



## **Provincial Cooperative Office**



## 1. Conducting Orientation for Livelihood Assistance

Conducting orientation for the Cooperative Livelihood Assistance Program (CLAP) to brief cooperatives on the purpose of the program.

<b>Office or Division:</b>	Provincial Cooperative Office			
<b>Classifications:</b>	Simple			
<b>Type of Transactions:</b>	G2C– Government to Citizen			
<b>Who may avail:</b>	Cooperatives (especially micro cooperatives)			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
Approved scheduled date			Provincial Cooperative Office	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSONS RESPONSIBLE</b>
1. Fills out information in the attendance sheet	1. Sets up materials, equipment and venue	None	10 Minutes	Cluster Coordinators
2. Attends the orientation	2. Facilitates the orientation	None	1 Hour	Minda V. Regis Department Head
	2.1 Provides checklist of requirements to cooperatives	None	10 Minutes	Any of the staff responsible for the specific concern
<b>TOTAL:</b>		<b>None</b>	<b>1 Hour And 20 Minutes</b>	



## 2.Reviewing of Application for Cooperative Livelihood Assistance Program (CLAP)

Reviewing of documentary requirements submitted for the Cooperative Livelihood Program (CLAP)

<b>Office or Division:</b>	Provincial Cooperative Office	
<b>Classifications:</b>	Simple	
<b>Type of Transactions:</b>	G2C – Government to Citizens	
<b>Who may avail:</b>	Qualified Micro Cooperatives (cooperatives with 3,000, 000 below assets)	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
1. Letter of Intent (2 original copies)		Cooperative applicant
2. Duly filled-out CLAP Application Form (2 original copies),		PCO Cluster Coordinator
3. Project Proposal or Business Plan with budgetary requirements detailing the expenditure/disbursement to be incurred in the project and the cooperative's equity equivalent to 20% of total project cost which shall be in the form of labor, land for the project site, facilities, equipment and the like, to be used in the project duly signed by the officers of the cooperative (2 original copies),		Cooperative applicant
4. Three-Year Audited Financial Statement (AFS) (2 photocopy),		External Auditor of the coop
5. Current Certificate of Compliance issued by the Cooperative Development Authority (CDA) (2 photocopy),		Cooperative Development Specialist assigned in the respective municipality
6. Articles and By Laws (2 authenticated photocopy by the Cooperative Development Authority (CDA) or Cooperative Development Specialist (CDS))		Cooperative Development Specialist assigned in the respective municipality
7. Certificate of Registration with CDA (2 authenticated photocopy),		Cooperative Development Specialist assigned in the respective municipality
8. Certificate of Accreditation issued by the Sangguniang Panlalawigan (SP) or Sangguniang Bayan (SB) (2 photocopy)		Sangguniang Panlalawigan or Sangguniang Bayan Records Section
9. List of priority projects to be implemented signed by the Chairperson (2 original copies),		Cooperative applicant
10. List and/or pictures of projects previously implemented indicating the sources of funds for implementation and signed by Chairperson (2 original copies),		Cooperative applicant



11. Disclosure of other related business signed by Chairperson (2 original copies),		PCO Cluster Coordinator		
12. Sworn affidavit of the cooperative secretary that none of its officers and members is an agent or related by consanguinity or affinity up to the fourth civil degree to the official to the agency authorized to process and/or approved proposed Memorandum of Agreement (MOA) and release funds (1 original copy and 2 photocopies),		Any attorney or Public Attorney's Office		
13. Letter of endorsement from the Municipal Cooperative Office (MCO) and Municipal Cooperative Development Council (MCDC),		Municipal Cooperative Office/Municipal Cooperative Development Council		
14. Legal size folders with written name of cooperative (2 pcs.)				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Submits the complete documentary requirements	1. Receives documentary requirements for initial review	None	2Hours	Cluster Coordinator assigned
	1.1 Submits initially reviewed documents to the department head for approval	None	5 Minutes	Cluster Coordinator and Minda V. Regis Department Head
	1.2 Reviews the documents submitted and sets schedule for surprise visit to cooperative applicants	None	30Minutes	Minda V. Regis Department Head
<b>TOTAL:</b>		<b>None</b>	<b>2Hours And 35 Minutes</b>	



### 3.Reviewing of Civil Society Organization (CSO) Accreditation Documents

Provision of checklist of requirements and reviewing of documentary requirements for accreditation with the Sangguniang Panlalawigan

