



GETTING TO KNOW THE DLSU-D FACULTY DEVELOPMENT COOPERATIVE

De La Salle University Dasmariñas Faculty
Development Cooperative
DLSU-D Campus
Dasmariñas, Cavite Philippines 4115
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History

The De La Salle University – Dasmariñas Faculty Development Cooperative (DLSU-D FDC) is a multi-purpose cooperative. It started during the incumbency of Faculty Association Executive Committee, SY 2003 -2005: Jose R. Domingo – President, Jing Reyes – Vice President, Sonia Gementiza – Secretary, Jackie Morta – Treasurer, Loida Ilano – Auditor, and Arnel Sanchez – PRO. The cooperative was conceptualized as a response to the needs of the faculty members to improve their economic status and to have a venue for financial support. During the campaign period of Party of Empowered La sallian Educators (PELEE) from which the incumbent officers belonged, they assured their constituents an income generating project through a faculty canteen. Mr. Domingo started to schedule meetings with the FA advisory board (composed of former FA presidents) to solicit their support and comments regarding the possibility of putting up canteen in DLSU-D campus through cooperative. It was followed with the multi-sectoral meeting (Staff, Parents, Alumni, and Students) inviting them to invest in the idea of organizing a cooperative. The DLSU-D community officially accepted the operation of the cooperative after three meetings in the Academic council, one in the Operation council and twice in the President council meetings.

On September 8, 2003, the cooperative received its certificate of registration **LGA-5831** from the Cooperative Development Authority (CDA). The first **Pre-Membership Education Seminar** was conducted by the Cooperative Division, Office of the Governor at DLSU-Dasmariñas, Luis Aguado Viewing Room on July 18, 2003. It was attended by the following:

CORE- GROUP MEMBERS

Efren P. Rafael	Zenaida R. Brazos
Jing R. Reyes	Sulpicio B. Reyes
Jovencito Z. Yañez	Rhodora D. Espiritu
Henry L. Bernardo	Felinore Angelica H. Valera
Teresita M. Talamera	Almario P. Velasco
Monina A. Remulla	Evangeline C. Ruga
Isabelita C. Celestino	Rey M. Garrido
Eduardo Rubi II	Armando Bañares
Dennis B. Maldo	Mary Jane V. Sapiendante
Belinda C. Narvaez	Mary May C. Eulogio
Madison B. Valera	Orlando B. Tiangco
Nieves G. Servida	Imelda J. Dumaua
Ricardo T. Santiago	Jose R. Domingo Jr.
Zenia M. Madlansacay	Sonia M. Gementiza

OFFICERS 2005-2006

Board of Directors:

Chairman	- Dr. Jose R. Domingo, Jr.
Vice-Chairman	- Mr. Rolando B. Dela Cruz

Directors:

Dr. Ricardo T. Santiago	Atty. Fe B. Anonuevo
Dr. Jing R. Reyes	Mr. Jan Phillip D. Mallari
Dr. Jose Alejandro SJ. Tenorio	

Treasurer	- Ms. Janis Anne L. Mojica
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Secretary	- Ms. Sonia M. Gementiza
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Audit & Inventory Committee:

Mr. Armando L. Bañares
Ms. Eden C. Cabrera
Mr. Sancho T. Castro

Conciliation Committee:

Mr. Ronaldo L. Lubiano
Mr. Bienvenido D. Ramirez, Jr.
Dr. Isabelita C. Celestino

Credit Committee:

Ms. Elma L. Mallorca Ms. Anacleta P. Sasis Dr. Nieves G. Servida

Education & Training. Committee:

Mr. Rolando B. Dela Cruz	Mr. Rey M. Garrido
Dr. Crispina R. Corpuz	Mr. Oscar P. Lacap
Ms. Susan T. Sta. Ana	Ms. Rosanni R. Sarile

Management Staff:

<i>General Manager:</i>	Ms. Evangeline B. Mercado
<i>Accountant:</i>	<i>Bookkeeper:</i>
Ms. Loida R. Ilano	Ms. Mary Grace M. Libranda

- 3) A member may become co-maker for not more than three (3) borrowers.
- 4) In general, co-makers are already waived if the loanable amount is less than or equal to his/her investment.
- 5) One (1) co-maker is required if the loanable amount is less than Php 30,000.00.
- 6) Two (2) co-makers are required if the loanable amount is at least Php 30,000.00.

