

BY-LAWS

of the

Dasmariñas City Employees Multi-purpose Cooperative (DaCE MPC)

KNOW ALL MEN BY THESE PRESENTS:

We, the undersigned Filipino citizens, all of legal age and residents of the Philippines, representing at least majority of the members of the **Dasmariñas City Employees Multi-purpose Cooperative (DaCE MPC)** a primary **Multi-purpose**, do hereby adopt the following code of By-laws.

ARTICLE I

Purpose

Section 1. Purpose. The purpose of this Cooperative is set forth in its Articles of Cooperation.

ARTICLE II

Objectives

Section 1. Objectives. The objectives of this Cooperative are those enumerated in its Articles of Cooperation.

ARTICLE III

Membership

Section 1. Bond and Field of Membership – That membership of this cooperative shall be open to Filipinos who are of legal age, with capacity to contract or heads of the families and are:

1. Employees of City Government of Dasmariñas;
2. Previously Employed-employees of the City Government of Dasmariñas;
and
3. Are residing within the area of operation as provided and in Article VII of the Articles of Cooperation.
4. DaCE MPC Employees
5. Regular Employees of company within the Dasmariñas
6. Sangguniang Barangay of Dasmariñas

The prospective members should:

- a) Pledge to undertake the responsibilities of members and uphold the by-laws, policies, guidelines, rules and regulations promulgated by the Board of Directors and the General Assembly;
- b) Pay the required membership fee;
- c) Pay the required initial minimum common share capital;

- d) Complete the prescribed pre-membership cooperative education program; and
- e) Use or anticipate using the services of the cooperative.

Section 2. Application for Membership. An applicant for membership shall file a duly accomplished form with the Board of Directors who may accept or deny it within thirty (30) days from the date of filing. The Board of Directors shall devise a form for the purpose which shall, aside from the personal data of the applicant, include the duty of a member to participate in all capital build-up and savings mobilization programs of the cooperative and such other information as may be deemed necessary.

No application for membership shall be given due course if not accompanied by proof of payment of membership fee of **One Hundred Fifty Pesos only. (P150.00)**, and initial minimum share capital subscription which shall be refunded to the applicant in case of rejection.

Kinds of Membership

A. Regular – A regular member is one who has complied with all the membership requirements and entitled to all the rights and privileges of membership. They must be **permanent employees** at the time of membership

B. Associate – An associate member is one who has no right to vote nor be voted upon and shall be entitled only to such rights and privileges as the by laws may provide: Provided, that an associate member who meets the minimum requirements of regular membership, continues to patronize the cooperative for two (2) years, and signifies his/her intention to remain a member shall be considered a regular member. Associate members are the Conterminous, Casual, Job-order, Elected Officials, and Previously Employed – Employees, DaCE MPC Employees, all regular employees of companies located in the City of Dasmaringas and Sangguniang Barangay of Dasmaringas.

Section 3. Minimum Share Capital Subscription.

Regular Membership. For the applicant for regular membership shall subscribe for at least fifty (50) shares with a total value of Five Thousand Pesos (P5,000.00) of which at least Two Hundred Pesos (P200.00), corresponding to 2 shares shall be paid upon submission of the application for membership. The remaining Four Thousand Eight Hundred Pesos (P4,800.00) shall be paid in semi-monthly instalment. The payment duration shall be determined by the member and shall be included in the Membership Agreement. However, the member can not avail of the credit facility of the Cooperative until full payment of the minimum subscribed share.

Provisions for associate members to regular member with the following requirements;

2

- At least 2 years of being a member of cooperative
- Member of good standing (MGS)
- With at least 300 shares or Thirty Thousand (P 30,000.00) share capital

Associate Membership. For the applicant shall subscribe for at least thirty (30) shares with a total value of Three Thousand Pesos (P3,000.00) of which at least Two Hundred Pesos (P200.00), corresponding to 2 shares shall be paid upon submission of the application for membership. The remaining Two Thousand Eight Hundred Pesos (P2,800.00) shall be paid in semi-monthly instalment. The payment duration shall be determined by the member and shall be included in the Membership Agreement. However, the member can not avail of the credit facility of the Cooperative until full payment of the minimum subscribed share.

However, no member shall own or hold more than Ten percent (10%) of the total subscribed share capital of the Cooperative.

However, no member shall own or hold more than ten percent (10%) of the total subscribed share capital of the Cooperative. The Board of Directors shall issue membership certificate and subscription agreement with such terms and conditions as may be deemed equitable.

Section 4. Appeal. An applicant whose application was denied by the Board of Directors may appeal to the general assembly by giving notice to the Secretary of the cooperative within thirty (30) days before the next General Assembly meeting. For this purpose, the General Assembly may opt to create an Membership Appeals and Grievance Committee, the members of which shall serve for a period of one (1) year and shall decide appeal on membership within thirty (30) days upon receipt thereof. If the committee fails to decide within the prescribed period, the appeal is deemed approved in favor of the applicant whose decision on the matter shall be final.

Section 5. Duties and Responsibilities of a Member. Every member shall have the following duties:

- a. Pay the instalment of his share capital subscription as it falls due and to participate in the capital build-up and savings mobilization activities of the Cooperative;
- b. Patronize the Cooperative's businesses and services;
- c. Participate in the membership education programs;
- d. Attend and participate in the deliberation of all matters taken during general assembly meetings;
- e. Observe and obey all lawful orders, decisions, rules and regulations adopted by the Board of Directors and the general assembly; and
- f. Promote the purposes and goals of the Cooperative, the success of its business, the welfare of its members and the cooperative movement in general.

Section 6. Member Entitled to Vote. Any member who meets the following conditions is a member entitled to vote:

- a. Paid the membership fee and the value of the minimum shares required for membership;
- b. Not delinquent in the payment of his share capital subscriptions and other accounts or obligations;
- c. Not violated any provision of this By-laws, the terms and conditions of the subscription agreement; and the decisions, guidelines, rules and regulations promulgated by the Board of Directors and the general assembly;
- d. Completed the continuing education program prescribed by the Board of Directors; and
- e. Participated in the affairs of the Cooperative and patronized its businesses in accordance with cooperative's policies and guidelines.

The Board of Directors, after due notice and hearing, shall suspend the right to vote of those members who fail to meet any or all of the aforesaid conditions sixty (60) days prior to the date of general assembly meeting through board resolution henceforth classified them as members not entitled to vote. The board shall promulgate procedural guidelines to evolve a mechanism for the purpose including but not limited to the restoration of right to vote.

A member whose right to vote is suspended for two consecutive years may be a ground for termination of his/her membership.

Section 7. *Rights of a Member Entitled to Vote.* A member entitled to vote shall have the following rights:

- a. Participate and vote on all matters deliberated upon during general assembly meetings;
- b. Seek any elective or appointive position, subject to the provisions of this by-laws and the Philippine Cooperative Code;
- c. Avail himself of the services of the co-operative, subject to certain conditions as may be prescribed by the Board of Directors;
- d. Inspect and examine the books of accounts, the minutes books, the share register, and other records of the cooperative during office hours; and
- e. Such other rights and privileges as may be provided by the General Assembly

Section 8. *Liability of Members.* A member shall be liable for the debts of the Cooperative only to the extent of his/her subscribed share capital.

Section 9. *Termination of Membership.* Termination of membership, which may be by special circumstance, voluntary or involuntary, shall have the effect of extinguishing all rights of a member in the cooperative or in its assets, subject to the provisions of Article III Section 11 of this by-laws and as may be provided by the general assembly.

- a) *Automatic Termination.* The death, insanity, permanent incapacity or judicial declaration by a competent court of the insolvency of a

member shall be considered automatic termination of his/her membership in the co-operative.

- b) *Voluntary Termination.* A member may, for any reason, withdraw his/her membership from the cooperative by giving a sixty (60) day notice to the Board of Directors. Provided, however, that any member whose membership withdrawal is approved by the board and has any pending obligation with the cooperative over and above his/her share capital and deposits shall not be allowed for refund or transfer of his/her share capital including withdrawal of deposits and interests thereof unless he/she settles first such obligation.

- c) *Involuntary Termination.* A member may be terminated by a vote of the majority of all the members of the Board of Directors for any of the following causes:
 - i. When he/she has not patronized the services/businesses of the Cooperative for more than twelve (12) months;
 - ii. When he/she has continuously failed to comply with his/her obligations;
 - iii. When he/she has violated any provision of this By-laws and the rules promulgated by the Cooperative; and
 - iv. For any act or omission injuries or prejudicial to the interest or the welfare of the Cooperative.

Section 10. *Manner of Involuntary Termination.* The Board of Directors shall notify in writing the member who is being considered for termination and shall give him the opportunity to be heard.

After hearing, the Board of Directors shall render its decision in writing within **thirty (30)** days and the same shall be given to said member by the Secretary of the Board, personally or by registered mail. The decision of the Board shall be appealable within thirty (30) days from receipt thereof to the general assembly. For this purpose, the General Assembly may opt to create an Appeal and Grievance Committee, the members of which shall serve for a period of one (1) year and shall decide appeal on membership within thirty (30) days upon receipt thereof. If the committee fails to decide within the prescribed period, the appeal is deemed approved in favor of the applicant whose decision on the matter shall be final. Pending resolution by the general assembly, his/her membership remains valid and in force.

Section 11. *Refund of Share Capital Contribution.* Notwithstanding the provision of Article III Section 9 paragraph (c), a member whose membership is terminated shall be entitled to a refund of his/her share capital contribution and all other interests in the cooperative less outstanding loan obligations and other financial accountabilities. However, such refund shall not be made if upon payment, the value of the assets of the cooperative would be less than the aggregate amount of its debts and liabilities exclusive of his/her share capital contribution. In which case, the terminated member shall continue to be entitled to the interest of his/her share capital

contributions, patronage refund and the use of the services of the cooperative until such time that all his/her interests in the cooperative shall have been duly paid. Upon the acceptance of his/her withdrawal or approval of his/her termination, however, he/she loses his/her right to attend, participate and vote in any meeting of the Board of Directors or the general assembly.

ARTICLE IV Government


Section 1. *The General Assembly.* The general assembly is composed of all the members entitled to vote and is the highest policy-making body of the cooperative.

