They are shown as expired costs of the period. Expenses are matched with revenues of the period, regardless when cash payment is made.

Cash flow statement provides information about cash receipts and cash payments of an entity during a period.

CLASSIFICATION OF CASH FLOWS

- The cash flow statement should report cash flows during the period classified as follows:

1. Operating activities

- Operating activities are the cash flows derived primarily from the principal revenue producing activities of the entity.

Examples of cash flows from operating activities are:

- a) Cash receipts from loan/ account collections and sales
- b) Cash receipts from interest on loans, service fees, filing fees, fines, membership fee, interest income from deposits and other revenues.
- c) Cash disbursement of loans
- d) Cash payments to suppliers and vendors
- e) Cash payments for selling, administrative and other expenses
- f) Cash payment for interest expense on deposit/ borrowing
- e) Cash payment for interest rebate

2. Investing activities

- Investing activities are the cash flows derived from the acquisition and disposal of long-term/ non-current/ fixed assets and other investment.

Examples of cash flows from investing activities are:

- a) Cash payments to acquire property and equipment and other long-term assets.
- b) Cash receipts from sales of property and equipment and other long-term assets.
- c) Cash payments to acquire equity or debt instrument of other entity.
- d) Cash receipts from sales of equity or debt instruments of other entity.

3. Financing activities

- Financing activities are cash flows derived from the equity capital and borrowings of the entity.

Examples of cash flows from financing activities are:

- a) Cash receipts from fixed deposit/ share capital of members
- b) Cash payments to members for their fixed deposit/ share capital
- c) Cash receipts from long or short-term borrowings
- d) Cash payments for amounts borrowed
- e) Cash payments for dividends and patronage refunds

2 METHODS OF PRESENTING STATEMENT OF CASH FLOWS

1. Direct Method

- The direct method shows in detail or itemizes the cash receipts and cash payments. The difference between the cash receipts and cash payments represents the net cash flow from operating activities.

2. Indirect Method

- The indirect method means that the net surplus or loss is adjusted for the effects of transactions of a non cash nature, any deferrals or accruals of past or future operating cash receipts and payments, and items of income or expense associated with investing and financing activities.

General guidelines for the adjustments of net surplus to cash basis:

1. All increases in trade non cash current assets are deducted from net surplus.
2. All decreases in trade non cash current assets are added to net surplus.
3. All increases in trade current liabilities are added to net surplus.
4. All decreases in trade current liabilities are deducted from net surplus.
5. Depreciation, amortization and other non-cash expenses are added back to net surplus to eliminate the effect they had on net surplus.
6. Any gain on disposal of property is included in net surplus but is a non-operating item. Thus, this is deducted from net surplus.
7. Any loss on disposal of property is deducted from net surplus but this is a non-operating item. Thus this is added back to net surplus

8. Any increases in trade current liabilities as a result of net surplus distribution are not to be included in the adjustments, only the liquidation of such liabilities (interest on share capital/ patronage refund/ CETF-Apex) is to be shown as deduction from net surplus.
 9. Liquidation/ Utilization of CETF – Local is shown as deduction from net surplus.
- *It is to be mentioned that the direct method and indirect method are applicable only to operating activities.*

UNDERSTANDING THE FINANCIAL STATEMENTS

Financial Statements and their accompanying notes contain a wealth of useful information regarding the financial position of a company, success of its operations, the policies and strategies of management and insight into its future performance.

FINANCIAL STATEMENT ANALYSIS.

FS analysis involves careful selection of data from financial statements for the primary purpose of forecasting the financial health of the company.

This is accomplished by examining trends in key financial data, comparing financial data across companies and analyzing key financial ratios.

Another important aspect: Comparison of **ACTUAL** financial condition with **EXPECTED** financial condition.

FINANCIAL RATIO ANALYSIS.

It is comparison in fraction, proportion, decimal or percentage form of the significant figures taken from Financial Statement. It expresses direct relationship between two or more quantities in the balance sheet and income statement of a business firm.

PURPOSE:

The financial statement user comes into possession of measures which provide insight into the profitability of operations, the soundness of the firms short-term and long term financial condition and the efficiency with which management has utilized the resources entrusted to it.

TYPES OF RATIOS:

1. LIQUIDITY RATIOS.

- Ratios that measures the firm's ability to meet cash needs as they arise. Examples are payment of Accounts Payable, Bank Loans and Operating Costs.

1. Quick Ratio. Inventories and prepaid expenses are excluded from total current assets leaving only the more liquid assets to be divided by current liabilities. This is designed to measure how well the company can meet its obligations without having to liquidate or depend too heavily on its inventory.

Formula:

$$QR = \frac{\text{Quick Assets}}{\text{Current Liability}}$$

2. Current Ratio. Measures the ability to pay short term debt.

Formula:

$$CR = \frac{\text{Current Assets}}{\text{Current Liability}}$$

3. Past due ratio. Measures the proportion of past due loans from total loans receivable.

Formula:

$$PDR = \frac{\text{Past Due Loans}}{\text{Total Loans Receivable}}$$

2. PROFITABILITY RATIO.

- Measure the overall performance of the firm and its efficiency in managing assets, liabilities and equity.

1. Over-all Profitability - Measures the overall performance of the firm.

Formula:

$$PR = \frac{\text{Net Surplus}}{\text{Revenue from all Sources}}$$

2. Return on Investment - Measures the overall efficiency of the firm in managing its investment and in generating return to shareholders.

Formula:

$$ROI = \frac{\text{Net Surplus} - \text{Statutory Fund}}{\text{Average Share Capital}}$$

3. Gross Profit Margin. Shows the relationship between sales and cost of sales. It measures the ability of a company to control costs and inventories or manufacturing of products and to pass along price increase thru sales to customers.

Formula:

$$GPM = \frac{\text{Gross Profit}}{\text{Net Sales}}$$

3. SOLVENCY RATIO

- Ratios that measure the extent of a firm's financing with debt relative to equity and its ability to cover interest and other fixed charges.

1. Debt to Total asset Ratio. It measures the proportion of all assets financed with debt.

Formula:

$$\text{Debt to Total Asset} = \frac{\text{Total Liabilities}}{\text{Total Assets}}$$

2. Debt to Equity Ratio. Measures the riskiness of the firm's capital structure in terms of relationship between the funds supplied by creditors (debt) and investors (equity).

Formula:

$$\text{Debt to Equity} = \frac{\text{Total Liabilities}}{\text{Average Share Capital} + \text{Donated Capital}}$$

4. ACTIVITY RATIOS.

- Measures the liquidity of specific assets and efficiency in managing assets such as Accounts Receivable, inventory, and Fixed Assets.

1. Receivable Turnover. Measures how many times a company's Accounts Receivable have been turned into cash during the year.

Formula:

$$\text{Receivable Turnover} = \frac{\text{Net Sales}}{\text{Average Accounts receivable}}$$

2. Inventory turnover. Measures the efficiency of the firm in managing and selling inventory.

Formula:

$$\text{Inventory turnover} = \frac{\text{Cost of Goods Sold}}{\text{Average Inventory}}$$

COMPUTATION OF STATUTORY RESERVES, INTEREST ON SHARE CAPITAL AND PATRONAGE REFUND

STATUTORY FUNDS

1. RESERVE FUND – at least 10% of net surplus; PROVIDED THAT IN THE FIRST FIVE YEARS OF OPERATION AFTER REGISTRATION, THIS AMOUNT SHALL NOT BE LESS THAN 50% OF THE NET SURPLUS (new)

2. EDUCATION AND TRAINING FUND – shall not be more than 10% of NET SURPLUS

3. COMMUNITY DEVELOPMENT FUND – not less than 3% of the NET SURPLUS

This fund shall be used for projects or activities that will benefit the community where the coop operates.

4. OPTIONAL FUND – a land and building, and other necessary fund

This shall NOT EXCEED 7% of the net surplus (old code: not to exceed 10%)

INTEREST ON SHARE CAPITAL. This is the liability of the coop to its members for the payment of interest on share capital. The rate shall not to exceed the normal rate of return on investments, and patronage refund. Provided further that any amount remaining after the allowable interest and patronage refund have been deducted shall be credited to the reserve fund.

PATRONAGE REFUND. Patronage refund represents the amount allocated by the Board of directors out of the coop yearly net surplus for patronage refunds in accordance with coop policies. It shall be distributed to members in proportion to the services of the cooperative.

