



Online Micro Sellers Multipurpose Cooperative

Unit 907 & 908, One Park Drive 8th Avenue Corner 11th
Drive Bonifacio Global City, Barangay Fort Bonifacio Taguig City
Registered with the Cooperative Development Authority - Manila Extension Office CDA
Registration No. 9520-101600000039775 CIN 16201739775 | TIN 50157-206- 00000

OMSMPC EDUCATION, TRAINING AND DEVELOPMENT POLICIES AND PROCEDURES 2024



OMSMPC EDUCATION, TRAINING, AND DEVELOPMENT POLICIES AND PROCEDURES

I. TITLE

This policy shall be known as “OMSMPC Education, Training, and Development Policies and Procedures”.

II. INTRODUCTION

Online Micro Sellers Multipurpose Cooperative (OMSMPC) recognizes that its most valuable resource are its members. The success and participate and gain the development described in its mission, vision, and core values.

III. POLICY STATEMENT

OMSMPC is dedicated to the training and development of all its members, including its officers and employees. We aim to educate them on the various aspects of the Cooperative and ensure the consistent delivery of quality services to our members and stakeholders. The Education and Training Committee is committed to implementing best practices and demonstrating this dedication by striving to develop all members and fulfill the purpose of Cooperative membership.

As a guiding principle, all members should receive appropriate education and training to enhance their awareness of the Cooperative’s social and economic benefits and its far-reaching impact. This education aims to help members reach their full potential. However, certain business considerations must be applied. For instance, development interventions should be affordable and cost-effective, and the training/development must be directly relevant to the members’ roles.

IV. AIMS OF THE POLICY



This policy aims to:

- Empower membership, leadership excellence, and Cooperative spirit through the Education and Training Program.
- Provide quality education and training programs for the learning and development of all stakeholders (members, officers, and employees).
- Standardize the education and training program and procedures for all stakeholders.
- Offer access to and opportunities for emerging and current entrepreneurship and digital solutions based on members' training and educational needs.
- Ensure equal access to the Cooperative's training programs for all stakeholders.

V. SCOPE OF THE POLICY

This policy applies to all stakeholders of the Cooperative, including potential members, current members, officers, and employees.

VI. FUNCTIONS AND RESPONSIBILITIES OF THE TRAINING & EDUCATION COMMITTEE

- A. **Composition:** The Committee shall consist of a minimum of three (3) members, appointed by the Board of Directors. Within ten (10) days following their appointment, the Committee members shall elect a Chairperson, Vice-Chairperson, and Secretary from among themselves. The Vice-Chairperson of the Board of Directors shall act as the Chairperson of the Committee.
- B. **Qualifications:** The qualification and disqualification of the Education and Training Committee members shall be determined by the Board of Directors, based on Article V, Section 20 of the OMSMPC Amended By-Laws.
- C. **Terms of Service:** Members of the Committee shall serve for a term of two (2) years, without prejudice to their reappointment.



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D. Functions & Responsibilities:

- i. Keep members, officers, and employees well-informed regarding the Cooperative's goals, objectives, policies & procedures, services, etc.;
- ii. Create, plan, and implement educational training programs for Cooperative members, officers, and employees;
- iii. Develop promotional and training materials for the Cooperative;
- iv. Conduct and coordinate training activities.

VII. PRINCIPLES

As a matter of policy, all members, officers, and employees shall be afforded opportunities for appropriate training and development. OMSMPC will strive to ensure that all stakeholders have access to the requisite training aligned with its policies and statutory procedures. OMSMPC is dedicated to the socio-economic advancement of all its

stakeholders and will allocate its resources towards education and training, thereby providing organizational benefits within the approved budget of the General of the Assembly.

VIII. EDUCATION & TRAINING PROGRAM

A. Stakeholders

1. **Potential Members** - Every Filipino micro-entrepreneur who wants to participate in the growing e-commerce industry.
2. **Members** - Filipino eCommerce entrepreneurs who have completed all the basic Cooperative Membership Requirements.
3. **Officers** - Members who have been elected or appointed to the leadership positions of the Cooperative.
4. **Employees** - Employees of the Cooperative.