Section 2. *Powers of the General Assembly.* Subject to the provisions of the Philippine Cooperatives Code and the rules and regulations issued there under, the general assembly duly assembled shall have the following powers:

- a) To adopt and amend the articles of cooperation and by-laws, in accordance with law;
- b) To elect members of the board of directors, audit and election committees and remove them for cause;
- c) To review, modify, reject or approve developmental plans and programs of the cooperative;
- d) To hear and pass upon the reports of the Board of Directors, Officers and committees;
- e) To take final decision on any substantial change in the financial and operational policies of the Cooperative;
- f) To enter into merger or consolidation with other cooperatives;
- g) To approve the plan of division of the cooperative;
- h) To delegate the power to decide on appeal for disapproval of application for and involuntary termination of membership to Appeals and Grievance Committee; and
- i) To delegate the power to review and determine the amendment to the articles of cooperation and by-laws to a smaller body for final approval of the general assembly.

Section 3. *Fiscal Year.* The fiscal year of this Cooperative shall commence on the first day of January and end on the last day of December of every year.

Section 4. *Meetings.* Meetings of the general assembly, board of directors and committees may be regular or special. All proceedings and businesses undertaken at any meeting of the general assembly or Board of Directors, if within the powers or authority of the cooperative, there being a quorum, shall be valid.

Meetings may also be conducted through face to face or  Video conferencing or any modes stated at CDA MC No. 2022-01 sec 2)

Section 5. *Regular General Assembly Meeting.* The Cooperative shall hold its annual regular General Assembly meeting on every 2nd Friday of March

at the principal office of the cooperative or at any place within its area of operation on the .

Section 6. *Special General Assembly Meeting.* The Board of Directors may, by a majority vote of all its members, call a special general assembly meeting at any time to consider urgent matters requiring immediate membership decision. The Board of Directors must likewise call a special general assembly meeting within one (1) month from receipt of a written request from at least ten percent (10%) of the total number of members entitled to vote to transact specific business covered by the call.

If the board fails to call a regular or special meeting within the given period, the ten percent (10%) of all the members entitled to vote may file a petition with the Cooperative Development Authority (CDA) for them to convene the General Assembly.

Furthermore, the board of directors shall convene the general assembly within thirty (30) days upon receipt of written order from the CDA at the instance of the Authority to report to the members the result of examination or other investigation of the cooperative affairs.

Section 7. *Notice of General Assembly Meeting.* All written notices of meetings shall state therein the date, time, place and agenda thereof.

Regular General Assembly Meeting. Notice of the annual regular general assembly meeting shall be served by the Secretary, personally or his/her duly authorized representative or by registered mail, upon each member at his/her last known postal address, or by posting or publication, or through other electronic means, at least two (2) weeks before the said meeting. As far as practicable, it shall be accompanied with the agenda, minutes of meeting of the last general assembly meeting, consolidated reports of the Board of Directors and committees, audited financial statements, and other papers which may assist the members to intelligently participate in the proceedings.

Special General Assembly Meeting. Notice of any special general assembly meeting shall be served by the Secretary personally or his/her duly authorized representative or by registered mail upon each member who are entitled to vote at his/her last known postal address, or by posting or publication, or through other electronic means, at least one (1) week before the said meeting. It shall state the purpose for which the meeting is called for and, except for related issues, no other business shall be considered during the meeting.

Section 8. *Order of Business.* As far as practicable, the order of business of a regular general assembly meeting shall be:

7

- a) Roll Call;
- b) Proof of due notice;
- c) Call to order;
- d) Declaration of presence of quorum;

- e) Consideration of presence of quorum;
- f) Consideration of the minutes of the previous meeting;
- g) Matters arising from the minutes;
- h) Unfinished business;
- i) Consideration of the consolidated report of the board of directors, officers, and the committees, including audited financial statements of the cooperative;
- j) Consideration of annual operations plan and budget;
- k) Election of directors and committee members;
- l) Proclamation of winners;
- m) Oath taking of newly elected board of directors and committee member;
- n) New business;
- o) Other matters; and
- p) Adjournment

Section 9. Quorum for General Assembly Meeting. During regular or special general assembly meeting, at least **Twenty-five Percent (25%)** of the total number of members entitled to vote shall constitute a quorum.

Section 10. Voting System.

1. Only members entitled to vote shall be qualified to participate and vote in any general assembly meeting. A member is entitled to one vote only regardless of the number of shares he/she owned.

2. Election or removal of Directors and Committee members shall be by secret ballot. Action on all matters shall be in any manner that will truly and correctly reflect the will of the membership. No proxy and/or cumulative voting shall be allowed.

3. Voting Should be done through face to face and/or video conferencing.

**ARTICLE V
Officers of the Cooperative**

Section 1. Board of Directors. The conduct and management of the affairs of the Cooperative shall be vested in the Board of Directors, which shall be composed of **Seven (7)** members.

Section 2. Qualifications. No member shall be elected as a member of the Board of Directors or any committee unless he/she is a member entitled to vote and has the following qualifications:

- a) Of good moral character. The Election Committee in coordination with the Ethics Committee shall promulgate mechanism to verify this qualification;
- b) Has manifested his/her willingness to devote time to serve as director;

- c) With leadership/managerial experience or has manifested his/her willingness to undergo the required training(s) by the CDA; and
- d) As far as practicable, having served for at least one year as member of any committee in this cooperative. Provided, however, that this is applicable only to members that joined this cooperative one year after it was registered with the Cooperative Development Authority;

Section 3. Disqualifications. Any member who is under any of the following circumstances shall be disqualified to be elected as a member of the Board of Directors or any committee, or to continue as such:

- a) Holding any elective position in the government, except that of to a party list representative being an officer of a cooperative he/she represents;
- b) Having been engaged in a business similar to that of the cooperative or who in any way has a conflict of interest with the cooperative;
- c) Having been absent for three (3) consecutive regular board meetings without reasonable cause;
- d) Having been convicted of any crime involving moral turpitude, gross negligence, or gross misconduct in the performance of their duties or found culpable in any administrative case involving such offenses;
- e) Being an official or employee of the Cooperative Development Authority; and
- f) Having been disqualified by law.

Section 4. Election of Directors. The members of the Board of Directors shall be elected by secret ballot by members entitled to vote during the annual regular general assembly meeting. Unless earlier removed for cause, or have resigned or become incapacitated, they shall hold office for a term of **two (2)** years or until their successors shall have been elected and qualified.

No two (2) or more persons with relationships up to the third civil degree of consanguinity or affinity shall serve as elective or appointive officers nor any person engaged in a business similar to that of the cooperative or who in any manner has interests in conflict with the cooperative.

Section 5. Meeting of the Directors. The regular meeting of the Board of Directors shall be held at least once a month. However, the Chairperson or, in his/her absence or majority of the directors may at any time call a special Board meeting to consider urgent matters. The call shall be addressed and delivered by the Secretary stating the date, time and place of such meeting and the matters to be considered. Notice of regular or special meetings of the Board of Directors, unless dispensed with, shall be served by the Secretary in writing to each director at least five (5) days before such meeting.

Majority of the total number of directors constitutes a quorum to transact business. Any decision or action taken by the majority members of

the Board of Directors in a meeting duly assembled shall be a valid cooperative act.

Section 6. Vacancies in the Board. Any vacancy occurring in the Board of Directors by reason of death, incapacity, removal or resignation may be filled by a majority vote of the remaining directors, if still constituting a quorum; otherwise, such vacancy shall be filled by the general assembly in a regular or special meeting called for the purpose. The elected director shall serve only for the unexpired term of his/her predecessor in office.

Section 7. Functions and Responsibilities of the Board. Notwithstanding the provisions of the Philippine Cooperative Code to the contrary, the following are the specific functions and responsibilities of the board of directors:

- a) Provide general policy direction;
- b) Formulate the strategic development plan;
- c) Determine and prescribe the organizational and operational structure;
- d) Review the Annual Plan and Budget and recommend for the approval of the General/Representative Assembly;
- e) Establish policies and procedures for the effective operation and ensure proper implementation of such;
- f) Evaluate the capability and qualification and recommend to the General/Representative Assembly the engagement of the services of an External Auditor;
- g) Appoint the members of the Mediation/Conciliation and Ethics Committees and other Officers as specified in the Code and cooperative By-laws;
- h) Decide election related cases involving the Election Committee or its members;
- i) Act on the recommendation of the Ethics Committee on cases involving violations of Code of Governance and Ethical Standards; and
- j) Perform such other functions as may be prescribed in the By-laws or authorized by the General/Representative Assembly.

The Board of Directors shall convene within ten (10) days after the regular general assembly meeting to elect by secret ballot from among themselves the Chairperson and the Vice-Chairperson and to appoint the Secretary and Treasurer from outside of the Board but should come from the pool of qualified members. The appointed officers shall hold office for a term of one (1) year or until their successors shall have been appointed and actually assumed the functions of their positions.

The Chairperson of the Board of Directors and his/her Duties:

- a) Set the agenda for board meetings in coordination with the other members of the Board of Directors;
- b) Preside over all meetings of the Board of Directors and of the General/Representative Assembly;

- c) Sign contracts, agreements, certificates and other documents on behalf of the cooperative as authorized by the Board of Directors or by the General/Representative Assembly;
- d) Issue Certificate of Non-Affiliation with any Federation or Union; and
- e) Perform such other functions as may be authorized by the Board of Directors or by the General/Representative Assembly.

The Vice-Chairperson of the Board of Directors and his/her Duties:

- a) Perform all duties and functions of the Chairperson in the absence of the latter;
- b) To act as ex-officio Chairperson of the Education and Training Committee; and
- c) Perform such other duties as may be delegated to him/her by the Board of Directors.

The Treasurer and his/her Duties:

- a) Ensure that all cash collections are deposited in accordance with the policies set by the Board of Directors;
- b) Have custody of all funds, securities, and documentations relating to all assets, liabilities, income and expenditures;
- c) Monitor and review the financial management operations of the cooperative, subject to such limitations and control as may be prescribed by the Board of Directors;
- d) Maintain full and complete records of cash transactions;
- e) Maintain a Petty Cash Fund and Daily Cash Position Report; and
- f) Perform such other functions as may be prescribed in the By-laws or authorized by the General/Representative Assembly.

