



June 13, 2023

MEMORANDUM

FOR : The Regional Executive Director
MIMAROPA Region

THRU : The ARD for Technical Services

FROM : The OIC, PENR Officer
Oriental Mindoro

SUBJECT : **HM FERRAS: MINUTES OF THE MEETING ON TRAINER'S
TRAINING ON COMMUNITY ENTERPRISE ORGANIZATION
AND DEVELOPMENT**

Submitted is the report of CENRO Socorro on the Trainer's Training on Community Enterprise Organization and Development under the Green Economy Model (GEM).

Please be informed that the activity was conducted on April 26-27, 2023 in Puerto Galera, Oriental Mindoro. It was attended by different association/cooperatives in Puerto Galera composed of 28 females and 13 males and was facilitated by the GEM Focal Person Maria Alva Renelyn A. Culla-Umali. The Resource Speakers invited were from Department of Labor and Employment (DOLE) and Cooperative Development Authority (CDA).

For information and record.


ALAN L. VALLE



PENRO Tracking No.: 2305000836
TSD-CDS/bf

Pen



Republic of the Philippines
Department of Environment and Natural Resources
MIMAROPA Region
Community Environment and Natural Resources Office

DENR-MIMAROPA REGION	
PROVINCIAL ENVIRONMENT AND NATURAL RESOURCES OFFICE	
ORIENTAL MINDORO	
PENR TRACKING NO.	
RECEIVED BY:	
DATE:	JUN 06 2023
TIME:	

June 1, 2023

FOR : The OIC PENR Officer
Oriental Mindoro

FROM : The CENR Officer
CENRO Socorro, Oriental Mindoro

SUBJECT : **SUBMISSION OF MINUTES OF THE MEETING RE:
TRAINORS TRAINING ON COMMUNITY ENTERPRISE
ORGANIZATION AND DEVELOPMENT UNDER THE GREEN
ECONOMY MODEL (GEM) PROGRAM**

Respectfully submitted is the Minutes of the Meeting on Trainors Training on Community Enterprise Organization and Development under the Green Economy Model (GEM) Program.

Relative thereto please be informed that the activity was conducted on April 26-April 27, 2023 at Apartelle de Francesca Building, Barangay San Isidro, Puerto Galera, Oriental Mindoro. It was attended by different association/cooperatives in Puerto Galera, Oriental Mindoro who attended the Stakeholders Consultation in the Identification of Community Enterprise on March 24, 2023 and April 24, 2023. The activity was facilitated by GEM Focal Ms. Maria Alva Renelyn A. Culla-Umali.

Resource Speakers from Department of Labor and Employment (DOLE) and Cooperative Development Authority (CDA) discussed different topics including the requirements for DOLE Registration and Process in the preparation of Project Proposal, Fundamentals of Cooperative and practices.

For information and reference.

RODEL M. BOYLES



MINUTES OF THE MEETING
**TRAINORS TRAINING ON COMMUNITY ENTERPRISE
ORGANIZATION AND DEVELOPMENT**

Apartelle de Francesca Building, Barangay San Isidro, Puerto Galera Oriental Mindoro
April 26-27, 2023

First Day

To provide livelihood assistance is one of the main goals of Green Economy Model (GEM) Program in Puerto Galera. As part of its strategic plan '*Livelihood and Enterprise Development*', the Trainors' Training on Community Enterprise Organization and Development was conducted. It was facilitated by Land Management Officer III Maria Alva Renelyn A. Culla-Umali, Chief of Regulation and Permitting Section (RPS)/GEM Focal, DENR CENRO Socorro. The training was attended by 28 females and 13 males' participants from different associations and cooperatives in Municipality of Puerto Galera namely:

1. Samahang Pangkabuhayan ng mga Taga-Dulangan
2. Puerto Galera Teachers Credit Cooperative
3. Tabinay Puerto Galera Sagip Kalikasan Kabuhayan Movement
4. Baclayan Food Security Association
5. Amazing Fisherfolks of Puerto Galera Fishermen Cooperatives
6. New Galerian Businessmen Multi-Purpose Cooperative
7. Aguada Farm Association
8. Samahang Pangkabuhayan ng Tribo Iraya Puerto Galera
9. Puerto Galera Municipal Employee Credit Cooperative
10. Municipal Environment and Natural Resources Office (MENRO) Personnel
11. Municipal Agriculture Office (MAO) Personnel
12. Municipal Planning and Development Office
13. MENRO Sewage Treatment Plan
14. Sangguniang Bayan of Puerto Galera
15. Cooperative Development Authority (CDA) Resource Speaker
16. Department of Labor and Employment (DOLE) Resource Speaker

The first day of training was held on April 26, 2023 at Apartelle de Francesca Building, Barangay San Isidro, Puerto Galera. It started at 9 o'clock in the morning with an invocation led by Hazel Marie F. Ferras, Land Management Inspector, DENR CENRO Socorro, followed by the singing of National Anthem, DENR Hymn "*Inang Kalikasan*", and Puerto Galera Hymn, "The Amazing Puerto Galera." Then, each of the participants were requested to introduce themselves.

Committee on Education and Sangguniang Bayan Representative Divina Gracia Paguio was honored to welcome the participants from different sectors in the municipality of Puerto Galera.



was grateful that Puerto Galera is one of the chosen municipalities that is included in DENR program.

LMO Culla-Umali delivered her opening message for the commencement of the training. In behalf of PENRO Allan L. Valle and CENRO Rodel M. Boyles, she acknowledged her appreciation to the participants, to the municipality of Puerto Galera, to Councilor Divine Paguio, and to the MENRO. She then gave the overview of the two (2) days training. During the first day, the flow of the activity started from the lecture and discussion regarding fundamentals of cooperatives, then marketing and operational strategy for the cooperatives, and plans or programs of cooperative development. She also mentioned the highlights during the Stakeholders' Consultation on the Identification of Community Enterprise which happened last March 23 and April 24, 2023.

The first resource speaker of the training was Mr. Jefhtee R. Panganiban, Cooperative Development Specialist II from Cooperative Project Development and Assistance Section, CDA MIMAROPA Region. He began in discussing the History of the Philippine Cooperative Movement. In the 19th century, Filipinos, in increasing number, traveled and studied abroad and brought from with them new ideas. It was this group of Filipinos who were in close contact with the new economic movement in Europe. Two names noted were Dr. Jose Rizal and Teodoro Sandiko. Dr. Jose Rizal had organized Agricultural marketing cooperative in Dapitan while on exile in 1896. As soon as civil government was established, Filipino participation in government was encountered. Teodoro Sandiko, then governor of Bulacan, prepared a bill patterned after the Raiffeisen type of credit whom and had Rep. Alberto Barreto of Zambales sponsor the bill in the Jomer House of Congress. The principal aim of this bill was to protect and develop the agricultural interest of the country. The first rural credit association that was organized under this Law was the Agricultural Credit Cooperative Association of Cabanatuan, Nueva Ecija. It was formed on October 18, 1916.

The Cooperative Marketing Law (Act 2425) was enacted and approved on December 9, 1927. The Rural Credit Associations were designed to help finance the marketing cooperatives. The ACCFA Financing Program, the Congress of the Philippine in 1952 enacted Republic Act 821. This law established a system of liberal credit which is specially designed to meet the needs of the small farmer. Republic Act No. 6938 was passed and signed as law by President Aquino on March 10, 1990. A companion law was also passed creating the Cooperative Development Authority (RA No. 6939) which provided for the abolition of BACOD and the transfer of its functions, qualified personnel and budget to the CDA.

