



City Cooperative and Livelihood Development Office External Services



1. Request for Cooperative Documentary Printouts

Cooperative Documentary Printouts, such as Cooperative Directory, Cooperative Policy Templates, Copies of RAs, IRR, CDA MCs, City and Provincial Ordinances are given to group of cooperatives residents of the City of San Pedro, NGO/Associations wants to form a cooperative and cover their needs for cooperative development and promotion.

Office or Division:	City Cooperative and Livelihood Development Office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Cooperatives Residents of San Pedro, NGO/Association wants to form a Cooperative.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request form (1 Original Copy)		City Cooperative and Livelihood Dev't. Office		
If Cooperative:				
1. CDA registration (1 photocopy)		Primary Cooperative Office		
If NGO/Association:				
1. Certificate of accreditation (1 photocopy)		Sangguniang Panlungsod		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill-out request form.	1. Interview the client to assist what are the specific documents needed	None	10 minutes	Staff CCLDO
TOTAL:		None	10 Minutes	



2. Request to Avail Financial Assistance

To provide livelihood and Financial Assistance to NGO/CSO, existing and newly organized cooperatives.

Office or Division:	City Cooperative and Livelihood Development Office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Registered Cooperatives operating in the City of San Pedro. Accredited NGO/Association/Organization in the City of San Pedro			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request form (1 Original Copy)		City Cooperative and Livelihood Dev't. Office		
2. Endorsement letter from CDC (1 Original Copy)		Chairman – Cooperative Development Council		
If NGO/CSO:				
1. Certificate of Accreditation (1 Photocopy)		Sangguniang Panglunsod, 3/F		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill-out request form.	1. Check/assess/encode details of client	None	10 minutes	Staff CCLDO
2. Provide details of training/seminar	2. Discuss with client details of training/seminar	None	10 minutes	Staff CCLDO
3. Wait for advice on when to follow-up request	3. Advise client when to follow-up request	None	2 minutes	Staff CCLDO
	3.1 Endorse request and requirements to the Office of the Mayor	None	2 minutes	
TOTAL:		None	24 Minutes	



3. Request to Avail Cooperative and Livelihood Training/Seminar

Conduct knowledge and skills training focused on business development, market research, managerial skills including financial and organizational skills and other entrepreneurial related training.

Office or Division:	City Cooperative and Livelihood Development Office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Registered Cooperatives operating in the City of San Pedro Accredited NGO/CSO in the City of San Pedro			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request form (1 Original Copy)		City Cooperative & Livelihood Dev't. Office, 2/F		
2. Endorsement letter from CDC (1 Original Copy)		Chairman- Cooperative Development Council		
3. CDA Registration (1 Photocopy)		Primary Cooperative Office		
If NGO/Association:				
1. Certificate of Accreditation (1 Photocopy)		Sangguniang Panlungsod		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill-out request form.	1. Check/assess/encode details of client	None	10 minutes	Staff CCLDO
2. Provide details of training/seminar	2. Discuss with client details of training/seminar	None	10 minutes	Staff CCLDO
3. Wait for advice on when to follow-up request	3. Advise client when to follow-up request	None	2 minutes	Staff CCLDO
	3.1 Endorse request and requirements to the Office of the Mayor	None	2 minutes	
TOTAL:		None	24 Minutes	



4. Intervention for Ailing & Distressed Cooperatives, NGOs of City Livelihood Program

To promote growth of cooperatives as instruments of equity, social justice and economic development.

Office or Division:	City Cooperative and Livelihood Development Office			
Classification:	Highly Technical			
Type of Transaction:	G2C – Government to Client			
Who may avail:	Registered Cooperatives operating in the City of San Pedro. Accredited NGO/CSO in the City of San Pedro			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request form (1 Original Copy)		City Cooperative & Livelihood Development Office		
2. Endorsement letter from CDC (1 Original Copy)		Chairman- Cooperative Development Council		
3. Request letter (1 Original Copy)		Requesting Client		
4. CDA Registration (1 Photocopy)		Primary Cooperative Office		
5. By Laws/Policies and other pertinent documents (1 Photocopy)		Livelihood Group Office		
If NGO/Association:				
1. Certificate of Accreditation (1 Photocopy)		Sangguniang Panlungsod		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill-out request form.	1. Encode details of client	None	10 minutes	Staff CCLDO
2. Wait for advice on when to follow-up request	2. Advise client when to follow-up request	None	2 minutes	Staff CCLDO
	2.1 Submit requirements to the Office of the Mayor for approval	None	2 minutes	
TOTAL:		None	14 Minutes	



5. Request to avail Financial Assistance for Micro-entrepreneurs

To provide Financial Assistance to Micro-entrepreneurs

Office or Division:	City Cooperative and Livelihood Development Office			
Classification:	Highly Technical			
Type of Transaction:	G2C – Government to Client			
Who may avail:	Micro-entrepreneurs			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request Letter (1 Original Copy, 1 Photocopy)		Office of the Mayor/ CCLDO		
2. Valid ID with 3 specimen Signature (1 Photocopy)		Requesting Client		
3. Passport-Sized Photos of Applicant (2 Original Copies)		Applicant		
4. Barangay Certificate of Indigency (1 Original Copy)		Barangay of their Residency		
5. Voters Certification or Voter's Stub (if Newly Registered Voter or Newly Reactivated Voter or Newly Transferred Voter to San Pedro City) (1 Photocopy)		San Pedro COMELEC Office		
6. DTI Permit (1 Photocopy)		DTI / Online Business Name Registration - BNRS Portal at https://bnrs.dti.gov.ph		
7. Barangay Business Clearance or Barangay Certification or Business Permit or Mayor's Special Permit		Barangay of their Residency		
8. Picture of Business (1 Original Copy)		Requesting Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Request Letter to Office of the Mayor	1. Endorse letter to CCLDO upon the recommendation of the Local Chief Executive.	None	5 minutes	<i>Staff</i> Office of the Mayor
	1.1 Visit or call the Requestor to validate the existence of their business and provide them the List of Requirements	None	5 days upon receipt from the Office of the Mayor	<i>Staff</i> CCLDO
2. Submission of	2. Process the	None	5 Days	<i>Staff</i>



the requirements	submitted requirements for payout			CCLDO
	TOTAL:	None	11 Days and 5 Minutes	