The Secretary and his/her Duties:

- a) Keep an updated and complete registry of all members;
- b) Record, prepare and maintain records of all minutes of meetings of the Board of Directors and the General/Representative Assembly;
- c) Ensure that necessary Board of Directors' actions and decisions are transmitted to the management for compliance and implementation;
- d) Issue and certify the list of members who are in good standing and entitled to vote as determined by the Board of Directors;
- e) Prepare and issue Share Certificates;
- f) Serve notice of all meetings called and certify the presence of quorum of all meetings of the Board of Directors and the General/Representative Assembly;
- g) Keep copy of Treasurer's reports and other reports ;
- h) Keep and maintain the Share and Transfer Book;
- i) Serve as custodian of the cooperative seal; and
- j) Perform such other functions as may be prescribed in the By-laws or authorized by the General/Representative Assembly.

Section 8. Election Committee. An Election Committee composed of three (3) members is hereby created and shall be elected during a general assembly meeting. They shall hold office for a term of two (2) years or until their successors shall have been elected and qualified. Within ten (10) days

after their election, they shall elect from among themselves a Chairperson, Vice-Chairperson and a Secretary. No member of the committee shall hold any other position within the Cooperative during his/her term of office. Their functions and responsibilities are as follows:

- a) Formulate election rules and guidelines and recommend to the General Assembly for approval ;
- b) Implement election rules and guidelines duly approved by the General Assembly;
- c) Recommend necessary amendments to the election rules and guidelines for the General Assembly's approval;
- d) Supervise the conduct, manner and procedure of election and other election related activities and act on the changes thereto;
- e) Canvass and certify the results of the election;
- f) Proclaim the winning candidates;
- g) Decide election related cases except those involving the committee or its members; and
- h) Perform such other functions as prescribed in the By-laws or authorized by the General/Representative Assembly.

The decision of the Election Committee is appealable to the Board of Directors who shall decide the case within thirty (30) days after receipt of the records of the case. The decision of the Board, at the option of any of the parties maybe submitted for voluntary arbitration in accordance with the rules and procedure for arbitration issued by the CDA.

Election protests filed by the members of the Election Committee shall be decided by the Board of Directors.

The Duties of the Chairperson of the Election Committee:

- a) Preside over all meetings of the committee;
- b) Establish linkage/communication with the Board of Directors and other functional bodies;
- c) Present recommendations on election rules and policies to the General Assembly; and
- d) Perform such other functions as may be necessary.

The Duties of the Vice-Chairperson of the Election Committee:

- a) In the absence or disability of the Chairperson, the Vice Chairperson shall perform all the duties and functions of the Chairperson; and
- b) Perform such other duties as may be delegated to him/her by the Committee.

The Duties of the Secretary of the Election Committee:

- a) Maintain a correct record of all minutes of meetings of the Committee;
- b) Prepare the necessary documents for the implementation of relevant actions;
- c) Ensure that all the policies and procedures of the committee are compiled properly;

- d) Secure from Secretary of the cooperative the list of members entitled to vote; and
- e) Perform such other duties as may be prescribed by the Committee.

Section 9. Audit Committee. An Audit Committee composed of three (3) members is hereby created and shall be elected during a general assembly meeting. They shall hold office for a term of two (2) years or until their successors shall have been elected and qualified. Within ten (10) days after their election, they shall elect from among themselves a Chairperson, Vice-Chairperson and a Secretary. No member of the committee shall hold any other position within the Cooperative during his/her term of office. Their functions and responsibilities are as follows:

- a) Monitor the adequacy and effectiveness of the cooperative's management and control system;
- b) Audit the performance of the cooperative and its various responsibility centers;
- c) Review continuously and periodically the books of account and other financial records to ensure that these are in accordance with the cooperative principles and generally accepted accounting procedures;
- d) Submit reports on the result of the internal audit and recommend necessary changes on policies and other related matters on operation to the Board of Directors and General/Representative Assembly;
- e) Perform such other functions as may be prescribed in the By-laws or authorized by the General/Representative Assembly.

The Duties of the Chairperson of the Audit Committee:

- a) Preside over all meetings of the committee;
- b) Establish linkage/communication with the Board of Directors and other functional bodies;
- c) Present recommendations on internal audit rules and policies to the General Assembly; and
- d) Perform such other functions as may be necessary.

The Duties of the Vice-Chairperson of the Audit Committee:

- a) In the absence or disability of the Chairperson, the Vice Chairperson shall perform all the duties and functions of the Chairperson; and
- b) Perform such other duties as may be delegated to him/her by the Committee.

The Duties of the Secretary of the Audit Committee:

- a) Maintain a correct record of all minutes of meetings of the Committee;
- b) Prepare the necessary documents for the implementation of relevant actions;
- c) Ensure that all the policies and procedures of the committee are compiled properly; and
- d) Perform such other duties as may be prescribed by the Committee.

Section 10. Mediation and Conciliation Committee. A Mediation and Conciliation Committee composed of three (3) members is hereby created and shall be appointed by the board of directors. They shall hold office for a term of two (2) years or until their successors shall have been appointed and qualified. Within ten (10) days after their appointment, they shall elect from among themselves a Chairperson, Vice-Chairperson and a Secretary. No member of the committee shall hold any other position within the Cooperative during his/her term of office. Their functions and responsibilities are as follows:

- a) Formulate and develop the Conciliation-Mediation Program and ensure that it is properly implemented;
- b) Monitor Conciliation-Mediation programs and processes;
- c) Submit semi-annual reports of cooperative cases to the Authority within fifteen (15) days after the end of every semester;
- d) Accept and file Evaluation Reports;
- e) Submit recommendations for improvements to the Board of Directors;
- f) Recommend to the Board of Directors any member of the cooperative for Conciliation-Mediation Training as Cooperative Conciliator-Mediator;
- g) Issue the Certificate of Non-Settlement (CNS) ;
- h) Perform such other functions as may be prescribed in the By-laws or authorized by the General Assembly.

The Duties of the Chairperson of the Mediation and Conciliation Committee:

- a. Preside over all meetings of the committee;
- b. Establish linkage/communication with the Board of Directors and other functional bodies;
- c. Present recommendations on mediation-conciliation rules and policies to the General Assembly; and
- d. Perform such other functions as may be necessary.

The Duties of the Vice-Chairperson of the Mediation and Conciliation Committee:

- a) In the absence or disability of the Chairperson, the Vice Chairperson shall perform all the duties and functions of the Chairperson; and
- b) Perform such other duties as may be delegated to him/her by the Committee.

The Duties of the Secretary of the Mediation and Conciliation Committee:

- a. Maintain a correct record of all minutes of meetings of the Committee;
- b. Prepare the necessary documents for the implementation of relevant actions;
- c. Ensure that all the policies and procedures of the committee are compiled properly;
- d. Receive complaints, and assist the disputing parties in reducing their complaints in writing;
- e. Confirm parties' request to participate in Conciliation-Mediation;
- f. Assist parties in the selection of a Conciliator-Mediator;

- g. Monitor and report on the outcome of Conciliation-Mediation conducted by non-pool Conciliator-Mediator;
- h. Receive and file the Conciliator-Mediator's evaluation form;
- i. Submit to the Committee the monthly report summarizing status of all cases processed and the results of the evaluation of the Conciliation-Mediation Process;
- j. Facilitate the issuance of the Certificate of Non-Settlement from any failed or refused Conciliation-Mediation;
- k. Monitor and fill-up the documents on the Conciliation-Mediation process;
- l. Send communications to the disputants;
- m. Maintain an updated list of Conciliator-Mediator; and
- n. Perform such other duties as may be prescribed by the Committee.

Section 11. Ethics Committee. An Ethics Committee composed of three (3) members is hereby created and shall be appointed by the board of directors. They shall hold office for a term of two (2) years or until their successors shall have been appointed and qualified. Within ten (10) days after their appointment, they shall elect from among themselves a Chairperson, Vice-Chairperson and a Secretary. No member of the committee shall hold any other position within the Cooperative during his/her term of office. Their functions and responsibilities are as follows:

- a. Develop Code of Governance and Ethical Standards to be observed by the members, officers and employees of the cooperative subject to the approval of the Board of Directors and ratification of the General Assembly;
- b. Disseminate, promote and implement the approved Code of Governance and Ethical standards;
- c. Monitor compliance with the Code of Governance and Ethical Standards and recommend to the Board of Directors measures to address the gap, if any;
- d. Conduct initial investigation or inquiry upon receipt of a complaint involving Code of Governance and Ethical Standards and submit report to the Board of Directors together with the appropriate sanctions.
- e. Recommend ethical rules and policy to the Board of Directors;
- f. Perform such other functions as may be prescribed in the By-laws or authorized by the General Assembly

The Duties of the Chairperson of the Ethics Committee:

- a. Preside over all meetings of the committee;
- b. Establish linkage/communication with the Board of Directors and other functional bodies;
- c. Present recommendations on ethical rules and policies to the General Assembly; and
- d. Perform such other functions as may be necessary.

The Duties of the Vice-Chairperson of the Ethics Committee:

- a. In the absence or disability of the Chairperson, the Vice Chairperson shall perform all the duties and functions of the Chairperson; and
- b. Perform such other duties as may be delegated to him/her by the Committee.

The Duties of the Secretary of the Ethics Committee:

- a. Maintain a correct record of all minutes of meetings of the Committee;
- b. Prepare the necessary documents for the implementation of relevant actions;
- c. Ensure that all the policies and procedures of the committee are compiled properly; and
- d. Perform such other duties as may be prescribed by the Committee.

Section 12. Education, Training and Information Committee. An Education, Training and Information Committee composed of three (3) members is hereby created and shall be appointed by the board of directors. They shall hold office for a term of two (2) years or until their successors shall have been appointed and qualified. Within ten (10) days after their appointment, they shall elect from among themselves a Chairperson, Vice-Chairperson and a Secretary. No member of the committee shall hold any other position within the Cooperative during his/her term of office.

