

UNION OF ENTERPRISING COOPERATIVE
CETF UTILIZATION REQUEST FORM

Requesting Cooperative: _____

E-mail address: _____

Landline / Mobile No.: _____

Request for CETF Utilization:

- ☐ Organized Training
☐ In-House Training
☐ Cooperative Events

Inclusive Expenses:

- ☐ Registration Fee
☐ Accommodation
☐ Facility
☐ Meals
☐ Airfare
☐ Transportation

Title of Training / Activity: _____

Date/s of Training: _____

No.	Name of Participant/s:	Designation	E-mail Address	Contact No.
1				
2				
3				
4				
5				

Available Training Program of CUC

- | | |
|---|--|
| ☐ Fundamental of Cooperatives | ☐ Ownership Seminar |
| ☐ Governance and Management of Cooperative | ☐ Bookkeeping Course |
| ☐ Financial, Credit and Risk Management | ☐ Financial Literacy & Entrepreneurship |
| ☐ Authority, Responsibility, Accountability and Liability (ARAL) of Co-op Officers | ☐ Livelihood Training, kindly specify _____ |
| ☐ Parliamentary Procedures | ☐ Gender Awareness |
| ☐ Accounting for Non-Accountant | ☐ Anti Violence Against Women & Children |
| ☐ Financial Management | ☐ Child Sexual Abuse Prevention |
| ☐ Audit and Internal Control | ☐ Cyber Safety |
| ☐ Strategic Planning | ☐ Basic Computer Program |
| ☐ Team-building | ☐ Others, kindly specify _____ |

NOTE:

- 1 CETF Utilization that will involve more than Php5,000.00 expenses for registration fee, meals, accommodations, airfare, transportation and non-UNECO activities will require a BOD Resolution indicating the particular request, official representative/s, proposed quotations / budget and other assistance required.
- 2 Amount of CETF Utilization shall be subject to available unutilized CETF of your Cooperative.

Requested by:

Name: _____

Co-op Designation: _____

Contact No. _____

Date of Request: _____

Received by:

Name: _____

Designation: _____

Date Received: _____