ABC Cooperative

Practice Set

Checklist:

1. Cash voucher no. 1501-1506
2. Official receipt no. 1001-1004
3. Financial statement as of December 31, 2013 (SFC & SFO)
4. Share Capital Subsidiary ledger
5. Loans Receivable Subsidiary ledger
6. Schedule of Average Share Capital and Interest Income
7. Answer sheet
 - a. Cash receipt journal
 - b. Cash disbursement journal
 - c. General journal
 - d. General ledger (with balances as of November 2014)

Requirements:

1. Record the transactions in the journals provided and update subsidiary ledgers
2. Prepare Financial Statements
3. Distribute the net surplus using the following rates:

Reserve Fund	10%
CETF (Apex)	5%
CETF (Local)	5%
Optional Fund	7%
Community Development Fund	3%
Interest on Share Capital	70% of the net income balance
Patronage Refund Payable	30% of the net income balance
4. Distribute the interest on share capital and patronage refund.
5. Prepare schedule of Loans Receivable and Share Capital.

ABC Cooperative
Bontoc, Mountain Province
TIN: 000-123-000

CASH VOUCHER

Pay to: Lucia Luz Date: 5-Dec-14
Address: Sadanga, Mtn. Prov.
Sum of Pesos: P 19,350.00

For Payment of:	Amount
Regular Loan	20,000.00
Interest	(600.00)
Service Fee	(50.00)
Net Amount	19,350.00

Amount in words:
Nineteen thousand three hundred fifty pesos.

Prepared by:

Accounting Personnel

CV No.: 1501

ABC Cooperative
Bontoc, Mountain Province
TIN: 000-123-000

CASH VOUCHER

Pay to: Aijays Marketing Date: 7-Dec-14
Address: Bontoc, Mtn. Prov.
Sum of Pesos: P 1,535.00

For Payment of:	Amount
Supplies	1,535.00

Amount in words:
one thousand five hundred thirty five pesos.

Prepared by:

Accounting Personnel

CV No.: 1502

ABC Cooperative
Bontoc, Mountain Province
TIN: 000-123-000

CASH VOUCHER

Pay to: MPCU Date: 10-Dec-14
Address: Bontoc, Mtn. Prov.
Sum of Pesos: P 1,928.00

For Payment of:	Amount
Remittance of CETF-apex	1,928.00

Amount in words:
one thousand nine hundred twenty eight pesos.

Prepared by: _____
Accounting Personnel

CV No.: 1503

ABC Cooperative
Bontoc, Mountain Province
TIN: 000-123-000

CASH VOUCHER

Pay to: EFG Training Center Date: 15-Dec-14
Address: Bontoc, Mtn. Prov.
Sum of Pesos: P 2,329.00

For Payment of:	Amount
Training expenses	2,329.00

Amount in words:
two thousand three hundred twenty nine pesos.

Prepared by: _____
Accounting Personnel

CV No.: 1504

ABC Cooperative
Bontoc, Mountain Province
TIN: 000-123-000

CASH VOUCHER

Pay to: Demy Aclayan Date: 19-Dec-14
Address: Bontoc, Mtn. Prov.
Sum of Pesos: P 14,500.00

For Payment of:	Amount
Regular Loan	15,000.00
Interest	(450.00)
Service Fee	(50.00)
Net Amount	14,500.00

Amount in words:
Fourteen thousand five hundred pesos.

Prepared by:

Accounting Personnel

CV No.: 1505

ABC Cooperative
Bontoc, Mountain Province
TIN: 000-123-000

CASH VOUCHER

Pay to: Cris Tobal Date: 21-Dec-14
Address: Bontoc, Mtn. Prov.
Sum of Pesos: P 48,450.00

For Payment of:	Amount
Regular Loan	50,000.00
Interest	(1,500.00)
Service Fee	(50.00)
Net Amount	48,450.00

Amount in words:
fourty-eight thousand four hundred fifty pesos.

Prepared by:

Accounting Personnel

CV No.: 1506

SPECIFICATION OF PAYMENT:	
ITEM	AMOUNT
Membership Fee	500.00
Share Capital	24,500.00
	/
TOTAL	25,000.00
PAYMENT IN FORM OF	
(/) CASH	25,000.00
() CHECK	/
BANK	/
NUMBER	/
TOTAL	25,000.00

ABC Cooperative
Bontoc, Mountain Province
TIN: 000-123-000

OFFICIAL RECEIPT
No.: 1001
DATE: 12 /2 /14

RECEIVED from Demy Aclayan
Address Bontoc, Mountain Province
the sum of twenty five thousand pesos.

pesos (P 25, 000.00)

in full/partial payment of _____

_____ Authorized Signature

SPECIFICATION OF PAYMENT:		ABC Cooperative Bontoc, Mountain Province TIN: 000-123-000	OFFICIAL RECEIPT No.: 1002 DATE: 12 /10 /14
ITEM	AMOUNT		
Loans Receivable	10,000.00		
TOTAL	10,000.00		
PAYMENT IN FORM OF			
(/) CASH	10,000.00		
() CHECK			
BANK			
NUMBER			
TOTAL	10,000.00		

RECEIVED from <u>Mylner Ageb-eb</u> Address <u>Bontoc, Mountain Province</u> the sum of <u>ten thousand pesos</u>	<u>pesos (P 10, 000.00)</u> in full/partial payment of _____ <div style="text-align: right; margin-top: 20px;"> _____ Authorized Signature </div>
---	--

SPECIFICATION OF PAYMENT:		ABC Cooperative Bontoc, Mountain Province TIN: 000-123-000	OFFICIAL RECEIPT No.: 1003 DATE: 12 /10 /14
ITEM	AMOUNT		
Loans Receivable	50,000.00		
TOTAL	50,000.00		
PAYMENT IN FORM OF			
(/) CASH	50,000.00		
() CHECK			
BANK			
NUMBER			
TOTAL	50,000.00		

RECEIVED from <u>Angie Mi</u> Address <u>Bontoc, Mountain Province</u> the sum of <u>fifty thousand pesos</u>	<u>pesos (P 50,000.00)</u>
in full/partial payment of _____	
<div style="text-align: right; margin-top: 20px;"> _____ Authorized Signature </div>	

SPECIFICATION OF PAYMENT:		ABC Cooperative Bontoc, Mountain Province TIN: 000-123-000	OFFICIAL RECEIPT No.: 1004 DATE: 12 /15 /14
ITEM	AMOUNT		
Share capital	5,000.00		
	/		
	/		
TOTAL	5,000.00		
PAYMENT IN FORM OF			
(/) CASH	5,000.00		
() CHECK	/		
BANK	/		
NUMBER	/		
TOTAL	5,000.00		

RECEIVED from <u>Cris Tobal</u> Address <u>Bontoc, Mountain Province</u> the sum of <u>five thousand pesos</u> <div style="text-align: right; padding-right: 20px;">pesos (P 5, 000.00)</div>	in full/partial payment of _____ _____ <div style="text-align: right; padding-top: 20px;"> _____ Authorized Signature </div>
--	---

ABC COOPERATIVE
Bontoc, Mountain Province
CEO 101
Statement of Financial Condition
As of December 31, 2013

ASSETS		2013
Current Assets		
Cash		58,066.83
Loans Receivable		157,250.00
TOTAL ASSETS		215,316.83
LIABILITIES AND EQUITY		
Current Liabilities		
Interest on Share Capital Payable		46,476.01
Patronage Refund Payable		19,918.29
Due to CETF (Apex)		4,742.45
Total Current Liabilities		71,136.75
MEMBERS' EQUITY		
Share Capital		290,000.00
STATUTORY FUNDS		
Reserve Fund		83,476.72
CETF (Local)		4,742.45
Community Development Fund		2,845.47
Optional Fund		53,115.44
Total Statutory Funds		144,180.08
TOTAL EQUITY		434,180.08
TOTAL LIABILITIES AND EQUITY		215,316.83

ABC COOPERATIVE
Bontoc, Mountain Province
CEO 101
Statement of Financial Operation
For the Year Ended December 31, 2013

	2013
Revenue	
Interest Income from Loans	91,823.00
Service Fees	1,000.00
Membership Fees	3,600.00
Total Revenue	96,423.00
LESS: OPERATING EXPENSES	
Supplies Expense	710.00
Trainings and Seminars	500.00
Communication Expense	64.00
Meetings and Conferences	-
Miscellaneous Expenses	300.00
Total operating expenses	1,574.00
NET SURPLUS	94,849.00
Distributed as Follows:	
Reserve Fund	9,484.90
CETF (Apex)	4,742.45
CETF (Local)	4,742.45
Optional Fund	6,639.43
Community Development Fund	2,845.47
Interest on Share Capital	46,476.01
Patronage Refund Payable	19,918.29
Total	94,849.00

