



PROVIDERS MULTI-PURPOSE COOPERATIVE
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ANNUAL ACCOMPLISHMENT REPORTS OF COMMITTEES

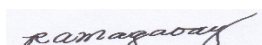
1. Audit Committee Report

No.	Functions and Responsibilities	Activity	Target		Accomplishment	
			Output (Quantity)	Date of Completion	Output (Quantity)	Date of Completion
1.	Monitor the adequacy and effectiveness of the cooperative's management and control system.	Review periodically the books of accounts of the Cooperative and other financial records	4	15 th day of Succeeding Quarter	2	July 15, 2015
2.	Review continually and periodically the books of accounts and other financial records to ensure that these are in accordance with the cooperative principles and generally accepted accounting practices. Audit the performance of the cooperative and its various responsibility centers.	Performed cash examination on the cash and accounts of the PMPC.	1	Jan., 2015	0	
		Assess the quality of audit performed. Assess the cost-benefit of audit fee.	1	Jan., 2015	0	
		Review and approve interim or management letter issued by the external auditor.	1	July, 2015	0	
		Review and recommend approval of the year-end financial statement to the Board.	1	Jan., 2015	0	
		Review Monthly FS Monitor and follow-up previously identified audit findings and recommendations.	12	Monthly	4	December 2015
3.	Perform such other functions as may be prescribed in the by-laws or authorized by the General/Representative Assembly.	Review and discuss all other audit reports, i.e. government Agencies, and Cooperative apex.	As Needed			
		Make recommendations to the Board on policy issues.	As Needed			
		Report to the BOD any significant changes in the accounting principles or practices by the Cooperative.	As Needed			
		Monitoring of Implementation of LBP's proposed Action Plan-	1		1	Sep 2015
		Surprise Cash Examination -	12	Monthly	5	Dec 2015
		Performance of the Audit Thrusts -	1		1	Nov 2015

Frederick Simeon S. Cabe Jr.
Audit Committee Chairman

2. Election Committee Report

No.	Functions and Responsibilities	Activity	Target		Accomplishment	
			Output (Quantity)	Date of Completion	Output (Quantity)	Date of Completion
1.	Formulate election rules and guidelines and recommend to the General Assembly for approval	Conduct meeting with the Election Committee	1	March 4, 2015	1	March 4, 2015
2.	Implement election rules and guidelines duly approved by the General Assembly.	Attend Annual General Assembly Meeting (AGAM). Present to the general assembly guidelines and election rules approved by the General/Representative Assembly. Attend meeting with the Board of Directors	1	March 8, 2015	1	March 8, 2015
3.	Recommend necessary amendments to the election rules and guidelines, in consultation with the Board of Directors, for approval of the General Assembly.	Meeting with the Board of Directors	1	March 8, 2015	1	March 8, 2015
4.	Supervise the conduct, manner and procedure of election and other related activities and act on the changes thereto.	Conduct meeting with the Election Committee. Prepare official ballots, canvass, count and tally sheets.	1	March 3, 2015	1	March 3, 2015
.		Conduct Election 2015	1	March 8, 2015	1	March 8, 2015
5.	Canvass and certify the result of the election.	Certify the result of the election	1	March 8, 2015	1	March 8, 2015
6.	Proclaim the winning candidates.	Proclamation of the winning candidates	1	March 8, 2015	1	March 8, 2015
7.	Decide election and other related cases except those involving the Election Committee or its members.		As needed			
8.	Perform such other functions prescribed in the By-Laws or authorized by the General Assembly	Attend seminars and trainings	1	August 27, 2015	1	August 27, 2015
9.	Prepare and submit annual accomplishment report to the General Assembly through the Board of Directors	Prepare and submit annual accomplishment report	1	December 31, 2015	1	December 31, 2015