Cooperative Development Authority is a government agency created by the virtue of Republic Act No. 6939 in compliance with the provisions of Section 15, Article XII of the Philippine Constitution of 1987 which mandates Congress to create an agency to promote the viability and growth of cooperatives as instruments for equity, social justice and economic development.

According to Article 12, Section 15 of the Constitution, *"the Congress shall create an agency to promote the viability and growth of cooperatives as instruments for social justice and economic development.* Also, Article 3 Republic Act 9520, or *"an act to ordain a*



cooperative code of the Philippines which means that a cooperative is an autonomous and duly registered association of persons, with a common bond of interest, who have voluntarily joined together to achieve their social, economic, and cultural needs and aspirations by making equitable contributions to the capital required, patronizing their products and services, and accepting fair share of the risks and benefits in accordance with the universally accepted cooperative principles."

General Concepts of Cooperative according to Article 3, RA 9520:

- By making capital contributions to the capital required,
- Patronizing their products and services, and
- Accepting fair share of the risks and benefits in accordance with the universally accepted cooperative principles.

He then discussed the seven (7) cooperative principles in accordance with RA 9520. The first principle is **Voluntary and Open Membership**, in which: (a) Cooperatives are voluntary organization open to all persons able to use their services and willing to accept the responsibilities of membership without gender, social, racial, political or religious discrimination. (b) Open to all Filipino citizens, 18 years old or above, residing in the Philippines and can enter into a contract. (c) No limitation on how many may join provided that they qualify in accordance with their by-laws. The second principle is **Democratic Member Control**, which means the cooperatives are democratic organizations controlled by their members, who actively participate in setting their policies and making decisions, in which: (a) one member, one vote for those entitled to vote, (b) proxy voting is not allowed, (c) the general assembly is the highest policy-making body and has the final word. (d) Equal rights of members based on type of membership and standing, (e) elected representatives, directors or officers shall be liable to the members, (f) self-government/self-control, (g) decisions shall come from the will of the majority and, (h) efficient control through regular audit. The third principle is **Member Economic Participation**, which means the Members contribute equitably to and control the capital of their cooperative. The fourth principle is **Autonomy and Independence**, which means the Cooperatives are autonomous, self-help organizations controlled by their members. If they enter into agreements with other organizations, including government, or raise capital from external sources, they shall do so on terms that ensure democratic control of their members and maintain their cooperative autonomy. The fifth principle is **Education, Training and Information** in which the Cooperatives provide education and training for their members, elected representatives, managers, and employees so they can contribute effectively to the development of their cooperatives. The sixth principle is **Cooperation among Cooperatives**, means the Cooperatives serve their members most effectively and strengthen the cooperative movement by working together through local, national, regional and international structures. In which, (a) entering into business agreements with other cooperatives, (b) lending and/or investing in other cooperatives, (c) participation in economic integrations projects, and (d) membership in "secondary", "tertiary" or "special types" of cooperative. The seventh and last principle is **Concern for Community** which means the Cooperatives work for the sustainable development of their communities through policies approved by their members. Mr. Jefhte Panganian stated that cooperatives are based on the values of:



SELF-HELP – based on the belief that all people can and should strive to control their own destiny. Full individual development can take place only in association with others. Though joint action and mutual responsibility, one can achieve more, by increasing one's collective influence in the market and before governments.

SELF-RESPONSIBILITY – means that members assume responsibility for their cooperative, for its establishment and its continuing vitality. Members are responsible for ensuring that their cooperative remains independent from other public and private organizations.

EQUALITY – the basic unit of the cooperative is the member who is either a human being or grouping of human beings. Members have rights of participation, a right to be informed, a right to be heard, and a right to be involved in making decisions. Members should associate in a way that is as equal as possible, one that is a continuing challenge for all cooperatives.

EQUITY – it is never ending challenge since this refers to how members are treated within the cooperative. Members should be treated equitably in how they are rewarded, normally through their patronage dividends, allocations to capital reserve in their name or reductions in charges.

SOLIDARITY – solidarity ensures that cooperative action is not just a disguised form of limited self-interest, that cooperative is more than just an association of members, but affirmation of collective strength and mutual responsibility.

ETHICS – ethics are concerned with honesty, openness, and social responsibility and caring for others.

Furthermore, he discussed the Cooperative Practices. According to him, *cooperatives have non-withdrawable savings programs*. This provision educates the members towards community centeredness and inculcates the habit of thrift. *Capital build-up coming from other sources do not help much*. Borrowing is tolerated but the organization will answer for it. Borrowing has its advantages. It dissipates to outsiders the members' benefits from the business operation. It also adds financial burdens to management. He enumerated the seven (7) cooperative practices:

1. **CAPITAL FORMATION** – capital structure highly influences the success and failure of cooperatives. Past failure proved that capital should really be contributed by the members. There would be better cooperation when money of the members from the capital of the association.
2. **CASH TRADING** – this is business done on cash and carry basis. The customer enjoys at least the use of the goods and services for the cash payment he/she gives. Cash and carry do not exclude regular salary deduction for regularly employed members.
3. **SELLING MARKET PRICE** – cooperatives offer goods and services at prevailing market prices. This promotes stability. It can cope with operational expenses and cover up the negative effect of shrinkage, depreciation, and losses. It helps maintain the price of goods.



4. **CONSTANT EXPANSION** – cooperatives are associations for the development and business of community services. Expansion is a must. It is done intensively and extensively. New members should be recruited. More capital should be provided. Members undertake continuous education, officers' training, management practices, financial supervision and worthwhile activities.
5. **QUALITY STANDARDIZED GOODS** – cooperatives are intended to develop communities through the production of high-quality goods and provision of better services. Cooperatives could help by patronizing only standardized products and services of high quality. This indirectly forces goods and services to improved.
6. **COOPERATIVE WHOLESALE OR INTERLENDING (Cooperative Bank)** – cooperatives can be organized with enough people and capital. They answer to the needs of the community. Needs arise when there are people. The expansion of membership may result in wholesale business. In fact, to be effective, wholesale business, interlending (cooperative bank) could be done by primary societies. Defects from retail business can be avoided.
7. **MINIMIZE EXPENDITURES** – a significant factor favoring the growth of cooperatives is being a community project. Officers do not receive remuneration. If they get compensation, it is only in the form of allowances, per diems or honoraria. When audit shows the cooperative is not capable or afford the minimum wage, only employees get paid regularly. The government can give exemption. Furthermore, laws may allow exemption from income and sale taxes.

In addition, he mentioned that cooperatives are both *associations of people and business enterprises*. They are distinguished from other organizations by their philosophy, nature and character. Failure to appreciate their true nature and character deviates from cooperative principles and ideals and loses sight of the ultimate objective of the cooperative movement. He enumerated its Nature and Characteristics:

1. **Cooperatives are Service Oriented** – cooperatives are organized to serve their members by providing goods and services at reasonable cost.
2. **Cooperatives are Community Oriented** – cooperatives work for the welfare of their members by integrating themselves into the life of the community in particular and the nation in general.
3. **Cooperatives are People Oriented** – cooperatives are not merely economic instruments concerned with dividends and related economic and financial returns.
4. **Cooperatives are Owned, Managed and Patronized by Members** – it is very important that members have full authority to manage and control their cooperative.
5. **Cooperatives are Business Enterprises** – cooperatives engage in businesses with social responsibility. They play a meaningful economic role in the community.
6. **Cooperatives Develops Best Through Self-Help and Mutual Respect** – this philosophy has been responsible for the success of many cooperatives all over the world.
7. **Serve Best When Coop Answer the Real and Felt Needs of its Members** – it is very important therefore that proper approaches and techniques are employed to



ensure that the real needs of the members are identified and recognized before any cooperative is organized.

