

## THE SOCIAL AUDIT OF COOPERATIVES

### *THE SOCIAL AUDIT*

Social Audit is the process whereby a cooperative can account for its social performance, report on and improve that performance. It assesses the social impact and ethical performance of the cooperative in relation to its vision, mission, goals, and Code of Social Responsibility.

It is also process to assess the cooperative's contribution for the upliftment of the status not only to its members' economic needs but also social needs and the community where it operates. The cooperative's actual performance and accomplishment are compared its vision, goals, and social responsibility as it relates to the impact not only to the community but to its regular members as the immediate beneficiary of the decisions and actions it promulgated, passed and implemented. Social Audit will serve as control mechanism to account for its social performance and evaluate its impact in the community taking into account the community development fund which shall be used for projects or activities that will benefit the community where the cooperative operates.

Social Audit validates the support of the cooperative to the 7<sup>th</sup> cooperative principles, i.e. the "Concern for Community" and determines whether the cooperative work for the community's sustainable development through policies approved by their members.

The audit focuses not only to the economic side of the cooperative but also the social aspect of the organization and appraises the cooperative performance as value-based organization usually participative, user and community oriented and non-profit but service organization and how its social responsibility for its members and the community as a whole was fulfilled.

### *THE SOCIAL AUDIT TOOL*

The social audit tool is an instrument to identify, measure, assess and to report on their social performance. This will provide the user a framework on how to collect data and what data is to be collected.

Similar to financial and management audit, the Social Audit has a one year cycle. The audit steps are also comparable to activities carried out for financial audit.

Consideration of the various aspects of Social Audit is relevant. Verification of records and documents is crucial to get vital information.

The tool will also present the score of the cooperative's social performance, whether outstanding, very good, good, fair or poor. The score/rating should not be taken as the end of it. Any result thereof, shall be the major consideration for **improved social performance**, which is actually the first and foremost goal of Social Audit.

## ***THE COMPONENTS OF THE SOCIAL AUDIT TOOL***

Social Audit for cooperative shall look into the following components with their corresponding points:

### **I. Organization**

This is a measurement of cooperative's fulfilment of its vision, mission and goals, feedback mechanisms, code of good governance and ethical standards.

### **II. Membership**

Measurement on how the cooperative responded to the need of members, observed governance practices, considered provision for benefits of members, and involved members in the affairs of the cooperative.

### **III. Staff/Employees**

Assessment of the cooperative's fulfilment of the needs and welfare of the employees in terms of safety workplace and sanitation, including the provision for compensation and benefits.

### **IV. Cooperation among Cooperatives**

Measurement of the cooperative's affiliation/s and linkages to federations/unions and other cooperatives.

### **V. Community and Nation**

Determines the involvement of the cooperative and its contributions to the community and nation, in general.

### **VI. Network Alliance and Linkages**

Assessment on how the cooperative relates to other organization and its collaborative programs.



**SOCIAL AUDIT OF COOPERATIVES**  
AS OF DECEMBER 31, 20\_\_

**General Information:**

- A. Name of Cooperative as of the latest amendment:
- B. Present Address of Cooperative:
- C. Type of Cooperative:
- D. Re-registration Number:
- E. Vision / Mission & Goals

**I. ORGANIZATION (15 points)**

AREAS OF CONSIDERATION	MAXIMUM POINTS	RATING/ COMPUTATION/INSTRUCTION	POINTS						
<p>A. Vision, Mission and Goals (4)</p> <p>1. Cooperative Vision, Mission and Goals (VMG)</p> <p>1.1. Indicate the <b>VISION</b> Statement:</p> <p>_____</p> <p>_____</p> <p>1.2. Indicate the <b>MISSION</b> Statement:</p> <p>_____</p> <p>_____</p> <p>1.3. Indicate the <b>GOALS</b>:</p> <p>_____</p> <p>_____</p> <p>1.4. Approval of the VMG by the General Assembly, specify date:</p> <p>_____</p>	4	<p>1. Indicate the Cooperative's VMG;</p> <p>2. Check if social responsibility of the cooperative is clearly defined;</p> <p>3. Give rating:</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td>VMG Clearly define the social responsibilities of the coop</td> <td style="text-align: center;">2</td> </tr> <tr> <td>VMG is approved by the GA</td> <td style="text-align: center;">2</td> </tr> <tr> <td>Absence of a Vision, a Mission or a Goal</td> <td style="text-align: center;">Less 0.5 for absence of any</td> </tr> </table>	VMG Clearly define the social responsibilities of the coop	2	VMG is approved by the GA	2	Absence of a Vision, a Mission or a Goal	Less 0.5 for absence of any	
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II. MEMBERSHIP (35 points)