The committee shall assist the board of directors in the formulation of the policies, rules and procedures pertaining to human resource development and effective operationalization and implementation of the fifth cooperative principle of education, training and information. Specifically, their functions are as follows:

- a) To design and implement Human Resource Development (HRD) plans and programs for members, officers and employees;
- b) To conduct Pre-Membership Education Seminar (PMES), Membership Education Program (MEP) and other seminars or meetings for the information and understanding of the organization's policies, systems and programs.
- c) To continuously update members and the community on activities and program's performance and achievements of the thru regular publication;
- d) To tap sources of technology and training funds
- e) To prepare an annual HRD plans and programs for members, officers and employees to be integrated in the cooperative annual plans and programs;
- f) To submit annual reports of accomplishment to the BOD

The Duties of the Chairperson of the Education, Training and Information Committee:

- a) Preside over all meetings of the committee;
- b) Establish linkage/communication with the Board of Directors and other functional bodies;
- c) Present recommendations on internal audit rules and policies to the General Assembly; and
- d) Perform such other functions as may be necessary.

The Duties of the Vice-Chairperson of the Education, Training and Information Committee:

- a) In the absence or disability of the Chairperson, the Vice Chairperson shall perform all the duties and functions of the Chairperson; and
- b) Perform such other duties as may be delegated to him/her by the Committee.

The Duties of the Secretary of the Education, Training and Information Committee:

- a) Maintain a correct record of all minutes of meetings of the Committee;
- b) Prepare the necessary documents for the implementation of relevant actions;
- c) Ensure that all the policies and procedures of the committee are compiled properly; and
- d) Perform such other duties as may be prescribed by the Committee.

Section 13. Credit Committee – The Credit Committee shall be composed of three (3) members appointed by the Board of Directors. They shall elect from among themselves a Chairperson, Vice-Chairperson and a Secretary. No member of the committee shall hold any other position within the Cooperative during his/her term of office. The Committee shall assist the board of directors in the formulation of sound lending policies, systems and procedure. They shall be responsible for the credit management of the cooperative. In the performance of its functions, it shall process, evaluate and act upon loan application and withdrawal of deposits, except when the applicant is a member of the committee, in which case, the applicant shall be acted upon by the Board of Directors; and exercise general supervision including collection over all loans to members.

Section 14. GAD Committee - The Board of directors shall create the GAD committee and appoint its members. The Committee shall be composed of at least three (3) members, provided that at least one member shall come from the Board. The committee members shall hold until replaced by the Board.

B) GAD Focal Person : A GAD Focal person (GFP) shall be designated by the board from the recommendee(s) of the management. He or she must be an employee of the cooperative and shall perform GFP roles as additional function.

C.) GAD Education and Training Programs. The cooperative shall identify GAD and GE related education and training programs. These shall be included in the annual education and training plan.

D.) GAD Support System and Services. The cooperative shall implement other services that address GAD and GE issues and concerns. It shall also develop and establish necessary support systems that will enhance implementation of the GAD and GE services of the cooperative.

Function and Responsibilities

- a. GAD Focal Person
 - i.** Coordinates and reviews implementation of GAD programs/activities/projects based on approved plans and budget.
 - ii.** Prepares performance reports and recommends policy improvement to the GAD Committee.
 - iii.** Gathers and analyzes gender –related information and other data
 - iv.** Provides administrative services to the GAD committee
- b. GAD Committee
 - i.** Conduct Gender Analysis
 - ii.** Develops and recommends GAD and GE policies and programs /activities/project to the board.
 - iii.** Monitors and assesses progress in the implementation of GAD programs/activities/projects towards achieving GE.
 - iv.** Submits reports to the board.
 - v.** Provides directional guidance.
- c. Education Committee
 - i.** Facilitates the conducts of gender advocacy and promotion through training especially in the conduct of Pre-Membership Education Seminar (PMES) and/or Basic Coop Education Seminar (BCES)
 - ii.** Builds the capacity of the management staff, the GAD Committee and officers on GAD.
- d. Management
 - i.** Implements the GAD plan and budget
 - ii.** Reports and evaluates accomplishments
- e. Board of Directors
 - i.** Acts on reports of the GAD Committee and Management
 - ii.** Approves GAD and GE policies
 - iii.** Approves GAD plan and budget
- f. Monitoring
 - i. There shall be a system of monitoring the progress of the implementation of GAD programs/activities/projects of the cooperative towards GE.
 - a. Reports to the General Assembly must include updates on the implementation of gender plans and programs.
 - b. Social performance reports to CDA must include GAD accomplishments.

Section 15. Other Committees – Other committees may be formed and/or created, provided that a resolution issued by the Board containing the composition, term of office, powers/functions and qualifications/disqualifications to such committee/s are stated and clearly defined, as the business and operations of the cooperative may require. Said committees shall assist the Board of Directors in the implementation of the cooperative development program.

Section 16. The General Manager. No person shall be appointed to the position of general manager unless he/she possesses the following qualifications and none of the disqualifications herein enumerated:

- a) He must be familiar with the business operation of the Cooperative;

- b) He must at least be a college graduate;
- c) He must have at least two (2) years experience in the operations of Cooperative or related business;
- d) He must not be engaged directly or indirectly in any activity similar to the business of the Cooperative;
- e) He must not have been convicted of any administrative, civil or criminal case involving moral turpitude, gross negligence or grave misconduct in the performance of his/her duties;
- f) He must not be addicted to any form of gambling or immoral or vicious habits;
- g) At the time of his/her appointment he/she must have no pending administrative, civil or criminal case involving financial and/or property accountabilities; and
- h) He must be willing to undergo pre-service and/or in-service trainings.

Section 17. Duties of the General Manager. The General Manager shall:

- a) Oversee the overall day to day business operations of the cooperative by providing general direction, supervision, management and administrative control over all the operating departments subject to such limitations as may be set forth by the Board of Directors or the General/Representative Assembly;
- b) Formulate and recommend in coordination with the operating departments under his/her supervision, the Cooperative's Annual and Medium Term Development Plan, programs and projects, for approval of the Board of Directors and ratification of the General/Representative Assembly;
- c) Implement the duly approved plans and programs of the Cooperative and any other directive or instruction of the Board of Directors.
- d) Provide and submit to the Board of Directors monthly reports on the status of the Cooperative's operation vis-a-vis its targets and recommend appropriate policy or operational changes, if necessary;
- e) Represent the Cooperative in any agreement, contract, business dealing, and in any other official business transaction as may be authorized by the Board of Directors;
- f) Ensure compliance with all administrative and other requirements of regulatory bodies; and
- g) Perform such other functions as may be prescribed in the By-laws or authorized by the General/Representative Assembly.

Section 18. Duties of the Accountant. The Accountant of the Cooperative, who shall be under supervision and control of the General Manager:

- a. Install an adequate and effective accounting system within ¹⁹ the Cooperative;
- b. Render reports on the financial condition and operations of the cooperative monthly, annually or as may be required by the Board of Directors and/or the general assembly;

- c. Provide assistance to the Board of Directors in the preparation of annual budget;
- d. Keep, maintain and preserve all books of accounts, documents, vouchers, contracts and other records concerning the business of the cooperative and make them available for auditing purposes to the Chairperson of the Audit Committee; and
- e. Perform such other duties as the Board of Directors may require.

Section 19. Duties of the Bookkeeper. The Bookkeeper of the cooperative who is under supervision and control of the Accountant shall:

- a. Records and update books of accounts;
- b. Provide assistance in the preparation of reports on the financial condition and operations of the cooperative monthly, annually or as may be required by the Board of Directors and/or the general assembly;
- c. Keep, maintain and preserve all books of accounts, documents, vouchers, contracts and other records concerning the business of the cooperative and make them available for auditing purposes to the Chairperson of the Audit Committee; and
- d. Perform such other duties as the Board of Directors may require.

Section 20. Qualifications of Accountant and Bookkeeper. No person shall be appointed to the position of accountant and bookkeeper unless they possess the following qualifications herein enumerated:

- a. Bachelor's degree in accountancy must be required for Accountant however Bookkeeper must be knowledgeable in accounting and bookkeeping.
- b. Must have at least Two(2) years experience in cooperative or related business;
- c. Must not engaged directly or indirectly in any activity similar to the business of the cooperative;
- d. Must not be convicted of any administrative, civil or criminal case involving moral turpitude, gross negligence or grave misconduct in the performance of his/her duties;
- e. Must not be addicted to any for of gambling or immoral or vicious habits;
- f. Must be willing to undergo pre-service and/or in-service training in accounting; and
- g. Must have no pending administrative, civil, or criminal case involving financial and/or property accountabilities at the time of his/her appointment.

Section 21. Removal of Directors and Committee Members. All complaints for the removal of any elected officer shall be filed with the board of directors and such officer shall be given the opportunity to be heard. Majority of the board of directors may place the officer concerned under preventive suspension pending the resolution of the investigation. Upon finding of a *prima facie* evidence of guilt, the board shall present its recommendation for removal to the general assembly. An elective officer may be removed by three-fourths

(³/₄) of the regular members present and constituting a quorum, in a regular or special general assembly meeting called for the purpose. The officer concerned shall be given the opportunity to be heard at said assembly.

An officer elected or appointed by the Board of Directors or any committee may be removed from office for cause by a majority vote of all the members of the Board or Committee as the case may be.

If a vacancy occurs in any elective committee, the board of directors at its option may call an election or appoint a person to fill the same to serve for the unexpired portion of the term. The appointment made by the board shall not however compromise nor impinge upon the independence of such committee.

Section 22. Compensation. Subject to the approval of the general assembly, the members of the Board and Committees may, in addition to per diems for actual attendance to board and committee meetings, and reimbursement of actual and necessary expenses while performing functions in behalf of the cooperative, be given regular compensation; Provided, further, that the directors and officers shall not be entitled to any *per diem* when, in the preceding calendar year, the cooperative reported a net loss or the rate of interest on share capital is less than the official inflation rate for the same year.

ARTICLE VI

Liabilities of Directors and Officers

Section 1. Liabilities of Directors, Officers and Committee Members. Directors, officers and committee members, who willfully and knowingly vote for or assent to patently unlawful acts, or who are guilty of gross negligence or bad faith in directing the affairs of the Cooperative or acquire any personal or pecuniary interest in conflict with their duties as Directors, officers or committee members shall be liable jointly and severally for all damages resulting there from to the Cooperative, members and other persons.

When a director, officer or committee member attempts to acquire, or acquires in violation of his/her duties, any interest or equity adverse to the Cooperative in respect to any matter which has been reposed in him in confidence, he/she shall, as a trustee for the Cooperative, be liable for damages or loss of profits which otherwise would have accrued to the Cooperative.