8. Cooperatives Develop Best from Bottom to Top – being mass-based organizations, cooperatives develop best from bottom to top. Organizationally, their development should be from the primary level to the secondary, tertiary and up to the apex.
9. The Development of Cooperatives is Enhanced through a Multi-Sectoral Approach – the government, non-government, and the cooperative sector-must play, a multi-sectoral approach can ensure that all aspects of the development process are considered.

DIFFERENCE OF COOPERATIVE AND OTHER FORMS OF BUSINESS ENTERPRISES *(see attached tables)*

COOPERATIVE AND OTHER FORMS OF BUSINESS ENTERPRISES	
Number of Required Members for Information	
COOPERATIVE	At least 15 natural persons for primaries (while juridical can be members of federations or unions)
CORPORATION	At least 5 persons (natural & juridical persons can be stockholders at the same time)
PARTNERSHIP	At least 2 or more persons
SINGLE PROPRIETORSHIP	Only 1 person

COOPERATIVE AND OTHER FORMS OF BUSINESS ENTERPRISES	
Grant of Juridical Personality	
COOPERATIVE	Must be registered with the CDA
CORPORATION	Must be registered with the SEC
PARTNERSHIP	Mere agreement of partners is partnership. However, it is better if registered under SEC
SINGLE PROPRIETORSHIP	No separate juridical personality from owner but business name should be registered with the DTI

COOPERATIVE AND OTHER FORMS OF BUSINESS ENTERPRISES	
Registration Requirements for Documentation	
COOPERATIVE	Articles of Cooperation, By-Laws, Treasurer's Affidavit, Economic Survey, and Surety Bond
CORPORATION	Articles of Incorporation, By-Laws & Bank Statement
PARTNERSHIP	Contract of Partnership
SINGLE PROPRIETORSHIP	Application Form

COOPERATIVE AND OTHER FORMS OF BUSINESS ENTERPRISES	
Capitalization Contribution	
COOPERATIVE	Members contribute based on CBU program (limited to 10% of the cooperative's total subscribe capital)
CORPORATION	Stockholders pay for amount of stocks they want to buy
PARTNERSHIP	Partners contribute cash or services
SINGLE PROPRIETORSHIP	Only owner contribute capital



COOPERATIVE AND OTHER FORMS OF BUSINESS ENTERPRISES

Decision Making

COOPERATIVE	Often the Board of Directors, but the General Assembly has the final decision
CORPORATION	Based on capital contribution
PARTNERSHIP	Partners make a collective decision
SINGLE PROPRIETORSHIP	Only 1 person decides

COOPERATIVE AND OTHER FORMS OF BUSINESS ENTERPRISES

Voting Rights

COOPERATIVE	One member, one vote No PROXY voting allowed
CORPORATION	Vote proportional to stocks owned PROXY voting allowed
PARTNERSHIP	Vote proportional to interest
SINGLE PROPRIETORSHIP	No voting occurs as it concerns only 1 person

COOPERATIVE AND OTHER FORMS OF BUSINESS ENTERPRISES

Liability

COOPERATIVE	Limited to member's subscribed share capital
CORPORATION	Limited to authorized capital
PARTNERSHIP	Unlimited as to partner (except limited partnership)
SINGLE PROPRIETORSHIP	Unlimited as to owner

COOPERATIVE AND OTHER FORMS OF BUSINESS ENTERPRISES

Taxability

COOPERATIVE	Net surplus non-taxable, shareholders pay taxes on interest on share capital received by them
CORPORATION	Income tax and VAT, stockholder pay taxes on DIVIDENDS received
PARTNERSHIP	Partners pay tax on shares as partners
SINGLE PROPRIETORSHIP	Income tax of owner

COOPERATIVE AND OTHER FORMS OF BUSINESS ENTERPRISES

Effect of Death of Owner, Partner, Stockholder or member

COOPERATIVE	Cooperative continues, heirs become members if qualified
CORPORATION	Corporation continues, heirs inherit stocks
PARTNERSHIP	Partnership automatically dissolves
SINGLE PROPRIETORSHIP	End of business operation unless heir/s takes over the business

COOPERATIVE AND OTHER FORMS OF BUSINESS ENTERPRISES

Motive of Existence

COOPERATIVE	Service above profit
CORPORATION	Profit
PARTNERSHIP	Profit or service
SINGLE PROPRIETORSHIP	Profit



TYPES AND CATEGORIES OF COOPERATIVES *(see attached table)*

CATEGORIES

IN TERMS OF MEMBERSHIP

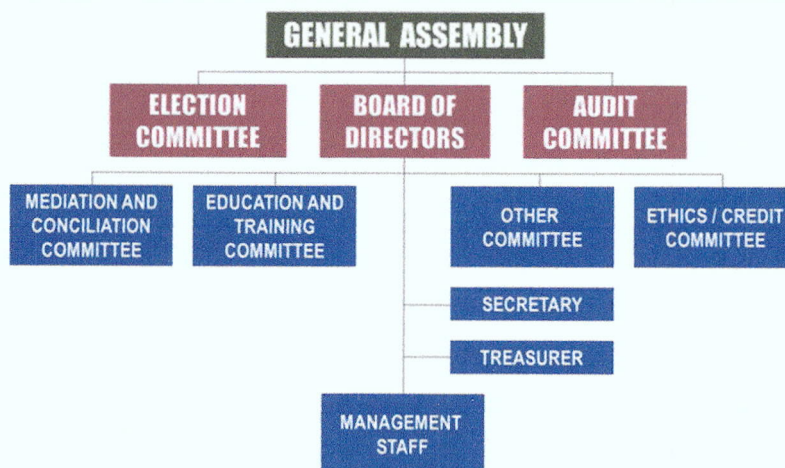
PRIMARY COOPERATIVE	the members of which are Individuals.
SECONDARY COOPERATIVE	the members of which are primary cooperatives.
TERTIARY COOPERATIVE	the members of which are Federation and Unions or Secondary Cooperatives.

TYPES OF COOPERATIVES

1. Credit Cooperative
2. Consumers Cooperative
3. Producers Cooperative
4. Marketing Cooperative
5. Service Cooperative
6. Advocacy Cooperative
7. Agrarian Reform Cooperative
8. Cooperative Bank
9. Dairy Cooperative
10. Education Cooperative
11. Electric Cooperative
12. Financial Service Cooperative
13. Fishermen Cooperative
14. Health Service Cooperative
15. Housing Cooperative
16. Insurance Cooperative
17. Transport Cooperative
18. Water Service Cooperative
19. Workers Cooperative
20. Multipurpose Cooperative

ORGANIZATION AND MANAGEMENT STRUCTURE OF COOPERATIVES *(see attached table)*

ORGANIZATIONAL STRUCTURE OF A PRIMARY COOPERATIVE



Exclusive Powers of General Assembly:

1. To determine and approve amendments to the articles of cooperation and by-laws;
2. To elect or appoint the members of the board of directors, and to remove them for cause; and
3. To approve developmental plans of the cooperative

Member's Rights and Privileges:

1. To fair proceeds and equitable access to coop services, benefits and or net surplus and risks



2. To vote and be voted upon (*specifically for members in good standing in accordance to its by-laws and RA 9520*)
3. To be properly informed
4. To participate in cooperative activities
5. To be heard and seek redress
6. To due process and just punishment
7. To equal protection of law

Member's Obligations and Responsibilities

1. To contribute share capital and participate in savings mobilization
2. To patronize cooperative products and services
3. Pay other financial obligations
4. To vote and be voted upon
5. To share their views and participate in decision-making (esp. during AGA)
6. To monitor performance for the betterment of the cooperative
7. To attend and be actively involved in all cooperative activities
8. Participate in the membership-education program
9. To help fellow members

Then, Mr. Jefhte R. Panganiban briefly discussed the Definition, Duties and Responsibilities of the GENERAL ASSEMBLY.

