

**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)
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/Branc h 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! <i>Cost of training is covered by member coop's CETF allocation for shared services.</i>



For more information, contact ICS through :

0917-1425284 (Karen Cruz)

Email: kt.cruz@mass-specc.com

0966-4425724 (Jhenebeth Rejas)

Email: ics@mass-specc.com

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



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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	
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.”



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- **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 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

Account Name: MASS-SPECC

Account No.: 2412-0000-08

Or

BDO - Velez St., Cagayan de Oro City

Account Name: MASS-SPECC

Account No.: 2840-0430-21



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