**MASS-SPECC TRAINING SCHEDULES**

**(PERIOD : JUNE-NOVEMBER 2023)**

| **TITLE** | **PARTICIPANTS**  **OPEN TO ALL MEMBER CO-OPS** | **RESOURCE PERSON/S** | **SCHEDULES AND TIME**  **(choose preferred schedule)** | **REGISTRATION FEE**  **FOR CASH PAYMENT, PLEASE SEND PROOF OF PAYMENT 2 DAYS BEFORE SCHEDULE)** |
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| **FUNDAMENTALS OF COOPERATIVES (CDA REQUIRED COURSE)** | BOD /Officers / Manager/ | **Romulo M. Villamin**  **Rev. Cromwell Esteban C.**  **Rabaya, II** | Aug 9 - 10, 2023  Sept. 6-7, 2023  Oct 12-13, 2023  Nov 9-10, 2023  9AM – 5PM Blended Learning  (via Zoom/Asynchronous) | **P2.000.00/pax**  May be paid in cash or charged to CETF  **Early bird!!** ( Register 4 days before the schedule - Charge to CETF or paid before training schedule)  P15,000 / good for 15 pax |
| **COOPERATIVE GOVERNANCE AND MANAGEMENT (CDA REQUIRED COURSE)** | BOD /Officers / Manager/ | **Romulo M. Villamin**  **Rev. Cromwell Esteban C.**  **Rabaya, II** | July 27 - 28, 2023  Aug 23 - 24, 2023  Sept 27-28, 2023  Oct 26 - 27, 2023  Nov 23-24, 2023  9AM – 5PM Blended Learning  (via Zoom/Asynchronous) | **P2.000.00/pax**  May be paid in cash or charged to CETF  **Early bird!!** ( Register 4 days before the schedule - Charge to CETF or paid before training schedule)  P15,000 / good for 15 pax |
| **FINANCIAL RISK AND CREDIT MANAGEMENT (CDA REQUIRED COURSE)** | BOD / Managers / Audit Committee / Credit Committee / Enterprise Risk Officer | **Dr. Emma A. Nieva, CPA**  **Aida B. Sagarino, CPA**  **Tomas A. Ebcas Jr.** | Aug 16-17, 2023  Sept 20-21, 2023  Oct 19-20, 2023  Nov 14-15, 2023  9AM – 5PM  (via Zoom/Asynchronous) | **P2.000.00/pax**  May be paid in cash or charged to CETF  **Early bird!!** ( Register 4 days before the schedule - Charge to CETF or paid before training schedule)  P15,000 / good for 15 pax |
| **DEVELOPING STAFF CO-OPERATORS (DSC - BATCH 2)** | All Co-op Staff | **ICS Team** | August 7 - 26, 2023  (Asynchronous via Canvas) | **P 1,000.00 / pax**  May be paid in cash or charged to CETF |
| **UA&P MEM-SEI Module 8: Governance, Ethical Leadership, and Values** | CEO/Managers/Branch Managers | **University of Asia & the Pacific** | **TBA**  8:00AM- 5:00PM via Zoom | **P 25,000.00/pax per module**  **May be paid in cash or charged to CETF** |
| **TELLERS TRAINING (NEW)** | Tellers | **ICS Team** | Oct 9 - Nov 17, 2023  (Blended via Zoom / Canvas) | ***NO REGISTRATION FEE!***  ***Cost of training is covered by member coop's CETF allocation for shared services*.** |
| **LOAN OFFICERS TRAINING - BATCH 1 (NEW)** | Loan Officers of small co-ops / Co-ops with microfinance loans | **ICS and MCU Team** | POSTPONED TO 4TH QUARTER  Actual date to be announced  (Blended via Zoom and Canvas) | ***NO REGISTRATION FEE!***  ***Cost of training is covered by member coop's CETF allocation for shared services*.** |
| **DIVIDEND PATRONAGE COMPUTATION** | For coops using MBWIN only: Bookkeeper, IT Staff | **MASS-SPECC ICT Team** | Move to Nov – Dec 2023  9AM – 5PM (Face to Face)  Leonor Hall, MCHS Hostel, MASS-SPECC, CdO City | **P1,500.00/ Pax**  May be paid in cash or charged to CETF  ( live-out with 2 snacks and lunch) |
| **CASH FLOW MANAGEMENT**  DAY 1   * CASH FLOW REPORT (AM) * CASH FLOW MGT (PM)   DAY 2   * HO BRANCH MGT SYSTEM (AM) * CENTRALIZED CASH FLOW MANAGEMENT (PM) | Bookkeeper, Cashier  Manager  Finance Officer  Manager  Finance Officer | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **MASS-SPECC - ICT**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **MASS-SPECC - MCU**  **Aida B. Sagarino, CPA,**  **MASS-SPECC - ERM** | **NEW SCHED - TBA**  9AM – 5PM (Face to Face)  Leonor Hall, MCHS Hostel, MASS-SPECC, CdO City | **P3,000.00/ Pax**  May be paid in cash or charged to  CETF  (live out with 2 snacks/ day and 2  lunches) |
| **CISA TEST SUBMISSION** | For coops using MBWIN only: In-charge of CISA Compliance, Bookkeeper, IT Staff | **MASS-SPECC ICT Team** | September 12 - 15, 2023  9AM – 5PM (Face to Face)  Leonor Hall, MCHS Hostel, MASS-SPECC, CdO City | **P5,000.00 /pax**  May be paid in cash or charged to CETF  (live-out with 2 snacks/day, 4 lunch) |
| **FINANCIAL LITERACY PROGRAM (FLP) - for EMPLOYEES**  **TRAINING OF TRAINERS** | Education Committee/ Trainers/Co-op Financial Advisers | **Romulo M. Villamin**  **Jonnel E. Dytingco**  **Ma. Carmel Rowena Neri-**  **Dytingco**  **MASS-SPECC** | September 25-26, 2023  9AM – 5PM (Face to Face)  Leonor Hall, MCHS Hostel, MASS-SPECC, CdO City | **P3,000.00/ Pax**  May be paid in cash or charged to CETF  (live out with 2 snacks/ day and 2  lunches) |
| **MAKING DEMOCRACY WORK FOR COOPERATIVES** | Election Committee | **Rev. Cromwell Esteban C.**  **Rabaya, II** | TBA  9AM – 12NN via Zoom | **P 600.00/pax**  May be paid in cash or charged to CETF |
| **PARLIAMENTARY PROCEDURE** | BOD/Committees / Secretary/ | **Rev. Cromwell Esteban C.**  **Rabaya, II** | TBA  9AM – 12NN via Zoom | **P 600.00/pax**  May be paid in cash or charged to CETF |
| **SOCIAL AUDIT** | Audit Committee/ BOD/Manager | **Romulo M. Villamin** | TBA  1PM – 430PM via Zoom | **P 600.00/pax**  May be paid in cash or charged to CETF |
| **COOPERATIVE ETHICAL STANDARDS** | BOD / Manager/ Ethics Committee | **Rev. Cromwell Esteban C.**  **Rabaya, II** | TBA  9AM – 12NN via Zoom | **P 600.00/pax**  May be paid in cash or charged to CETF |
| **PROBLEM SOLVING AND DECISION MAKING** | Managers / BOD/ Officers / Supervisors | **Rev. Cromwell Esteban C. Rabaya, II** | TBA  1PM – 5PM via Zoom | **P 600.00/pax**  May be paid in cash or charged to CETF |
| **LOAN HOUSE KEEPING** | Managers, Loan Officers, Account Officers | **Tomas A. Ebcas Jr.**  **MASS-SPECC Savings and Loans**  **Unit** | TBA  1PM – 5PM via Zoom | **P600.00 Pax**  May be paid in cash or charged to CETF |
| **DATA PRIVACY** | CEO/Manager/Branch Managers/Staff | **Aida B. Sagarino, CPA**  **Gina Roiles-Secorata** | **Synchronous / Asynchronous – Coming Soon!** |  |
| **DIGITAL LITERACY PROGRAM** | Education Committee/New Accounts Officer/IT Officer/Membership Development Officer | **MASS-SPECC - ICT** | **Orientation and Walk-through - Coming Soon!** |  |