Article 5 – shall mean the full membership of the cooperative duly assembled for the purpose of exercising all the rights and performing all the obligations pertaining to cooperative, as provided by RA 9520, its Articles of Cooperation and By-laws.

Article 32 – the general assembly shall be *composed of such members who are entitled to vote* under the articles of cooperation and by-laws of the cooperative.

Article 33 – the general assembly shall be the *highest policy-making body of the cooperative* and shall exercise such powers as are stated in this RA 9520, in the articles of cooperation and in by-laws of the cooperative.

The Duties and Responsibilities of the General Assembly are the following:

1. To determine and approve amendments to the articles of cooperation and by-laws
2. To elect and remove the members of the Board of Directors, and to remove them for a cause
3. To approve developmental plans of the cooperative
4. To decide on the issues brought to them
5. To hear and pass upon the reports of the Board of Directors, officers and committees
6. To hear and approve the annual work plan and budget
7. To determine and approve the hiring of services of an external auditor



8. To hear the result of any audit, examination or investigation of cooperative affairs

He also mentioned that a cooperative must have its vision, mission and goal for the best future of their community. In addition, he discussed the Cooperative Strategic Plan; *the Advantages of Planning and Needs for Planning*. **Advantages of Planning;** (a) provides means for achieving purpose, (b) makes best use of resources, (c) makes managers work easier, (d) encourages team work, and (d) forms a base for control. **Needs for Planning;** (a) it allows managers and the cooperative minimize risk and uncertainty, (b) it helps us prepare for and deal with changes, (c) it helps us focus attention of our cooperative on its goals, and (d) it provides us with benchmarks or points of reference against which accomplishment can be achieved.

Similarly, he explained the importance of *Financial Management, Human Resources, Marketing, Production and Technical Aspects* to cooperatives. To start with, a Financial Management is all about obtaining funds and how to use that fund. It is also a careful selection of the source of working capital. It includes financial planning, financial administration and financial control. And an art and science of managing the money. It is the duties of financial managers in a business firm. The **Importance of Financial Management;** (a) better financial decisions, (b) creates job, and (c) alleviation of poverty. There are two main objectives of financial management; (1) *Profit Maximization* and, (2) *Wealth Maximization*. Profit Maximization means, (a) a Profit/Earnings per Share (EPS) maximization should be taken and those that decrease profit/EPS should be avoided. (b) It deals with the allocation of resources which are also perceived as working capital for business funding. (c) Focuses on short-term earnings. While the Wealth Maximization, *also known as value or net present worth maximization*. It should satisfy all three requirements, i.e. exactness, quality and money value of time. Wealth Maximization focuses on long-term plan to increase the value of the business entity, focuses on Stakeholders, and increased market share. According to him, “*the stronger your financial management, the greater the opportunity you have to maximize your profits in the short term and to grow your capital value in the long term*” also “*the stronger your financial management, the easier it is for you to raise finance, and probably at a lower cost.*” Obviously, banks and companies prefer to work with business owners who can control their finances well.

Human Resource Management (HRM) is necessary for a small business owner to ensure that their business can hire and retain top talent while being compliant with the law. Organizations that invest in a strong candidate experience increase their quality of hires by 70% and 75% of employees would stay longer at an organization that listens to and addresses their concerns. Disengaged employees are almost twice as likely as employees to seek new jobs.

Technical skills are qualities acquired by using and gaining expertise in performing physical or digital tasks. There are many different kinds of technical skills. Technical skills are important to an efficient business operation and management because nearly every job relies on different tools, programs and processes.

Marketing is the act of driving profitable customer action. It spans the full scope of strategies and tactics organizations use to position products and services in the marketplace,



and motivate target audiences to make a purchase. While **Production** is the organized activity of transforming resources into finished products in the form of goods and services; the objective of production is to satisfy the demand for such transformed resources. He enumerated the five (5) P's of Production Management, which are the following; products, plant, process, programs, and people. And the eight (8) types of wastes; defects, over-production, waiting, non-utilized talents, transportation, inventory, motion, and extra processing. In terms of *Quality Service*, a cooperative must be competitive or to have an ability to produce goods and services that can meet the tests of domestic and international market, while promoting and maintaining a high standard and quality of life of people.

Afterwards, he asked a question to the cooperatives regarding to their quality service and some answered that they gave credit with a flexible payment period and no interest, others have many options like online, the other coop said that they maintain the tenderness of their product, and some were very responsive to their customers.

Then, Baclayan Food Security Association (BAFSA) raised their concern to Mr. Jefhte Pangniban.

BAFSA: Ang akin pong tanong ay kung kaming mga association ay pwedeng gumawa ng isang kooperatiba? Dahil kanina pinag-iisipan namin kung paano naming maisakatuparan ang pag-organize ng coop para hindi lamang yung tanim kundi pati na rin yung mga lupa ay makokontrol.

Mr. Pangniban: Meron pong proseso para ma-convert ang isang grupo sa cooperative. So, kung ang inyong miyembro ay thirty (30), aalamin niyo muna doon sa 30 kung sila pong lahat ay willing magcoop, ico-convert natin mawawala ang association at magiging kooperatiba. Mapapalitan ito ng coop kung lahat ng 30 miyembro ay willing. Pero kung hindi po willing yung 30, hindi po natin pwedeng iconvert into coop. Pwede kayong pumili ng hiwalay. Iyon po'y gagawa kayo ng bagong coop dahil po sabi niyo may naiwan na 2% na pera sa association, hindi natin pwedeng galawin yun kasi pera iyon ng association. Kaya gagawa kayo ng bagong coop, maglalabas ng mga miyembro na sasali sa coop at panibagong capital para sa cooperative. Ang proseso po sir niyan, susulat kayo sa amin sa opisina sa CDA sa Calapan at makipag-ugnayan.

To finish the discussion, he mentioned the partnership of CDA to other agencies and its benefits/assistance. For the CDA global, he stated that there is an app/website named coop-biz or coop-biz.com – an online marketing platform that will bring the local cooperative products into global.

Afterwards, a Certificate of Recognition was awarded to Mr. Jefhte Pangniban for his valuable contribution as a resource speaker followed by picture-taking with all of the participants.

The training adjourned at 4:30 pm with an acknowledgement of speaker and participants from LMO Culla-Umali. The second day of training was held on 27th of April 2023, at the same venue.



Second Day

The second training was held on April 27, 2023 at the same venue. It started at 9 o'clock in the morning with an invocation led by Hazel Marie F. Ferras, Land Management Inspector, DENR CENRO Socorro, followed by the singing of National Anthem, DENR Hymn "Inang Kalikasan, Ating Tahanan", and Puerto Galera Hymn, "The Amazing Puerto Galera."

LMO Culla-Umali acknowledged the presence of PENRO Alan L. Valle and asked to give an opening message. As per the PENRO, Green Economy Model (GEM) is a program of DENR with the collaboration of other government agencies. The purpose is to recover the easement area, to enrich the water quality, and create livelihood in Puerto Galera.

