



**PROVINCIAL COOPERATIVE
DEVELOPMENT OFFICE (PCDO)
External Services**



1. Investment Counselling and Business Matching

This service covers the provision of advisory and referrals pertaining to investment and business. It also provides assistance in market matching with producers, suppliers and consumers. This service is available during Monday to Friday 8:00 AM to 5:00 PM.

Office or Division:	Investment Promotion Division			
Classification:	Simple			
Type of Transaction:	G2C, G2B			
Who may avail:	General public, entrepreneurs, businessmen			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request letter addressed to the Governor – 1 original copy		Requesting Party		
2. Filled-out application form – 1 original copy		Provincial Cooperative Development Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit letter-request	1. Record the incoming document in the logbook and attach internal routing and transmittal slip	none	5 minutes	Administrative Aide IV Administrative Section, Provincial Cooperative Development Office



<p>2. Discuss the request with concerned staff of PCDO</p>	<p>2. Provide Investment counselling and matching services</p>	<p>none</p>	<p>1 day</p>	<p>PGDH-PTIEDO / OIC-PCDO Provincial Cooperative Development Office Economist IV, Investment Division, Provincial Cooperative Development Office</p>
<p>3. Discuss details/ concerns with client</p>	<p>3. Client will be counselled and given business matching</p>	<p>none</p>	<p>1 day</p>	<p>Economist IV Investment Division, Provincial Cooperative Development Office</p>
<p>3. Inform client about the result of the activity</p>	<p>3. Client will be informed about the result of the activity</p>	<p>none</p>	<p>10 minutes</p>	<p>Economist IV, Investment Division, Provincial Cooperative Development Office</p>



4. Fill out feedback form	4. Advise the client to drop the accomplished form	none	5 minutes	Administrative Aide IV ,Administrative Section, Provincial Cooperative Development Office
	TOTAL		2 Days and 20 minutes	



2. Provision of assistance for investment generation

This service covers the provision of advisory and referrals pertaining to investment and business. It also provides assistance in market matching with producers, suppliers, consumers and other stakeholders. This service is available during Monday to Friday 8:00 AM to 5:00 PM.

Office or Division:	Investment Promotion Division			
Classification:	Complex			
Type of Transaction:	G2C, G2B			
Who may avail:	Entrepreneurs			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request letter addressed to the Governor- 1 original copy		Requesting Party		
2. Filled-out application form – 1 original copy		Provincial Cooperative Development Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit letter-request	1. Record the incoming document in the logbook and attach internal routing and transmittal slip	none	5 minutes	Administrative Aide IV, Administrative Section, Provincial Cooperative Development Office



2. Coordinate with concerned staff for preparation of activity design and other related matters such as venue, date and time of activity	2. Evaluate the request and discuss the findings with client	none	1 hour	Economist IV, Investment Division, Provincial Cooperative Development Office
	2.1 Prepare project design	none	3 days	Economist IV, Investment Division, Provincial Cooperative Development Office
	2.2 Review and endorse project design to PA's Office for approval	none	1 day	PGDH-PTIEDO / OIC-PCDO Provincial Cooperative Development Office
	2.3 Approve project design	none	5 days	Organizational Development and Performance Management Division, Provincial Administrator's Office



	2.4 Prepare required documents and logistics for conduct of activity	None	4 hours	Administrative Aide IV, Administrative Section, Provincial Cooperative Development Office
	2.5 Conduct activity	none	1 day	Economist IV, Investment Division, Provincial Cooperative Development Office
3. Inform client about the result of the activity	3. Client will be Informed about the result of the activity	None	10 minutes	Economist IV, Investment Division, Provincial Cooperative Development Office
4. Fill out feedback form	4. Advise the client to drop the accomplished form in the drop box.	none	5 minutes	Administrative Aide IV, Administrative Section, Provincial Cooperative Development Office
	TOTAL	none	10 days, 5 hours and 20 minutes	



3. Referral/endorsement for financial assistance

This service covers request for assistance involving referral to national government agencies and financial institutions for the provision of credit and grants. This service is available during Monday to Friday 8:00 AM to 5:00 PM.