SUBSIDIARY LEDGER
SHARE CAPITAL

[illegible]

SUBSIDIARY LEDGER

SHARE CAPITAL

[illegible]

[illegible][illegible]

SUBSIDIARY LEDGER
LOANS RECEIVABLE

Member Account No.:	<u>1002</u>
Membership Fee O.R.:	<u>0002</u>

[illegible]

**SUBSIDIARY LEDGER
LOANS RECEIVABLE**

Member Account No.:	<u>1003</u>
Membership Fee O.R.:	<u>0003</u>

[illegible]

SUBSIDIARY LEDGER LOANS RECEIVABLE

Member Account No.:	<u>1004</u>
Membership Fee O.R.:	<u>0004</u>

[illegible]

SUBSIDIARY LEDGER
LOANS RECEIVABLE

Member Account No.: 1005
Membership Fee O.R.: 1501

[illegible]

1			
2			
3			
4			
5			

[illegible][illegible]

[illegible]

General Ledger

Account Title: Cash

Account No.:11110

Date 2014		Particulars	PR	Debit	Credit	Balance
Nov	30	Balance				435,053.38

Account Title: Loans Receivable

Account No.:11700

Date 2014		Particulars	PR	Debit	Credit	Balance
Nov	30	Balance				91,500.00

Account Title: Interest on Share Capital Payable

Account No.:22500

Date 2014		Particulars	PR	Debit	Credit	Balance
Nov	30	Balance				-

Account Title: Patronage Refund Payable

Account No.:22600

Date 2014		Particulars	PR	Debit	Credit	Balance
Nov	30	Balance				-

Account Title: Due to CETF (Apex)

Account No.:22700

Date 2014		Particulars	PR	Debit	Credit	Balance
Nov	30	Balance				1,928.00

Account Title: Share Capital

Account No.:30100

Date 2014		Particulars	PR	Debit	Credit	Balance
Nov	30	Balance				290,000.00

Account Title: Undivided Net Surplus

Account No.:30300

Date 2014		Particulars	PR	Debit	Credit	Balance
Nov	30	Balance				-
						-
						-

Account Title: Reserve Fund

Account No.:30610

Date 2014		Particulars	PR	Debit	Credit	Balance
Nov	30	Balance				83,476.72

Account Title: CETF (Local)

Account No.:30620

Date 2014		Particulars	PR	Debit	Credit	Balance
Nov	30	Balance				-
						-
						-

Account Title: Community Development Fund

Account No.:30630

Date 2014		Particulars	PR	Debit	Credit	Balance
Nov	30	Balance				2,845.47

Account Title: Optional Fund

Account No.:30640

Date 2014		Particulars	PR	Debit	Credit	Balance
Nov	30	Balance				53,115.44

Account Title: Interest Income from Loans

Account No.:40110

Date 2014		Particulars	PR	Debit	Credit	Balance
Nov	30	Balance				98,838.75

Account Title: Service Fees

Account No.:40120

Date 2014		Particulars	PR	Debit	Credit	Balance
Nov	30	Balance				950.00

Account Title: Membership Fees

Account No.:40420

Date 2014		Particulars	PR	Debit	Credit	Balance
Nov	30	Balance				-
						-
						-

Account Title: Supplies Expense

Account No.:73370

Date 2014		Particulars	PR	Debit	Credit	Balance
Nov	30	Balance				750.00

Account Title: Meetings and Conferences

Account No.:73380

Date 2014		Particulars	PR	Debit	Credit	Balance
Nov	30	Balance				1,851.00

Account Title: Trainings and Seminar

Account No.:73390

Date 2014		Particulars	PR	Debit	Credit	Balance
Nov	30	Balance				1,500.00

Account Title: Communication Expense

Account No.:73470

Date 2014		Particulars	PR	Debit	Credit	Balance
Nov	30	Balance				300.00


Account Title: Miscellaneous Expense

Account No.:73520

Date 2014		Particulars	PR	Debit	Credit	Balance
Nov	30	Balance				200.00
						-
						-

A Seminar on the
Preparation of
Reportorial Requirements
for submission to CDA


Butigue, Paracelis, Mountain Province



**MC 2019-04: Guidelines Governing the
Submission of Required Report for Micro
Cooperative**

Reports to be submitted by Micro Cooperative:

1. Copy of the electronically encoded Cooperative Annual Progress Report (CAPR) with the following attachments:
 - a.1 Original Copy of the Financial Statement (FS)



**Audited Financial Statement (FS) shall comprise
of the following:**

1. Statement of Financial Condition
2. Statement of Operation
3. Statement of Changes in Equity
4. Statement of Cash Flow
5. Notes to Financial Statements



- a.2 List of Officers and Mandatory Trainings Undertaken/Completed.
- a.3 Social Audit (SAR) including its program of activities pursuant to its socio-civic goals
- a.4 Governance and Management Report

FINANCIAL STATEMENT PREPARATION

STEPS IN ACCOUNTING CYCLE

1. Analyze business transaction.
2. Journalize the transactions.
3. Post journal entries to the ledger.
4. Prepare the trial balance.
5. Prepare the worksheet and adjusting entries.

STEPS IN
ACCOUNTING CYCLE

1. Analyze business transaction.

2. Journalize the transactions.

JOURNAL ENTRY

Date	Account title to be <i>debited</i>	P XX	
	Account title to be <i>credited</i>		PXX
	short description of the transaction		

STEPS IN
ACCOUNTING CYCLE

1. Analyze business transaction.

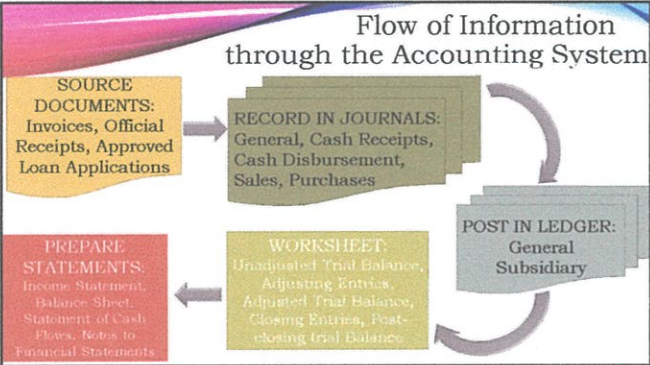
2. Journalize the transactions.

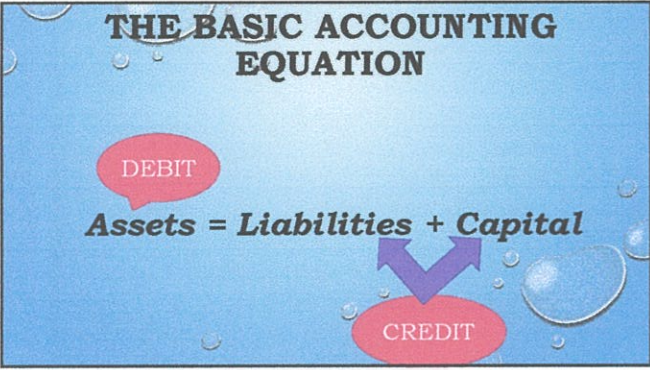
3. Post journal entries to the ledger.

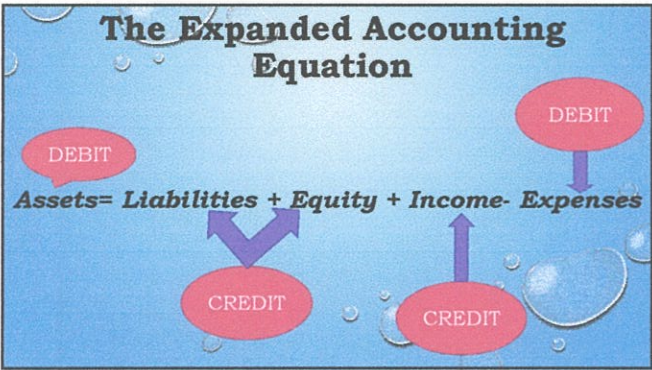
4. Prepare the trial balance.