MANNER OF PAYMENTS

The customary mode of payment is through salary deduction. However, a member may opt to pay his indebtedness through issuance of checks (PDC) subject to guidelines on Post Dated Checks to answer existing monetary obligation to DLSU-D FDC.

LOAN SURCHARGES

Surcharge shall be made if installment payments given by the borrower-member is less than what is due, a penalty of one (1%) percent per month of the difference shall be imposed. This surcharge of one (1%) percent per month is applied to all unpaid due accounts.

APPROVAL OF LOANS

All loan application shall be subject to verification and approval of the Credit Committee meeting en banc or majority. Questionable loan applications shall be referred to the board of directors.

Considerations of a loan by the Credit Committee shall be based on four (4) C's namely:

CHARACTER LOAN - Is it for productive or provident purpose?
 CAPITAL- What is the fixed deposit of the Member?
 CHARACTER of MEMBER – Is s/he in good standing?
 CAPACITY TO PAY – Can s/he pay back regularly his indebtedness?

OFFICE HOURS:

Monday to Friday except WEDNESDAY
 8:00 A.M. to 6:00 P.M.
 12:00nn – 1:00 PM lunch break

Saturday (by appointment only)

*Evangelina B. Mercado
 Siegfried Gamueda
 Federico Besa Jr.
 Cynthia N. Camarce
 Dave Antenor-Cruz
 Jacqueline L. Morta
 Loida R. Ilano
 Vernon Jr. Himor*

*Cristina E. Sayoto
 Janis Anne Mojica
 Ronaldo L. Lubiano
 Ma. Lourdes E. Calvario
 Arnel G. Sanchez
 Christian M. Ariete
 Annie P. Sasis
 Marie Joie Lobo*

Officers

*Jose R. Domingo, Jr. – Chairman
 Jing R. Reyes – Vice Chairman
 Mary May C. Eulogio
 Jovencito Z. Yañez*

*Teresita M. Talamera
 Ricardo T. Santiago
 Almario P. Velasco*

*General Manager
 Board Secretary
 Treasurer
 Accountant*

*Evangelina B. Mercado
 Sonia M. Gementiza
 Jacqueline L. Morta
 Loida R. Ilano*

*During its first year of operation, the cooperative had **370 members** having **Php 3,233,089** paid up capital. The faculty members realized the importance of the multipurpose cooperative and as such its membership ballooned into **460 members** with **Php 5,692,588.18** paid up capitals in its second year of operation.
 The cooperative's office is located at Porteria de San Benildo.*

Vision

A model and leader cooperative empowered to uplift the economic, social and spiritual condition of member.

Mission Statement

As a multi purpose cooperative, we are committed to provide the best quality services in the area of economic, social and spiritual assistance.

PART I

THE COOPERATIVE DEVELOPMENT PROGRAM

What are the basic laws that govern organization and administration of cooperatives in the Philippines?

Republic Act 6938 known as Cooperative Code of the Philippines.
Republic Act 6939 creating the Cooperative Development Authority

What are the basic principles under which the cooperatives are organized and administered?

1. **Open and Voluntary Members** – open to all who use its services and are willing to accept the responsibilities of membership.
2. **Democratic Control** – collectively owned and controlled by its members; general assembly has supreme power over the affairs of the cooperative.
3. **Limited Interest in Capital** – share capital (fixed deposits) shall receive strictly limited rate of interest.
4. **Division of Net Surplus** – net surplus arising out of the operations of a cooperative belong to its members and shall be equitably distributed for cooperative development, common services, indivisible reserve fund, and for limited interest on capital and/or patronage refund in the manner provided in this Code and in the articles of cooperation and by-laws.
5. **Cooperative Education** – all cooperative shall make provision for the education of their members, officers and employees and of the general public based on the principals of cooperation.
6. **Cooperation among Cooperatives** – all cooperatives in order to best serve the interest of their members and communities, shall actively cooperative with other cooperatives at local, national and international levels.

COOPERATIVE

What is a Cooperative?

A cooperative is a duly registered association of persons, with a common bond of interest, who have voluntarily joined together to achieve a lawful common social or economic and making equitable contributions to the capital required and accepting a fair share of the risks and benefits of the undertaking in accordance with universally accepted cooperative principles.

I. CANTEEN SERVICES

1. The cooperative will invite all canteen concessionaires as partners in canteen services.
2. A member may avail this service through a “coupon” scheme. The interest rate is 1%.
3. The payment of the aggregated amount of food is due in the coming payday. If the amount of food is at least one thousand pesos (1,000), s/he may opt to pay it for a maximum of two (2) paydays. However, the total amount shall not exceed Php.3,000 monthly.
4. The 1st payment is due on the first payday after the release of the loan.