Office or Division:		Investment Promotion Division		
Classification:		Simple		
Type of Transaction:		G2C, G2B		
Who may avail:		General public, entrepreneurs		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
a. Request letter endorsed to PGDH-PCDO - 1 original copy		Requesting Party		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit letter- request	1. Record the Incoming document in the log- book and attach internal routing	none	5 minutes	Administrative Aide IV , Administrative Section, Provincial Cooperative Development Office
2. Coordinate with concerned staff for preparation of required documents for referral to financial institutions and national- al government agencies	2 Evaluate the request and discuss the findings with client	none	1 hour	Economist IV, Investment Division, Provincial Cooperative Development Office
	2.1 Coordinate with national government agencies such as DA, DOLE and DTI and financial institutions such as DBP and Land Bank	none	1 day	Economist IV, Investment Division, Provincial Cooperative Development Office
		none	1 day	Economist IV, Investment



3. Inform client on the result of the referral process	3. Client will be in- formed on the result of the referral process	none	10 minutes	Economist IV, Investment Division, Provincial Cooperative Development Office
4. Fill out feedback form	4. Advise the client to drop the accomplished form in	none	5 minutes	Administrative Aide IV, Administrative Section, Provincial Cooperative Development Office
TOTAL			2 days, 1 hour and 20 minutes	

4. Request for Assistance for Cooperatives Formation and Registration

This service aims to assist cooperatives in the formation and registration of with Cooperative Development Authority thru Cooperative Orientation, Pre-Registration Seminar, and CDA online registration. This service is available during Monday to Friday 8:00 AM to 5:00 PM.

Office or Division:	Cooperative Development Division
Classification:	Simple
Type of Transactio	G2C, G2B
Who may avail:	General public, entrepreneurs
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	



<p>For Cooperative Orientation/Formation:</p> <ol style="list-style-type: none"> 1. Letter addressed to the Department Head requesting for Cooperative Orientation (1 original copy) <p>For Pre-Registration Seminar (PRS):</p> <ol style="list-style-type: none"> 1. Letter addressed to the Department Head requesting for Pre-Registration Seminar (1 original copy) <p>For CDA Online Registration Assistance:</p> <ol style="list-style-type: none"> 1. Letter addressed to the Department Head requesting for CDA online registration to e-CoopRIS (1 original copy) 2. Active cooperative email account 3. E-CoopRIS account 4. Draft Articles of Cooperation and By-laws (ACBL) and Economic Survey (CDA For- mat) (1 copy) 5. Surety Bond of Accountable Officers and Certification of Pre-Registration Seminar (for photo documentation and submission online) (1 original copy) 6. Photocopied Valid IDs of members issued by the government (SSS ID, PhilHealth ID, Voter's ID, PRC ID, Driver's License, Senior Citizen ID, Postal ID, Passport ID, UMID, etc 		Client		
CLIENT STEPS	AGENCY ACTIONS	FEE S TO BE	PRO-CESSING TIME	PERSON RESPONSIBLE



1. Submit letter- request	1. Record the incoming document in the logbook and attach internal routing	none	5 minutes	Administrative Aide IV , Administrative Section, Provincial Cooperative Development Office
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2. Coordinate with concerned staff for preparation of required documents for referral to financial institutions and national government agencies	2. Evaluate the request and discuss the findings with client	none	1 hour	Economist IV, Investment Division, Provincial Cooperative Development Office
	2.1 Coordinate with national government agencies such as DA, DOLE and DTI and financial institutions such as DBP and Land Bank of the Philippines	none	1 day	Economist IV, Investment Division, Provincial Cooperative Development Office
	2.2 Facilitate the referral process	none	1 day	Economist IV, Investment Division, Provincial Cooperative Development Office
3. Inform client on the result of the referral processes	3. Client will be informed on the result of the referral process	none	10 minutes	Economist IV, Investment Division, Provincial Cooperative Development Office
4. Fill out feedback form	4. Advise the client to drop the accomplished form in	none	5 minutes	Administrative Aide IV, Administrative Section, Provincial Cooperative Development Office
		none	2 days,	
TOTAL			1 hour and 20 minutes	



5. Request for Assistance in Registration of Livelihood Associations

This service aims to assist people in the formation and registration of associations with Department of Labor and Employment (DOLE). This service is available during Monday to Friday 8:00 AM to

Office Division	Enterprise Development Division	
Classification:	Simple	
Type of Transaction:	G2C, G2B	
Who may avail:	General Public	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Notarized Application for Registration of Association - 2 original copies and 1 photocopy		Department of Labor and Employment
2. List of the association's officers and their respective addresses - 2 original copies and 1 photocopy		applicant association

3. Minutes of Organizational Meetings - 1 original and 2 photocopies	Applicant association
4. List of the members of who participated in the organizational meetings - 2 original copies and 1 photocopy	applicant association
5. Annual Financial Reports if the applicant association has been in existence for 1 year or more - 2 original copies and 1 photocopy	applicant association
6. Constitution and by-laws accompanied by the names and signatures of ratifying members - 2 original copies and 1 photocopy	applicant association
7. Minutes of adoption or ratification of the constitution and by-laws and date when ratification was made. This is not required when if it is done simultaneously with the organizational meeting and the same is reflected in the minutes of the organizational meeting - 2 original copies and 1 photocopy	applicant association