AREAS OF CONSIDERATION	MAXIMUM POINTS	RATING/ COMPUTATION/INSTRUCTION	POINTS																										
<p>A. Asset Building (12 points)</p> <p>1. Economic Participation of members (2)</p> <p>1.1. Number of members who patronize the services of the cooperative</p> <p><i>For Single Purpose:</i></p> <table border="1" data-bbox="275 491 956 643"> <tr> <td>Number of members who patronized the cooperative service</td> <td></td> </tr> <tr> <td>Total number of members</td> <td></td> </tr> <tr> <td>Percentage</td> <td></td> </tr> </table> <p><i>For Multi-Purpose:</i></p> <table border="1" data-bbox="275 703 956 887"> <tr> <td>Number of cooperative services</td> <td></td> </tr> <tr> <td>Number of members' patronage per service of cooperative</td> <td></td> </tr> <tr> <td>Total number of members</td> <td></td> </tr> <tr> <td>Average</td> <td></td> </tr> <tr> <td>Percentage</td> <td></td> </tr> </table>	Number of members who patronized the cooperative service		Total number of members		Percentage		Number of cooperative services		Number of members' patronage per service of cooperative		Total number of members		Average		Percentage		2	<p><i>For single purpose:</i></p> <p style="text-align: center;">No. of members who patronized the service of the cooperative ----- x 100 total number of members (regular + associates, whether MIGS or not)</p> <p><i>For multi-purpose:</i></p> <ol style="list-style-type: none"> <li>1. Get the total number of members who patronize for every service of the cooperative</li> <li>2. Get the average by adding all the number of members per service and divide by the total number of services of the cooperative</li> </ol> <p style="text-align: center;">Average No. of members who patronized the service of the cooperative ----- x 100 total number of members</p> <table style="margin-left: auto; margin-right: auto;"> <tr> <td>50% - 100%</td> <td style="text-align: right;">2</td> </tr> <tr> <td>30% - 49%</td> <td style="text-align: right;">1.5</td> </tr> <tr> <td>20% - 29%</td> <td style="text-align: right;">1.0</td> </tr> <tr> <td>10% - 19%</td> <td style="text-align: right;">0.5</td> </tr> <tr> <td>below 10%</td> <td style="text-align: right;">0</td> </tr> </table>	50% - 100%	2	30% - 49%	1.5	20% - 29%	1.0	10% - 19%	0.5	below 10%	0	
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<p>2. Ownership Participation through Capital Build Up (6)</p> <p>2.1. Increase in the number of Existing members with additional share capital</p> <table border="1" data-bbox="320 284 813 467"> <thead> <tr> <th>YEAR</th> <th>No. of Existing Members with Additional Share</th> </tr> </thead> <tbody> <tr> <td>Current Year</td> <td></td> </tr> <tr> <td>Previous Year</td> <td></td> </tr> <tr> <td>Increase/decrease</td> <td></td> </tr> </tbody> </table>	YEAR	No. of Existing Members with Additional Share	Current Year		Previous Year		Increase/decrease		1.5	<p>1. Get the Increase:</p> <p>No. of members of with additional share, current - No. of members with additional share, previous</p> <p>Increasing – 1.5 points Status quo – 1 point Declining – 0 point/</p>	
YEAR	No. of Existing Members with Additional Share										
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<p>2.2. Increase in the amount of share capital</p> <table border="1" data-bbox="320 507 813 663"> <thead> <tr> <th>YEAR</th> <th>Amount of Share Capital</th> </tr> </thead> <tbody> <tr> <td>Current Year</td> <td></td> </tr> <tr> <td>Previous Year</td> <td></td> </tr> <tr> <td>Increase/decrease</td> <td></td> </tr> </tbody> </table>	YEAR	Amount of Share Capital	Current Year		Previous Year		Increase/decrease		1.5	<p>1. Get the point/s:</p> <p>Increasing – 1.5 points Status quo – 1 point Declining – 0 point</p>	
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<p>2.3. Increase in number of Existing members with increased deposits</p> <table border="1" data-bbox="320 751 813 935"> <thead> <tr> <th>YEAR</th> <th>No. of Existing Members with Increased Deposits</th> </tr> </thead> <tbody> <tr> <td>Current Year</td> <td></td> </tr> <tr> <td>Previous Year</td> <td></td> </tr> <tr> <td>Increase/decrease</td> <td></td> </tr> </tbody> </table>	YEAR	No. of Existing Members with Increased Deposits	Current Year		Previous Year		Increase/decrease		1.5	<p>1. Get the Increase:</p> <p>No. of members with increased deposits, current year - No. of members with increased deposits, previous year</p> <p>Increasing – 1.5 points Status quo – 1 point Declining – 0 point</p>	
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<p>3. Members Economic Growth (4)</p> <p>3.1 Upliftment of the lives of the members:</p> <table border="1" data-bbox="331 252 981 467"> <thead> <tr> <th></th> <th>% Increase</th> <th>% Decrease</th> <th>% No change</th> </tr> </thead> <tbody> <tr> <td>Income</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Livelihood</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Savings</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Assets</td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>		% Increase	% Decrease	% No change	Income				Livelihood				Savings				Assets								4	<p>1. Survey at least 5% - 10% of Members in Good Standing but in no case it should be less than 30 individual respondents identified through random sampling. If members are less than 30, conduct survey to all members.</p> <p>2. Tabulate and analyze data;</p> <p>3. Give points:</p> <p style="margin-left: 40px;">Increase in income                    1</p> <p style="margin-left: 40px;">Increase in Livelihood                1</p> <p style="margin-left: 40px;">Increase in Savings                    1</p> <p style="margin-left: 40px;">Increase in Assets                      1</p>	
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<p>A. Members governance (10 points)</p> <p>1. Information facilities, please check:</p> <table border="1" data-bbox="275 667 992 914"> <tbody> <tr> <td>Newsletter</td> <td></td> </tr> <tr> <td>Telecommunication (telephone, fax, CP, etc.</td> <td></td> </tr> <tr> <td>Bulletin, flyers, primers, brochure, etc</td> <td></td> </tr> <tr> <td>Website/Social Network, etc</td> <td></td> </tr> <tr> <td>Membership Meeting</td> <td></td> </tr> <tr> <td>Others, specify</td> <td></td> </tr> <tr> <td>-</td> <td></td> </tr> <tr> <td>-</td> <td></td> </tr> </tbody> </table>	Newsletter		Telecommunication (telephone, fax, CP, etc.		Bulletin, flyers, primers, brochure, etc		Website/Social Network, etc		Membership Meeting		Others, specify		-		-		2	<p>1. Count and give points:</p> <p style="margin-left: 40px;">3 or more information facilities                2</p> <p style="margin-left: 40px;">Below 3 information facilities                    1</p>									
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2. Members participation, please indicate the number and percentage