B. Training Program



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STAKEHOLDER	PROGRAM	CHANNEL
Potential Members	• Coop Information and Promotional Materials • Free Training for Non-Members • Pre-Membership Training Seminar • Participation in other Cooperative Events • Sponsorship in other MSME and sectoral events.	• Social Media Platforms • Website • Community Groups • Partner Platforms • Partner Institutions • Webinars • Face-to-Face Seminars
Members	• Member Onboarding (OBB) • Coop Web Session (CWS) • Ka-Sellers with Experts (KWE) • Community Connect (ComCon) • OPeX (OMSMPC Partner Exclusives) • Coop-Related Training from the Coop Sector • Gender Sensitivity Training (GST) - GAD Committee • COOP Love - Election Committee • RMEV Info Drive - Election Committee • MedCon Awareness Month - MedCon Committee • Ethics Awareness Month - Ethics Committee • Other Partner Institution Programs & Benefits (DTI, DOST, etc.) • Social and Community Development Programs	• Social Media Platforms • Website • Community Groups • Partner Platforms • Partner Institutions • Webinars • Face-to-Face Seminars • Email Blast • Text Blast
Officers	• CDA Mandatory Training • CDA Recommended	• Webinars • Face-to-face Training



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	Supplementary Training • Training of Trainers • Lakbay Aral • Strategic Planning • Other organizational Training	
Employees	• CDA Recommended Training • Training of Trainers • Lakbay Aral • Strategic Planning • Other organizational training	• Webinars • Face-to-face Training

IX. TRAINING NEEDS ASSESSMENT

Training Needs Assessment is an integral part of the Education and Training Committee to properly identify and create a Training Plan that is based on the needs of the stakeholders of the Cooperative. TNA can be done through the following:

1. **Feedback from Training Sessions:** Collecting feedback from members and attendees of all training sessions conducted by the cooperative.
2. **Annual Member Survey:** Distribute annual survey forms to gather insights and opinions from cooperative members.
3. **Member Inquiries and Concerns:** Addressing inquiries and relevant concerns received through the cooperative's social media platforms, community forums, and member support (ticketing) system.
4. **Focus Group Discussions (FGDs):** Gathering insights from FGDs conducted during cooperative activities such as Community Connect (ComCon) and Coop Townhall.
5. **Sector Consultations and Best Practices:** Consulting with other cooperative sectors, adopting best practices, and adhering to standard governing procedures from partner unions, federations, and the Cooperative Development Authority (CDA).
6. **Industry Recommendations:** Consider recommendations from other business sectors, e-commerce communities, and related industry groups.



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7. **Trends and Regulations:** Staying updated on the latest trends, developments, and regulations affecting the e-commerce entrepreneur sector.
8. **Upskilling and Competency Optimization:** Focusing on the upskilling and optimization of competencies for cooperative officers and employees.

X. EXTERNAL AND INTERNAL TRAINING

Training sessions may be facilitated by either third-party providers or internal trainers from the Cooperative's Pool of Trainers, based on recommendations from the Education and Training Committee and the Training Department. Depending on specific requirements such as attendees and budget, both public and in-house training options may be considered.

XI. TRAINER'S COMPETENCY

The Cooperative, through the Education and Training Committee, along with the Human Resources Department and the Membership & Training Department, will strive to ensure that all training sessions are conducted by competent and qualified trainers and resource persons.

XII. ANNUAL TRAINING AND DEVELOPMENT PROGRAM

The Education and Training Committee will present the details of the Annual Training and Development Program for members, officers, and employees. This program will be incorporated into the Cooperative's Annual Development Plan and Budget, which will be presented by the Board of Directors for approval by the General Assembly. Furthermore, the Board of Directors holds the authority to approve additional and supplementary training and development plans that are not included in the annual program.

XIII. UTILIZATION OF COOPERATIVE EDUCATION AND TRAINING FUND

The utilization of the Cooperative Education and Training Fund shall follow the guidelines of CDA Memorandum Circular No. 2019 - 08 on POLICY GUIDELINES GOVERNING THE ALLOCATION, UTILIZATION, AND REMITTANCE OF THE COOPERATIVE EDUCATION



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AND TRAINING FUND (CETF) OF THE COOPERATIVE. Whereas stated in Section 6.
Utilization of Cooperative Education and Training Fund (CETF) - Local:

The fund shall be used for the education, training, research, advocacy and other similar cooperative activities geared towards the growth of the cooperative members, officers and employees.

The approved Annual Development Plan of the cooperative shall include the education program/plan for its members, officers and employees. It shall allocate amounts to every activity including the mandatory training requirement for officers.

Every cooperative shall have a policy on the utilization of the fund and the allocation for its members, officers and employees. In no case shall the allocation of the fund for officers and staff be higher than the members. The amount allocated shall be specifically reflected in the Education Program and shall be incorporated in the Annual Development Plan.

The amount Due to Federation/Union shall not be used by the cooperative for its own training and for any other purposes.

In case of improper utilization of the CETF, the amount charged shall be reverted back to CETF and the cooperative shall be required to make the necessary adjustments chargeable to the current year's operation.

The CETF Remittance allocation will be equally distributed among the Cooperative's partner federations and unions. Any modifications to this allocation will be determined and approved by the Board of Directors.

XIV. AMENDMENTS

Amendments to this OMSMPC Education Training and Development Policies and Procedures will be adopted by the vote of the majority of the Board of Directors and will be reported to the General Assembly.



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XVIII. EFFECTIVITY

This policy shall take effect upon the approval of the majority of the Board of Directors.