The second resource speaker was Mr. Ramezes R. Torres, Senior Labor and Employment Officer from Department of Labor and Employment (DOLE) Provincial Office. According to him, only the institutions from informal sector are able to register to DOLE and that does not include the cooperatives. Samahang Pangkabuhayan ng mga Taga-Dulangan (SPTD) and Aguada Farmers Association are two of those associations from Puerto Galera that are registered to DOLE. Workers' Association Registration refers to the *process of determining whether the application for registration of such organization complies with the documentary requirements prescribed under Rules 3 and 4 of DOLE Department Order No. 40-03 as amended*. Under PD 442 of the Labor Code of the Philippines, as amended, the *DOLE is mandated to process the application for registration of workers association organized for the mutual and protection of its members or for other legitimate purposes except collective bargaining in order for them to acquire legal personality*.

He mentioned the clients under workers association which includes; working youth, OFWs, indigenous people, informal sector, parents of child labors, and all workers including intermittent workers. The requirements for DOLE registration of association are the following; duly accomplished and notarized application form, name of the association officers and their addresses and contact numbers, minutes of organizational meeting and attendance sheet, list of members, financial report, constitution and by-laws, and minutes of adoption and ratification and by-laws and the date/s of ratification. He clarified that the registered associations are required to submit an annual report to DOLE. This is to avoid the possible conflict inside the association. He also cited example of successful business that was duly accredited and registered from them, the "Samahan ng Kababaihan at PWD".

INTRODUCTION

A. BACKGROUND INFORMATION

Name of Organization	: Samahan ng Kababaihan at PWD
Nature of Business	: Paggagawa at Pagbebentag doormat, pot holder at Basahang bilog
No. of Members	: 25 Members
No. of workers	: 25
Registration	: DOLE Registration No. ORMIN 2021-003

B. PURPOSE AND OBJECTIVES OF THE PROPOSED PROJECT

Ang inihang proyektong SKP ay Pagtatag, suklok at pagtutinda ng doormat, pot holder at bilog na basahan upang magkaroon ng livelihood ang mga kasapi at magkaroon ng karagdagang kita na kahit may kapanam at may pandemik ay hindi asa sa mga tulong na ibinigay sa kanila at tumas ang moral ng buhay kasapi. Matutulungan ang mga hindi kasapi upang umunlad ang buong pamayanan ng Brgy. Aplara.

INTRODUCTION

A. BACKGROUND INFORMATION

Name of Organization	: Samahan ng Kababaihan at PWD
Nature of Business	: Paggagawa at Pagbebentag doormat, pot holder at Basahang bilog
No. of Members	: 25 Members
No. of workers	: 25
Registration	: DOLE Registration No. ORMIN 2021-003

B. PURPOSE AND OBJECTIVES OF THE PROPOSED PROJECT

Ang inihang proyektong SKP ay Pagtatag, suklok at pagtutinda ng doormat, pot holder at bilog na basahan upang magkaroon ng livelihood ang mga kasapi at magkaroon ng karagdagang kita na kahit may kapanam at may pandemik ay hindi asa sa mga tulong na ibinigay sa kanila at tumas ang moral ng buhay kasapi. Matutulungan ang mga hindi kasapi upang umunlad ang buong pamayanan ng Brgy. Aplara.



A concern from Tabinay Puerto Galera Sagip Kalikasan at Kabuhayan Movement (TPGSKKM) was raised.

TPGSKKM: *Sir, sa katulad po namin yung association po namin ang mga una pong members dun ay dating magmimina, sila po ay hindi na active kaya nung naglider, nagrecruit siya ng mga bagong members.*

Mr. Torres: *Kung ganun po dapat gumagawa rin kayo ng report na yung mga miyembro po ninyo na dating magmimina ay umalis na. Dapat may report po kayo sa amin.*

Mr. Torres mentioned the DOLE Integrated Livelihood Program wherein the associations can avail assistance. But there are exemptions, 4P's members and barangay officials are not included in this program. The qualified guarantees are only those indigenous people and parents of child laborers. The assistance depends on the need of the associations. Micro-finance and financial assistance are not qualified in their livelihood program. Another concern was raised by the Baclayan Food Security Association (BAFSA).

BAFSA: *Kasi po doon sa amin, ang pinaka-problema po namin ng BAFSA ay pasilidad, gusto po namin sana na magkaroon kami ng isang tindahan, kung sakali man po na kami ay maka-avail ng livelihood program iyon po ba ay pwede naming ihingi ng tulong sa DOLE?*

Mr. Torres: *Isa po sa hindi pwedeng ibigay ng DOLE ay ang building. Dapat po yan ay magiging counter-part. Hindi po lahat ay magiging sagutin ng DOLE kasi mawawala yung sense of responsibility ng isang organisasyon kung ibibigay lahat sa kanila. Kung meron naman po kayong tindahan tapos pwede niyong dagdagan, doon tayo magtutulungan.*

LMO Culla-Umali raised a question regarding the accreditation of DENR to DOLE.

LMO Culla-Umali: *Sir, si DENR so kami po yung magiging accredited partner ng DOLE, ano yung mga kailangang gawin ng DENR para kami naman po ay magiging accredited partner ng DOLE?*

Mr. Torres: *Dahil ang DENR po ay national government agency, hindi niyo na kailangang magpa-accredit sa amin. Same with Local Government Unit, hindi na nila kailangang mag-apply for accreditation.*

According to Mr. Torres the requirement needed for livelihood program is the business plan/project proposal. He demonstrated its parts or how to write a business plan. He gave a summary of a business plan which includes; executive summary, brief description of the proposed business, market analysis, and pricing strategy.

At the end of his discussion, Mr. Torres extended his gratitude to DENR for inviting him as a resource speaker and able to share his knowledge to the associations and cooperatives and to LGU Puerto Galera.

LMO Culla-Umali, acknowledged the presence of CENRO Rodel M. Boyles, MENRO Joan Margarette A. Yap, and the two engineers of STP. She asked CENRO Boyles to give a message. As per the CENRO, this will not be their first and last meeting. Instead, this will only be a commencement of working together to attain the amazing Puerto Galera.




To formally end the training, MENRO Yap gave closing remarks. In behalf of Puerto Galera Mayor Rocky Ilagan, she extended her gratitude to the participants for their contribution in maintaining the beauty of Puerto Galera. She also said that the topic discussed will be distributed to each associations and cooperatives in hard copy. She stated that they are willing to assist if the associations are planning to have training for their members and will invite a speaker if necessary.

The training ended at 5:00 in the afternoon.