Rosalinda A. Magaoay
Election Committee Chairperson

3. Education and Training Committee Report

No.	Functions and Responsibilities	Activity	Target		Accomplishment	
			Output (Quantity)	Date of Completion	Output (Quantity)	Date of Completion
1	Keep members, officers, staff well-informed regarding cooperative's goals/objectives, policies & procedures, services, etc.	Prepare and submit training program	1	Feb. to March 2015	1	3/19/15
		Assist in the conduct of the following PMES:				
		General Assembly	1	15-Mar	1	3/8/15
		Retailers Financial Literacy Seminar	1	15-Sep	1	9/23/15
		Farmers Project Orientation & Financial Literacy Seminar	1	15-Sep	1	9/24/15
		Manufacturers Orientation & Financial Literacy Seminar	1	15-Sep	1	9/25/15
		Tricycle Operator Orientation & Financial Literacy Seminar	4	Sept. to Oct. 2015	4	9/28/15
		Providers Tricycle Pangkabuhayan Program				10/5,10/15
2	Plan and implement educational program for cooperative members, officers and staff.	Prepare and submit proposed resolution on implementation of training program	1	Feb. to March 2015	1	3/19/15
		Assigned staff to attend the following trainings and seminars for cooperative enhancement:				
		Gender Sensitivity Training	1	15-Jul	1	7/10-11/15
		ACCU Forum 2015	1	Sept 10-12, 2015	1	Sept 10-12, 2015
		Employer's Forum (Philhealth)	1	15-Jul	1	7/28-29/15
		Real Estate Seminar and Review	1	Sept. 2015	1	9/10-12/15
		Orientation-workshop on Coop Medium Term Development Plan and CDA Gawad Parangal Criteria/guidelines	1	Sept. 2015	1	9/25/15
		Real Estate Seminar and review	1	Sept. 2015	1	9/30/15
		Real Estate Seminar and review	1	Oct. 2015	1	10/15/15
		Seminar on Anti Money Laundering Act (AMLA)	1	Nov. 2015	1	11/20-22/15
			1	Nov. 2015	1	11/25/15
			1	Nov. 2015	1	11/19/15
			1	Nov. 2015	1	11/27-29/15
			1	Dec. 2015	1	12/11-13/15
			1	Dec. 2015	1	12/17/15
3	Coordinate and conduct training activities.	Scout and invite resource persons to conduct the following trainings for staff and officers:				
		Training of Trainers				
		Basic Cooperative Course				
		Orientation on Labor and other related laws	1	Feb. 2015	1	2/20-21/15

No.	Functions and Responsibilities	Activity	Target		Accomplishment	
			Output (Quantity)	Date of Completion	Output (Quantity)	Date of Completion
		Cooperative Management & Governance	1	Feb. 2015	1	2/27-28/15
		Leadership & Values Re-orientation	1	15-Mar	1	3/5-6/15
		Strategic Planning				
		Financial Management	1	15-Mar	1	3/13-14/15
		Records Management		15-Mar		
		Policy re-orientation on Code of Discipline and Performance evaluation system	1	15-Mar	1	4/23/25
		Entrepreneurial & Business Management	1	15-Apr	1	3/27-28/15
		Policy re-orientation on revised organizational structure	1	15-Apr	1	4/10-11/15
		Policy re-orientation on business process and reporting structures	1	15-Apr	1	4/17-18/15
		Parliamentary Procedures	1	15-Apr	1	4/23/15
		Conflict Management	1	15-May	1	4/28-30/15
4	Develop promotional and training materials for the cooperative.	Prepare handouts for members and other ready-to-use teaching/training aids such as flip charts, posters, directories, and transparencies.	1	Continuing activity	1	10/9-10/15
5	Perform such other functions as may be prescribed in the by- laws or authorized by the General Assembly.	Maintain a file of directory of training specialist from different coop-related institutions capable to become a resource person	1	Continuing activity	1	10/20/15
		Preparation and submission of required quarterly and annual reports for presentation to the Board of Directors and the General Assembly. Perform other activities as the need arises.	4	Continuing activity	4	15 days after end of the quarter


Olivia T. Cureg
 Education and Training Committee Chairperson

4. Ethics Committee Report

No.	Functions and Responsibilities	Activity	Target		Accomplishment	
			Output (Quantity)	Date of Completion	Output (Quantity)	Date of Completion
1.	Develop Proposed Code of Governance & Ethical Standards to be observed by the members, officers & employees of the cooperative subject to the approval of the Board of Directors & ratification of the General Assembly	Prepare a draft of proposed Code of Governance & Ethical Standards to be observed by the members, officers & employees of the cooperative subject to the approval of the Board of Directors & ratification of the General Assembly	1	EO Feb. 2015	1	Feb.18 2015
			1	EO April 2015	1	March 8, 2015
2.	Disseminate, promote & implement the approved Code of Ethical Standards	Discussed the approved code in a special meeting to members, officers & employees of the cooperative	1	EO June 2015	1	April 23, 2015
		Implement the approved code to members, officers & employees of the cooperative	1	EO Dec. 2015	1	Dec.28, 2015
3.	Monitor compliance with the Code& recommend to the BOD measures to address gap, if any	Require submission of report Evaluate report	1	EO Dec. 2015	1	On process
4.	Conduct initial investigation or inquiry upon receipt of a complaint involving Code of Governance & Ethical Standards & submit report to BOD together with appropriate sanctions.	Conduct initial inquiry upon receipt of complaint	1	EO Dec. 2015	1	Aug. 25 & 26 2015
		Submit report to the BOD together with appropriate recommendation	1	EO Dec. 2015	1	Submitted report- Jan 8, 2016
5.	Recommend ethical rules & policy to the BOD	Review the Code of Governance & Ethical Standards Recommend ethical rules & policy to the BOD	1	EO Dec. 2015 EO Dec. 2015	1	On the process of reviewing the code for additional Rules to recommend
6.	Perform such other functions as may be prescribed in the by- laws or authorized by the General Assembly.	Prepare and submit annual accomplishment report to the assembly thru BOD	1		1	Prepared report-Dec. 28, 2015



Cecilia C. Racimo

Ethics Committee Chairman