



Cooperatives and Livelihood Development Office



Facilitating the Application for Registration of Primary Cooperatives

Office or Division:	Cooperatives and Livelihood Development Office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may Avail:	A group of fifteen (15) or more natural person who are Filipino Citizens with common bond interest			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Letter Request address to City Mayor			LGU – City Mayor’s Office	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Approved Letter Request	Evaluate and set schedule for orientation	None	10-15 minutes	Cooperatives Development Specialist I
2.Undergo Cooperative Orientation	Conduct Cooperatives Orientation	None	1 day	Supervising Cooperatives Development Specialist Cooperatives Development Specialist II Cooperatives Development Specialist I
3.Undergo pre-registration Seminar	Conduct pre-registration Seminar (PRS)	None	1 day	Supervising Cooperatives Development Specialist Cooperatives Development Specialist I
4.Undergo Pre-Membership Education Seminar (PMES)	Conduct Pre-membership education seminar (PMES)	None	2 days	Supervising Cooperatives Development Specialist Cooperatives Development Specialist II Cooperatives Development Specialist I
5.Validation	Validate the organization	None	1 day	CDA personnel
6.Submit Data gathered during the PMES	Prepare and review all required documents and encode it online Generate/print out copies for signature	None	3days-1week	Supervising Cooperatives Development Specialist Cooperatives Development Specialist II Cooperatives Development Specialist I
7.Wait for approval	Prepare and submit all required documents to CDA Iloilo Ext. for evaluation and approval	None	1-2 days	CDA personnel Supervising Cooperatives Development Specialist Cooperatives Development Specialist I



8. Get certificate of registration	Facilitate turnover of registration documents	None	10-15 mins	Supervising Cooperatives Development Specialist Cooperatives Development Specialist II Cooperatives Development Specialist I
	TOTAL	None	14 days and 30 minutes	
End of transaction				



Assisting in the submission of Annual Reportorial Documents of Primary Cooperatives

Office or Division:	Cooperatives and Livelihood Development Office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may Avail:	All registration and accredited Cooperatives			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Certificate of Registration		CDA Iloilo Extensions Office		
Certification of Accreditation		Local Government Unit (LGU)		
Certificate of Compliance		CDA Iloilo Extension Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure Forms at CLDO	Provide form to be duly accomplished and give instruction	None	5-15 minutes	Cooperatives Development Specialist I
2. Comply all required documents	Check and review documents, encode in the CDA website and generate copies for signature	None	1-2 hours	Cooperatives Development Specialist I
3. Submit final and completed all required documents	Prepare and submit documents to CDA Iloilo Ext. office with certification fee	P100.00	30-45 minutes	Cooperatives Development Specialist I
4. Receive certificate of compliance	Facilitate turnover of certificate of compliance to primary cooperatives	None	15-20 minutes	Cooperatives Development Specialist I
	TOTAL	None	3 hours and 20 minutes	
End of transaction				



Facilitating the Registration of Non-Agri Civil Society Organizations (CSOs)

Office or Division:	Cooperatives and Livelihood Development Office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may Avail:	Sectorial Group of San Carlos City, Negros Occidental			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Letter Request address to City Mayor			LGU-City Mayor's Office	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Approved Letter Request	Set schedule for orientation	None	10-15 mins.	Administrative Aide II
Undergo Orientation	Conduct Orientation seminar	None	1 day	Cooperatives Development Specialist. II Administrative Aide III Administrative Aide II
2.Comply data documents for registration	Check and Review documents for registration	None	15-20 mins	Cooperatives Development Specialist. II Administrative Aide III Administrative Aide II
	Upload documents for validation (DOLE) and monitor the status		15-20 mins	
	Encode data to ESPARC portal (SEC)		30-45 mins	Administrative Aide II
3. Comply lacking documents if any and wait for the schedule for appearance to DOLE office. Comply lacking documents if any required by SEC and wait for final documents for the signature of the incorporators	Follow up schedule of DOLE	None	15-20 mins	Administrative Aide II
	Follow up the application if it approved and generate copies for signature	None	15-20 mins	Cooperatives Development Specialist II Administrative Aide II
4.Met DOLE personnel and	Assist the President in the interview and	None	10-15 mins	DOLE/CSO President Administrative Aide II



answer all queries in relation to the association and receive the Certificate of Registration	orientation of DOLE regarding registration of association.	None	15-20 mins	Cooperatives Development Specialist II Administrative Aide II
Receive the approved Article of Incorporation and By-Laws and the Certificate of Registration	Generate approved Articles of Incorporation and By-Laws and Certificate of Registration and turn-over to the CSO			
	TOTAL	None	1 day 2 hours and 55 minutes	
End of transaction				