Prepared by:

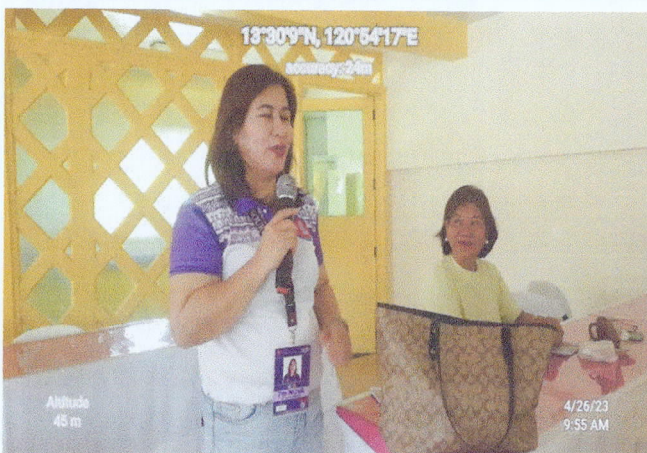

HAZEL MARIE F. FERRAS
Land Management Inspector

Reviewed by:

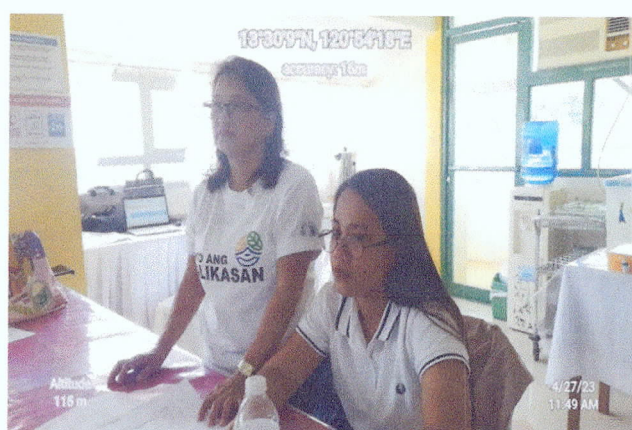
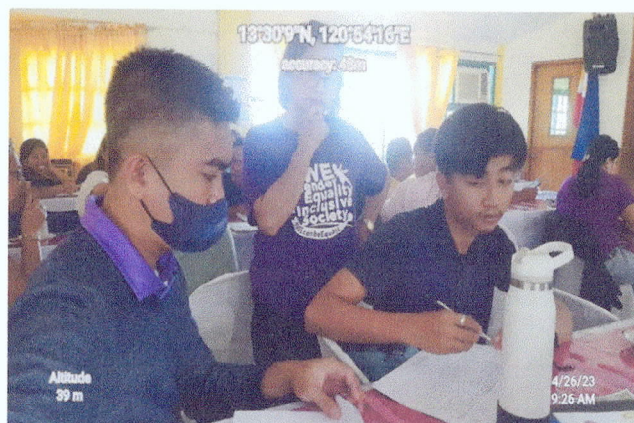

MARIA ALVA RENELYN A. CULLA- UMALI
Land Management Officer III/ Chief RPS/ GEM Focal

Noted by:


RODEL M. BOYLES
CENR Officer



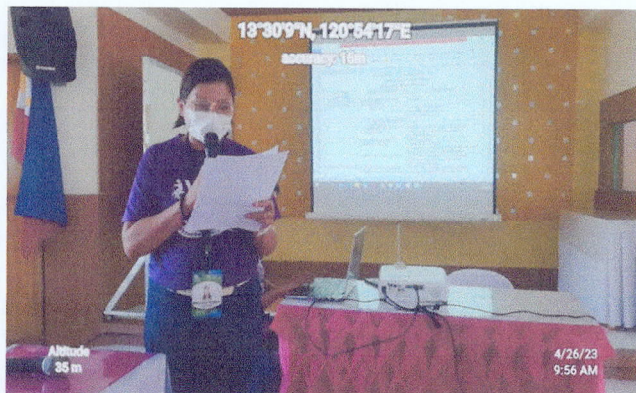
Introduction and Attendance of the
Participants



Introduction and Attendance of the
Participants



Opening Program



Introduction of the Resource Speaker





Snack and lunch of the participants



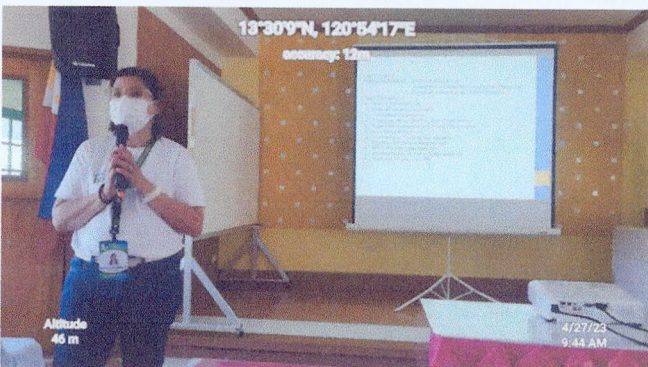
Participant's ice breaker during a minute break



Awarding of certification of recognition to the resource speaker



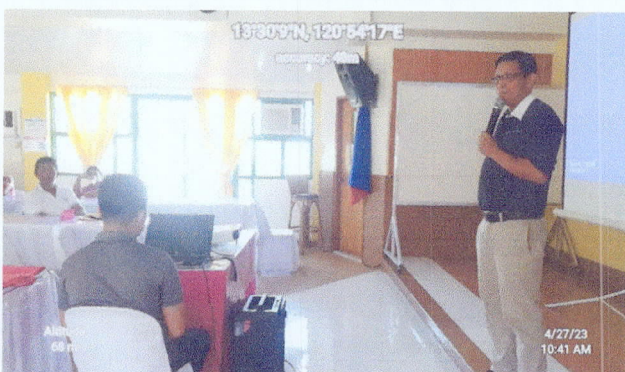
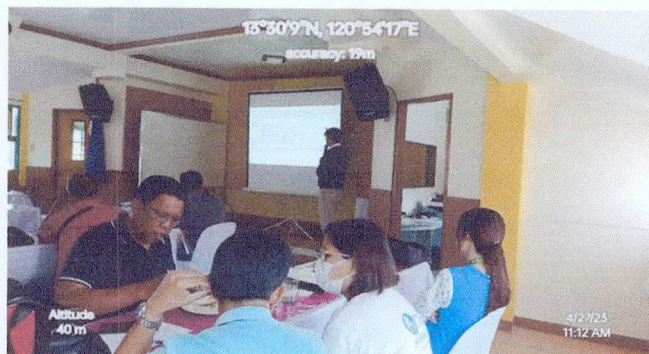
Republic of the Philippines
Department of Environment and Natural Resources
MIMAROPA Region
Community Environment and Natural Resources Office



Opening Program for the 2nd day of training

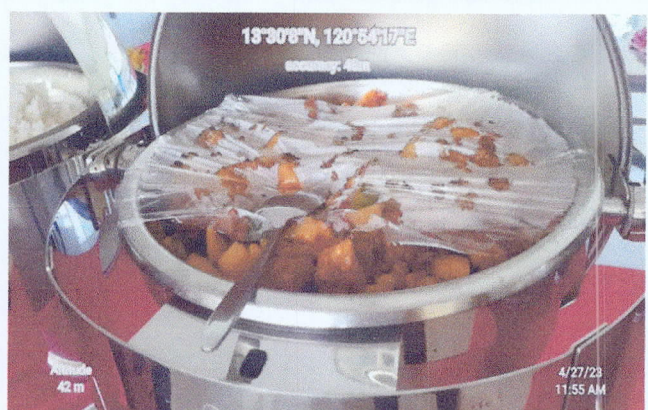


Welcome Remarks by PENR Officer Alan L. Valle



Discussion proper by the Resource Speaker





Snack and lunch of the
participants



Awarding of certification of recognition to the resource speaker

Closing remarks was given by CENR Officer, Rodel M. Boyles and he acknowledge the presence and participation of the participants for 2 days trainings.