	ACTIVITIES	No. OF MEMBERS PARTICIPATED
1	Members participated in the election of officers and approval of Development Plan & Budget during GA	
2	Members attended membership meeting/ consultation/forum	
3	Members participated in membership events (e.g. tree planting, medical mission, etc)	

2

1. Get the result per item using the following denominator:

	ACTIVITIES/ NUMERATOR	DENOMINATOR
1	a. Number of Members voted in the Election	Total No. of members in good standing (MIGS)
	b. Number of members participated in the Approval of Development Plan & Budget during GA/ Representative Assembly	
2	Number of Members attended membership meeting/ consultation/ forum	Target member as indicated in the Plans or programs. In the absence thereof, use the total number of existing members
3	Number of Members participated in membership events (e.g. tree planting, medical mission, etc)	Target member as indicated in the Plans or programs. In the absence thereof, use the total number of existing members

2. Get the average.

3. Get the rating

50%-100% of the average membership participated	2
25- below 50% of the average membership participated	1
Below 25% of the average membership participated	0



<p>3. Members Feedback</p> <p>3.1. Members' perception in airing their ideas, feedbacks, and opinion</p> <p style="text-align: center;">Check</p> <p>Easy _____ Difficult _____</p> <p>3.2. Members' satisfaction on the action made on their feedbacks</p> <p style="text-align: center;">Check</p> <p>Satisfied _____ Not Satisfied _____</p>	2	<p>1. Survey at least 5% - 10% of Members in Good Standing but in no case it should be less than 30 individual respondents identified through random sampling. If members are less than 30, conduct survey to all members.</p> <p>2. Tabulate and analyze</p> <p>3. Get the rating:</p> <p style="padding-left: 20px;">90% - 100% answered easy      2 70% - 89% answered easy      1.5 50% - 69% answered easy      1 Below 50% answered easy      0</p> <p>4. Survey at least 5% - 10% of Members in Good Standing but in no case it should be less than 30 individual respondents identified through random sampling. If members are less than 30, conduct survey to all members.</p> <p>5. Tabulate and analyze.</p> <p>6. Get the rating:</p> <p style="padding-left: 20px;">90% - 100% are satisfied      2 70% - 89% are satisfied      1.5 50% - 69% are satisfied      1 Below 50% are satisfied      0</p>	
<p>3.3. Members' Satisfaction on services</p> <p style="text-align: center;">Check</p> <p>Satisfied _____ Not Satisfied _____</p>	2	<p>1. Survey at least 5% - 10% of Members in Good Standing but in no case it should be less than 30 individual respondents identified through random sampling. If members are less than 30, conduct survey to all members.</p> <p>2. Tabulate and analyze</p> <p>3. Get the rating:</p> <p style="padding-left: 20px;">90% - 100% are satisfied      2 70% - 89% are satisfied      1.5 50% - 69% are satisfied      1 Below 50% are satisfied      0</p>	

