



# COOPERATIVE DEVELOPMENT AUTHORITY Regional Office IX

2nd Floor, Bance Bldg., Urro St., San Jose District, Pagadian City  
<https://www.cda.gov.ph> [ro9@cda.gov.ph](mailto:ro9@cda.gov.ph) CDA Regional Office IX



**SPECIAL ORDER NO. 2022- 175**  
**Series of 2022**

**TO : LODITH A. CASTILLO, CDS II**

**SUBJECT : AUTHORITY TO CONDUCT COOPERATIVE INSPECTION FOR THE MONTH OF JUNE 2022**

**DATE : MAY 23, 2022**

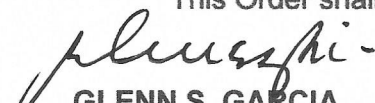
In the interest of service, the above-mentioned name is hereby authorized to conduct on-site cooperative inspection for the following cooperatives, observing health protocols:

DATE OF INSPECTION	NAME OF COOPERATIVE	ADDRESS
June 1, 2022 (Wednesday)	Denoyan Farmers Multipurpose Cooperative	Denoyan, Siayan, Zamboanga Del Norte

CONTACT DETAILS OF FIELD INSPECTOR	
Contact Number	0910-890-8275
Email Address	<a href="mailto:l_castillo@cda.gov.ph">l_castillo@cda.gov.ph</a>

Payment of travelling expenses, Medical Certificates, RT-PCR as required by local enforcement checkpoint and per diem is hereby authorized limited to monthly TEV chargeable against CDA Regional Office funds subject to the existing government accounting and auditing rules and regulations.

This Order shall serve as a Travel Order.

  
**GLENN S. GARCIA**  
Regional Director





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### NOTICE OF INSPECTION

May 23, 2022

#### THE BOARD OF DIRECTORS

Denoyan Farmers Multipurpose Cooperative  
Denoyan, Siayan, Zamboanga Del Norte

Gentlemen/Mesdames:

Please be informed that **CDS II LODITH A. CASTILLO** of the Cooperative Development Authority, will conduct an on-site cooperative inspection on **June 01, 2022**. With this, we would like to request you to be present on the stated above date and please make the following pertinent records/documents relative to the operation of the cooperative be available, to wit:

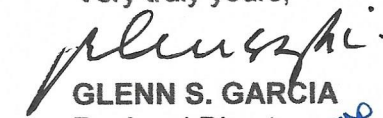
- a) Copy of your Vision, Mission and Goal
- b) Financial Statement for Fiscal Year 2021 with schedules on:
  - PR and IOC Distribution
  - Subscribed and Paid Share Capital
  - Deposit Liabilities- Savings and Time
  - Fixed Assets
  - Loans Receivable and/or Accounts Receivable
  - Aging of Accounts
  - Financial ratio computation (PESOS & PISO)
- c) Minutes books (GA/BOD/Committee/Management meeting)
- d) Manual of Policy;
- e) By-Laws and Articles of Cooperation;
- f) Registry Book;
- g) Books of Account (original and final entry)
- h) CAPR FY 2021;
- i) Report on List of Officers and Training Attended/Completed
- j) Latest Certificate of Compliance (COC)
- k) Certificate of Tax Exemption; and
- l) Official Receipt/Vouchers
- m) Other pertinent documents as may be requested during the inspection

**Opening and Exit Conference** shall be carried out with the officers of the cooperative, such as the Board of Directors, Manager/Chief Executive Officer or the duly authorized representative/s, after the termination of the inspection to discuss the initial findings and recommendations of the inspector for the cooperative immediate and appropriate actions. Absence of the aforementioned officers during the opening and exit conference shall constitute a waiver of their participation therein.

We are looking forward to your full cooperation and support to this endeavor.

Thank you.

Very truly yours,

  
**GLENN S. GARCIA**  
Regional Director

