



Cooperatives and Livelihood Development Office



Processing of Application for Registration of Primary Cooperates

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	<i>Cooperatives Development Specialist I</i>
2.Undergo Cooperative Orientation	Conduct Cooperation Orientation	None	1 day	<i>CDA personnel/ Supervising Cooperatives Development Specialist / Cooperatives Development Specialist I</i>
3.Undergo pre-registration Seminar	Conduct pre-registration Seminar (PRS)	None	2 days	<i>CDA personnel/ Supervising Cooperatives Development Specialist / Cooperatives Development Specialist I</i>
4.Undergo Pre-Membership Education Seminar (PMES)	Conduct Pre-membership education seminar (PMES)	None	1 day	<i>CDA personnel/ Supervising Cooperatives Development Specialist / Cooperatives Development Specialist I</i>
5.Validation	Validate the organization	None	1 day	<i>CDA personnel/ Supervising Cooperatives Development Specialist / Cooperatives Development Specialist I</i>
6.Submit Data gathered during the PMES	Prepare and review all required documents	None	3days-1week	<i>CDA personnel/ Supervising Cooperatives Development Specialist / Cooperatives Development Specialist I</i>
7.Wait for approval	Prepare and submit all required documents to CDA Iloilo Ext. for evaluation and approval	None	1-2 days	<i>CDA personnel/ Supervising Cooperatives Development Specialist / Cooperatives Development Specialist I</i>
8.Get certificate of registration	Facilitate turnover of registration documents	None	10-15 mins	<i>CDA personnel/ Supervising Cooperatives Development Specialist / Cooperatives Development Specialist I</i>
	TOTAL	None	3days- 1week	
End of transaction				



Processing of CDA 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 CSO's			
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	15-30 minutes	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	2-3 days	
End of transaction				



Processing of CDA Application for Registration of Civil Society Organization (CSO's)

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 IV
Undergo Orientation	Conduct Orientation seminar	None	1 day	Administrative Aide IV
2.Comply documents for registration with corresponding fees	Review documents for registration	Actual fees (SEC, DOLE)	15-20 mins	<i>Project in-charge/</i> Cooperatives Development Specialist II/ Administrative Aide IV
3.Get certificate of registration	Facilitate turnover of registered documents	None	10-15 mins	<i>Project in-charge/</i> Cooperatives Development Specialist II/ Administrative Aide IV
	TOTAL	None	2-3 months	
End of transaction				



Processing of Annual compliance of civil society organization (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	
1.Certificate of Registration			CDA Iloilo Extension's Office	
2.Letter request to the City Mayor (if applicable)			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 IV / (2) Administrative Aide II
2.File documents and pay corresponding fees	Monitor filed documents in case of deficiencies	Actual Fees (BIR)	30 minutes 1 Hour	Cooperatives Development Specialist II/Administrative Aide IV / (2) Administrative Aide II
	TOTAL	None	2-3 days	
End of transaction				

Note:

A. BIR Payment:

1. Annual Registration: P500.00

2. Income Tax – based on the Annual Income of the organization with the evaluation of BIR (bank to bank transaction)

B. DOLE payment: receiving fee of P70.00

C. SEC – based on the evaluation (bank to bank transaction)



Ailment 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	
1. Letter request address to the City Mayor 2. Certificate of Registration 3. Certificate of Compliance 4. Certificate of Accreditation			LGU-City Mayor's Office CDA Iloilo Extension's Office/sec/dole CDA Iloilo Extension's Office/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
Comply all required documents	Review and evaluate documents	None	30 mins-1 hours	Cooperatives Development Specialist II
2. Attend deliberation with credit committee/SP Committee on Cooperatives and Livelihood	Facilitate meeting with the committees for deliberation	None	30 mins-1 hours	CRECOM/ Cooperatives Development Specialist II/ Administrative Aide IV
	Prepare approved documents	None	1-2 weeks	Cooperatives Development Specialist II
3. Attend and receive issued check	Releasing of check	None	10-15 minutes	CTO/Supervising Cooperatives Development Specialist
	Monitoring as stipulated in the MOLA. /MOA	None	2-3 Hours	Cooperatives Development Specialist II
	TOTAL	None	1-3 weeks	
End of transaction				



Ailment Digital Literacy Course under the Tech4ed Program

Office or Division:	Cooperatives and Livelihood Development Office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may Avail:	Residents of San Carlos			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1.Valid I.D 2.Parents' Consent/Waiver (if minor)				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Fill out Attendance Sheet & Enrollment Form	Interview the applicant to assess their level of learning	none	2 minutes	Administrative Aide III -Clerk I/ Center Manager
2.Read Terms and Conditions provided and check if all the data appears on the Enrollment Form are true and correct	Process and verify if all information provided are correct & Print Acknowledgement form to be presented to Bayad Center for payment	none	10 minutes	Administrative Aide III -Clerk I/ Center Manager
3.Present requirements to attach to the enrollment form	Evaluate and check if the attach requirements are complete	none	2 minutes	Administrative Aide III -Clerk I/ Center Manager
4.Choose a class schedule	Present schedule availability to choose from	none	2 minutes	Administrative Aide III -Clerk I/ Center Manager
5.Undergo Assessment and Evaluation	Facilitate Student's Assessment and Evaluation	none	2 hours	Project Dev't. Assistant/ Administrative Aide III -Clerk I / Center Manager
6.Attend Commencement Exercises	Facilitate Joint Commencement Exercises and Distributions of Certificates of the Tech4ED Centers	none	3 hours	Project Dev't. Assistant/ Administrative Aide III -Clerk I /
TOTAL		None	5 hours 16 min	
End of transaction				



Assistance on Processing of Online Government Services Cooperatives & Livelihood Development Office of the City Mayor

Office or Division:	Cooperatives and Livelihood Development Office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may Avail:	Residents of San Carlos			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Valid I.D 2. Barangay Clearance) Authorization letter (if applicable)				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Fill out Attendance Sheet & ask for the necessary registration forms from the in-charge to fill out	Interview the applicant to assess the need of the client	none	2 minutes	Project Development Assistant
2.Present Valid ID and fill- out registration form	Evaluate and check if information is complete	none	2 minutes	Project Development Assistant
	Create Google and Tech4ED Accounts for clients	none	15 minutes	Project Development Assistant
3.Read Terms and Conditions provided and check if all the data appear on the Computer Screen are true and correct	Process and verify if all information provided are correct & Print Acknowledgement form to be presented to Bayad Center for payment	none	10 minutes	Project Development Assistant
4.Pay fees to Bayad Centers	Advice client to return to the office after payment to print attachments and proof that the transaction is already paid (if applicable) Otherwise, advise them not to return and wait for the text or follow up after 2 weeks if received no updates from the office	none	none	none



5.Claim documents	Inform or contact client that their document has arrived	none	1-2 weeks	Community Development Assistant
	TOTAL	None	1-2 weeks	
End of transaction				