ARTICLE VII

Training Requirements

Section 1. Training. All officers upon assumption to duties are required to undergo relevant trainings to be conducted by cooperatives, federations and/or institutions duly accredited by the CDA. On top of the capability building programs relative to their respective positions, all officers must undergo Basic Cooperative Course. Failure of any officer to comply therewith shall include such as ground for disqualification of the concerned

officer to run for such position in accordance with the implementing rules and regulations.

ARTICLE VIII

Management Staff and Office Personnel

Section 1. Organizational and Operational Structure. The Board of Directors shall draw an organizational structure fitted to the purpose and objectives of the cooperative. Upon recommendation of the general manager, they shall promulgate policies, systems and procedure to sustain functional coordination of all operating units.

The General Manager is responsible for the supervision and control over cooperative personnel.

ARTICLE IX

Capital Structure

Section 1. Source of Funds. The Cooperative may derive its funds from any or all of the following sources:

- a) Member's share capital contribution, common and/or preferred;
- b) Revolving capital build-up which consist of the deferred payment of patronage refund or interest on share capital;
- c) Loans and borrowings including deposits;
- d) Subsidies, grants, legacies, aids, donation and such other assistance from any local or foreign institution, public or private;
- e) Retentions from the proceeds of services/goods procured by members; and
- f) Other sources of funds as may be authorized by law.

Section 2. Continuous Capital Build-Up. Every member shall have contributed in any or all of the following:

- a) At least Two Hundred (P200.00) of his/her monthly income;
- b) At least Two percent (2%) of his/her annual interest on capital and patronage refund; and
- c) At least One percent (1%) percent of each good/service acquired by him.

Section 3. Deposits – The cooperative may accept two (2) kinds of deposits from members only:

- a) *Savings Deposits* – Any member, in addition to his/her share capital investment, may open a savings deposit, the rate of interest of which shall be determined by the Board.

Savings deposits not falling below **One Hundred pesos (PHP100.00)** monthly shall be automatically deducted against salary of all regular and associate member and shall be entitled to interest

based on the lowest monthly balance outstanding during the period. The interest shall be credited to the depositor's account, and the same shall earn interest from the date it is credited, at the same rate as savings deposits.

- b) *Time Deposits* – Deposits for a fixed period of time and for a fixed rate of interest may be accepted by the cooperative. The Time Deposit Certificates in the form prescribed by the Board of Directors evidencing the deposit shall be issued to depositors.

The Board of Directors shall prescribe the rules and regulations governing savings and time deposits.

Section 4. *Revolving Capital.* To strengthen the capital structure of the Cooperative, the general assembly may authorize the Board of Directors to raise a revolving capital by deferring the payment of patronage refunds and interest on share capital, or such other schemes as may be legally adopted. To implement this provision, the Board of Directors shall issue a Revolving Capital Certificate with serial number, name, rate of interest, date of retirement and such other rights and privileges or restrictions as may be deemed just and equitable.

Section 5. *Retentions.* The general assembly may authorize the Board of Directors to raise additional capital by deducting a certain percent on a per unit basis from the proceeds of services and/or goods procured by members.

Section 6. *Borrowing.* The cooperative, through the Board of Directors with the approval of the General Assembly may borrow money from any source at the best terms and conditions available and in such amount that may be needed. However, if the amount to be borrowed shall be Five Hundred Thousand Pesos (P500,000.00) and above, the approval of the General Assembly shall be needed prior to the borrowing.

Section 7. *Share Capital.* Share Capital refers to the unit of capital, the value of which is stated in the Articles of Cooperation for Common and/or Preferred shares.

Common shares shall be issued only to regular members. Preferred shares, on the other hand, may be issued to regular or associate members; Provided, that holders of the Preferred Shares have preference in the payment of interest on share capital.

Section 8. *Share Capital Certificate.* Serially numbered certificates of the Cooperative shall be issued to each member, Provided that for the initial subscription, Share certificate shall be issued to the member upon payment of the minimum paid-up share capital. Subsequently, a share certificate shall be issued upon full payment of the remaining subscription.

The Certificate shall contain the shareholder's name, the number of shares owned, the par value and duly signed by the Chairperson and the

Secretary, and bearing the official seal of the cooperative. All issues and transfers shall be registered in the share and transfer book.

The shares may be purchased, owned and held only by persons who are eligible for membership. Interest may be paid only on the paid-up capital at the rate prescribed by the CDA and interest may be in cash, or credited towards payment of subscriptions, outstanding accounts, or additional shares or to the revolving fund of the cooperative.

Section 9. *Transfer of Shares.* The Cooperative shall have the first option to buy any share offered for sale. The amount to be paid for such shares shall be the par value whichever is lower.

- a) He has held such shares or interests for at least one (1) year;
- b) The transfer is made to a member of the cooperative or to a person who falls within the field of membership of the cooperative, provided said person is acceptable to the cooperative; and
- c) The Board has approved such transfer.

The transfer of shares shall not be binding to the cooperative until such transfer has been registered in the share and transfer book. No transfer shall be completed until the old certificate have been endorsed and surrendered to the Cooperative and a new certificate is issued in the name of the member-transferee. If the last transferee, is not a member but qualified to be a member, he/she shall be required to pay the membership fee and a transfer fee of Two hundred Pesos (P200.00).

In case of lost or destroyed share certificate, the Board of Directors may issue a replacement after the owner thereof executes a sworn affidavit in triplicate, setting forth the following:

- a) Circumstances as to how, when and where said certificate was lost or destroyed;
- b) The serial number of the certificate; and the number of shares it represents; and
- c) The lost or destroyed certificate has never been transferred, sold or endorsed to any third party; and that should the same be found, the owner shall surrender it to the cooperative. Any false representation or statement made in the aforesaid affidavit shall be a ground for expulsion from the cooperative.

ARTICLE X Operations

Section 1. Service over and above profit shall be the overriding consideration of the co-operative in the pursuit of its goals and in the operation of its business.

Section 2. The co-operative shall adopt and implement plans and programs which insure the continued build-up of the co-operative's capital structure with the end view improving the delivery of services to the members.

Section 3. In the determination of the amount of the loans to be granted, the applicant's character, capacity to pay, collateral or securities offered to insure the payment of the loans shall be considered.

Section 4. *Condition of Loans* – The Board of Directors shall prescribe the following:

- a) Terms and conditions for the granting of loans;
- b) Maximum amount that may be granted a member;
- c) Rate of Interest;
- d) Fines for payment in default; and
- e) Maximum period of repayment.

The Board shall consider all other factors as well to facilitate the loaning operation and safeguard the interest of the members and the borrowers.

In determining the rate of interest, the Board shall be guided by the overriding principle of service above profit.

Section 5. *Renewal of Loans* – Regular Loans, providential of productive, may be renewed provided that Fifty Percent (50%) of the current loan has already been paid. The percentage of payment shall be determined by the Board from time to time as changes in the total maximum loans allowed to all members occur and as the need arises.

Section 6. *Application for Loans* – A loan application shall state specially the purpose or purposes for which the money is to be used.

Section 7. *Restriction of Officers, Directors and Committee Members* – No director or committee member shall vote on a loan requested by a member of his family, natural or by affinity to the third degree; or on a loan requested by a person who owns a debt to him or to any member of his family; neither can he become a co-maker, surety nor endorser on any loan contracted with the cooperative. The application for a loan by a member of the Credit Committee shall be subject to the approval of the Board of Directors.

Section 8. *Appeal* – An appeal from the decision of the Credit Committee for abuse of discretion or violation of any existing policy of the Board of Directors may be made to joint meeting of the Board of Directors and the Audit Committee, whose decision on the matter shall be final.

Section 9. The cooperative shall mobilize the resources of its members for capital information toward financing other services needed by them and the community.

Section 10. Services over and above profit shall be the overriding consideration of the cooperative in the pursuit of its goals and in the operation of its business.

ARTICLE XI
Allocation and Distribution of Net Surplus

Section 1. At the end of its fiscal year, the Cooperative shall allocate and distribute its net surplus as follows:

A. **Reserve Fund.** In the first five (5) years of operation after registration the amount allocated for Reserve Fund per year shall not be less than fifty percent (50%) of the Net Surplus, in the succeeding years the allocation thereof is Ten percent (10%) of the Net Surplus annually:

- a) The reserve fund shall be used for the stability of the Cooperative and to meet net losses in its operations. The general assembly may decrease the amount allocated to the reserve fund when it has already exceeded the authorized share capital. Any sum recovered on items previously charged to the reserve fund shall be credited to such fund.
- b) The reserve fund shall not be utilized for investment, other than those allowed in the Philippine Cooperative Code. Such sum of the reserve fund in excess of the authorized share capital may be used at any time for any project that would expand the operations of the cooperative upon the resolution of the general assembly.
- c) Upon the dissolution of the cooperative, the reserve fund shall not be distributed among the members. However, the general assembly may resolve:
 - i. To establish usufructuary fund for the benefit of any federation or union to which the cooperative is affiliated; or
 - ii. To donate, contribute or otherwise dispose of the amount for the benefit of the community where the cooperative operates. If the member could not decide on the disposition of the reserve fund, the same shall be given to the federation or union to which the cooperative is affiliated or operating within the cooperative's area of operation.

B. **Education and Training Fund.** Ten percent (10%) shall be set aside for Education and Training Fund. The fund shall provide for the training, development and similar other activities geared towards the growth of the cooperative.

- a) Half of the amounts transferred to the education and training fund annually under this subsection may be remitted to a union or federation chosen by the cooperative of which it is a member.

- b) Upon the dissolution of the cooperative, the unexpended balance of the education and training fund pertaining to the cooperative shall be credited to the cooperative education and training fund of the chosen union or federation.

C. **Community Development Fund.** Three percent (3%) shall be set aside for projects and activities that will benefit the community where the cooperative operate.

D. **Optional Fund.** Seven percent (7%) shall be set aside for Optional Fund for land and building fund, and such other developmental purposes as may be identified by to cooperative as approved by the general assembly.