<p><b>B. Members' Benefits (3)</b></p> <p>1. Presence and percentage of members benefitting from the members' social benefit program/s</p> <table border="1" data-bbox="273 284 969 619"> <thead> <tr> <th>MEMBERS' BENEFIT PROGRAM</th> <th>YES OR NO*</th> <th>% OF MEMBERS BENEFITTING FROM THE PROGRAMS**</th> </tr> </thead> <tbody> <tr> <td>Group insurance</td> <td></td> <td></td> </tr> <tr> <td>Medical &amp; health assistance benefit</td> <td></td> <td></td> </tr> <tr> <td>Educational Assistance</td> <td></td> <td></td> </tr> <tr> <td>Burial assistance/aid</td> <td></td> <td></td> </tr> <tr> <td>Others, specify</td> <td></td> <td></td> </tr> <tr> <td>-</td> <td></td> <td></td> </tr> <tr> <td>-</td> <td></td> <td></td> </tr> </tbody> </table>	MEMBERS' BENEFIT PROGRAM	YES OR NO*	% OF MEMBERS BENEFITTING FROM THE PROGRAMS**	Group insurance			Medical & health assistance benefit			Educational Assistance			Burial assistance/aid			Others, specify			-			-			<p>1*</p> <p>2**</p>	<p>1. Determine the activities/ programs and indicate if yes or no.</p> <p>2. With available members' social benefit programs, give 1 point.</p> <p>3. On the percentage of members benefitting from program/s:</p> <table data-bbox="1263 435 1599 517"> <tr> <td>20% - above</td> <td>2</td> </tr> <tr> <td>10% to below 20%</td> <td>1</td> </tr> <tr> <td>Below 10%</td> <td>0</td> </tr> </table>	20% - above	2	10% to below 20%	1	Below 10%	0																												
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<p><b>C. Members' Education (10 points)</b></p> <p>1. Provision of education to members (5)</p> <p>1.1. Presence of continuing education program that contribute to human development of members(values, principles, ethics, practices, citizenship, livelihood/skills training)</p> <p>YES ( ) NO ( )</p> <p>1.2. Implementation of education program (4)</p> <table border="1" data-bbox="181 1027 992 1422"> <thead> <tr> <th rowspan="2">CONTINUING EDUCATION/ TRAINING PROGRAM</th> <th colspan="2">No. OF TRAININGS CONDUCTED *</th> <th colspan="2">No. OF MEMBERS ATTENDED**</th> </tr> <tr> <th>Per Target/ Plan</th> <th>Actual</th> <th>Per Target/ Plan</th> <th>Actual</th> </tr> </thead> <tbody> <tr> <td>Values Education</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Cooperative Principles &amp; Practices</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Citizenship</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Ethics</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Entrepreneurial skills</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Livelihood</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Leadership Training</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Financial Literary</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	CONTINUING EDUCATION/ TRAINING PROGRAM	No. OF TRAININGS CONDUCTED *		No. OF MEMBERS ATTENDED**		Per Target/ Plan	Actual	Per Target/ Plan	Actual	Values Education					Cooperative Principles & Practices					Citizenship					Ethics					Entrepreneurial skills					Livelihood					Leadership Training					Financial Literary					<p>1</p> <p>2*</p> <p>2**</p>	<p>If YES, full points.</p> <p><i>For the number of trainings conducted:*</i></p> <p>1. Get the training conducted/attended by the cooperative, target and actual number of training;</p> <p>2. Compute and get the rating:</p> <table data-bbox="1279 1174 1794 1299"> <tr> <td>6 – above trainings</td> <td>2</td> </tr> <tr> <td>4 - 5 trainings</td> <td>1.5</td> </tr> <tr> <td>2 - 3 trainings</td> <td>1</td> </tr> <tr> <td>0 -1 trainings</td> <td>0</td> </tr> </table> <p><i>For the number of members attended the training:*</i></p>	6 – above trainings	2	4 - 5 trainings	1.5	2 - 3 trainings	1	0 -1 trainings	0	