CLIENTS STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit letter- request or accomplish Client Request Form together with documentary require- ments	1. Record the incom- ing document in the logbook and attach internal routing and transmittal slip	none	5 minutes	Administrativ e Aide IV, Administrativ e Section, Provincial Cooperativ e Developmen t Office
2. Inquire the result of preliminary evaluation	2. Conduct prelimi- nary evaluation of the request	none	15 minutes	Development Management Officer III, Enterprise Division,
3. Submit additional documentary require- ments	3. Accept and evalu- ate documentary requirements	none	15 minutes	PGDH-PTIEDO / OIC- PCDO, Provincial
4. Submit documents to DOLE	4. Assist in the sub- mission of documents to DOLE	75.00 (appli c ation	1 hour	Project Development Officer I, Enterprise
TOTAL		none	1 hour and 35 minutes	



6. Request for Conduct of Training - Association

This service aims to provide capacity development assistance to livelihood associations and general public. This service is available during Monday to Friday 8:00 AM to 5:00 PM.

Office Division	Enterprise Development Division			
Classification:	Complex			
Type of Transaction:	G2C, G2B			
Who may avail:	General Public, livelihood associations			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Resolution-request for the conduct of training - 1 original copy and 1 photocopy		Requesting association		
CLIENTS STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit resolution- request or accomplish Client Request Form	1. Record the incoming document in the logbook and attach internal routing and transmittal slip	none	5 minutes	Administrative Aide IV, Administrative Section, Provincial Cooperative Development Office
2. Inquire the result of preliminary evaluation	2. Conduct preliminary evaluation of the request	none	15 minutes	PGDH-PTIEDO / OIC-PCDO, Provincial Cooperative Development Office
3. Inquire for the result of the validation of requested assistance	3. Validate requested assistance	none	15 minutes	Development Management Officer III, Provincial Cooperative Development Office
4. Wait for the approval of the training design	4. Prepare training design and other resource requirements	none	2 days	Development Management Officer Provincial Development Office
	4.1 Review, sign	none	4 hours	PGDH-PTIEDO/



	and endorse training design to PA's Office			PCDO, Provincial Cooperative Development Office
	4.2 Approve training design	none	1 day	Provincial Administrator's Office
	4.3 Prepare venue and other logistics and documents preparatory to training	none	4 hours	Project Development Division, Provincial Cooperative Development Office
5. Attend and participate in the training	5. Conduct of training	none	2 days	Development Management Officer III, Enterprise Division, Provincial Cooperative Development Office

				Project Development Office I, Enterprise Division, Provincial Cooperative Development Office
6. Fill out feedback form	4. Advise the client to return the accomplished feedback form	none	15 minutes	Administrative Aide IV, Administrative Section, Provincial Cooperative Development Office
TOTAL		none	5 days, 8 hours and 50 minutes	



7. Request for Conduct of Training - Cooperative

This service involves the provision of assistance for the conduct of trainings on specific matters for the advancement of knowledge, capabilities and skills of the members. This service is available during Monday to Friday 8:00 AM to 5:00 PM.

Office or Division:	Cooperative Development Division			
Classification:	Complex			
Type of Transaction:	G2C, G2B			
Who may avail:	Cooperatives			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request thru Board Resolution specifying the number of participants, location, and objectives 2 months before the target date (1 original copy) 2. Endorsement letter from the City/ Municipal Cooperative Development Office/Officer and Local Chief Executive (1 original copy)		Requesting Party City/Municipal Cooperative Development Office/ Officer		
3. Certificate of Registration (1 photocopy) 4. List of Members certified by the Secretary and Chairperson (1 original copy)		Cooperative Development Authority (CDA) Requesting Party		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete documentary requirements	1. Record the incoming document in the logbook and attach internal routing and transmittal slip. Submit/inform the	none	5 minutes	Administrative Aide IV, Administrative Section, Provincial



3. Certificate of Registration (1 photocopy) 4. List of Members certified by the Secretary and Chairperson (1 original copy)		Cooperative Development Authority (CDA) Requesting Party		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE	PROCESSING TIME	PERSON RESPONSIBLE
	1.1 Preliminary evaluation and scheduling of the training requested.	none	30 minutes	PGDH-PTIEDO, OIC-Provincial Cooperative Development Office
	1.2 Inform the client regarding the tentative schedule.	none	3 minutes	Supervising Cooperative Development Specialist, Cooperative Division, Provincial Cooperative Development Office Cooperative Development Specialist I, Cooperative



