



March 28, 2022

THE BOARD OF DIRECTORS

Ladies and Gentlemen:

Greetings of Peace and Prosperity!

The Cooperative Development Authority (CDA) Pagadian Extension Office in partnership with the PACIFEMCO Regional Federation of Multi-Purpose Cooperatives, would like to invite the Compliance Officer or Manager of the Cooperative for the two-day **"Cooperative Assessment Information System (CAIS) Orientation and hands-on training"** on April 4-5, 2022 (Monday and Tuesday) from 8:00AM to 5:00PM at Hotel Guillermo, Rizal Avenue, Pagadian City, 7016 Zamboanga del Sur.

The purpose of the said activity is for the Cooperatives to be oriented with the new Information System of CDA called the Cooperative Assessment Information System (CAIS). Actual hands-on training will also be held during the said event to assist the Cooperatives in the preparation of the Cooperative Annual Progress Report (CAPR) including its attachments and cater all other concerns and needs of the Cooperatives relative to the compliance of CDA regulatory requirements.

Kindly confirm your attendance to **Mr. Alvazer Duran**, Cooperative Development Specialist II and **Mr. Rafael Poquita**, Cooperative Development Specialist II on the following contact numbers:

NO.	CONTACT PERSONS	MOBILE NUMBERS
1	Alvazer Duran	09121730925
2	Rafael Poquita	09480555541

Confirmation of participants will be on a first come-first serve basis to properly accommodate the targeted participants of Seventy (70) Pax.

Cooperative officers or representatives who will be assisted in the CAPR preparation during the actual hands-on training are advised to bring Laptop (*with extension wires and portable Wifi, if possible*) and all the necessary documents such as the general/essential information of the Cooperative, Audited Financial Statements (AFS) including schedules, List of Officers, valid COC, CTE, etc. in order to promote ease and accuracy during CAPR preparation and submission. However, it should be pointed out that all submissions made during the entire event does not mean actual submission and compliance of the Annual Report. A test server will be used during the hands-on training for simulation purposes.

Kindly provide us your email for us to furnish the presentations used during the orientation and all other related documents.

We are very much hopeful that you will support this endeavor.

Thank you and May God bless us all.

Cooperatively yours,

NESTOR C. COMENDADOR
PACIFEMCO Regional Federation of Multi-Purpose Cooperatives

Noted by:

GLENN S. GARCIA
Regional Director, CDA Region IX EO