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Others specify															
<p>2. Leadership Development Program (5)</p> <p>2.1. Presence of leadership program for cooperative officers</p> <p>YES ( )  NO ( )</p> <p>2.2. Implementation of program for cooperative officers</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 70%;">LEADERSHIP DEVELOPMENT PROGRAM IMPLEMENTED</th> <th style="width: 30%;">CHECK</th> </tr> </thead> <tbody> <tr> <td>Executive retreats/reflection session</td> <td></td> </tr> <tr> <td>Succession planning</td> <td></td> </tr> <tr> <td>Immersion</td> <td></td> </tr> <tr> <td>Leadership Session</td> <td></td> </tr> <tr> <td>Others specify</td> <td></td> </tr> </tbody> </table>	LEADERSHIP DEVELOPMENT PROGRAM IMPLEMENTED	CHECK	Executive retreats/reflection session		Succession planning		Immersion		Leadership Session		Others specify		<p>1</p> <p>2</p>	<p>If the answer is YES, give 1 point.</p> <p>1. Identify the programs for leadership development;</p> <p>2. Count and give rating;</p> <p>3 – above programs - 2  1 – 2 programs - 1</p>	
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<p>2.3. Mandatory Trainings for cooperative officers Conducted/ Attended</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;">MANDATORY TRAININGS CONDUCTED/ ATTENDED</th> <th style="width: 40%;">No. OF OFFICERS TRAINED</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> </tr> <tr> <td></td> <td></td> </tr> <tr> <td></td> <td></td> </tr> </tbody> </table>	MANDATORY TRAININGS CONDUCTED/ ATTENDED	No. OF OFFICERS TRAINED							<p>2</p>	<p>1. Identify the mandatory trainings attended/conducted;</p> <p>2. Count and give rating;</p> <p>3 – above programs - 2  1 – 2 programs - 1</p>					
MANDATORY TRAININGS CONDUCTED/ ATTENDED	No. OF OFFICERS TRAINED														

III. STAFF/EMPLOYEES (10 points)

AREAS OF CONSIDERATION	MAXIMUM POINTS	RATING/ COMPUTATION	POINTS
<p>A. Compensation and Benefits (4) points</p> <p>1. Compensation (2)</p> <p>1.1. Standard Salary prevailing within the locality, specify: _____</p> <p>1.2. Other labor standards (i.e. PAGIBIG, SSS, Retirement, Philhealth)</p>	<p>1</p> <p>1</p>	<p>The coop follow the standardized Salary Scale , give full points.</p> <p>The cooperative is compliant to other labor standards as provided, give 1 point.</p>	
<p>2. Benefits (2)</p> <p>2.1. Monetary benefits for staff/employees, specify: (e.g. Leave credit (convertible to cash), performance bonus, nth month pay, etc) _____ _____ _____</p> <p>2.2. Non-monetary benefits for staff/employees, specify: (e.g. HMO, rice subsidy, uniform, etc) _____ _____ _____</p>	<p>1</p> <p>1</p>	<p>The cooperative provide monetary incentives/benefits to employees/staff, give full points, 1.</p> <p>The cooperative provide non-monetary incentives/ benefits to employees/staff, give full points, 1.</p>	