<p>2. Wait for the approval of the training.</p>	<p>2. Prepare the training design and endorse to CDS II.</p> <p>2.1 Review and endorse of the training design to the SCDS. For revision, return to CDS I.</p> <p>2.2 Review and endorse the training design to DH. For revision, return to CDS II.</p>	<p>none</p> <p>none</p> <p>none</p>	<p>3 days</p> <p>30 minutes</p> <p>30 minutes</p>	<p>Cooperative Development Specialist I, Cooperative Division, Provincial Cooperative Development Office</p> <p>Cooperative Development Specialist II, Cooperative Division, Provincial Cooperative Development Office</p> <p>Supervising Cooperative Development Specialist, Cooperative Division, Provincial Cooperative Development Office</p>
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	<p>2.3 Approve and endorse the training design to PA-ODPMD.</p>	<p>none</p>	<p>10 minutes</p>	<p>PGDH-PTIEDO, OIC-PCDO, Provincial Cooperative Development Office</p>
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<p>2. Wait for the approval of the training.</p>	<p>2.4 Inform the client in the approval of the training.</p> <p>2.5 Prepare venue and other logistics and documents preparatory to training.</p>	<p>none</p> <p>none</p>	<p>5 minutes</p> <p>3 hours</p>	<p>Administrative Aide IV, Administrative Section, Provincial Cooperative Development Office</p> <p>Provincial Administrator's Office</p> <p>Cooperative Development Specialist I, Cooperative Division, Provincial Cooperative Development Office</p>
<p>3. Attend the training</p>	<p>3. Conduct the training.</p> <p>3.2 Prepare and coordinate regarding administrative matters during the training.</p> <p>3.3 Advise the client to fill-out feedback forms.</p>	<p>none</p> <p>none</p> <p>none</p>	<p>1 day or 2 days (depends upon the requested training)</p> <p>30 minutes</p> <p>5 minutes</p>	<p>PGDH-PTIEDO/OIC-PCDO, Provincial Cooperative Development Office</p> <p>Cooperative Development Specialist II, Cooperative Division, PCDO</p> <p>Cooperative Development Specialist I,</p>



				Administrative Aide IV Administrative Section, Provincial Cooperative Development Office Project Development Officer, Cooperative Division, Provincial Cooperative Development Office
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8. Request for Financial Assistance - Association

This service covers the provision of interest-free loan and/or grant for purchase of desktop computers and printers to qualified livelihood associations. This service is available during Monday to Friday 8:00 AM to 5:00 PM.

Office Division	Enterprise Development Division
Classification:	Complex
Type of Transaction:	G2C, G2B
Who may avail:	livelihood associations
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	



<ol style="list-style-type: none"> 1. Board Resolution addressed to the Provincial Governor requesting for financial assistance specifying the purpose and amount and authorizing an officer to sign and enter a MOA - 1 original copy and 2 photocopies 2. Certificate of Registration issued by DOLE and authenticated Articles of Cooperation and By- Laws - 1 original copy and 2 photocopies 3. Certificate of Accreditation issued by SP - 1 original copy & 2 photocopies 4. Disclosure by the association of other related business, if any, and extent of ownership therein - 1 original copy & 2 photocopies 5. Financial Reports audited by an independent Certified Public Accountant for the past three (3) years preceding the date of project implementation - 1 original copy & 2 photocopies 	<p>Requesting Party</p>
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<ol style="list-style-type: none"> 7. List and/or photographs of similar projects previously completed by the association, if any, indicating the source of funds for their implementation and Pictures of Physical Office - 1 original copy and 2 photocopies 8. Sworn affidavit of the Secretary of the Association that none of the incorporators, organizers, directors or officials is an agent of or related by consanguinity or affinity up to the fourth civil degree to the officials of the PGOM authorized to process and/or approve the proposal, the MOA and the release of funds. - 1 original copy & 2 photocopies 9. Photocopies of Official Receipt and bank depository account. - 1 original copy & 2 photocopies 10. Pictures of physical office (applicable only to grants for purchase of desktop computer and printer only) - 1 original copy and 2 photocopies 	<p>Requesting Party</p>
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CLIENTS STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
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	<p>1.3 Draft Memorandum of Agreement and submit to DH for preview.</p> <p>1.4 Submit MOA to Provincial Legal Office for review and issuance of Certificate of Legal Sufficiency</p> <p>1.5 Endorse to Sangguniang Panlalawigan for issuance of legislative authority</p>	<p>None</p> <p>None</p> <p>none</p>	<p>1 day</p> <p>15 minutes</p> <p>15 minutes</p>	<p>Development Management Officer III Enterprise Division, Provincial Cooperative Development Office</p> <p>Administrative Aide IV Administrative Section, Provincial Cooperative Development Office</p> <p>Office of the Governor</p>
2. Await signing of MOA	2. Sign MOA	none	1 day	Office of the Governor
3. Await release of check	<p>3. Prepare vouchers and other supporting documents</p> <p>3.1 Endorse vouchers and complete documentary requirements to Department Head for signature.</p>	<p>none</p> <p>none</p>	<p>1 hour</p> <p>15 minutes</p>	<p>Administrative Aide IV Administrative Section, Provincial Cooperative Development Office</p> <p>Administrative Aide IV Administrative Section, Provincial Cooperative Development</p>