J. SPECIAL SERVICES LOAN

1. Special Services loan is an amount borrowed in payment of any goods or services purchased by a member from an authorized dealer or agent.
2. Any member may avail of the aforementioned loan for not more than Php.15,000.00.
3. If the total amount due is paid before the 1st payment, the borrowed amount shall not incur any interest. It is good as cash.
4. In the event of pre termination, no rebate will be given.
5. Cut-off dates: Loan released on the 1st to the 15th- 1st installment is on the 30th of the same month; Loan released on the 16th to the 31st – 1st installment is on the 15th of the following month.

K. SAVINGS LOAN

1. A member who has more than Php.1,000 savings deposit may apply for savings Loan. The Loanable amount is equal to SAVINGS minus Php 1,000.
2. The interest rate is 1% monthly for a maximum of twelve months plus service fee.

PLEDGES and CO-MAKERS

1. A borrowing member pledges her/his total investments present and future to secure her/his loan. S/he shall also authorize the DLSU-D FDC to deduct from his/her salary, retirement/separation pay and other amount due her/him as payments for the matured amount.
2. The co-makers shall be liable to pay the matured amount upon failure of the principal to comply with the obligation and after the cooperative has resorted to remedy as stated on the preceding paragraph.

- a) issuance of the latest pay slip (1)
- b) payment through salary deduction or issuance of PDC
- c) when in default, interest shall be imposed

G. Appliance Loan

1. A member may apply for an appliance loan of not more than Php P25,000 in a form of Gift Check with no processing fee, payable in 12 months maximum @ 1% interest for Waltermart (WM) & 2% interest for Shoe Mart (SM) gift checks per month, with fifteen (15) days grace period.
2. A member may avail with some guidelines to wit:
 - a) issuance of two (2) latest pay slips
 - b) with P10,000 paid-up Subscription
 - c) strictly no purchases at groceries and supermarkets
 - d) proof of purchase/official receipts from accredited SM or WM stores must be returned to FDC office within fifteen (15) days from the date of GC issuance
 - e) Failure to follow items (c) & (d) shall mean the imposition of the ruling to the ordinary grocery loan payable in 1,2 or 3 months whichever applies.

H. Privilege Loan

1. A member may apply for a privilege loan of not more than Php. 100,000.00.
2. As a general rule, only one borrower is allowed every payday and may avail of it again three (3) years thereafter.
3. A member may avail of it if s/he has complied with the following requirements:
 - a) at least ten years of continuous service in DLSU-D as a full-time faculty or a regular employee;
 - b) has paid the subscribed capital of Php. 25,000.00;
 - c) at least three (3) months member of the Cooperative.
4. The interest rate is one percent (1%) per month using PVA (Present Value Annuity) for a maximum of 18 months plus service fee (0.5%)
5. A twenty percent (20%) pre-termination payment shall be deducted from the total rebate.

Cut-off dates: Loan released on the 1st to the 15th – 1st installment is on the 30th of that same month; loan released on the 16th to the 31st- 1st installment is on the following month.

What are the benefits derived from membership in cooperatives?

1. Economic Benefits

- a. Members develop the habit of thrift and the wise use of money.
- b. Members avail of loans at reasonable rate of interest for productive and provident purposes thus increasing the members' income.

2. Social Benefits

- a. Members develop awareness in solving common problems or needs among themselves.
- b. Members develop the feeling of belonging, love and concern for fellowmen.
- c. Membership in cooperative inculcates unified participation in community affairs.

How is a cooperative financed?

Cooperative financing comes primarily from the small scattered resources of the members themselves accumulated through planned and organized programs from other sources as follows:

1. **Share Capital** – Direct membership capital shall in the form of shares (used to be called fixed deposits). The shares represent the permanent working capital of DLSU-D FDC.

This is the reason why a member is required to subscribe an initial of Php 1,250 (25% of Php5,000 minimum subscription). Each member shall save in the share capital at least Php200.00 per payday.

2. **Savings Deposits** – Any member, in addition to this share capital investment, may open a savings deposit, the rate of interest of which shall be determined by the Board of Directors in the beginning of each fiscal year in no case to exceed the rate prescribed by the Central Bank of the Philippines.

Savings deposits not falling below Php 1,000.00 during any calendar month shall be entitled to interest to be computed quarterly 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.