<p>B. Employees Support Program (3)</p> <p>1. Presence of the following support program:</p> <table border="1" data-bbox="273 260 956 596"> <thead> <tr> <th>SUPPORT PROGRAMS</th> <th>CHECK</th> </tr> </thead> <tbody> <tr> <td>Employee Development Committee/Council</td> <td></td> </tr> <tr> <td>Insurance Protection program</td> <td></td> </tr> <tr> <td>Grievance mechanism</td> <td></td> </tr> <tr> <td>Awards and recognition</td> <td></td> </tr> <tr> <td>Continuing Education program (scholarship, seminar, trainings, etc)</td> <td></td> </tr> <tr> <td>Social, cultural &amp; sports programs</td> <td></td> </tr> <tr> <td>Others, specify</td> <td></td> </tr> <tr> <td>-</td> <td></td> </tr> <tr> <td>-</td> <td></td> </tr> </tbody> </table>	SUPPORT PROGRAMS	CHECK	Employee Development Committee/Council		Insurance Protection program		Grievance mechanism		Awards and recognition		Continuing Education program (scholarship, seminar, trainings, etc)		Social, cultural & sports programs		Others, specify		-		-		3	<p>1. Get the number of support programs and give rating;</p> <table border="1" data-bbox="1301 252 1783 347"> <tbody> <tr> <td>3 – up programs</td> <td>3</td> </tr> <tr> <td>2 programs</td> <td>2</td> </tr> <tr> <td>1 program</td> <td>1</td> </tr> </tbody> </table>	3 – up programs	3	2 programs	2	1 program	1	
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<p>C. Work Environment (3)</p> <p>1. Presence of adequate logistical support and conducive working environment</p> <table border="1" data-bbox="273 724 956 1091"> <thead> <tr> <th>ELEMENTS</th> <th>CHECK</th> </tr> </thead> <tbody> <tr> <td>Properly ventilated working area</td> <td></td> </tr> <tr> <td>Appropriate equipment and devices are available to perform work</td> <td></td> </tr> <tr> <td>Design of office equipment and devices to fit the users</td> <td></td> </tr> <tr> <td>Basic facilities to address employees necessity are available (e.g. comfort rooms, pantry, health &amp; maternal clinic, etc)</td> <td></td> </tr> <tr> <td>Health &amp; safety working space</td> <td></td> </tr> <tr> <td>Others, specify:</td> <td></td> </tr> <tr> <td>-</td> <td></td> </tr> </tbody> </table>	ELEMENTS	CHECK	Properly ventilated working area		Appropriate equipment and devices are available to perform work		Design of office equipment and devices to fit the users		Basic facilities to address employees necessity are available (e.g. comfort rooms, pantry, health & maternal clinic, etc)		Health & safety working space		Others, specify:		-		3	<p>1. Identify and check important elements available in the workplace;</p> <p>2. Count and give rating;</p> <p>4 – up elements are present      3  2 – 3 elements are present      2  1 element is present              1</p>											
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IV. COOPERATION AMONG COOPERATIVES (10 POINTS)