5. Prepare the worksheet and adjusting
entries.

- 6. Prepare the Financial Statements.
- 7. Journalize and post the adjusting entries.
- 8. Journalize and post the closing entries.
- 9. Prepare post-closing trial balance.
- 10. Journalize and post reversing entries

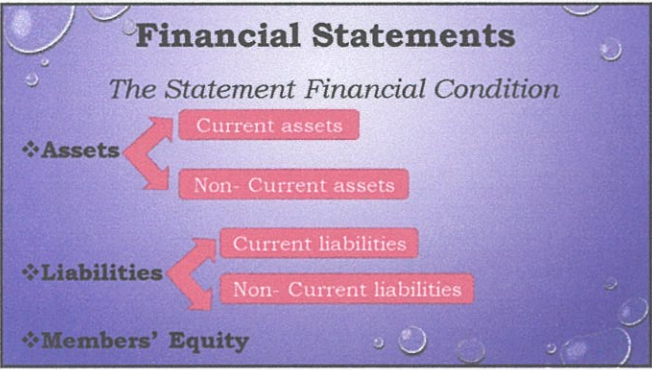






Book of Accounts

<i>Books of Original Entries (Journals)</i>	<i>Books of Final Entries (Ledgers)</i>
✓ Sales journal	✓ General Ledger
✓ Purchase journal	✓ Subsidiary Ledger <ul style="list-style-type: none">• Accounts/Loans Receivable• Payables• Savings Deposit• Share Capital
✓ Cash receipts journal	
✓ Cash disbursements journal	



Financial Statements

The Statement of Financial Operation

❖ **Revenues** -represents the earning of the business from sale of goods or service rendered.

❖ **Expenses** -cost incurred in conducting the business activities.

Statement of Changes in Equity

➤ represents the owners' interest in the cooperative's assets.

➤ it is normally composed of Share Capital, Donations, Grants and Statutory Reserves.

Financial Statements

The Statement of Cash flows

Classification of cash flow

1. Operating activities -cash flows derived primarily from the principal revenue producing activities of the entity.

2. Investing activities -cash flows derived from the acquisition and disposal of long-term/ non-current/ fixed assets and other investment.

Financial Statements

The Statement of Cash flows

Classification of cash flow

3. Financing activities- cash flows derived from the equity capital and borrowings of the entity.

2 Methods of Presenting Statement of Cash Flows

Direct Method	Indirect Method
➤ shows in detail or itemizes the cash receipts and cash payments.	➤ that the net surplus or loss is adjusted for the effects of transactions of a non cash nature, any deferrals or accruals of past or future operating cash receipts and payments, and items of income or expense associated with investing and financing activities.





Republic of the Philippines
Mountain Province State Polytechnic College
Bontoc, Mountain Province

SOCIAL AND GOVERNANCE AUDIT

SWMPC Training Hall, Butigue,
Paracelis, Mountain Province

March 26-27, 2019

RACHEL F. FAGYAN, CPA, MBA, REA


Contact Number: 0920-392-2303
Email Address: rachelfagyan28@gmail.com
Rachel F. Fagyan Auditing and Accounting Firm



Republic of the Philippines
Mountain Province State Polytechnic College
Bontoc, Mountain Province

Social Audit

The procedure where cooperative assesses its social impact and ethical performance vis-à-vis its stated vision, goals and social mission



Republic of the Philippines
Mountain Province State Polytechnic College
Bontoc, Mountain Province

OBJECTIVE:
To equip the participants on the CDA updates on reportorial requirements particularly on the Social Audit and Performance Audit.

TOPICS:

1. How to Conduct Social and Performance Audit
2. Social Audit Report and Performance Report Preparation
3. Training Requirements



Republic of the Philippines
Mountain Province State Polytechnic College
Bontoc, Mountain Province

HOW TO CONDUCT SOCIAL AUDIT?



- Social Goals
- Social Development Program
- Social Development Plan and Budget
- Social Impact Assessment


REVISED GUIDELINES ON SOCIAL AUDIT OF COOPERATIVES (MC # 2018-01)



Republic of the Philippines
Mountain Province State Polytechnic College
Bontoc, Mountain Province

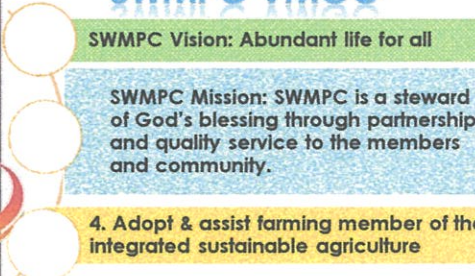
Social Audit and Performance Audit

Legal Basis:
Article 80. Annual Audit. – Cooperatives registered under this Code shall be subject to an **annual financial, performance, and social audit.**




Republic of the Philippines
Mountain Province State Polytechnic College
Bontoc, Mountain Province

SWMPC VMGO



- SWMPC Vision: Abundant life for all
- SWMPC Mission: SWMPC is a steward of God's blessing through partnership and quality service to the members and community.
- 4. Adopt & assist farming member of the integrated sustainable agriculture



Republic of the Philippines
Mountain Province State Polytechnic College
Bontoc, Mountain Province

SWMPC VMGO

5. Network with institution responding to the need of the community as a whole

9. Professionalized system of management by adopting workable yet state of the art accounting and management system.



Republic of the Philippines
Mountain Province State Polytechnic College
Bontoc, Mountain Province

Social Development Program

Cooperative Itself

Community

Members

Officers

Staff

COOPERATIVE ITSELF KEY AREAS:

1. Education, Scholarship, Training
2. Health Program
3. Social Events/ gatherings
4. Social protection (insurance & mutual benefits)
5. Disaster Risk Reduction & Management
6. Gender Equality & Women Empowerment



Republic of the Philippines
Mountain Province State Polytechnic College
Bontoc, Mountain Province

Social Audit Working Document

Basic Information of the Cooperative

Statement of Vision, Mission, Core Values and Social Goals

Policies and Guidelines of Social Development

Social Development Program

Community Development Fund




Republic of the Philippines
Mountain Province State Polytechnic College
Bontoc, Mountain Province

Social Development Program

COMMUNITY KEY AREAS:


1. Education, training, seminar for non-members.
2. Environment conservation and protection.
3. Health and sanitation
4. Partnership and community groups
5. Sports, Cultural and religious activities
6. Disaster Risk Reduction & Management



Republic of the Philippines
Mountain Province State Polytechnic College
Bontoc, Mountain Province

Policies and Guidelines on Social Development

Title/ Description of Policy/ Guidelines	Source Document	BOD/ GA Resolution No.	Date Approved



Republic of the Philippines
Mountain Province State Polytechnic College
Bontoc, Mountain Province

Social Development Program

COMMUNITY KEY AREAS:

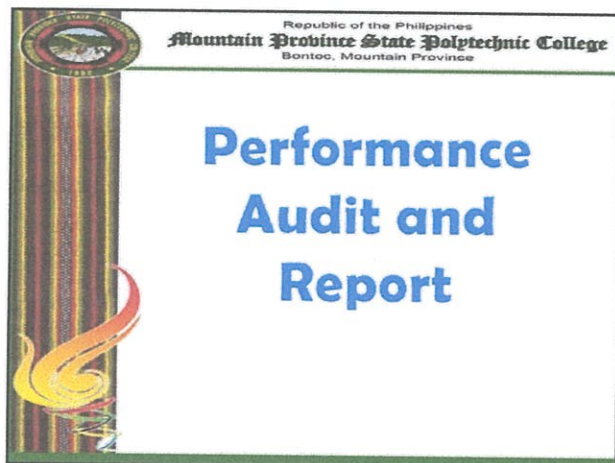
7. Gender Equality and Women Empowerment
8. Inclusivity (Membership Expansion)
9. Support to the vulnerable sector of society
 - a. Children and Youth
 - b. Person with disabilities
 - c. Elderly
 - d. Indigenous people

Community Development Fund Utilization Percentage

=

Accumulated Amount of Community Devt. Fund


Amount Utilized for Cooperative Social Activities





A. GOVERNANCE REPORTS


A.1 General Assembly


1. Approval of plans and budget
2. Acceptance/ approval/ confirmation/ ratification of the following reports of the board (including Board Resolution) and Committees
 - 2.1. Board Reports
 - 2.2 Committee Reports
 - 2.3 Engagement of the external auditor
3. Engagement of the external auditor
4. Election of officers
5. Presentation of Annual Report
6. Acceptance of Audited Financial Statements
7. Other Resolutions/ Policies, including amendments of ACBL, if any


 A. GOVERNANCE REPORTS	
A.2 Board of Directors	
1. Written duties and responsibilities	
2. Duly signed oath of office	
3. Copies of minutes of meeting/ BR/ reports	
3.1 Discussion of Financial Statements	
3.2 Formulation of VMG	
3.3 Budget	
3.4 Policy Review	
3.5 Discussion of audit findings or recommendations (internal and external)	
3.6 BR specifying the regular schedule of meetings of the Board and the Committees	
4. Rules and Procedures in conducting a meeting	
5. Succession Program	


