



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF EDUCATION
NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE – MARIKINA CITY

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July 17, 2018

MEMORANDUM TO:

Chief Education Supervisors, CID and SGOD
Elementary and Secondary School Principals
Officers-in-Charge
Public Schools

DIVISION OF CITY SCHOOLS
MARIKINA



**2nd CONSULTATIVE ASSEMBLY OF THE MARIKINA CITY FEDERATION
OF PUBLIC SCHOOL TEACHERS COOPERATIVE**

Attached is a letter from Mr. Hadji M. Tejada, Chairperson, MCFPSTC dated July 12, 2018 re: **2nd Consultative Assembly of the Marikina City Federation of Public School Teachers Cooperative** on July 19, 2018, 4:00 p.m. at MCFPSTC Office, content of which is self-explanatory, for information and appropriate action.

Immediate and wide dissemination of this memorandum is desired.

For:

SHERYLL T. GAYOLA

Officer-In-Charge

Office of the Schools Division Superintendent

By:

CEASAR AUGUSTOS E. CEBUJANO

Legal Officer

OIC-Office of the Schools Division Superintendent



**MARIKINA CITY FEDERATION OF PUBLIC SCHOOL
TEACHERS COOPERATIVE (MCFPSTC)**

3rd Floor, Marikina City Public Market, Sta. Elena, Marikina City

July 12, 2018

MS. SHERYLL T. GAYOLA

Officer In-charge
Office of the Schools Division Superintendent
Schools Division Office – Marikina City

Dear Ma'am Gayola,

Greetings!

The **Marikina City Federation of Public School Teachers Cooperative (MCFPSTC)** will hold its **2nd Consultative Assembly** on **July 19, 2018 (Thursday)** at **4:00PM** at the MCFPSTC Office. Participants of the said assembly are the Chairpersons of the different primary teacher cooperatives in the Division and the Officers of MCFPSTC.

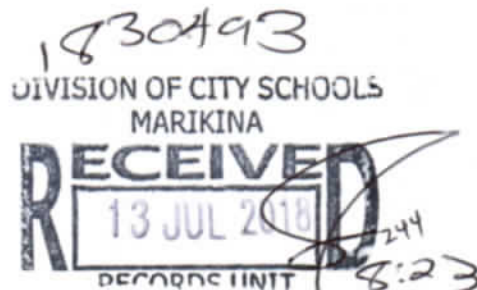
In this connection the undersigned would like to request from your good office that the participation of the teachers (Chairpersons and Officers) to the said activity be on **Official Time**.

Thank you very much for your unwavering support to the teachers' cooperatives and hoping for your kind consideration regarding this matter.

Attached herewith is the Agenda of the said activity

Very truly yours,

HADJI M. TEJADA
Chairperson, MCFPSTC





**MARIKINA CITY FEDERATION OF PUBLIC SCHOOL
TEACHERS COOPERATIVE (MCFPSTC)**

3rd Floor, Marikina City Public Market, Sta. Elena, Marikina City

MCFPSTC 2nd REGULAR CONSULTATIVE MEETING

July 19, 2018 @ MCFPSTC Office 4:00PM

Agenda:

1. Reading of Minutes of Previous Consultative Assembly – c/o Secretary
2. Updates of MCFPSTC Financial Report/Status – c/o Treasurer
3. MCFPSTC CDA Inspection Report
 - Continuous Capital Build-Up
 - Updates of Share Capital and Issuance of Share Certificate
 - Patronage for Business
 - Business Permit/Compliance
4. Evaluation on the Joint MCFPSTC and CUMC Joint Oath Taking
 - Program
 - Venue
 - Food
 - Certificates
 - Budget
 - Attendance
 - Uniforms
5. Compliance to the Submission of the Monthly Statement of Operation of Primary Cooperatives including additional supporting documents as per SDO-Marikina – Every 5th day of the Month
 - Payroll
 - Daily Sales Report
6. Monthly Remittance of 20% Share- Gross Margin (Statement of Operation)
7. MCFPSTC BOD Monthly Report
8. Follow-ups on RICE Business
9. Mandatory Training Seminar: **FUNDAMENTALS OF COOPERATIVE**
 - Date: August 25 or September 1, 2018
 - Venue: TBA
 - Participants: 4 per Primary plus 1 free of charge
 - Resource Person: From CUMC, etc.
10. MCCDC Updates
11. CUMC Updates
12. Other Matters

SCHEDULE OF NEXT MCFPSTC REGULAR CONSULTATIVE MEETING:

August 16, 2018 @ MHSTEMPC

Prepared by:

HADJI M. TEJADA
Chair, Board of Directors
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