Assisting Civil Society Organization (CSO's) on Annual Compliance Report

Office or Division:	Cooperatives and Livelihood Development Office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may Avail:	All registered and accredited CSO's in San Carlos City			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1.Certificate of Registration 2.Letter request to the City Mayor (if applicable)			SEC & DOLE Bacolod, and BIR Victorias LGU-City Mayor's Office	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Submit required documents	Review and evaluate documents	None	15-20 minutes	Cooperatives Development Specialist II Administrative Aide III Administrative Aide II
	Submit hard copy	None	15-20 mins	DOLE Administrative Aide II
	Submit online reports and wait for final acceptance	None	20-30 mins	SEC/ Cooperatives Development Specialist II Administrative Aide II
	Encode data on eBIRFORM online and wait confirmation	None	15-20 mins	CSO Administrative Aide II
2.Pay the BIR fees	Assist the CSO in the payment	Actual BIR Fees	20-30 mins	BIR Accredited Bank CSO Administrative Aide II
3. Wait and receive the file copy of report from DOLE	Facilitate the file copy of report and give to the CSO	None	15-20 mins	Administrative Aide II
Comply lacking documents of report to SEC if any and receive the file copy	Generate copies and inform deficiencies	None	20-30 mins	Cooperatives Development Specialist II Administrative Aide II
	TOTAL	None	2 hours and 50 minutes	
End of transaction				



Note:

A. BIR Payment: **Income Tax** – based on the Annual Income of the organization with the evaluation of BIR (bank to bank transaction)

B. SEC – corresponding penalties will be imposed on the Civil Society Organizations (CSOs) who do not submit annual reports on time.



Availment of Loans Outlay & Livelihood Fund

Office or Division:	Cooperatives and Livelihood Development Office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may Avail:	All registered and accredited CSO's in San Carlos City			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Letter request address to the City Mayor Certificate of Registration Certificate of Compliance Certificate of Accreditation			LGU-City Mayor's Office CDA/SEC/DOLE CDA/SEC/DOLE Local Government Unit (LGU)	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Approved letter request	Give all requirements	None	10-15 minutes	Cooperatives Development Specialist II Administrative Aide III
2.Comply all required documents	Review and evaluate documents	None	30 mins-1 hours	Cooperatives Development Specialist II Administrative Aide III
3.Attend deliberation with credit committee/SP Committee on Cooperatives and Livelihood	Facilitate meeting with the committees and the applicant/s for deliberation	None	30 mins-1 hours	CRECOM/ Cooperatives Development Specialist II Administrative Aide III
	<ul style="list-style-type: none"> Check and endorse applicants' documents for approval to the City Mayor Wait SP Resolution for approval and authority for the City Mayor to sign in the MOLA Facilitate the signing of MOLA 	None	1-2 weeks	Cooperatives Development Specialist II Administrative Aide III
4.Attend and receive issued check	Process and release the check	None	10-15 minutes	CTO/Supervising Cooperatives Development Specialist
	Monitor the implementation of loan	None	2-3 Hours	Cooperatives Development Specialist II



	as stipulated in the MOLA /MORLA			Administrative Aide III
5.Approved letter request	Give all requirements	None	10-15 minutes	Cooperatives Development Specialist II Administrative Aide III
	TOTAL	None	2 weeks 5 hours and 45 minutes	
End of transaction				



Assisting the Civil Society Organizations (CSO's) in the Marketing and Promotion of Local Products

Office or Division:	Cooperatives and Livelihood Development Office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may Avail:	All registered and accredited CSO's in San Carlos City			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Certificate of Registration Letter request to the City Mayor (if applicable)			CDA Iloilo Extension's Office, SEC & DOLE Bacolod, and BIR Victorias LGU-City Mayor's Office	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Approved letter request	Set schedule for assessment of the products	None	15-20 minutes	Administrative Aide IV/ Administrative Aide II
2.Prepare products for assessment	Actual assessment of the products	None	1 day	Administrative Aide IV/ Administrative Aide II
3. Provide products for promotion and marketing	Market products during trade fairs and other venues for marketing	None	1-5 days	Administrative Aide IV/ Administrative Aide II
	TOTAL	None	6 days and 20 minutes	
End of transaction				



Facilitating the conduct of Skills Trainings for Civil Society Organizations (CSO's)

Office or Division:	Cooperatives and Livelihood Development Office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may Avail:	All registered and accredited CSO's in San Carlos City			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Certificate of Registration Letter request to the City Mayor (if applicable)			CDA Iloilo Extension's Office, SEC & DOLE Bacolod, and BIR Victorias LGU-City Mayor's Office	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Approved letter request	Validate the training identified by the CSO	None	15-20 minutes	Administrative Aide IV/ Administrative Aide II
2.Call meeting for validation	Actual validation	None	1 day	Administrative Aide IV/ Administrative Aide II
3. Prepare materials needed for the training	Coordinate with the Resource Person and set schedule for the training	None	15-20 mins	Administrative Aide IV/ Administrative Aide II
	TOTAL	None	1 day and 40 minutes	
End of transaction				