 A. GOVERNANCE REPORTS	
A.5 Education Committee	
1. Minutes and Committee Reports and Recommendations	
2. Written duties and responsibilities	
3. Appointment Paper / BR	
4. Copies of minutes of meeting/ BR/ Reports	
5. Training Plan/ Program with budget	
6. Training Report	
7. Training Modules	
8. Training materials/ paraphernalia	
9. List of pool of trainers	
10. Feedback/ evaluation tool	

 A. GOVERNANCE REPORTS	
A.3 Election Committee	
1. Minutes and Committee Reports and Recommendations	
2. Written duties and responsibilities	
3. Duly signed Oath of Office	
4. Duly approved election guidelines	
5. Education program for elective position	
6. Screening program of members with voting rights	
7. List of Members with voting rights	
8. Results of Election	
9. Documentations as to turn-over of documents to new officers	

 A. GOVERNANCE REPORTS	
A.6 GAD Committee	
1. Minutes and Committee Reports and Recommendations	
2. Written duties and responsibilities	
3. Appointment Paper / BR	
4. Copies of minutes of meeting/ BR/ Reports	
5. GAD Plan with Budget	
6. Sex aggregated data of members, officers and staff	
7. Training Modules	
8. GAD Assessment Report	

 A. GOVERNANCE REPORTS	
A.4 Audit Committee	
1. Minutes and Committee Reports and Recommendations	
2. Written duties and responsibilities	
3. Duly signed Oath of Office	
4. Audit System and Procedures	
5. Audit Program of Work	
6. Internal Audit Report	
7. Monitoring Report on Audit Documentations	
8. Report to General Assembly	

 A. GOVERNANCE REPORTS	
A.7 Mediation and Conciliation Committee (MedCon)	
1. Minutes and Committee Reports and Recommendations	
2. Written duties and responsibilities	
3. Appointment Paper / BR	
4. Copies of minutes of meeting/ BR/ Reports	
5. Conflict resolution policies and procedures	
6. Medcon Plan/ Program	
7. Medcon Plan/ program	



Republic of the Philippines
Mountain Province State Polytechnic College
Bontoc, Mountain Province

A. GOVERNANCE REPORTS

A.8 Ethics Committee

- 1. Minutes and Committee Reports and Recommendations
- 2. Written duties and responsibilities
- 3. Appointment Paper / BR
- 4. Copies of minutes of meeting/ BR/ Reports
- 5. Code of Ethical standards
- 6. Ethics Committee Plans and Programs

A.9 Other Committes....



Republic of the Philippines
Mountain Province State Polytechnic College
Bontoc, Mountain Province

B. MANAGEMENT REPORTS/ RECORDS

B.3. Human Resource Records


- 1. Contract/ Certificate of Employment
- 2. Personnel File

B.4. Performance Evaluation

- 1. Standards of Measurement
- 2. Rating of all management staff

B. 5 Compensation and Benefits

- 1. Salary scaling program
- 2. Incentive and Reward Program
- 3. Retirement Plan/ Program/ Package




Republic of the Philippines
Mountain Province State Polytechnic College
Bontoc, Mountain Province

A. GOVERNANCE REPORTS

A.10 Secretary

- 1. Book of Minutes of Meetings of GA and the BOD
- 2. Registry of Members
- 3. Share and transfer book
- 4. Cooperative of COR, ACBL, COC
- 5. Compilation of Board Resolutions
- 6. Cooperative Seal
- 7. Contracts, MOA, other docs



Republic of the Philippines
Mountain Province State Polytechnic College
Bontoc, Mountain Province


B. MANAGEMENT REPORTS/ RECORDS

B.6. Career Development

- 1. Capacity building program
- 2. Scholarship program
- 3. Immersion program

B.7. Compliance to Governance Requirements

- 1. Certificate of Compliance (CDA)
- 2. Certificate of Tax Exemption (BIR)
- 3. Registration (SSS, PHIC, HDMF)
- 4. Business Permit (LGU)



Republic of the Philippines
Mountain Province State Polytechnic College
Bontoc, Mountain Province

B. MANAGEMENT REPORTS/ RECORDS

B.1. Organizational Structure

- 1. Organizational Chart
- 2. Management Chart
- 3. Functional Statements of each unit


B.2. Systems and Procedures

- 1. Complete book of accounts
- 2. Updated recording
- 3. Internal Control
- 4. Manual of operation



Republic of the Philippines
Mountain Province State Polytechnic College
Bontoc, Mountain Province

COMPLIANCE
TO TRAINING
REQUIREMENTS



Republic of the Philippines


Mountain Province State Polytechnic College

Bontoc, Mountain Province

CHRONICLES OF TRAINING REQUIREMENTS

CDA MC 2015-09 - Revised Guidelines Implementing the New Training Requirements of Cooperative Officers


CDA MC 2017-01- Capability Program for Micro Cooperatives




Republic of the Philippines

Mountain Province State Polytechnic College

Bontoc, Mountain Province



BSA EXTENSION
FACEBOOK ACCOUNT



Republic of the Philippines

Mountain Province State Polytechnic College

Bontoc, Mountain Province


TRAINING REQUIREMENTS....

CDA MC 2015-09:

- Applicable to **ALL** cooperative **OFFICERS** regardless of size.

CDA MC 2017-01:


- Inclusion of **internal control** in the trainings and seminars to be conducted by the **CDA**.
- Can be conducted by an accredited training provider selected by the coop.




Republic of the Philippines

Mountain Province State Polytechnic College

Bontoc, Mountain Province



MPSPC Bontoc Campus
Vision, Mission, Goals and Objective Statements




Republic of the Philippines

Mountain Province State Polytechnic College

Bontoc, Mountain Province

MC 2017-01 | CAPABILITY BUILDING PROGRAM FOR MICRO COOPERATIVES
Section 4. COVERAGE
This Circular shall cover micro cooperatives including newly registered cooperatives whose assets are 3 million and below.
Section 5. TRAINING COMPONENTS
In order to capacitate and empower micro cooperatives, the following training shall be conducted for the officers:
a) Fundamentals of cooperatives
b) Governance and Management of Cooperatives
c) Internal Control System

This training shall be conducted by the CDA. However, micro cooperatives may opt to access other training providers, provided these are accredited by CDA.



Republic of the Philippines

Mountain Province State Polytechnic College

Bontoc, Mountain Province

MPSPC VISION STATEMENT
A preferred university of developmental culture and inclusive growth.

MPSPC MISSION STATEMENT
It shall produce globally competitive leaders molded from a tradition of excellence in instruction, research, effective governance, sustainable and an environment that assumes major responsibility invitality and well-being of the community.

6

Republic of the Philippines
Mountain Province State Polytechnic College
Bontoc, Mountain Province

MPSPC GOALS

1. Attain and sustain quality and excellence for university hood;
2. Promote relevance and responsiveness;
3. Broaden access and equity;
4. Enhance efficiency and effectiveness; and,
5. Develop harmony within the College, and with stakeholders and benefactors.

Republic of the Philippines
Mountain Province State Polytechnic College
Bontoc, Mountain Province

BSA Objectives

MPSPC Department of Accountancy Aims to:

1. Produce professionally competent graduates equipped with the necessary skills and right attitudes to become leaders in the field of Accountancy;
2. Organize and conduct capacity building programs for faculty to improve teaching competency;
3. Develop and maintain linkages with the industry, alumni, and the community.

Republic of the Philippines
Mountain Province State Polytechnic College
Bontoc, Mountain Province

Major Thrusts

- H-Hearty Approach to Management & Governance, & Transformational Leadership
- E- Enriched Academic Programs
- R- Relevant Student Services, Development, and Welfare Program
- I- International and Local Linkages
- T- Technology, Facilities, and Assets Enhancement Program
- A- Aggressive Staff Development and Welfare Program
- G- Gainful Resource Generation and Enterprise Development Program
- E- Excellent Researches and Relevant Extension Programs

Republic of the Philippines
Mountain Province State Polytechnic College
Bontoc, Mountain Province

THANK YOU

Republic of the Philippines
Mountain Province State Polytechnic College
Bontoc, Mountain Province

BS Accountancy

BSA Goal

The MPSPC Department of Accountancy aspires to prepare its students to become competent, morally upright and socially accounting professionals.