AREAS OF CONSIDERATION	MAXIMUM POINTS	RATING/ COMPUTATION	POINTS																								
<p>A. Membership and affiliation (4 points)</p> <p>2. Affiliation and participation</p> <p>1.1. Federation: _____</p> <p>1.2. Union: _____</p> <p>2. Support Services (projects/activities) to federation or union other than the patronage of their core business:</p> <p>2.1. Financial, specify: _____</p> <p>2.2. Non-financial, specify: _____</p>	<p>1</p> <p>1</p> <p>1</p> <p>1</p>	<p>If affiliated to a federation or union, give full points.</p> <p>With financial support service/s - 1 With non-financial support service/s - 1</p>																									
<p>B. CETF due to federation / union (2)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">Amount allocated for the audit period</td> <td style="width: 30%;"></td> </tr> <tr> <td>Amount remitted for the audit period</td> <td></td> </tr> </table>	Amount allocated for the audit period		Amount remitted for the audit period		2	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>Full payment of CETF</td> <td style="text-align: center;">2</td> </tr> <tr> <td>Partial payment of CETF</td> <td style="text-align: center;">1</td> </tr> <tr> <td>Non-payment of CETF</td> <td style="text-align: center;">0</td> </tr> </table>	Full payment of CETF	2	Partial payment of CETF	1	Non-payment of CETF	0															
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<p>C. Cooperative Alliance/linkage/network (4 points)</p> <p>1. Inter-cooperative Partnership</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">NAME OF COOPERATIVE</th> <th style="width: 25%;">BUSINESS PARTNERSHIP (specify)*</th> <th style="width: 25%;">NON-BUSINESS PARTNERSHIP (specify)**</th> </tr> </thead> <tbody> <tr> <td></td> <td>e.g. Joint venture, marketing cooperative products, rice trading, etc</td> <td>e.g. Mentoring, coaching, cliquing</td> </tr> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> </tr> </tbody> </table>	NAME OF COOPERATIVE	BUSINESS PARTNERSHIP (specify)*	NON-BUSINESS PARTNERSHIP (specify)**		e.g. Joint venture, marketing cooperative products, rice trading, etc	e.g. Mentoring, coaching, cliquing							<p>2*</p> <p>2**</p>	<p>Business Partnership *</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>3 - above business partnership</td> <td style="text-align: center;">2</td> </tr> <tr> <td>2 business partnership</td> <td style="text-align: center;">1</td> </tr> <tr> <td>1 business partnership</td> <td style="text-align: center;">0.5</td> </tr> </table> <p>Non-Business Partnership **</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>3 - above non-business partnership</td> <td style="text-align: center;">2</td> </tr> <tr> <td>2 non-business partnership</td> <td style="text-align: center;">1</td> </tr> <tr> <td>1 non-business partnership</td> <td style="text-align: center;">0.5</td> </tr> </table>	3 - above business partnership	2	2 business partnership	1	1 business partnership	0.5	3 - above non-business partnership	2	2 non-business partnership	1	1 non-business partnership	0.5	
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V. COMMUNITY AND NATION (25 POINTS)

AREAS OF CONSIDERATION	MAXIMUM POINTS	RATING/ COMPUTATION	POINTS																																																																														
<p>A. Contribution to national and community development programs (15 points)</p> <p>1. Presence of approved Projects/programs:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 70%;">NATION BUILDING PROGRAMS</th> <th style="width: 30%;">WITH APPROVED PROGRAM/S (specify)</th> </tr> </thead> <tbody> <tr><td>Peace and Order</td><td></td></tr> <tr><td>Eradicate extreme poverty and hunger (livelihood program for non members)</td><td></td></tr> <tr><td>Achieve universal primary education (donations to school construction, of books, DEPED's program)</td><td></td></tr> <tr><td>Promote gender equality and empower women</td><td></td></tr> <tr><td>Culture, Tradition and History (patriotism, love of country, etc)</td><td></td></tr> <tr><td>Sports Program</td><td></td></tr> <tr><td>Public Issues</td><td></td></tr> <tr><td>Reduce child mortality</td><td></td></tr> <tr><td>Improve maternal health</td><td></td></tr> <tr><td>Health and sanitation</td><td></td></tr> <tr><td>Combat HIV/AIDS, malaria and other diseases</td><td></td></tr> <tr><td>Ensure environmental sustainability (disaster &amp; risk reduction program; tree planting; river and coastal clean up; etc)</td><td></td></tr> <tr><td>Develop a global partnership for development (e.g. internationally funded program)</td><td></td></tr> <tr><td>Youth Development Program</td><td></td></tr> <tr><td>Others, specify</td><td></td></tr> </tbody> </table> <p>2. Programs implemented:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 33%;">PROGRAMS IMPLEMENTED FOR MDG</th> <th style="width: 33%;">NUMBER OF NON-MEMBER BENEFICIARIES</th> <th style="width: 33%;">RESOURCES APPLIED</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> </tbody> </table>	NATION BUILDING PROGRAMS	WITH APPROVED PROGRAM/S (specify)	Peace and Order		Eradicate extreme poverty and hunger (livelihood program for non members)		Achieve universal primary education (donations to school construction, of books, DEPED's program)		Promote gender equality and empower women		Culture, Tradition and History (patriotism, love of country, etc)		Sports Program		Public Issues		Reduce child mortality		Improve maternal health		Health and sanitation		Combat HIV/AIDS, malaria and other diseases		Ensure environmental sustainability (disaster & risk reduction program; tree planting; river and coastal clean up; etc)		Develop a global partnership for development (e.g. internationally funded program)		Youth Development Program		Others, specify		PROGRAMS IMPLEMENTED FOR MDG	NUMBER OF NON-MEMBER BENEFICIARIES	RESOURCES APPLIED										8	<p>1. 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**VI. NETWORK, ALLIANCES AND LINKAGES (5 POINTS)**