	3.2 Follow-up release of check	none	30 minutes	Administrative Aide IV Administrative Section, Provincial Cooperative Development
	3.3 Notify proponent on the release of check	none	5 minutes	Development Management Officer III, Enterprise Division, Provincial Cooperative Development Office
	3.4 Schedule the release of check (if mass distribution is preferred)	none	15 minutes	Administrative Aide IV Administrative Section, Provincial Cooperative Development
TOTAL		none	2 days, 2 hours and 35 minutes	

9. Request for Financial Assistance - Cooperative

This service covers the provision of soft loans to qualified payable in three (3) years, financial grants for system automation, and product laboratory testing. This service is available during Monday to Friday 8:00 AM to 5:00 PM.

Office or Division:	Cooperative Development Division	
Classification:	Highly Technical	
Type of Transaction:	G2C, G2B	
Who may avail:	Cooperatives	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE



<p>1. BR addressed to the Provincial Governor requesting for financial grant assistance specifying its amount and purpose as well as the site/location of the proposed project and intended beneficiaries & authorizing an officer to sign & enter a MOA (1 original copy, 1 photocopy)</p> <p>2. Copies of Certificate of Registration issued by CDA & authenticated Articles of Cooperation and By-Laws (1 original copy, 1 photocopy)</p> <p>3. Certificate of Accreditation issued by Sangguniang Panlalawigan (2 photocopies)</p> <p>4. Disclosure by the cooperative of other related business, if any, and extents of ownership therein (1 original copy, 1 photocopy)</p>	<p>Requesting party</p> <p>Cooperative Development Authority</p> <p>Sangguniang Panlalawigan</p> <p>Requesting Party</p>
<p>5. Financial Reports audited by an independent Certified Public Accountant for the past three (3) years preceding the date of project implementation. For the cooperatives which has been operation for less than three (3) years, report of accomplishment or any equivalent proof certified by its Chairperson and Secretary that it had implemented similar projects shall be required, in addition to financial reports for the years it has been in operation (2 photocopies)</p> <p>6. Complete Project Proposal and Work and Financial Plan and Sources and Details of Proponents Equity; Participation in the Project (at least 20% equity). Project Proposal approved/signed by its officers which shall include the project name, site/location, target beneficiaries, objectives, feasibility studies, project cost estimates, risk assessment, designs, plans, blueprints, charts, etc. (1 original copy, 1 photocopy)</p> <p>7. List and/or photographs of similar projects previously completed by the cooperative, if any, indicating the source of funds for their implementation and pictures of physical office (1 original copy, 1 photocopy)</p>	<p>Requesting Party</p> <p>Requesting Party</p> <p>Requesting Party</p>



<p>8. Sworn affidavit of the Secretary of the Cooperative that none of the incorporators, organizers, directors or officials is an agent of or related by consanguinity or affinity up to the fourth civil degree to the officials of the PGOM authorized to process and/or approve the proposal, the MOA and the release of funds. (1 original copy, 1 photocopy)</p>	<p>Requesting Party</p>
<p>9. Photocopies of official receipt and bank depository account (2 copies)</p>	
<p>For product laboratory testing:</p>	<p>Requesting Party</p>
<p>1. BR addressed to the Provincial Governor requesting for financial grant assistance specifying its amount and purpose as well as the site/location of the proposed project and intended beneficiaries (1 original copy)</p>	<p>Requesting Party</p>
<p>2. Laboratory analysis quotation (1 original copy)</p>	<p>Requesting Party</p>
<p>3. Copies of Certificate of Registration issued by CDA & authenticated Articles of Cooperation and By-Laws (1 original copy, 1 photocopy)</p>	<p>Sangguniang Panlalawigan</p>
<p>4. Certificate of Accreditation issued by Sangguniang Panlalawigan (2 photocopies)</p>	