E. **Interest on Share Capital and Patronage Refund.** The remaining net surplus shall be made available to the members in the form of interest on share capital not to exceed the normal rate of return on investment prescribed by law, and patronage refunds. The sum allocated for patronage refund shall be made available at the same rate to all patrons of the cooperative in proportion to their individual patronage, subject to the following rules:

- a) The patronage refund of a member with fully paid share capital shall be paid to him in cash or at this option be credited to his/her account as additional share capital;
- b) The patronage refund of a member with unpaid share capital subscription shall be credited to his/her account as payment of his/her unpaid subscriptions until the same shall have been fully paid;
- c) For non-member patrons, their proportionate patronage refunds shall be set aside in a general fund created for the purpose. Their individual patronage refund shall be credited to their respective names only upon request and presentation of evidence of the amount of his/her patronage. When the amount so accumulated under his/her name within a period of one year equals the minimum share capital contribution for membership and he/she is qualified and willing to comply with the requirements for membership, said non-member patron shall be considered member of the cooperative upon payment of membership fee.
- d) If within the period specified in the preceeding paragraph, any non-member patron who has accumulated the sum necessary for membership, but refuses or fails to qualify for membership, the amount so accumulated in his/her account together with any part of the general fund for non-member patrons shall be credited to the reserve fund or to the education and training fund of the cooperative at the option of the general assembly.

ARTICLE XII

Settlement of Disputes

Section 1. Settlement of Disputes – Any dispute arising between or among members of the board of directors, committee officers, and management staff and individual members shall be referred to the mediation/conciliation

committee subject to the rules and procedure promulgated by the board of directors in conformity with the guidelines issued by the CDA.

The board of directors shall appoint from the management staff through the general manager a conciliator-mediator coordinator whose term and functions are prescribed by the rule. Likewise, a pool of mediator-conciliator shall be established to aid the conciliation-mediation proceedings and for such other functions as provided by law.

In case mediation-conciliation fails in the level of the cooperative, the same may be brought to the federation or union where the cooperative is affiliated or in the City/Municipal Cooperative Development Council (CDC) where the cooperative operates.

Section 2. *Disputes Involving Members of the Mediation and Conciliation Committee and Board of Directors*

If one or both parties are members of the Board of Directors and the Conciliation Committee, the Chairperson of the Committee shall communicate in writing such fact to the Chairperson of the Board of Directors who shall forthwith call a special board meeting to form a five-man Special Conciliation Committee created by the board of directors for the purpose. The special committee shall convene immediately and after electing from among themselves the Chairperson, Vice-Chairperson and the Secretary, proceed to resolve the case in accordance with the procedures prescribed in the proceeding section. The committee shall automatically cease to exist upon the final resolution of the controversy.

**ARTICLE XIII
MISCELLANEOUS**

Section 1. *Investment of Capital.* The Cooperative may invest its capital in any or all of the following:

- a) Shares or debentures or securities of any other cooperative;
- b) Cooperative bank or any reputable bank in the locality;
- c) Securities issued or guaranteed by Government; and/or
- d) Estate primarily for the use of the Cooperative or its members; or
- e) In any other manner approved by the general assembly.

Section 2. *Accounting System.* The Cooperative shall keep, maintain and preserve all its books of accounts and other financial records in accordance with generally accepted accounting principles and practices, applied consistently from year to year, and subject to existing rules and laws.

Section 3. *Annual Audit.* The Board of Directors shall in consultation with the Audit Committee, cause the annual financial, performance and social audit of the Cooperative by an external auditor who satisfies all the following qualifications:

- a) He/she is independent of the cooperative;
- b) In case of financial audit, he/she is a member in good standing of the Philippines Institute of Certified Public Accountants (PICPA) and is accredited by both the Board of Accountancy and the CDA;
- c) The social Audit shall be conducted by an independent social auditor accredited by the CDA; and
- d) Performance and Social Audit Reports which contain the findings and recommendations of the auditor shall be submitted to the Board of Directors

Section 4. Regular Reports. During the annual regular assembly meeting, the cooperative shall submit a report of its operation to the general assembly together with the audited financial statements. The annual report shall be certified by the Chairperson and Manager of the cooperative as true and correct in all aspects to the best of their knowledge. The audited financial statements shall be certified by Cooperative Development Authority accredited independent Certified Public Accountant.

The cooperative shall submit the following reports to the Authority within (120) days from the end of every calendar year:

- a. Cooperative Annual Performance Report (CAPR);
- b. Social Audit Report;
- c. Performance Report;
- d. Audited Financial Statement duly stamped "Received" by BIR;
- e. List of officers and trainings undertaken/completed.

**ARTICLE XIV
Amendments**

Section 1. Amendments. Amendments to the Articles of Cooperation and this By-Laws may be adopted by at least two-thirds (2/3) votes of all members entitled to vote at any regular or special general assembly called for the purpose without prejudice to the rights of dissenting members to withdraw their membership under the provisions of the Cooperative Code of the Philippines.

The amendment/s shall take effect upon approval of the Certificate of Registration of Amendments by the Cooperative Development Authority.

Voted and adopted this 9th day of March, 2018 in Dasmariñas, Cavite, Philippines.

NAME AND SIGNATURE OF MEMBERS

1	Abad, Miriam	(SGD)
2	Abasolo, Armando	(SGD)
3	Abayon, Michelle	(SGD)
4	Abecia, Justle Jeb	(SGD)
5	Abing, Rosie Liza	(SGD)
6	Abiog, Sheryl	(SGD)
7	Abogado, Jeffrey	(SGD)

8	Abuan, John Patrick	(SGD)
9	Acuña, Jelyn	(SGD)
10	Adap, Loudielyn	(SGD)
11	Adelante, Cecilia	(SGD)
12	Advincula, Fernan	(SGD)
13	Aguirre, Alvin	(SGD)
14	Alcantara, Juanito	(SGD)
15	Alcantara, Liza	(SGD)
16	Aledia, Michelle	(SGD)
17	Alegre, Christian	(SGD)
18	Alegro, Jayson	(SGD)
19	Alegro, Jerry	(SGD)
20	Alejos, Isidra	(SGD)
21	Alfabeto, Fredema	(SGD)
22	Alingasa, Perla	(SGD)
23	Aliswag, Mark Anthony	(SGD)
24	Allid, Riynelle Giesept	(SGD)
25	Almaiz, Loida	(SGD)
26	Almeria, Rosemarie	(SGD)
27	Aloro, Antonio	(SGD)
28	Ambata, Mary Rose	(SGD)
29	Ambid, Marilyn	(SGD)
30	Ambos, Cresencio	(SGD)
31	Amoroso, Jose Zaldy	(SGD)
32	Amulong, Emerita	(SGD)
33	Amurao, Arnel	(SGD)
34	Anacio, Susana	(SGD)
35	Ancheta, Alfredo	(SGD)
36	Anciro, Miralinda	(SGD)
37	Andaya, Erwin	(SGD)
38	Añover, Eloma	(SGD)
39	Antopina, Julio	(SGD)
40	Arciaga, Maricel	(SGD)
41	Arga, Ever Grace	(SGD)
42	Arica, Armalyn	(SGD)
43	Ariño, Florame	(SGD)
44	Arnasan, Lupo, Jr.	(SGD)
45	Arribe, Leah	(SGD)
46	Arzala, Ma. Corazon	(SGD)
47	Atienza, Roderick	(SGD)
48	Aure, Liza	(SGD)
49	Ausena, Adrina Jane	(SGD)
50	Austria, Algine	(SGD)
51	Austria, Jerry	(SGD)
52	Austria, Kristine	(SGD)
53	Austria, Nickanor	(SGD)
54	Austria, Sherina	(SGD)
55	Avendaño, Edward	(SGD)
56	Avila, Mirasol	(SGD)
57	Avila, Nino	(SGD)
58	Babas, Eduardo	(SGD)
59	Bacanto, Vladimir	(SGD)

60	Bae, Rizza	(SGD)
61	Bagacay, Merlinda	(SGD)
62	Baghari, Teodora	(SGD)
63	Balansay, Alfredo	(SGD)
64	Balboa, Geraline	(SGD)
65	Ballozos, Sarah Jennifer	(SGD)
66	Baltazar, Erychelle Bamba	(SGD)
67	Banagbanag, Jocelyn	(SGD)
68	Bañares, Fe	(SGD)
69	Banate, Danilo	(SGD)
70	Banawa, Joel	(SGD)
71	Bandol, Luvedico	(SGD)
72	Barandon, Jerico	(SGD)
73	Barba, Vicky	(SGD)
74	Barili, Darlene	(SGD)
75	Barreda, Cathelyn	(SGD)
76	Barreda, Gerald	(SGD)
77	Barrios, Riza	(SGD)
78	Barte, Neldy	(SGD)
79	Barte, Nolito	(SGD)
80	Baruel, Tyrone	(SGD)
81	Barzaga, Edward	(SGD)
82	Barzaga, Maria Dolores	(SGD)
83	Bautista, Cristina	(SGD)
84	Bautista, Ernieda	(SGD)
85	Bautista, Eutiquia	(SGD)
86	Bautista, Gelacio	(SGD)
87	Bautista, Numeriana	(SGD)
88	Bautista, Teresa	(SGD)
89	Baylon, Agnes Teodora	(SGD)
90	Baza, Plushey Elein	(SGD)
91	Beltran, Adelaida	(SGD)
92	Beltran, Noel	(SGD)
93	Bobier, Nhellghie	(SGD)
94	Bolonias, Mark Joseph	(SGD)
95	Bon, Ken James	(SGD)
96	Bondad, Randolph	(SGD)
97	Borilla, Roberto	(SGD)
98	Borneo, Junito	(SGD)
99	Bucal, Ramsey	(SGD)
100	Bucal, Roy	(SGD)
101	Buenaventura, Joey	(SGD)
102	Buenaventura, Joselito	(SGD)
103	Buenaventura, Theresa	(SGD)
104	Bueno, Eleonor	(SGD)
105	Bugal, Ana Marie	(SGD)
106	Buiza, Sherryanne	(SGD)
107	Bolus, Wilfredo	(SGD)
108	Cabael, Rolando	(SGD)
109	Cabanban, Aileen	(SGD)
110	Cabansa, Lena	(SGD)
111	Cabigan, Christian	(SGD)