3. **Revolving Capital** – The DLSU-D FDC may adopt a scheme of generating capital by deferring payment of interest on shares and patronage refund for a period not exceeding five (5) years and with a rate of interest consistent with the rate prescribed by the Cooperative Development Authority.

The principle of “first in, first out” shall apply. For example, interest on shares and patronage refund deferred in January 2000 for a period of five years shall be paid in January 2005 with all interests earned compounded annually; interest deferred in 2001 shall be paid in 2006 and so on.

4. **Reserves** – At least 10% of the annual income of the DLSU-D FDC shall be set aside as General Reserve Fund to be accumulated for the stability of the DLSU-D FDC. Any losses suffered by the DLSU-D FDC may be charged against the General Reserve Fund upon authority by the members. Upon the dissolution of the DLSU-D FDC, the General Reserve Fund shall not be distributed to the members, but shall be donated to the Cooperative Education and Training Fund of the government.
5. **Loan Capital** – Inadequacy of internally generated capital of the DLSU-D FDC may be supplemented with borrowed capital from the members or from lending institutions. The DLSU-D FDC may also negotiate with the government’s Cooperative Development Loan Fund for direct loan assistance or guarantee.
6. **Subsidies, Grants and Donations** – The DLSU-D FDC is authorized by law to accept subsidies, grants, and donation from local or foreign sources, subject to the rules promulgated by the Cooperative Development Authority.

B.Educational Loan

1. A member may avail of an Educational Loan for not more than Php. 20,000 if:
 - a. she/he has paid-up capital of at least Php. 5,000.00;
 - b. at least two months member of the cooperative.
2. The interest rate is 1% monthly for a maximum of twelve months plus service fee.
3. The loan may be renewed upon payment of 60% of the loaned amount. A twenty percent (20%) pre-termination payment shall be deducted from the total rebate.
4. Cut-off dates : same as the regular loan.

C. Emergency Loan

1. A member may avail of an Emergency Loan for not more than Php. 10,000 if she/he is a member for at least two months and Php.5,000 paid up capital. The interest rate is 1% monthly for a maximum of six months.
2. The interest rate and service fee of Php.50.00 may be waived depending on the exigencies of the emergency. However, in the event of loan renewal, no rebate will be given.
3. Cut-off dates: same as the regular loan.

D.Grocery Loan

1. Any member may avail of the Grocery Loan in the form of gift checks.
2. The loanable amount shall not exceed Php. 8,000 worth of gift checks with the monthly interest rate of 1% for Waltermart, and 2% for Shoemart payable for a maximum of 3 months.
3. A member may renew the grocery loan if he/she has paid one-half of the outstanding GL balance.
4. Cut-off dates: same as the regular loan.

E.Pre-paid Cards

1. A member may avail of a pre-paid card of not more than Php. 600 (payable in 2 paydays) and a minimum of Php 300 (payable in one payday).
2. The 1st payment is due on the first payday after the release of the loan.
3. A member may renew it if he has paid one-half of the outstanding card balance provided will not exceed Php. 600

F. Petty Cash Loan

1. A member may apply for a petty cash loan of not more than Php P3,000 with processing fee of P50, **no interest charged** & payable in one (1) month with fifteen (15) days grace period.
2. A member may avail with some guidelines to wit:

2. Terminate membership
3. Fix the date of regular and call special meetings of the general assembly
4. Admit as directors or committee members appointees from creditor financial institutions
5. Hold regular and special meetings to act on the business affairs of the cooperative
6. Fill up vacancies in the board
7. Elect and appoint officers
8. Appoint committees, delegate powers thereto and fill vacancies therein
9. Determine the compensation of certain officers and employees
10. Approve the disposal or records
11. Determine the adequacy of bonds of accountable officer
12. Approve assignment of shares.

Part III

SERVICES/ACTIVITIES

As a general rule, the aggregated loaned amount shall not exceed twice (2x) the member's paid up capital. However, emergency and privilege loans are not included in the computation of aggregate loan.

A. Regular Loan

1. A member may apply for a Regular Loan if:
 - a. she/he has paid-up capital of at least P5,000;
 - b. at least two months member of the cooperative.
2. The loanable amount shall be based on the member's paid up capital. Members may apply for a regular loan of not more than twice (2x) his paid up capital provided the loanable amount shall not exceed Php 150,000.00.
3. The interest rate is one percent (1%) per month of the principal amount of loan for a maximum of twelve months plus service fee. The loaned amount of Php 50,000.00 and above shall incur an additional 1% insurance fee.
4. The loan may be renewed upon payment of 60% of the loaned amount. A twenty percent (20%) pre-termination payment shall be deducted from the total rebate.
5. Cut-off dates: Loan released on the 1st to the 15th – 1st installment is on the 30th of the same month; Loan released on the 16th to the 31st – 1st installment is on the 15th of the following month.