<p>5. Photocopies of official receipt and bank depository account (2 copies)</p>	<p>Requesting Party</p>			
<p>6. Picture if the product intended for laboratory analysis</p>	<p>Requesting Party</p>			
<p>CLIENT STEPS</p>	<p>AGENCY ACTIONS</p>	<p>FEES TO BE PAID</p>	<p>PROCESSING TIME</p>	<p>PERSON RESPONSIBLE</p>
<p>1. Submit complete documentary requirements to PCDO</p>	<p>1. Record the document in the and attach internal routing and slip. Submit/inform DH.</p>	<p>none</p>	<p>5 minutes</p>	<p>Administrative Aide Administrative Provincial Development Office</p>



	<p>1.1 Accept and documentary ments. If any ment is for revision, return ent.</p>	<p>none</p>	<p>1 hour</p>	<p>PGDH-PTIEDO, OIC PCDO, Provincial Cooperative Development Office</p>
	<p>1.2 Draft of Agreement submit to DH for review.</p>	<p>none</p>	<p>1 day</p>	<p>Cooperative Development II, Cooperative Provincial Development Office</p>
	<p>1.3 Submit MOA to vincial Legal Office review.</p>	<p>none</p>	<p>5 minutes</p>	<p>Project Officer ,Cooperative Division, Provincial Cooperative Development Office</p>
	<p><i>Await for the MOA.</i></p>		<p>-</p>	<p>Project Officer ,Cooperative Division, Provincial operative ment Office</p>
	<p><i>Endorse MOA to Sangguniang Panlalawigan for of legislative authority</i></p>		<p>-</p>	<p>Administrative Aide Administrative Provincial Development Office</p>
	<p><i>Await for its approval.</i></p>		<p>-</p>	<p>Provincial Legal Office Office of the Governor Sangguniang Panlalawigan</p>



<p>2. Await signing of Memorandum of Agreement (MOA)</p>	<p>2. Inform the client regarding schedule of signing of MOA</p> <p>2.1 Sign MOA of the First and Second Party.</p>	<p>None</p> <p>1 day</p>	<p>5 minutes</p>	<p>Project Development Officer , Cooperative Division, Provincial Cooperative Development Office</p> <p>Office of the Govern or</p> <p>PGDH-PTIEDO, OIC PCDO, Provincial Cooperative Development Office</p>
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<p>3. Await release of check and receive the check.</p>	<p>3. Prepare vouchers and other supporting documents.</p> <p>3.1 Endorse vouchers and complete documentary requirements to DH for signature.</p> <p>3.2 Submit complete documentary requirements and vouchers to Provincial Budget Office.</p> <p><i>Follow up release of check.</i></p>	<p>none</p> <p>none</p> <p>none</p> <p>none</p>	<p>1 hour</p> <p>15 minutes</p> <p>5 minutes</p> <p>-</p>	<p>Administrative Aide IV Administrative Section, Provincial Cooperative Development Office</p> <p>Administrative Aide IV Administrative Section, Provincial Cooperative Development Office</p> <p>Provincial Budget Office, Office of the Provincial Accountant, Governor's Office, Provincial Administrator's Office, Provincial Treasurer's Office</p> <p>Project Development Officer I , Cooperative Division, Provincial Cooperative Development Office</p>
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10. Request for Financial Assistance for Nutritional Analysis

This service covers the provision of financial assistance for boosting the value of product thru nutritional analysis. This service is available during Monday to Friday 8:00 AM to 5:00 PM.

Office Division	Enterprise Development Division			
Classification:	Simple			
Type of	G2C, G2B			
Who may avail:	General Public, Associations, producers			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Letter addressed to the Department Head requesting for financial assistance for laboratory testing of food products - 1 original copy and 1 photocopy 2. Laboratory quotation - 1 original copy and 1 photocopy 3. Certificate of Registration - 1 original copy and 1 photocopy 4. Pictures of the products - 1 original copy and 1 photocopy 5. Certificate of Accreditation - 1 original copy and 1 photocopy			Requesting Party	
CLIENTS STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit letter- request and supporting documents	1. Record the Incoming document in the logbook and attach internal routing and transmittal slip	none	5 minutes	Administrative Aide IV Administrative Section, Provincial Cooperative Development Office
2. Await and inquire the result of preliminary evaluation	2. Conduct preliminary evaluation of the request	none	15 minutes	PGDH-PTIEDO, OIC PCDO, Provincial Cooperative