112	Cabizares, Roberto	(SGD)
113	Cabrera, Mary Michelle	(SGD)
114	Cabug, Samel	(SGD)
115	Cagalpin, Jherome	(SGD)
116	Cagascas, Delia	(SGD)
117	Calumaya, Jefferson	(SGD)
118	Calumba, Eduardo	(SGD)
119	Calupad, Eva	(SGD)
120	Calupad, Jovito, Jr.	(SGD)
121	Camaganaca, Liezl	(SGD)
122	Camerino, Jeronico	(SGD)
123	Camerino, Mellany	(SGD)
124	Camerino, Merien	(SGD)
125	Camerino, Virginia	(SGD)
126	Camia, Victoria	(SGD)
127	Camit, Rolando	(SGD)
128	Campaña, Armabelle	(SGD)
129	Campano, Teofilo	(SGD)
130	Canales, Normie	(SGD)
131	Canimo, Rommel	(SGD)
132	Canimo, Stephanie	(SGD)
133	Canque, Haydelin	(SGD)
134	Cantada, Joselito	(SGD)
135	Cantada, Jeffrey	(SGD)
136	Cantimbuhan, Conrado	(SGD)
137	Cantos, Dolores	(SGD)
138	Cardema, Herminia	(SGD)
139	Carias, Alfredo	(SGD)
140	Carlos, Rolando	(SGD)
141	Carungcong, Emerson	(SGD)
142	Casquejo, Christopher Simon	(SGD)
143	Castañas, Jose Marie	(SGD)
144	Castro, Evelyn	(SGD)
145	Catapang, Jinna	(SGD)
146	Cazeñas, Judith	(SGD)
147	Ceciliano, Gaspar	(SGD)
148	Censon, Leonardo	(SGD)
149	Chavez, Christine	(SGD)
150	Cherreguire, Edilberto	(SGD)
151	Chua, Virginia	(SGD)
152	Collantes, Elvis	(SGD)
153	Colocado, Edward Cris	(SGD)
154	Conos, Sarah	(SGD)
155	Coranes, Nancy	(SGD)
156	Cruz, Luzviminda	(SGD)
157	Cruz, Romeo	(SGD)
158	Cunanan, Lourdes	(SGD)
159	Dado, Salvie	(SGD)
160	Daep, Rosalie	(SGD)
161	Dalan, Nila	(SGD)
162	Dalay, Rolando	(SGD)
163	Dañas, Marissa	(SGD)

164	Daño, Ma. Teresa	(SGD)
165	Dayag, Christian Earl	(SGD)
166	Dayrit, Laila	(SGD)
167	De Castro, Anthony	(SGD)
168	De Guzman, Lorna	(SGD)
169	De Guzman, Pamela	(SGD)
170	De Guzman, Rogelio	(SGD)
171	De Hitta, Neneth	(SGD)
172	De Jesus, Violeta	(SGD)
173	De Leon, Alberto	(SGD)
174	De Lima, Jennelyn	(SGD)
175	De Venecia, Melba	(SGD)
176	Del Rosario, Cornelia	(SGD)
177	Dela Cruz, Roslyn	(SGD)
178	Dela Cuesta, Fulgencio	(SGD)
179	Dela Rama, Daisy	(SGD)
180	Dela Rama, Rohdec	(SGD)
181	Dela Rama, Sonia	(SGD)
182	Dela Rea, Anabelle	(SGD)
183	Delos Reyes, Josefina	(SGD)
184	Delos Santos, Nenita	(SGD)
185	Delos Santos, Raymond	(SGD)
186	Demo-os, Jay Ann	(SGD)
187	Deocampo, Ohliva	(SGD)
188	Digor, Fe	(SGD)
189	Dinglasan, Rapi June	(SGD)
190	Dinglasan, Roselyn	(SGD)
191	Dionisio, Zenaida	(SGD)
192	Dioso, Verna	(SGD)
193	Dispo, Eleonor	(SGD)
194	Dogelio, Gale Aidelbert	(SGD)
195	Dominguez, Jennifer	(SGD)
196	Dominguez, Romeo	(SGD)
197	Doringo, Daya Maria	(SGD)
198	Doringo, Mary Ann	(SGD)
199	Drilon, Mary Fe	(SGD)
200	Eballar, Vivian	(SGD)
201	Edejer, Reymyr	(SGD)
202	Ellar, Marilen	(SGD)
203	Elnas, Jessie	(SGD)
204	Empeño, Ilyn	(SGD)
205	Encabo, Resty	(SGD)
206	Encabo, Reynaldo	(SGD)
207	Enclona, Elisa	(SGD)
208	Enrera, Marilene	(SGD)
209	Eresmas, Melanie	(SGD)
210	Esban, Carolina	(SGD)
211	Escobal, Marlito	(SGD)
212	Esconde, Julie Glor	(SGD)
213	Escores, Bernadette	(SGD)
214	Esguerra, Maria Corazon	(SGD)
215	Espera, Reygan	(SGD)

216 Espino, Corazon	(SGD)
217 Espiritu, Nannette	(SGD)
218 Estabillo, Victor	(SGD)
219 Esteban, Rowena	(SGD)
220 Esteban, Wilhelmina	(SGD)
221 Esteban, Hermogenes	(SGD)
222 Estillero, Susana	(SGD)
223 Estudillo, Anna Liza	(SGD)
224 Evangelista, Darwin	(SGD)
225 Evangelista, Teresa Jasmin	(SGD)
226 Exevia, Jennie	(SGD)
227 Faelnar, Shiela Michelle	(SGD)
228 Fauni, Philip	(SGD)
229 Felices, Maria Fe	(SGD)
230 Felizardo, Alvin	(SGD)
231 Ferido, Teofilyn	(SGD)
232 Fernan, Jomar	(SGD)
233 Fernandez, Sherllane	(SGD)
234 Flaviano, Virgiliza	(SGD)
235 Florendo, Ramonchito	(SGD)
236 Flores, Josephine	(SGD)
237 Fornesto, Meloude	(SGD)
238 Fortuna, Guillermo, Jr.	(SGD)
239 Francia, Earnest Nikko	(SGD)
240 Frani, Ditas	(SGD)
241 Frani, Ronaldo	(SGD)
242 Gadaingan, Edmundo	(SGD)
243 Galang, Doris	(SGD)
244 Garce, Evangeline	(SGD)
245 Garcia, Anastacia	(SGD)
246 Garcia, Jasmine	(SGD)
247 Garcia, Marites	(SGD)
248 Garfin, Jocelyn	(SGD)
249 Garfin, Rommel	(SGD)
250 Gaza, Ralph Loren	(SGD)
251 Geda, Neliza	(SGD)
252 Generoso, Janice	(SGD)
253 Genova, Michael	(SGD)
254 Gerance, Erlinda	(SGD)
255 Geroy, Nelia	(SGD)
256 Geroy, Romeo	(SGD)
257 Gloria, Wendy	(SGD)
258 Gonzales, Carmelita	(SGD)
259 Gonzales, Minie	(SGD)
260 Gonzales, Perla	(SGD)
261 Guanzon, Emmanuel	(SGD)
262 Gubat, Cristeta	(SGD)
263 Guevarra, Jennifer	(SGD)
264 Guyamin, Gerymar	(SGD)
265 Hapan, Richard	(SGD)
266 Hayag, Dorinda	(SGD)
267 Hembrador, Edison	(SGD)

268 Herda, Imelda	(SGD)
269 Hernandez, Elizabeth	(SGD)
270 Hernandez, Amiel	(SGD)
271 Herrera, Faith Farrah	(SGD)
272 Herrera, Pricila	(SGD)
273 Hugo, Angelo	(SGD)
274 Hugo, Ferdimar	(SGD)
275 Humanan, Recy	(SGD)
276 Ibañez, Daisy	(SGD)
277 Ibayan, Jennifer	(SGD)
278 Ibona, Annalyn	(SGD)
279 Igbalic, Ramir	(SGD)
280 Ilano, Josette	(SGD)
281 Japson, Rowena	(SGD)
282 Jardeleza, Anthony	(SGD)
283 Jarlego, Lloyd Bryan	(SGD)
284 Javier, Fe	(SGD)
285 Jereza, Sheralyn	(SGD)
286 Kempiz, Francis	(SGD)
287 Kinilitan, Marjorie	(SGD)
288 Labanda, Lilibeth	(SGD)
289 Labrador, Jaime, Jr.	(SGD)
290 Labuyo, Edwin	(SGD)
291 Lacabe, Albert	(SGD)
292 Lacno, Racel	(SGD)
293 Lagrosas, Mc Collen	(SGD)
294 Lagrosas, Noemi	(SGD)
295 Lama, Leonora	(SGD)
296 Lampaya, Roberto	(SGD)
297 Lansang, Angelina	(SGD)
298 Lanting, Marissa	(SGD)
299 Lara, Editha	(SGD)
300 Lara, Elenor	(SGD)
301 Lara, Emily	(SGD)
302 Lara, Teofilo	(SGD)
303 Laurista, Arlyn	(SGD)
304 Layam, Florida	(SGD)
305 Lazaga, Jasmin	(SGD)
306 Ledesma, May	(SGD)
307 Legaspi, Fanny	(SGD)
308 Legaspi, Renato	(SGD)
309 Legaspi, Rey	(SGD)
310 Leynes, Dorothy	(SGD)
311 Lim. Mark Richie	(SGD)
312 Liwanag, Carmencita	(SGD)
313 Lubao, Mercedita	(SGD)
314 Lucas, Marenie	(SGD)
315 Lumen, Fe Paola	(SGD)
316 Macaraeg, Josephine	(SGD)
317 Madera, Annaliza	(SGD)
318 Magno, Yolanda	(SGD)
319 Magpantay, Bernadette	(SGD)

