

## 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.

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

## 2. Request to Avail Financial Assistance

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

<b>Office or Division:</b>	City Cooperative and Livelihood Development Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	Registered Cooperatives operating in the City of San Pedro. Accredited NGO/Association/Organization in the City of San Pedro			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
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		
<b>If NGO/CSO:</b>				
1. Certificate of Accreditation (1 Photocopy)		Sangguniang Panglunsod, 3/F		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
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	
<b>TOTAL:</b>		<b>None</b>	<b>24 Minutes</b>	

## 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.

<b>Office or Division:</b>	City Cooperative and Livelihood Development Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	Registered Cooperatives operating in the City of San Pedro Accredited NGO/CSO in the City of San Pedro			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
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		
<b>If NGO/Association:</b>				
1. Certificate of Accreditation (1 Photocopy)		Sangguniang Panlungsod		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
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	
<b>TOTAL:</b>		<b>None</b>	<b>24 Minutes</b>	

#### 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.

<b>Office or Division:</b>	City Cooperative and Livelihood Development Office			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2C – Government to Client			
<b>Who may avail:</b>	Registered Cooperatives operating in the City of San Pedro. Accredited NGO/CSO in the City of San Pedro			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
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			
<b>If NGO/Association:</b>				
1. Certificate of Accreditation (1 Photocopy)	Sangguniang Panlungsod			
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
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	
<b>TOTAL:</b>		<b>None</b>	<b>14 Minutes</b>	

#### 5. Request to avail Financial Assistance for Micro-entrepreneurs

To provide Financial Assistance to Micro-entrepreneurs

<b>Office or Division:</b>	City Cooperative and Livelihood Development Office			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2C – Government to Client			
<b>Who may avail:</b>	Micro-entrepreneurs			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
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 <a href="https://bnrs.dti.gov.ph">https://bnrs.dti.gov.ph</a>			
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			
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
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	Staff 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	Staff CCLDO
2. Submission of	2. Process the	None	5 Days	Staff



the requirements	submitted requirements for payout			CCLDO
	<b>TOTAL:</b>	<b>None</b>	<b>11 Days and 5 Minutes</b>	