**TRAINORS TRAINING ON COMMUNITY ENTERPRISE AND
DEVELOPMENT ON APRIL 26-27, 2023**

Puerto Galera, Oriental Mindoro

PROGRAM OF ACTIVITIES

DAY/TIME	ACTIVITY/SESSION	LEAD PERSON
April 26, 2023		
9:00A.M. - 9:30 A.M.	ARRIVAL /REGISTRATION	Secretariat
9:30A.M. -10:00 A.M.	PRELIMINARIES	
	Invocation	LMI Hazel Marie F. Ferras Land Management Inspector DENR CENRO Socorro
	Philippine National Anthem	
	DENR Hymn	
	ACKNOWLEDGEMENT OF PARTICIPANTS	LMO III Maria Alva Renelyn A. Culla-Umali Chief, Regulation and Permitting Section DENR CENRO Socorro
	WELCOME REMARKS	LGU Puerto Galera
	OPENING MESSAGE	CENRO Rodel M. Boyles Community Environment and Natural Resources Officer DENR CENRO Socorro, Oriental Mindoro
	OVERVIEW OF THE ACTIVITY	LMO III Maria Alva Renelyn A. Culla-Umali Chief, Regulation and Permitting Section DENR CENRO Socorro
10:00 A.M. -12:00 P. M.	Highlights during the Stakeholders Consultation on the identification of Community Enterprise	LMO III Maria Alva Renelyn A. Culla-Umali Chief, Regulation and Permitting Section DENR CENRO Socorro
1:30 P.M. – 4:30 PM	Lecture/Discussion re: Fundamentals about Cooperative	Resource Speaker Cooperative Development Authority (CDA) MIMAROPA Region
April 27, 2023		
9:00 P.M. – 12:00 PM	Lecture/Discussion re: Fundamentals about People's Organization	Resource Speaker Department of Labor and Employment Provincial Office Oriental Mindoro
1:30 P.M.- 4:00	Lecture/Discussion re: Basic Concept in the preparation of Project Proposal	Resource Speaker Department of Labor and Employment Provincial Office Oriental Mindoro
4:00 P.M.- 4:15 P.M.	Ways Forward	LMO III Maria Alva Renelyn A. Culla-Umali Chief, Regulation and Permitting Section DENR CENRO Socorro
4:15 – 4:20 P.M.	Closing Message	CENRO Rodel M. Boyles Community Environment and Natural Resources Officer DENR CENRO Socorro

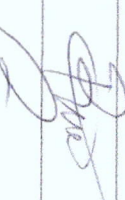
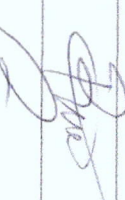
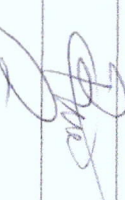
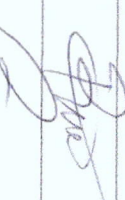
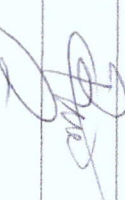
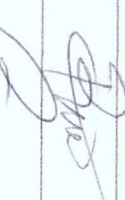
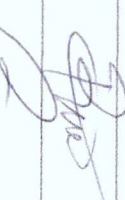
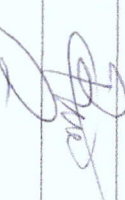
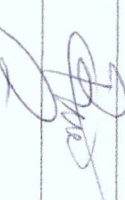
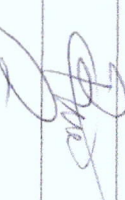
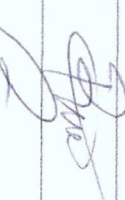
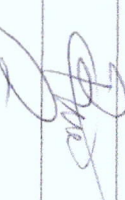
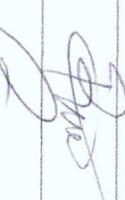
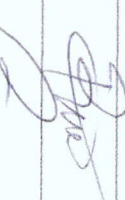
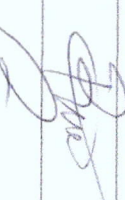
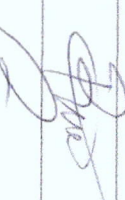
Facilitator: Maria Alva Renelyn A. Culla-Umali
Documenter: Hazel Marie F. Ferras and Arleth Escamillas
Photo Documenter: Virginia Versoza
Attendance: Josephine Gueco
ICT: Jay Wilhelm Zeus Lourd Kaibigan



Republic of the Philippines
Department of Environment and Natural Resources
MIMAROPA Region
Community Environment and Natural Resources Office

Trainers Training on Community Enterprise Organization and Development
Puerto Galera, Oriental Mindoro
April 26, 2023

NO.	NAME	OFFICE/ ADDRESS	SEX		CONTACT DETAILS	SIGNATURE
			M	F		
1.	Theriondo L Lopez	Domating Pongabachuan my ngay sa Sulang SPD - Bulangon Pobl. DR. No 6	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0906212234	
2.	MIEVUE MONICA S. GARCIA	SPD - Bulangon Pto. Gal. Or. Mdo.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	09153671235	
3.	Evangelina L Valido	TABUNAY PUERTO GALERA SAOP KAWIKIRAN KABUMAYAN MOVEMENT (TRACKIN)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0915 803 8044	
4.	Emma A. Sabong	TRACKIN	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0905 747 7206	
5.	Elsa S. Mangabat	TRACKIN	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0906 849 8272	
6.	Gracia G. Pelito	PUERTO GALERA TEACHERS CREDIT COOPERATIVE	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0939 938 7842	
7.	Nelita C. Pelin	PUERTO GALERA TEACHER CREDIT COOPERATIVE	<input type="checkbox"/>	<input checked="" type="checkbox"/>	09533 205751	
8.	MERCEDES P. MAGBUNAS	PUERTO GALERA TEACHERS CREDIT COOPERATIVE	<input type="checkbox"/>	<input checked="" type="checkbox"/>	09153102248	
9.	MYLENE BARCENILLA	BAKAYAN FOOD SECURITY ASSOCIATION	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0965 041 641182	
10.	CHRISTOPHER BARCENILLA	BAKAYAN FOOD SECURITY ASSOCIATION	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0915 183 6790	

11.	Pelagio D. Paulatón	Amaru Fisherfolk of Puerto Galera Fishermen CDD.	✓		09677568541	
12.	Rune A. Claudio	Amaru Fisherfolk of Puerto Galera Fishermen CDD	✓		09755772646	
13.	Divina Gracia Paguio	SB PUERTO GALERA		✓	0916 9855859	
14.	Charita L. Rom	NGBBM B ^{New Generation} Fishermen's Cooperative	✓	✓	09755838944	
15.	Maria. Veronica Garcia	NGBBMPC	✓	✓	0977 801 6483	
16.	Emelyn Javier	NGBBMPC	✓	✓	09950461020	
17.	RALPH JOSEPH L. CASTILLO	MENRO (STP)	✓		09275801998	
18.	MARCO PAOLO H. CALDA	MENRO-STP - POBLACION SANANIL PULCABUNGAN TRAYO 18AYS PUERTO GALERA BARATA, FOCAL PERSON LGU	✓		09958713323	
19.	MAKSILITA BANCASO	BARATA CLARKMAN	✓	✓	09979200055	
20.	Isidro P. Aranzada	BARATA CLARKMAN	✓	✓	1. . .	
21.	Diffin Kumpi	Aguada Farm Product	✓		0	
22.	Bayi Haya Celibogan	Aguada Farm Secretary	✓	✓	099461549063	
23.	Genoveva C. Lopez	HRMD II - MENRO-LGU Puerto Galera	✓	✓	0915 984 3164	
24.	Aileen N. Baring	PeMECO - Puerto Galera Municipal employees Credit and Cooperative Employees	✓	✓	0927-439-2001	
25.	Anjaneth Ortega	OST - DEPT Civilo Solano	✓	✓	09957904104	
26.	Aleth Escamillas	DEME - CIVILSO Solano	✓	✓	09503857984	