The Provincial Government of Mountain Province awards this

CERTIFICATE OF APPRECIATION

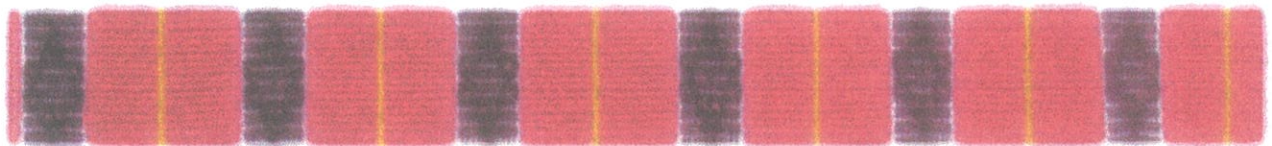
to

RACHEL F. FAGYAN

In grateful recognition and appreciation for her precious time and effort having served as Resource Speaker during the conduct of the Seminar on the Preparation of Reportorial Requirements for Submission to CDA collaboratively implemented by the Provincial Government of Mountain Province through the Provincial Cooperatives Office, Mountain Province State Polytechnic College, Paracelis Municipal Cooperatives Office and St. William's MPC on March 26-27, 2019 at Butique, Paracelis, Mountain Province.

Given this 27th day of March 2019 at Butique, Paracelis, Mountain Province, Cordillera Administrative Region, Philippines.


BONIFACIO C. LACWASAN, JR.
Provincial Governor





The Provincial Government of Mountain Province awards this

CERTIFICATE OF APPRECIATION

to

DANIELA W. PASPAS

In grateful recognition and appreciation for her precious time and effort having served as Resource Speaker during the conduct of the Seminar on the Preparation of Reportorial Requirements for Submission to CDA collaboratively implemented by the Provincial Government of Mountain Province through the Provincial Cooperatives Office, Mountain Province State Polytechnic College, Paracelis Municipal Cooperatives Office and St. William's MPC on March 26-27, 2019 at Butique, Paracelis, Mountain Province.

Given this 27th day of March 2019 at Butique, Paracelis, Mountain Province, Cordillera Administrative Region, Philippines.


BONIFACIO C. LACWASAN, JR.
Provincial Governor





Magazine of the Philippines
CORDILLERA ADMINISTRATIVE REGION
PROVINCIAL GOVERNMENT OF MOUNTAIN PROVINCE
OFFICE OF THE PROVINCIAL GOVERNOR
CORRIGAL, CORDILLERA, MOUNTAIN PROVINCE

The Provincial Government of Mountain Province hands this

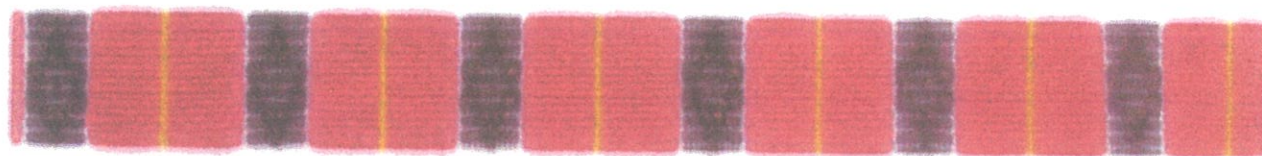
CERTIFICATE OF APPRECIATION
to

**MOUNTAIN PROVINCE STATE
POLYTECHNIC COLLEGE**

In earnest appreciation for its unselfish collaboration with the Provincial Government of Mountain Province voluntarily enabling the success of the Seminar on the Preparation of Reportorial Requirements for Submission to CDA held on March 26-27, 2019 at Butique, Paracelis, Mountain Province.

Given this 27th day of March 2019 at Butique, Paracelis, Mountain Province, Cordillera Administrative Region, Philippines.


BONIFACIO C. LACWASAN, JR.
Provincial Governor



Name: DANIELA W. PASPAS
Topic: COOPERATIVE ANNUAL/FINANCIAL REPORTS

Rating Scale:

1 - Poor (2.00-1.50)	3 - Satisfactory (2.51-3.50)	5 - Excellent (4.51-5.00)
2 - Fair (1.51-2.50)	4 - Very Satisfactory (3.51-4.50)	

Particulars		mean
1	Clarity of Objectives at the beginning	4.12
2	Organization/Sequencing of topics	4.33
3	Clarity of topic/ideas presented/discussed	4.24
4	Effectiveness of methodologies/style of teaching	4.24
5	Quality and effectiveness of instructional materials	4.15
6	Ability to teach/communicate ideas	4.27
7	Ability to answer questions	4.18
8	Ability to arouse/sustain interest	4.27
9	Ability to manage time	4.24
10	How the topic was ended	4.30
Grand Mean		4.24

The grand mean equaled **4.24** with a descriptive equivalent of VERY SATISFACTORY.

Things Liked in the resource person:

- She is patient, friendly, jolly, energetic and approachable
- She is best/effective teacher
- She is expert on her topic and discussed clearly
- She explain the topic very well as she can. She is a good communicator
- She has the ability to hold the audience

Things not liked in the resource person:

- none

Other remarks:

- Thank you very much. I have learned a lot. Please come again for more training

B. Activity Evaluation:

Rating Scale:

1 - Poor (2.00-1.50)**3 - Satisfactory (2.51-3.50)****5 - Excellent (4.51-5.00)****2 - Fair (1.51-2.50)****4 - Very Satisfactory (3.51-4.50)**

Particulars		mean
1	Objectives and Relevance	
a	Clarity and relevance	4.06
b	Attainment of the activity objectives	4.03
c	Usefulness of the activity/topics to the participants	4.25
d	Timeliness and immediate applicability	4.03
2	Organization and preparation; Venue	
a	Planning and implementing activity	4.33
b	Preparation and organization of the activities	4.27
c	Ventilation, lighting, equipment and facilities in the venue	4.27
d	Appropriateness of the venue of the activity	4.21
e	Time allotment per activity	4.13
3	Speaker and Facilitator	
a	Mastery of the subject matter/content	4.50
b	Use of effective means of communicating ideas	4.50
c	Keenness and interest in the conduct of training	4.26
d	Stimulation of the participants' interest	4.16
4	Involvement of Participants	
a	Enthusiasm and interest shown	4.06
b	Level of involvement of participants	4.03
5	Food	4.50
6	Overall Evaluation	4.24
Grand Mean		4.23

The overall evaluation rated **4.24** with a descriptive equivalent of VERY SATISFACTORY while the grand mean equaled **4.23** with the same descriptive equivalent.

Comments and Suggestions:

- More days should be allotted, two days is not enough
- The following training are requested:
 - ✓ Training on Business Management
 - ✓ Training on Accounting for Non-Accountants/Bookkeeping
 - ✓ Management & Leadership Training
 - ✓ Strategic Management
 - ✓ Crafting of Policies for the different committees
 - ✓ Training on Good Governance and Internal Control
- Workshop on Social Audit
- This seminar is very beneficial. I would request for another session for better retention.
- Follow-up on application/practice of the appropriate monitoring agencies or officers especially small cooperatives.

Prepared by:


RODELIN D. VILOG

Extension Coordinator, BSA

Noted by:

RACHEL F. FAGYAN

OIC-Chairperson, BSA



SUMMARY OF EVALUATION

Activity Title: **Seminar on the Preparation of Reportorial Requirements for Submission to CDA**
Date: **March 26-27, 2019**
Venue: **St. William's MPC, Butigue, Paracelis, Mountain Province**

A. Resource Speaker:

Name: **RACHEL F. FAGYAN**
Topic: **SOCIAL AUDIT REPORT (SAR); GOVERNANCE AND MANAGEMENT REPORT (GMR)
LIST OF OFFICERS AND MANDATORY TRAININGS COMPLETED**

Rating Scale:

1 - Poor (2.00-1.50) 3 - Satisfactory (2.51-3.50) 5 - Excellent (4.51-5.00)
2 - Fair (1.51-2.50) 4 - Very Satisfactory (3.51-4.50)

Particulars		mean
1	Clarity of Objectives at the beginning	4.21
2	Organization/Sequencing of topics	4.27
3	Clarity of topic/ideas presented/discussed	4.30
4	Effectiveness of methodologies/style of teaching	4.36
5	Quality and effectiveness of instructional materials	4.12
6	Ability to teach/communicate ideas	4.42
7	Ability to answer questions	4.41
8	Ability to arouse/sustain interest	4.19
9	Ability to manage time	4.22
10	How the topic was ended	4.35
Grand Mean		4.29

The grand mean equaled **4.29** with a descriptive equivalent of VERY SATISFACTORY.