3. Await the release of payment	3.1 Review and validate the request	none	2 hours	Development Management Officer III, Enterprise Division, Provincial Cooperative Development Office Administrative Aide IV, Administrative Section, Provincial Cooperative Development Office
	3.2 Prepare vouchers and follow-up release of check payment	none	2 hours	
	3.3 Notify proponent on the release of check payment	none	5 minutes	
TOTAL		none	2 hours and 25 minutes	

11. Request for Technical Assistance - Association

This service involves the provision of technical assistance on general matters involving livelihood associations and enterprise development such as consultations, referrals and advisories on the organization, registration and business development of the associations. This service is available

Office Division	Enterprise Development Division
Classification:	Simple
Type of Transaction:	G2C, G2B
Who may avail:	General Public, Associations, producers
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Letter addressed to the Department Head requesting for technical assistance and specifying its purpose - 1 original copy and 1 photocopy	Requesting Party



CLIENTS STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit letter-request and complete documentary requirements of the specific technical assistance	1. Record the incoming document in the logbook and attach internal routing and transmittal slip. Submit/inform the Department Head	none	5 minutes	Administrative Aide IV, Administrative Section, Provincial Cooperative Development Office
	1.1 Preliminary evaluation and scheduling of technical assistance	none	30 minutes	
	1.2 Inform the client regarding	none	3 minutes	PGDH-PTIEDO/OIC-PCDO, Provincial Cooperative Development Office
2. Receive technical assistance	2. Conduct of technical assistance requested	none	2 hours	PGDH-PTIEDO/OIC-PCDO, Provincial Cooperative Development Office
	2.1 Advise the client to fill-out feedback form	none	5 minutes	Administrative Aide IV, Administrative
TOTAL		none	2 hours and 43 minutes	

12. Request for Technical Assistance - Cooperative

This service involves the provision of technical assistance on general matters involving cooperative development such as consultations, referrals, and advisories on the organization, registration, product and business development of cooperatives. This service is available during Monday to Friday 8:00 AM to 5:00 PM.

Office or Division:	Cooperative Development Division
Classification:	Simple
Type of Transaction:	G2C, G2B



Who may avail:		Cooperatives, Producer Cooperatives		
CHECKLIST OF		WHERE TO SECURE		
1. Letter addressed to the Department Head requesting for technical assistance specifying its purpose – 1 original copy For label printing: 1. Soft copy of the product		Requesting party		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit letter-request	1. Record the incoming document in the logbook and attach internal routing and transmittal slip.	none	5 minutes	Administrative Aide IV, Administrative Section, Provincial Cooperative Development Office
	Submit/inform the Department Head.	none	30 minutes	PGDH-PTIEDO/OIC-PCDO,
	1.1 Preliminary evaluation and scheduling of technical assistance.	none	3minutes	Provincial Cooperative Development Office
	1.2 Inform the client regarding the schedule of technical assistance.			Supervising Cooperative Development Specialist, Cooperative Division, Provincial Cooperative Development Office



<p>2. Receive technical assistance</p>	<p>2. Conduct of technical assistance as requested.</p> <p>2.1 Advise the client to fill-out feedback form and/or online client survey (<i>if personal interaction to the Office</i>)</p>	<p>none</p> <p>none</p>	<p>1 day</p> <p>5 minutes</p>	<p>Cooperative Development Specialist I, Cooperative Division, Cooperative Development Office</p> <p>Project Development Officer I, Cooperative Division, Provincial Cooperative Development Office</p> <p>Project Development Assistant, Cooperative Division, Provincial Cooperative Development Office</p> <p>Administrative Aide IV, Administrative Section, Provincial Cooperative Development Office</p> <p>Project Development Assistant, Cooperative Development Office</p>
<p>TOTAL</p>		<p>none</p>	<p>1 day, 43 minutes</p>	



13. Request for Technical Assistance in SP Accreditation

This service involves the provision of technical assistance in SP accreditation to livelihood associations. This service is available from during Monday to Friday 8:00 AM to 5:00 PM

Office Division	Enterprise Development Division	
Classification:	Simple	
Type of Transaction:	G2C, G2B	
Who may avail:	General Public, Associations	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Letter addressed to the Department Head requesting for technical assistance in SP accreditation or accomplished Client Satisfaction Form - 1 original copy & 2 photocopies 2. Letter of Application for Accreditation/Board Resolution Requesting for Accreditation - 1 original copy & 2 photocopies 3. Accomplished Form for Accreditation - 1 original copy & 2 photocopies		Requesting Party