PART II

DE LA SALLE UNIVERSITY – DASMARINAS FACULTY DEVELOPMENT COOPERATIVE

MEMBERSHIP

Membership in the De La Salle University – Dasmaringas Faculty Development Cooperative is open to all current faculty members of the De La Salle University – Dasmaringas who can make use of the cooperative services, who are in agreement with its purposes and who agree to abide by its by-laws.

What are the qualifications for membership in the De La Salle University – Dasmaringas Faculty Development Cooperative?

1. Possess a common bond of association
2. Pledge to undertake the responsibilities or membership
3. Complete the prescribed pre-membership education seminar
4. Use or participate to use the services of the cooperative more particularly the savings and loaning services and other allied services as specified in the articles of cooperation.

What are the two (2) kinds of membership in the DeLa Salle University – Dasmaringas Faculty Development Cooperative?

1. **Regular Member** – is one who entitled to all the rights and privileges of membership
2. **Associate Member** – is one who has no right to vote nor to be voted upon and shall be entitled only to such rights and privileges as the by-laws may provide.

How can one apply for membership in the DLSU-D FDC?

1. Fill up an application form for membership to be obtained from and submitted to the DLSU-D FDC Office.
2. Pay membership fee of Php 300.00 upon filing of application.
3. Must subscribe for at least Php5,000.00 (25% of which must be paid-up) payable in lump sum or in regular installments by payroll deduction or by paying directly at the DLSU-D FDC Office.

When is one considered a member in good standing or a full-pledge member of the DLSU-D FDC?

1. When he has paid the membership fee of Php 300.00.
2. When he is not delinquent in the payment of his subscription to his shares and other accounts.
3. When he has not violated any provision of the by-laws.
4. When he complies with the obligations, duties and undertaking of a member
5. When he patronizes the business of the DLSU-D FDC and participates actively in its parliamentary affairs.

What are the duties of member?

1. Pays the installment on capital stock subscription as it falls due and to participate on the capital build-up of the cooperative.
2. Patronizes regularly its business.
3. Attends conference and duly conducted seminars as may be required by the board, general assembly and/or competent authority.
4. Attends, participates and votes in membership meetings.
5. Obeys the rules and regulations provided for by RA 6938, DLSU-D FDC By-Laws, the decision of the general assembly and the Board of Directors and the policies and decisions that may be promulgated by the Cooperative Development Authority (CDA), and
6. Promotes the aims and purposes of the cooperative, the success of its business, the welfare of its members and the cooperative movement as a whole.

What are the rights of a member?

A. Regular Member

1. Participates in the deliberations and to vote on all matters during assembly meeting.
2. Seeks any elective position subject to the provisions of Section 12, Article III of this By-Laws.
3. Avails himself of the services of the cooperative without any discrimination whatsoever upon compliance with the conditions and requirements thereof.
4. Inspects and examines the books of accounts, the minutes books, the share register, and other records of the cooperative during office hours and to exercise other rights and privileges of membership.

B. Associate Member

1. To be entitled to all services available from the cooperative without any discrimination whatsoever, upon compliance with the requirements therefore.
2. To be entitled to patronage refund on his recorded and paid purchases out of net savings as may be determined by the Board.
3. To enjoy and exercise such other rights and privileges as may be provided for by the proper authority.

What are the duties and responsibilities of the different DLSUD FDC components?

1. GENERAL ASSEMBLY

The General Assembly shall be the highest policy making body of the cooperative and shall exercise such powers as stated in the Code, in the articles of cooperation and in the by-laws of the cooperative. The general assembly has the following exclusive powers, which cannot be delegated;

1. To determine and approve amendments to the articles of cooperation and by-laws;
2. To elect and appoint members of the Board of Directors, and to remove them for cause;
3. To approve developmental plans of the cooperative; and
4. Such other matters requiring a two-thirds (2/3) vote of all the members of the general assembly, as provided in this Code.

2. BOARD OF DIRECTORS

The board of directors shall direct and supervise the business, manage the property of the cooperative and may, by resolution, exercise all such powers of the cooperative as are not reserved for the general assembly under this Code and the by-laws.

The powers of the board of directors are as follows:

1. Act on the membership applications