Things Liked in the resource person:

- The speaker has the ability to communicate her topic
- She smile all the times, she is approachable, jolly and energetic
- She used power point presentation with different colors that creates attraction
- She willing to answer questions

Things not liked in the resource person:

- No available copy of the lecture

Other remarks:

- Good. Keep on your desire to help others
- I hope this activity will be conducted again for better retention on me
- Thank you very much!
- Excellent speaker
- She is a bit fast in her discussion
- Very fast in discussing the topics. Can you slow down a bit ma'am? And it is okay to use "Igorot" sometimes since we can understand it.
- We are requesting for more seminars to be conducted



Republic of the Philippines

Mountain Province State Polytechnic College

(Bontoc Campus), Mountain Province

ACCOUNTANCY DEPARTMENT

March 22, 2019

DR. REXTON F. CHAKAS

College President

Mountain Province State Polytechnic College

Bontoc, Mountain Province

RECEIVED

MPSPC-RECORDS OFFICE

BY: _____

DATE: 22 MAR 2019

Sir:

This is to transmit the activity design of the Accountancy Department extension activity on **"A Seminar on the Preparation of Reportorial Requirements for Submission to CDA"** to be held on March 25-28, 2019 at the St. Williams MPC, Butique, Paracelis, Mountain Province.

Prepared by:


RODELINE D. VILOG
Extension Coordinator, BSA

MPSPC - Office of the President

RECEIVED

Date: 31/25/19

By: E. Baring

cc: VPAA (faculty and student activity design)
VPAD (staff)
VPRDE (for RDE activities)
VPRGL (for RGL activities)
GAD (for GAD appropriated activities)
SSDO (for student activities)
Record's Office (file)



Republic of the Philippines

Mountain Province State Polytechnic College

(Bontoc Campus), Mountain Province

ACCOUNTANCY DEPARTMENT

ACTIVITY DESIGN (FACULTY)

I. GENERAL INFORMATION

Activity:	A Seminar on the Preparation of Reportorial Requirements for Submission to CDA	
Date & Time of Activity:	March 25-28, 2019	
Venue of Activity:	St. Williams MPS, Butique, Paracelis, Mountain Province	
Proponent:	Rodeline D. Vilog, BSA Extension Coordinator	
Facilitators:	PCO staffs St. William's MPC staff MPSPC-BSA Faculty	
Participants:	Cooperative members, staff and officers	
Budget:	P24,716.00	
Source of Fund:	PLGU-MP	P5,406.00
	MLGU-Paracelis	900.00
	St Williams MPC	17,600.00
	MPSPC	810.00

II. RATIONALE

Every cooperative endeavours to grow and develop. Alongside the progress a cooperative achieves in the operation of its business ventures, its technical capabilities have to keep abreast with the demands of it. In strengthening its technical capabilities, it also has to keep itself updated on the compliance of documentary requirements for submission to appropriate agencies. For one is the proper filling up of details and in preparation of documents required annually by the Cooperative Development Authority. Almost every newly registered cooperative finds difficulty of the said requirements. Not only them, even the established one. There is the common sentiment of finding it hard to accomplish every document more especially the financial papers. Updates on the reportorial requirements being required by CDA will lead to aggravate the difficulties being faced by cooperative.

With the willingness of the established cooperative, the St. William' MPC, and the micro cooperative of Paracelis, through the application of the BIG BROTHER-SMALL BROTHER concept, these difficulties could be minimized through advancing the knowledge of the participants on meeting the reportorial requirements required by the CDA and other supervising government agencies. And with the objective of the Mountain Province State Polytechnic College – Bachelor of Science in Accountancy department and its aim to help cooperatives develop and maintain its linkages with the community, this collaboration materialized.

Thus, this activity with the cooperation of a number of stakeholders who are willing to come together and work for this endeavour. They are the Provincial Cooperative Office, Mountain Province State Polytechnic College, Saint William's Multi-Purpose Cooperative and the Municipal Cooperatives Office of MLGU-Paracelis. Through this inter-agency endeavour, ways and means are explored to undertake the measures to address the problems encountered by the cooperatives.

III. OBJECTIVES

This seminar aims to enable the participants gain in-depth knowledge on the concept and preparation of the following:

- Cooperative Annual Progress Report;
- Statement of Financial Condition;
- Statement of Operation;
- Statement of Changes in Equity, Donations and Grants and Statutory Reserves;
- Statement of Cash Flow;
- Notes to Financial Statements;
- List of Officers and Mandatory Trainings Undertaken/Completed;
- Social Audit Report (SAR) including its program of activities pursuant to its socio-civic goals;



- i. Governance and Management Report (GMR), including copies of the semi-annual Report on mediation and conciliation as received by the Authority pursuant to Rule 7 of the Revised IRR.

IV. EXPECTED OUTPUT

At the end of the activity, the participants should be able to:

- a. Prepared complete set of Cooperative Financial Statements;
- b. Accomplished SAR and GMR; and
- c. Accomplished reports on the list of officers and mandatory training undertaken/completed.

V. RESOURCE REQUIREMENTS:**A. Budgetary Requirements:**

Item	Description	Quantity	Unit Cost	Total Cost
1.	Meals and Snacks (2 days)	40 pax	220.00	17,600.00
2.	Training materials:	50 pcs	10.00	500.00
	Brown envelope (long)	50 pcs	12.00	600.00
	HBW Ballpen (black)	50 pcs	10.00	500.00
	Morocco Fancy Folder (legal size)	50 pcs	14.00	700.00
	Stenographer Notebook	3 pcs	500.00	1,500.00
	HP ink cartridge # 678 (Black)	3 pcs	500.00	1,500.00
	HP ink cartridge # 678 (Tricolor)	3 pcs	500.00	1,500.00
	Parchment paper	1 ream	106.00	106.00
	Bond paper-long	3 reams	270.00	810.00
3	Communication Expense	3 prepaid cards	300.00	900.00
			Total	P24,716.00

B. Human Resources

(The human resources needed for the activity are presented below.)

Committee/ Task	Number of Persons required	People Responsible/ Members
Facilitators/Secretariats	10	MLGU- Pracelis staff PLGU- MP / PCO staff St. Williams staff MPSPC-BSA Faculty member
Documentation Committee	5	MLGU- Pracelis staff PLGU- MP / PCO staff St. Williams staff
Speaker	2	Rachel F. Fagyan Daniela W. Paspas

C. Supplies, Property and Equipment Requirements

Property/ Venue/ Equipment	Date to be used
Three (3) reams Long Bond Paper One (1) Vehicle One (1) Projector and Screen One (1) Laptop Two (2) Microphone and speaker 50 Brown envelope (long) 50 HBW Ballpen (black) 50 Morocco Fancy Folder (legal size) 50 Stenographer Notebook 3 HP ink cartridge # 678 (Black) 3 HP ink cartridge # 678 (Tricolor) One (1) Ream Parchment paper	March 25-28, 2019



Republic of the Philippines

Mountain Province State Polytechnic College

(Bontoc Campus), Mountain Province

VI. PROGRAM:

March 26, 2019	
Time	Activity
8:00-8:30 a.m.	Registration
8:31-9:00 a.m.	Preliminaries Invocation Singing of National Anthem Acknowledgement of Participation Message: Avelino C. Amangyen Municipal Mayor
9:01-10:00 a.m.	Training Proper
10:01-10:15 a.m.	Snack
10:16-12:00 n.n.	Training Proper
12:01-1:00 p.m.	Lunch Break
1:01-3:00 p.m.	Lecture Proper
3:01-3:15 p.m.	Snack
3:15 – 5:00 p.m.	Training Proper
March 27, 2019	
8:00-8:15 a.m.	Recap
8:16-10:00 a.m.	Training Proper
10:01-10:15 a.m.	Snack
10:16-12:00 n.n.	Training Proper
12:01-1:00 p.m.	Lunch Break
1:01-3:00 p.m.	Lecture Proper
3:01-3:15 p.m.	Snack
3:15 – 3:45 p.m.	Training Proper
3:46-5:00 p.m.	Evaluation and Awarding or Certificates



Republic of the Philippines

Mountain Province State Polytechnic College

(Bontoc Campus), Mountain Province

Prepared by: 
RODELINE D. VILOG

Noted:


ELMER D. PAKIPAC, MSCD
Extension Director

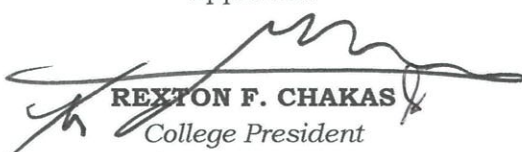
Reviewed:


VILMA C. SAPIL
Coordinator, Learning and Development

Funds Available:


REXON T. DAMAYAN
Accountant III & ALC-BID

Approved:


REXTON F. CHAKAS
College President

26 MAR 2019

NOTE:

1. Noted by shall be initialed by Department Chairperson before the Executive Dean signs.
2. Funds Available portion of this form shall be initialed by the Director for Budget & Fiscal Planning before the Accountant signs.
3. Approval shall be initialed by the Director for Human Resources (HR) before the College President finally approves.
4. For GAD appropriated activities, Noted by portion shall be initialed by the GAD Focal Person.



