



City Cooperative and Livelihood Development Office External Services



1. Request for Cooperative Documentary Printouts

Cooperative Pro-Forma Registration Documents such as Economic Survey, Cooperative Name Reservation Request Form, By-Laws, and Articles of Cooperation and other Cooperative Documentary Printouts such as copies of RAs related to cooperative, IRR, and CDA MCs are given to cooperatives of the City of San Pedro, NGO/Associations want 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 Slip (1 Original Copy)		City Cooperative and Livelihood Development Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill-out Visitor's Log Sheet and Request Slip for Cooperative Documentary Printouts	1. Interview the client and assess the purpose of the request.	None	5 minutes	Staff CCLDO
2. Wait for the release of requested Cooperative Documentary Printouts	2. Release requested Cooperative Documentary Printouts	None	10 minutes	Staff CCLDO
TOTAL:		None	15 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 Letter		Requesting Client		
2. Photocopy of Valid ID of Chairman/ President and/ or Other Concerned officers of Cooperatives/ NGO/ Association/Organization		Requesting Client		
3. Certificate of Registration/ Accreditation		Cooperative Development Authority/ Security of Exchange Commission/ Sangguniang Panlungsod		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Request Letter to Office of the Mayor	1 Receive and process request 1.1 Endorse letter to CCLDO upon the recommendation of the Local Chief Executive	None	-	<i>Staff</i> Office of the Mayor
	2. Receive Request Letter from Office of the Mayor 2.1 Assess the request of the client	None	5 minutes 30 minutes	<i>Staff</i> CCLDO <i>Staff</i> CCLDO
2. Submission of Documentary Requirement	3. Check the completion of documentary requirements submitted	None	15 minutes	<i>Staff</i> CCLDO
	4. Prepare Financial Assistance Proposal	None	30 minutes	<i>Staff</i> CCLDO



	5. Sign the proposed Financial Assistance	None	30 minutes	<i>Department Head</i> CCLDO
	5.1 Forward the proposal to the City Mayor		30 minutes	<i>Staff</i> CCLDO
	5.2 Approve the proposed financial assistance to be given.		1 day	<i>City Mayor</i>
	6. Process the approved Financial Assistance Proposal	None	-	Office of the Mayor City Accounting Office City Cooperative and Livelihood Development Office City Budget Office City Treasury Office
	7. Inform the client for the schedule of Release of Financial Assistance	None	15 minutes	<i>Staff</i> CCLDO
3. Attend the ceremonial release of Financial Assistance	8. Release of the Financial Assistance	None	1 hour	<i>Staff</i> CCLDO
	TOTAL:	None	1 day, 3 hours & 35 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 Letter		Requesting Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Request Letter to Office of the Mayor	1 Receive and process request 1.1 Endorse letter to CCLDO upon the recommendation of the Local Chief Executive	None	-	<i>Staff</i> Office of the Mayor
	2. Prepare Seminar/ Training Proposal for Department Head and LCE Approval	None	30 minutes	<i>Staff</i> CCLDO
	2.1. Sign Seminar/ Training Proposal	None	30 minutes	<i>Department Head</i> CCLDO
	2.2. Approve Seminar/ Training Proposal	None	1 Day	<i>City Mayor</i> Office
	3. Process the approved Seminar/ Training Proposal	None	-	Office of the Mayor City Accounting Office City Budget Office City Treasury Office
	4. Inform requesting party	None	30 minutes	<i>Staff</i> CCLDO



	for the Seminar/ Training details			
2. Attend Seminar/ Training	5. Conduct or Facilitate the Seminar/ Training	None	-	<i>Staff</i> CCLDO/ Outside Resource
	TOTAL:	None	1 day 1 hour and 30 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:	Simple			
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. Letter indicating the concern/s for the operation and/ or management of their cooperative or NGO/CSO		Concerned Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Letter to Office of the Mayor	1. Receive and process request 1.1 Endorse letter to CCLDO upon the recommendation of the Local Chief Executive	None	-	Staff Office of the Mayor
2. None	2. Receive the endorsed letter	None	5 minutes	Staff CCLDO
3. None	3. Conduct research on enabling laws, policies/directives from the national agencies relative to the subject of concern and then coordinate or submit to the CCLDO Department Head for advice and/or comment.	None	1 day	Staff CCLDO
2. Receive official response or attend the scheduled meeting to address their concerns	4. Submit Official response or Attend to the concern of the client	None	15 minutes	Staff CCLDO
	TOTAL:	None	1 day and 20 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)		Requesting Client		
2. Valid ID with 3 specimen Signature (1 Photocopy)		Requesting Client		
3. 2x2 Photos of Applicant (2 Original Copies)		Requesting Client		
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 Original copy)		San Pedro COMELEC Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Request Letter to Office of the Mayor	1. Receive and process request	None	-	Staff Office of the Mayor
	1.1 Endorse letter to CCLDO upon the recommendation of the Local Chief Executive	None	-	
	2. Encode details of request letter	None	5 minutes	Staff CCLDO
	2.1. Crossmatch the details of the requestor to existing database		10 minutes	Staff CCLDO
	2.2. Visit the Requestor to validate the existence of their business and provide them the List of Requirements		3 days	Staff CCLDO



2. Submission of Documentary Requirement	3. Check the completion of documentary requirements submitted	None	15 minutes	<i>Staff CCLDO</i>
	4. Prepare Financial Assistance Proposal	None	30 minutes	<i>Staff CCLDO</i>
	5. Sign the proposed Financial Assistance 5.1. Forward the proposal to the City Mayor 5.2. Approve the proposed financial assistance to be given.	None	30 minutes 30 minutes 1 day	<i>Department Head CCLDO</i> <i>Staff CCLDO</i> <i>City Mayor</i>
	6. Process the Approved Financial Assistance	None	-	Office of the Mayor City Accounting Office City Cooperative and Livelihood Development Office City Budget Office City Treasury Office
	7. Inform the client for the schedule of Release of Financial Assistance	None	15 minutes	<i>Staff CCLDO</i>
3. Attend the ceremonial release of Financial Assistance	8. Release of the Financial Assistance A message will be sent to the client for the schedule	None	1 hour	<i>Staff CCLDO</i>
	TOTAL:	None	4 days 3 hours and 15 minutes	

Note: Total number of minutes is summed up based on the steps and services provided only by CCLDO