AREAS OF CONSIDERATION			MAXIMUM POINTS	RATING/ COMPUTATION	POINTS																																							
<p>A. Collaborative programs/projects (3)</p> <p>1. Organizations/institutions with existing programs/ projects, please check</p> <table border="1"> <thead> <tr> <th>CHECK</th> <th>TYPE OF INSTITUTION</th> <th>NAME OF INSTITUTION/ ORGANIZATION/ PERSON</th> </tr> </thead> <tbody> <tr> <td></td> <td>Non-government organization (NGO)</td> <td></td> </tr> <tr> <td></td> <td>Private Voluntary Organization (PVO)</td> <td></td> </tr> <tr> <td></td> <td>Cooperative Development Council (CDC)</td> <td></td> </tr> <tr> <td></td> <td>Local Government Units (LGUs)</td> <td></td> </tr> <tr> <td></td> <td>Government Organization (GOs)</td> <td></td> </tr> <tr> <td></td> <td>Business Organizations</td> <td></td> </tr> <tr> <td></td> <td>Individual</td> <td></td> </tr> <tr> <td></td> <td>Others</td> <td></td> </tr> </tbody> </table> <p>2. Implementation of programs/projects in relation to the above collaboration, specify</p> <table border="1"> <thead> <tr> <th>PARTNER ORGANIZATION</th> <th>SPECIFIC PROGRAM/S</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> </tr> <tr> <td></td> <td></td> </tr> <tr> <td></td> <td></td> </tr> <tr> <td></td> <td></td> </tr> <tr> <td></td> <td></td> </tr> </tbody> </table>			CHECK	TYPE OF INSTITUTION	NAME OF INSTITUTION/ ORGANIZATION/ PERSON		Non-government organization (NGO)			Private Voluntary Organization (PVO)			Cooperative Development Council (CDC)			Local Government Units (LGUs)			Government Organization (GOs)			Business Organizations			Individual			Others		PARTNER ORGANIZATION	SPECIFIC PROGRAM/S											1.5	<p>Presence of collaborative programs/projects in any of the given possible partners, give full points.</p>	
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B. Accreditation/ Recognition		2	Cooperative is accredited in any local planning bodies, give full points												
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TOTAL SCORES/POINTS		100													

QUANTITATIVE RATING

*For MEDIUM & LARGE COOPERATIVES*

- 90 - 100 points : Outstanding
- 80 - below 90 points : Very Satisfactory
- 70 –below 80 points : Satisfactory
- 60 – below 70 points : Fair
- below 60 points : Poor

*For MICRO & SMALL COOPERATIVES*

- 75 - above points : Outstanding
- 65–below 75 points : Very Satisfactory
- 50–below 65 points : Satisfactory
- 35–below 50 points : Fair
- below 35 points : Poor

SUMMARY OF POINTS

AREAS OF CONSIDERATION	MAXIMUM POINTS	COOPERATIVE'S POINTS
ORGANIZATION	15 POINTS	
MEMBERSHIP	35 POINTS	
STAFF/EMPLOYEES	10 POINTS	
COOPERATION AMONG COOPERATIVES	10 POINTS	
COMMUNITY AND NATION	25 POINTS	
NETWORK ALLIANCES AND LINKAGES	5 POINTS	
TOTAL POINTS	100	