<b>Office or Division:</b>	Provincial Cooperative Office			
<b>Classifications:</b>	Simple			
<b>Type of Transactions:</b>	G2C – Government to Citizens			
<b>Who may avail:</b>	Civil Society Organizations, Cooperatives			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
1. Annex A: Request Letter addressed to the Provincial Vice-Governor (3 original copies)			Provincial Cooperative Office/Sangguniang Panlalawigan	
2. Annex B: Application Form (3 original copies)			Provincial Cooperative Office/Sangguniang Panlalawigan	
3. Resolution signifying intention to apply for accreditation with the Provincial Government (3 photocopy)			Requisitioning cooperative/Civil Society Organizations	
4. Minutes of Meeting (indicating the intention to apply for accreditation and attached attendance of members present) (3 photocopy)			Requisitioning cooperative/Civil Society Organizations	
5. List of current officers and members (3 copies)			Requisitioning cooperative/Civil Society Organizations	
6. Annual Accomplishment Report (3 copies)			Requisitioning cooperative/Civil Society Organizations	
7. 3 year-Financial Statement (3 photocopy)			Requisitioning cooperative/Civil Society Organizations	
8. Organization Profile (3 copies)			Requisitioning cooperative/Civil Society Organizations	
9. List of services provided to Lanao del Norte with pictures (for NGOs operating outside Lanao del Norte) (3 copies)			Requisitioning cooperative/Civil Society Organizations	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSONS RESPONSIBLE</b>
1. Submits complete documentary requirements	1. Receives complete requirements	None	5 Minutes	Neslie Dawn Martir Administrative Assistant II
2. Registers to Client's Logbook	2. Reviews submitted documentary requirements	None	1 Hour	Mary Grace Mutia Administrative Assistant II
	2.1 Final review of documentary		30Minutes	Minda V. Regis



	requirements by the Department Head	None		Department Head
	2.2 Endorses Civil Society Organization/s with complete requirements to the Sangguniang Panlalawigan	None	10 Minutes	Mary Grace Mutia Administrative Assistant II  Minda V. Regis Department Head
<b>TOTAL:</b>		<b>None</b>	<b>1 Hour And 45Minutes</b>	



## 4. Online Submission of Cooperative Annual Performance

Online submission of Cooperative Annual Performance Report (CAPR) and attachments to Cooperative Annual Progress Report Information System (CAPRIS)

<b>Office or Division:</b>	Provincial Cooperative Office			
<b>Classifications:</b>	Simple			
<b>Type of Transactions:</b>	G2C – Government to Citizens			
<b>Who may avail:</b>	Cooperatives			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
1. Filled-out hard copy of Cooperative Annual Performance Report (CAPR)			Requisitioning cooperative	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSONS RESPONSIBLE</b>
1. Fills out request form	1. Reviews CAPR submitted	None	20 Minutes	Cluster Coordinator assigned
	1.1 Inputs information to Cooperative Annual Progress Report Information System (CAPRIS)	None	40 Minutes	Cluster Coordinator assigned
<b>TOTAL:</b>		<b>None</b>	<b>1 Hour</b>	



## 5. Assistance with Product Packaging and Label Lay-Outing

Assistance with development or improvement of product packaging and labeling

<b>Office or Division:</b>	Provincial Cooperative Office			
<b>Classifications:</b>	Simple			
<b>Type of Transactions:</b>	G2C – Government to Citizens			
<b>Who may avail:</b>	Producer Cooperatives and associations			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
1. Sample product (with packaging, if there's any)			Requisitioning cooperative	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSONS RESPONSIBLE</b>
1. Fills out request form	1. Approves the request	None	5 Minutes	Minda V. Regis Department Head
2. Guides the technical staff	2. Starts with the product packaging lay-out	None	1 Day	Neslie Dawn Martir Administrative Assistant II
<b>TOTAL:</b>		<b>None</b>	<b>1 Day And 5 Minutes</b>	





## 6. Facilitating Pre-Registration Seminar

Facilitating Pre-Registration Seminar for associations interested to form into cooperative

<b>Office or Division:</b>	Provincial Cooperative Office			
<b>Classifications:</b>	Simple			
<b>Type of Transactions:</b>	G2C – Government to Citizens			
<b>Who may avail:</b>	Groups and associations interested to form into cooperative			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
1. Letter of request indicating the name of Association and proposed schedule of conduct of Pre-Registration Seminar signed by the Chairperson/President (1 original copy)			Requisitioning association/client	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSONS RESPONSIBLE</b>
1. Submits letter of request	1. Approves request	None	2Minutes	Minda V. Regis Department Head
	1.1 Scans and e-mails request to the Cooperative Development Authority (CDA) Region 10	None	8 Minutes	Any of the staff responsible for the specific concern
2. Fills out Client's Logbook	2 Informs the Cooperative Development Specialist (CDS) assigned and sets schedule of conduct	None	5 Minutes	Cluster Coordinator assigned
<b>TOTAL:</b>		<b>None</b>	<b>15 Minutes</b>	