320	Maigue, Angie	(SGD)
321	Malabuyoc, Mary Ann	(SGD)
322	Malihan, Bernice Allan	(SGD)
323	Malimban, Elisa	(SGD)
324	Malinay, Maria Cecilia	(SGD)
325	Mañago, Wilfredo	(SGD)
326	Manalo, Marlon	(SGD)
327	Mangubat, Marlon	(SGD)
328	Mangubat, Raul Rex	(SGD)
329	Manoloto, Edmond	(SGD)
330	Mantele, Gloria	(SGD)
331	Mantele, Nila	(SGD)
332	Manucay, Wilfredo	(SGD)
333	Mapait, Mark Alvin	(SGD)
334	Marasigan, Elena	(SGD)
335	Marcos, Daisy	(SGD)
336	Marohombsar, Mariam Den	(SGD)
337	Marteja, Heidee	(SGD)
338	Martinez, Katrine	(SGD)
339	Martires, Leny	(SGD)
340	Marzan, Marietta	(SGD)
341	Medina, Cecilia	(SGD)
342	Medina, Ronnie	(SGD)
343	Mejia, Jocylene	(SGD)
344	Mendiola, Anamarie	(SGD)
345	Mendiola, Marlon	(SGD)
346	Mendoza, Amador	(SGD)
347	Mendoza, April Mara	(SGD)
348	Mendoza, Elvin	(SGD)
349	Mendoza, Ma. Teresa	(SGD)
350	Mendoza, Veronica Mae	(SGD)
351	Mendoza, Melissa	(SGD)
352	Mercado, Luthgarda	(SGD)
353	Mercado, Renesar	(SGD)
354	Mino, Roselle	(SGD)
355	Mirabueno, Redentor	(SGD)
356	Molijon, Anita	(SGD)
357	Molina, Alex	(SGD)
358	Mondares, Renato	(SGD)
359	Mondido, Edna	(SGD)
360	Montejo, Lilia	(SGD)
361	Montes, Imelda	(SGD)
362	Monzon, Allan	(SGD)
363	Monzon, Isidra	(SGD)
364	Monzon, Renilda	(SGD)
365	Morales, Olimpia	(SGD)
366	Movido, Anabelle	(SGD)
367	Movido-Gonzales, Lea	(SGD)
368	Moya, Nenita	(SGD)
369	Muñoz, Rodolfo	(SGD)
370	Napili, Felipe	(SGD)
371	Narido, Ireneo	(SGD)

372 Nolasco, Emeline	(SGD)
373 Noora, Mamerto	(SGD)
374 Notarte, Ramonito	(SGD)
375 Nuncio, Ryan Dave	(SGD)
376 Oas, Efren	(SGD)
377 Ocampo, Gloria	(SGD)
378 Ocampo, Teresita	(SGD)
379 Ogaya, Julie	(SGD)
380 Oh, Rosanna	(SGD)
381 Olaes, Rolando	(SGD)
382 Olleres, Helfred	(SGD)
383 Olleres, Mercy Gay	(SGD)
384 Omana, Rachel	(SGD)
385 Omandam, Mary Grace	(SGD)
386 Ong, Rebecca	(SGD)
387 Opeña, Jhonee	(SGD)
388 Orbe, Ma. Regina	(SGD)
389 Ortillo, Richiella	(SGD)
390 Ortiz, Jhon Carlo	(SGD)
391 Pablo, Roxanne	(SGD)
392 Padua, Josefina	(SGD)
393 Pangan, Victorino	(SGD)
394 Par, Baby Ruth	(SGD)
395 Parane, Mary Jane	(SGD)
396 Paredes, Marita	(SGD)
397 Paredes, Reymundo	(SGD)
398 Partoza, Jesuzaine	(SGD)
399 Pascual, Gueta	(SGD)
400 Pastor, Randy	(SGD)
401 Patente, Jovy	(SGD)
402 Pato, Felipe	(SGD)
403 Patricio, Gemma	(SGD)
404 Perez, Evelyn	(SGD)
405 Perez, Ely	(SGD)
406 Perfetua, Bonifacio	(SGD)
407 Pestaño, Celerina	(SGD)
408 Pidlaoan, Leonora	(SGD)
409 Poblete, Fe	(SGD)
410 Podaca, Ramiro	(SGD)
411 Ponce, Faith Bathan	(SGD)
412 Pono, Johanna Von	(SGD)
413 Presa, Rowena	(SGD)
414 Purificacion, Annievie	(SGD)
415 Quijado, Florencio	(SGD)
416 Quijano, Ma. Cecilia	(SGD)
417 Quintos, Rosemarie	(SGD)
418 Quiray, Ricardo	(SGD)
419 Raagas, Eloisa	(SGD)
420 Raagas, Florentino	(SGD)
421 Rama, Conchita	(SGD)
422 Ramos, Chopen	(SGD)
423 Ramos, Glenda	(SGD)

424 Ramos, John Arthur	(SGD)
425 Ramos, William	(SGD)
426 Redota, Cynthia	(SGD)
427 Redublo, Julia	(SGD)
428 Remonde, Janice	(SGD)
429 Resontoc, Reliocita	(SGD)
430 Reyes, Lani	(SGD)
431 Reyes, Melody	(SGD)
432 Reyes, Oliver	(SGD)
433 Reyes, Susan	(SGD)
434 Ricasata, Reynaldo, Jr.	(SGD)
435 Rillo, Glyza	(SGD)
436 Rillo, Chyna Mae	(SGD)
437 Rimorin, Felicitas	(SGD)
438 Rivera, Irene	(SGD)
439 Rivera, Paulina	(SGD)
440 Roble, Fred	(SGD)
441 Rogacio, Marcela Agtay	(SGD)
442 Roja, Gayle	(SGD)
443 Romera, Isabelita	(SGD)
444 Rominez, Sofia	(SGD)
445 Rosales, Joshua	(SGD)
446 Rosete, Ryan	(SGD)
447 Rubio, Rita	(SGD)
448 Rupido, Annalyn	(SGD)
449 Rufino, Sofronio	(SGD)
450 Sabagay, Paulino, Sr.	(SGD)
451 Sabalberino, Jose	(SGD)
452 Saballa, Brian	(SGD)
453 Sadorra, Rosalia	(SGD)
454 Sael, Danilo	(SGD)
455 Sael, Debesel	(SGD)
456 Sailog, Marites	(SGD)
457 Saique, Danielle	(SGD)
458 Salasbar, Rosalinda	(SGD)
459 Salavarria, Fe Nenita	(SGD)
460 Salibia, Ferdie	(SGD)
461 Salibia, Maricel	(SGD)
462 Saliva, Rocky	(SGD)
463 Salud, Ma. Antonia	(SGD)
464 Salunoy, George	(SGD)
465 Salvador, Cristeta	(SGD)
466 Sambalilo, Nora	(SGD)
467 San Juan, Liza	(SGD)
468 San Pedro, Michael	(SGD)
469 Sanico, Amsel	(SGD)
470 Santiago, Conchita	(SGD)
471 Santor, Maricel	(SGD)
472 Santos, Cherry Anda	(SGD)
473 Saquing, Minerva	(SGD)
474 Sarmiento, Lezell	(SGD)
475 Sarreal, June	(SGD)

476 Sarroca, Marvin	(SGD)
477 Satoquia, Remigio	(SGD)
478 Satoquia, Derren	(SGD)
479 Saulog, Shinna	(SGD)
480 Sayo, Janet	(SGD)
481 Sayos, Celso	(SGD)
482 Sayoto, Leonila	(SGD)
483 Sayoto, Pilar	(SGD)
484 Segovia, Shilla	(SGD)
485 Sencil-Alsol, Lucydel	(SGD)
486 Sencil, Ma. Cristeta	(SGD)
487 Senupe, Satchel	(SGD)
488 Servida, Darleenn	(SGD)
489 Servida-Laudato, Mildred	(SGD)
490 Sierra, Brian	(SGD)
491 Silguera, Divina	(SGD)
492 Silvano, Abella	(SGD)
493 Soberano, Marjorie	(SGD)
494 Solis, Wilnard	(SGD)
495 Solomon, Evelyn	(SGD)
496 Somuelo, Romer	(SGD)
497 Soriano, Maribel	(SGD)
498 Sotto, Yolanda	(SGD)
499 Suarez, Ailene	(SGD)
500 Sulit, Hermie	(SGD)
501 Suniega, Joebert	(SGD)
502 Supilana, Ralph John	(SGD)
503 Tabaque, Evelinda	(SGD)
504 Tablada, Joselito	(SGD)
505 Tafalla, Lezter	(SGD)
506 Tagaro, Margie	(SGD)
507 Tangguya, Ronnie	(SGD)
508 Tapawan, Tagumpay	(SGD)
509 Tenchavez, Crislyn	(SGD)
510 Teruel, Corazon	(SGD)
511 Tianzon, Mervic	(SGD)
512 Tibaya, Evelyn	(SGD)
513 Toldoya, Minerva	(SGD)
514 Topacio, Marites	(SGD)
515 Torio, Mary Ann	(SGD)
516 Torno, Vivencia	(SGD)
517 Torres, Angel Liza	(SGD)
518 Torres, Jackylyn	(SGD)
519 Trapera, Leah	(SGD)
520 Trinidad, Alicia	(SGD)
521 Tubog, Ethylene	(SGD)
522 Umipig, Marietta	(SGD)
523 Uy, Mary Ann	(SGD)
524 Valdez, Eduardo	(SGD)
525 Valenton, Teresita	(SGD)
526 Vallejos, Elenita	(SGD)
527 Valles, Lowelito	(SGD)

528	Varona, Zorayda	(SGD)
529	Velasco, Enrique	(SGD)
530	Ventolero, Victor, Jr.	(SGD)
531	Villa, Reina	(SGD)
532	Villa, Alpha Grace	(SGD)
533	Villanueva, Leo	(SGD)
534	Villanueva, Rizalina	(SGD)
535	Villas, Remedios	(SGD)
536	Viñegas, Joseph	(SGD)
537	Vivar, Fortunata	(SGD)
538	Vivas, Debra Meir	(SGD)
539	Yagdulas, Leonora	(SGD)
540	Yana, Hazel	(SGD)
541	Zapanta, Leamie	(SGD)
542	Zapanta, Mila	(SGD)

Signed In the Presence of:

MARITES V. SAILOG

Signature Over Printed
Name

MARY ANN C. TORIO

Signature Over Printed
Name

We, the undersigned, constituting a majority of the Board of Directors of the Dasmariñas City Employees Multi-purpose Cooperative do hereby certify the foregoing instrument is the code of by-laws of the Cooperative.

JOSELITO M. CANTADA

Chairperson

JESUZAINÉ B. PARTOZA

Vice-Chairperson

MELANIE R. TENORIO

Director

RONNIE N. MEDINA

Director

SHERYL E. ABIOG

Director

MARLON C. MANGUBAT

Director

EMELINE M. VIRATA

Director