M F

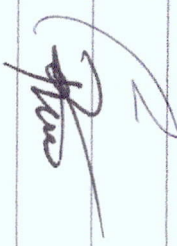
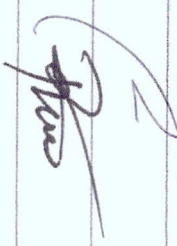
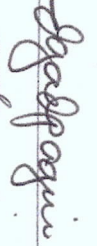

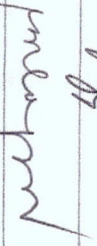
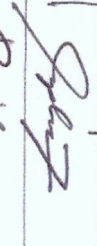
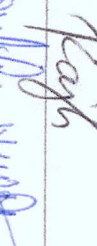
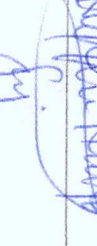
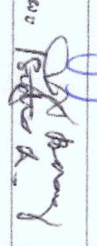

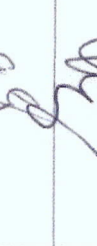
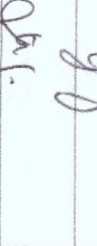
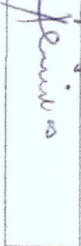



27.	Hazel Mone F. Ferras	DENR CENRO SOCORO		✓	09363948969 <i>affian</i>	<i>for</i>
28.	JOSERHINE V. CAUTEO	- do -		✓		<i>Cenro</i>
29.	Virginia G. Ventura	- do -		✓	099857489157	<i>for</i>
30.	MARLAN APOLINARIO	Nature's Leg P.G.		✓		<i>Margelina</i>
31.	NIMFA TANAM	Mentha Leg P.G.		✓		<i>N</i>
32.	Marina Aliza Benelyn A. Colla-Imali	DENRO CENRO SOCORO		✓	09171228234	<i>Marcelina</i>
33.	JAY WILHELM ZEUS LOPEZ KARIKAN	DENR-CENRO SOCORO	✓		09289287248	<i>Alizon</i>
34.	Kristel Acame	Tourism Office staff P.G.		✓	09236140307	<i>Kristel</i>
35.	Joshua Jeneha V. Casao	MPPD - Office Clerk		✓	0926-698-3482	<i>Joshua</i>
36.	John Vince A. Cepillo	MPPD - Zoning Inspector	✓			<i>John</i>
37.	Maria Lea M. Landa	PGTSC - Manager		✓	09755881483	<i>Maria</i>
38.	Norelita Barcequilla	BACAYAN FOOD SECURITY ASSOCIATION		✓		<i>NLD</i>
39.	AYLENTE					
40.						



Republic of the Philippines
Department of Environment and Natural Resources
MIMAROPA Region
Community Environment and Natural Resources Office

Trainers Training on Community Enterprise Organization and Development
Puerto Galera, Oriental Mindoro
April 27, 2023

NO.	NAME	OFFICE/ ADDRESS	SEX		CONTACT DETAILS	SIGNATURE
			M	F		
1.	Benibento L. Lopez	Assistant Regional Engineer - Regional Office SP7D Bulungan, Bulacan, Dn.1	✓		09062122315	
2.	MICHELLE RODRIGUEZ GARCIA	SP7D Palawan Rd. Cal. Pr. HAD		✓	09053677254	
3.	Shea P. Mangabat	TPGSKM		✓	09068498272	
4.	Evangeline L. Valido	JABINAY PUERTO GALERA SAGIP KALIKASAN KAWATNAYAN movement		✓	09458038044	
5.	Emma A. Salonga	JBASCKM		✓	09059497204	
6.	GRACIA G. PELINA	PUERTO GALERA TEACHERS COOP COOPERATIVE		✓	09399387840	
7.	Nelita C. Pelina	PUERTO GALERA TEACHERS COOP COOPERATIVE		✓	09533205751	
8.	MERCEDITAS P. MABUROS	PUERTO GALERA TEACHERS CREDIT COOPERATIVE		✓	0943102248	
9.	MILNE BARCENILLA	BAFSA - Bactayan Food Security Association		✓	096534641182	
10.	CRISTOPHER BARCENILLA	BAFSA	✓		09551836796	

11.	Ronie A. Cardor	AMAZING FIGHTER PAUL & EUGENIO GALERA FIGHTERMAN COOP	✓		09455772648	
12.	Pelagio D. Dailan Jr.	Amagay Fishery of Puerto Galera Fishermen coop	✓		09677868541	
13.	Divina Gracia Pagio	SB PUERO CALERA	-	✓	09169855859	
14.	Emerita S. Javier	NEW Galeran Fishermenman Buhati Purok 10 NEBMP - Poblacion Puerto Galera	✓	✓	09950461020	
15.	Maria Victoria Garcia	NEBMP - Poblacion Puerto Galera	✓	✓	0977 801 6483	
16.	Charita Rom	NEBMP - Poblacion Puerto Galera	✓	✓	09755878941	
17.	Marco Paolo H. Carda	MENRO-STP - POBLACION	✓		09958713323	
18.	RALPH JOSEPH L. CASTILLO	MENRO - STP	✓		09275801918	
19.	Buffy Hing Pi	AG USTADA PAMIN Bay Bayan	✓		0941549063	
20.	Bay Hing Calibogan	agrada Tara	✓			
21.	MARILYN B. BAYANAC	MARILYN KOCAL PERSIN LEON	✓			
22.	Isidro P. Aranculo	NRBATA	✓			
23.	Aileen N. Bawang	PGMECU	✓		0927-439-2001	
24.	Genoveva C. Lopez	HRMO II - MENRO- LGU Puerto Galera	✓		0915 984 3164	
25.	Anjanette Ortega	OTT - BIRK CENRO Socoro	✓		094777101104	
26.	Aleth L. Escamillag	DEVE - CENRO Socoro	✓		09500 365786	

M F

27.	Hazel Marie F. Pernas	DENR CRKLO Socorro		✓	09363948469	<i>[Signature]</i>
28.	Vinjevia G. Versosa	DEJIN - "		✓	09985489107	<i>[Signature]</i>
29.	Joseline V. Cavaco	DEJIN - "		✓		<i>[Signature]</i>
30.	MARCIA ADELINA	MENTRO LGU PUEBLO SANTA		✓	09688564231	<i>[Signature]</i>
31.	NINA FA Emma	MENTRO LGU PUEBLO SANTA		✓		<i>[Signature]</i>
32.	Maria Alice Reneron A. Gallo-Umadi	DENR CENRO Socorro		✓	09171228236	<i>[Signature]</i>
33.	JAY WILHELM ZEUS LOURDKAIBAGAN	DENR-CENRO SOCORRO	✓		0928 928 7248	<i>[Signature]</i>
34.	Kristel Adams	Tourism Office - staff PG		✓	09236160307	<i>[Signature]</i>
35.	Justina Jencha Casao	MPDO - Office Clerk		✓	0926-698-7482	<i>[Signature]</i>
36.	John Vince Cepillo	MPDO - Inspector	✓			<i>[Signature]</i>
37.	Maria Lea M. Lavall	RGSC - Manager		✓	09755881483	<i>[Signature]</i>
38.	Corazon E. Rueda	DENR - PENN		✓		<i>[Signature]</i>
39.	Ramezes R. Torres	DOLE ORMIN		✓	09209884774	<i>[Signature]</i>
40.	David E. Evangelista	DOLE ORMIN		✓	09565783675	<i>[Signature]</i>