## 7. Packaging of Documents for Registration to the Cooperative Development Authority (Cda)

Packaging of registration documents of groups or associations interested to register as cooperative

<b>Office or Division:</b>	Provincial Cooperative Office			
<b>Classifications:</b>	Simple			
<b>Type of Transactions:</b>	G2C – Government to Citizens			
<b>Who may avail:</b>	Groups and associations interested to form into cooperative			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
1. Filled out Forms: Articles of Incorporation, By Laws and Economic Survey (1 original copy)			PCO Cluster Coordinator	
2. List of Officers and Members with residential address, Community Tax Certificate Number, date and place of issuance (1 original copy)			Requisitioning association/client	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSONS RESPONSIBLE</b>
1. Submits complete requirements	1. Receives the documents	None	3 Minutes	Cluster Coordinator
2. Fills out client request form	2. Approves the request	None	2 Minutes	Minda V. Regis Department Head
3. Answers some important questions of the staff	3. Starts with the packaging of documents	None	4Hours and 55 Minutes	Cluster Coordinator
<b>TOTAL:</b>		<b>None</b>	<b>5Hours</b>	



## 8.Provision of Cooperative Data

Provision of cooperative related data

<b>Office or Division:</b>	Provincial Cooperative Office			
<b>Classifications:</b>	Simple			
<b>Type of Transactions:</b>	G2G, G2C and G2B – Government to Government, Citizen and Business			
<b>Who may avail:</b>	Partner agencies and institutions, MLGUs, Councils and other cooperative related businesses			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
1. Letter of Request indicating the use of data			Requisitioning client	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSONS RESPONSIBLE</b>
1. Submits letter of request	1. Receives the letter request	None	2 Minutes	Neslie Dawn Martir Administrative Assistant II
2. Registers to Client's Logbook	2. Approves request	None	2 Minutes	Minda V. Regis Department Head
	2.1Generates Data	None	30 Minutes	Any of the staff responsible for the specific concern
	2.2Certifies for the correctness of the data	None	5 Minutes	Minda V. Regis Department Head
	2.3Releases client's request	None	1 Minute	Any of the staff responsible for the specific concern
<b>TOTAL:</b>		<b>None</b>	<b>40 Minutes</b>	



## 9. Attending to Walk-In Client's Request

Provision of assistance to walk-in client's concern/s

<b>Office or Division:</b>	Provincial Cooperative Office			
<b>Classifications:</b>	Simple			
<b>Type of Transactions:</b>	G2G, G2C and G2B – Government to Government, Citizen and Business			
<b>Who may avail:</b>	Partner agencies and institutions, cooperatives, associations			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
1. Letter of Request or any document/s presented to support the client's request (Optional)			Requisitioning cooperative	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSONS RESPONSIBLE</b>
1. Registers to Client's Logbook	1. Ask if there is any appointment made or purpose of the client	None	2 Minutes	Neslie Dawn Martir Administrative Assistant II
2. Proceeds to the Provincial Cooperative Officer	2. Assists client's in their concern	None	15 Minutes	Minda V. Regis Department Head
	2.1 Provides client's request	None	30 Minutes	Any of the staff responsible for the specific concern
<b>TOTAL:</b>		<b>None</b>	<b>47 Minutes</b>	



## 10.Provision of Capacity Development Activities

Providing capacity development activities to cooperatives

<b>Office or Division:</b>	Provincial Cooperative Office			
<b>Classifications:</b>	Simple			
<b>Type of Transactions:</b>	G2C– Government to Citizen			
<b>Who may avail:</b>	Cooperatives (especially micro cooperatives)			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
1. Letter of Request indicating the name of Cooperative and list of trainings needed by the cooperative			Requisitioning cooperative	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSONS RESPONSIBLE</b>
1. Submits letter of request	1. Receives letter request	None	2 Minutes	Neslie Dawn Martir Administrative Assistant II
2. Registers to Client's Logbook	2. Reviews and approves request	None	15 Minutes	Minda V. Regis Department Head
	2.1 Sets schedule of implementation	None	10 Minutes	Any of the staff responsible for the specific concern
<b>TOTAL:</b>		<b>None</b>	<b>27 Minutes</b>	