***Note: Registration of participants will be done online!* We will be sending the invitation Ad for each training with the google form to register.**

***HEADS UP!***

* ***Synchronous –*** Face to face learning via Zoom or Face to Face at a physical venue.
* ***Asynchronous –*** Self paced learning (reading/quiz/assignments) via Canvas or other Learning Management System (LMS)
* ***Member Cooperatives*** have an option to charge their registration fee to their **CETF contribution**.

**GA Resolution No. 14, Series of 2020, Amendment to the distribution of the CETF :**

…“Thirty percent (30%) of the sixty percent (60%) , treated as a whole, allocated for training and consultancy shall be used to subsidize training and consultancy services, development and enhancement of manuals, modules, learning materials, videos and tools for use by all members of the federation.”

* **Register** your participants through the google pre-registration form 4 days before the schedule.
* **CETF Charge Invoice** must be signed by authorized signatory and uploaded in the google form upon registration of participants.
* **For those without CETF or has insufficient CETF Balance** - you may use the CETF Charge Invoice as supporting document upon registration of participants. A billing Statement will be emailed to you after the training.
* **Zoom Link / ID and Pass code** will be given only to registered participants. Don’t forward or share Zoom access codes with non-registrants. Kindly inform the ICS Training Officer should you have additional participants.
* **Certificates** will only be issued after we have verified charging to your CETF or after you emailed proof of payment to [ks.sevilla@mass-specc.com](mailto:ks.sevilla@mass-specc.com) 5 days after the training. **NO PAYMENT, NO CERTIFICATE**.

**For those paying in cash/or through bank transfer, please deposit Payment at either MASS-SPECC Accounts:**

**Land Bank of the Philippines (LBP) - Velez St., Cagayan de Oro City Or BDO - Velez St., Cagayan de Oro City**

Account Name: MASS-SPECC Account Name: MASS-SPECC

Account No.: 2412-0000-08 Account No.: 2840-0430-21