ACTION SLIP

Date	From	To	Remarks
			<p>DEX, do we have MOA for this? /X</p>
21 March 19	Dextu	PRFC	<p>SIR:</p> <p>WE DO NOT HAVE AN EXISTING MOA REGARDING THIS ACTIVITY BUT IT WAS RECOMMENDED THAT A MOA WILL BE FORGED.</p> <p>NEVERTHELESS, WE CAN SEND THE PROJECT FACULTY MEMBERS DRAFTING THE MOA TO BE SIGNED AND AS A GESTURE OF GOODWILL TO THE PROVINCIAL COOPERATIVES OFFICE.</p> <p>THANK YOU.</p>
0321/2011	prfc	R. Fagyan	OK! MOA signed! /X

Original copy of the Communication control number will be submitted at the Records Office



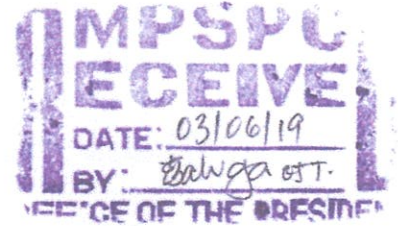
Republic of the Philippines
MOUNTAIN PROVINCE
PROVINCIAL COOPERATIVES OFFICE
Provincial Capitol, Bontoc, Mountain Province



March 4, 2019

REXTON F. CHAKAS
President
Mountain Province State Polytechnic College
Poblacion, Bontoc, Mountain Province

Attention: **RACHEL F. FAGYAN, CPA**
Department of Accountancy Faculty



Dear Sir,

This is to respectfully request for Ms. Rachel Fagyan and one of her colleagues to participate as resource speakers in the *Seminar on the Preparation of Reportorial Requirements for Submission to CDA* which is slated on the 26th to the 27th of March 2019 in Butique, Paracelis, Mountain Province. We have high regards for their expertise.

The seminar is a collaborative activity between and among PLGU-Mountain Province, Mountain Province State Polytechnic College, St. William's Multi-Purpose Cooperative and MLGU-Paracelis. A copy of the Activity Proposal detailing the roles of each is herein attached.

We hope to further partner with your institution in other activities which we both can conceptualize for the constituents of the province.

Thank you and more power.

Yours truly,


ESTRELLA S. AFRICANO
Provincial Cooperatives Officer

Noted by:


BONIFACIO C. LACWASAN, JR.
Provincial Governor

Mountain Province State Polytechnic College
Bontoc Campus

Bontoc, Mountain Province

SUBSTITUTION FORM

(For faculty requesting for official travel or vacation/ sick leave)

TEACHER TO BE SUBSTITUTED: RACHEL F. FAGYAN

REASON FOR SUBSTITUTION:

A. ☒ OFFICIAL TRAVEL

PLACE: BUTIGUE, PARACELIS, MOUNTAIN PROVINCE

DATES: MARCH 25-28, 2019

PURPOSE: to extend technical expertise on the preparation of Reportorial Requirements by the CDA

B. ☐ VACATION LEAVE/ SICK LEAVE

C. ☐ CDO/CTO

DATE(S) OF OFFICIAL TRAVEL/CDO/LEAVE: _____

Student activities (to be filled up by the faculty who is requesting for an official travel/leave or CDO/CTO)

SUBJECTS	DATE	TIME	DAYS	ROOM	ACTIVITIES	SUBSTITUTE
INTEGRATED REVIEW 2	March 26	9-12	Tuesday	409	CASE ANALYSIS ON BUSINESS COMBINATION	Jennifer N. Namayan
	March 28	9-12	Thursday	409	QUIZ ON BUSINESS COMBINATION	
ADVANCED ACCOUNTING - PART 1	March 26	2:30-5:30	Tuesday	409	CASE STUDY/ANALYSIS ON FRANCHISE ISSUES	Rodeline M. Vito
	March 28	2:30-5:30	Thursday	409	MOVIE VIEWING - FRANCHISE	

Requested by:

Rachel F. Fagyan
RACHEL F. FAGYAN

Reviewed by:

Rachel F. Fagyan
Department Chairperson

Approved:

Christie L. C. Codod
CHRISTIE L. C. CODOD

Executive Dean

Mountain Province State Polytechnic College

Bontoc Campus

Bontoc, Mountain Province

SUBSTITUTION FORM

(For faculty requesting for official travel or vacation/ sick leave)

TEACHER TO BE SUBSTITUTED: Daniela W. Paspas

REASON FOR SUBSTITUTION:

A. ☒ OFFICIAL TRAVEL

PLACE: Bulique, Pinaric, Mt. Province

DATES: March 25 to 28, 2019

PURPOSE: To extend technical expertise on Seminar on the Preparation of Reportorial Requirements for Submission to CDA.

B. ☐ VACATION LEAVE/ SICK LEAVE

C. ☐ CDO/CTO

DATE(S) OF OFFICIAL TRAVEL/CDO/LEAVE: _____

Student activities (to be filled up by the faculty who is requesting for an official travel/leave or CDO/CTO)

SUBJECTS	DATE	TIME	DAYS	ROOM	ACTIVITIES	SUBSTITUTE
Financial Management	25 27	9:00-10:00 am MWF	March 25 and 27, 2019	410	→ Discuss the concept of Time value of money. ^{compulation} → Application of concept through	Joyson Imacatang
Negotiable Instrument Law	March 25 and 27, 2019	3:00-4:00 pm MWF	March 25 and 27, 2019	409	→ Chapter giving an Notice of Dishonor. → Creative reporting on ^{discharge of} negotiable ^{instrument}	Rodney B. Padanil
Government Accounting	March 25 and 27, 2019	5:00-6:00 pm MWF	March 25 and 27, 2019	410	→ Creative reporting on the liabilities and miscellaneous topic of government.	Rodney B. Padanil
Strategic Financial Management	March 26 and 28, 2019	7:30-9:00 am TTh	March 26 and 28, 2019	409	→ Discuss Capital Budgeting and application of concept through compulation	Jenifer N. Mamayan
FAR-Part 2	March 26 and 28, 2019	4:00-7:00 pm TTh	March 26 and 28, 2019	410	→ Discuss Lease	Radelina Uilag

Requested by:

DANIELA WUPASPAS

Reviewed by:

MICHEL F. DEYAN

Department Chairperson

Approved:

CHRISTIE LYNN C. CODOD

Executive Dean



Republic of the Philippines
Mountain Province State Polytechnic College
Bontoc, Mountain Province

AT Number: 00432B-03-19

AUTHORITY TO TRAVEL

NAME: Rachel F. Fagyan and Daniela W. Paspas

OFFICIAL STATION: Accountancy Department

DESTINATION: Butique, Paracelis, Mountain Province

PURPOSE OF THE TRAVEL:

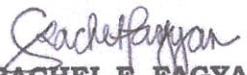

To extend technical expertise as a resource speaker in the Seminar on the Preparation of
Reportorial Requirements for Submission to CDA.

ESTIMATED EXPENSE: none


CHARGEABLE AGAINST: _____

EXPECTED DATES OF TRAVEL: March 25-28, 2019



Requested by:

 
RACHEL F. FAGYAN, DANIELA W. PASPAS
(Name of employee/officer)

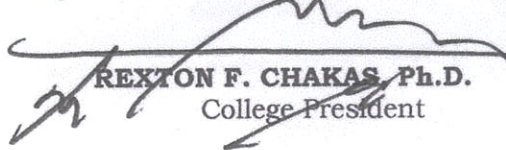
Recommending Approval:

 **ELMER D. PAKIPAC, MSCD** (on travel)
Unit Head

Funds Available:


REXON T. DAMAYAN
Director for Accounting Services
(Accountant III) 

Approved by:


REXTON F. CHAKAS, Ph.D.
College President

NOTE:

25 MAR 2019

1. Recommending Approval portion of this form shall be initialed by the immediate supervisor of the employee/officer **when applicable**, before the Division Chief approves.
2. Funds Available portion of this form shall be initialed by the Director for Budget & Fiscal Planning before the Accountant signs.
3. Approval shall be initialed by the Chief of Staff (COS) of the Office of the President (OP) before the College President finally approves.