Office Division	Enterprise Development Division	
Classification:	Simple	
Type of Transaction:	G2C, G2B	
Who may avail:	General Public, Associations	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE



<p>4. Certification of Registration issued by DOLE - 1 original copy & 2 photocopies</p> <p>5. Articles of Cooperation and By-Laws - 1 original copy & 2 photocopies</p> <p>6. List of Officers and Members with Record of Membership Contributions as certified by Secretary - 1 original copy & two photocopies</p> <p>7. Annual Accomplishment Report for the last 2 years - 1 original copy & 2 photocopies</p> <p>8. Financial Reports, if any (to include 9. Statement of Current Operations, Balance Sheets, Income Statements, Cash Flow, etc) - 1 original copy & 2 photocopies</p> <p>9. Minutes of the Last General Assembly Showing New Set of Officers, if any - 1 original copy & 2 photocopies</p> <p>10. Resolution of the concerned Sangguniang Barangay as to organization's legitimate existence - 1 original copy & 2 photocopies</p> <p>11. Resolution of Undertaking - 1 original copy & 2 photocopies</p>		Requesting Party		
CLIENTS STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit letter- request and complete documentary requirements of the specific technical assistance	1.1 Record the incoming document in the logbook and attach internal routing and transmittal slip. Submit/ inform the Department Head	none	5 minutes	Administrative Aide IV, Administrative Section, Provincial Cooperative Development Office
	1.2 Preliminary evaluation and scheduling of technical assistance	none	30 minutes	PGDH- PGDH-PTIEDO/OIC-PCDO, Provincial Cooperative Development Office
	1.3 Inform the			Development



2. Receive technical assistance	2.1 Conduct of technical assistance requested	none	2 hours	PGDH- PGDH-PTIEDO/OIC-PCDO, Provincial Cooperative Development
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Office Division	Enterprise Development Division	
Classification:	Simple	
Type of Transaction:	G2C, G2B	
Who may avail:	General Public, Associations	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE



<p>4. Certification of Registration issued by DOLE - 1 original copy & 2 photocopies</p> <p>5. Articles of Cooperation and By-Laws - 1 original copy & 2 photocopies</p> <p>6. List of Officers and Members with Record of Membership Contributions as certified by Secretary - 1 original copy & two photocopies</p> <p>7. Annual Accomplishment Report for the last 2 years - 1 original copy & 2 photocopies</p> <p>8. Financial Reports, if any (to include Statement of Current Operations, Balance Sheets, Income Statements, Cash Flow, etc) - 1 original copy & 2 photocopies</p> <p>9. Minutes of the Last General Assembly Showing New Set of Officers, if any - 1 original copy & 2 photocopies</p> <p>10. Resolution of the concerned Sangguniang Barangay as to organization's legitimate existence - 1 original copy & 2 photocopies</p> <p>11. Resolution of Undertaking - 1 original copy & 2 photocopies</p>		<p>Requesting Party</p>		
CLIENTS STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE



1. Submit letter- re- quest and complete documentary require- ments of the specific technical assistance	1.1 Record the incoming document in the logbook and attach internal routing and transmittal slip. Submit/ inform the Department Head	none	5 minutes	Administrative Aide IV, Administrative Section, Provincial Cooperative Development Office
	1.2 Preliminary evaluation and scheduling of technical assistance	none	30 minutes	PGDH- PGDH- PTIEDO/OIC- PCDO, Provincial Cooperative Development Office
	1.3 Inform the client regarding the schedule	none	3 minutes	Development Management Officer III, Enterprise Division, Provincial Cooperative Development Office
2. Receive technical assistance	2.1 Conduct of technical assistance requested	none	2 hours	PGDH- PGDH- PTIEDO/OIC- PCDO, Provincial Cooperative Development
	2.2 Advise the client to fill-out feedback form and/or online survey	none	5 minutes	Administrative Aide IV, Administrative Section, Provincial Cooperative Development Aide IV
TOTAL		none	2 hours and 43 minutes	



**PROVINCIAL COOPERATIVE
DEVELOPMENT OFFICE (PCDO)
Internal Services**



1. Preparation of Supporting Documents for Disbursement of Remunerations/ Salaries/ Wages

The Provincial Cooperative Development Office provides assistance to its personnel by processing the payroll. The Administrative Section ensures the effective delivery of the service through the provision of a swift, reliable and systematic procedure for the personnel to receive their respective salaries and/or wages in a timely manner.

Office or Division:	Provincial Cooperative Development Office			
Classification:	Simple			
Type of Transaction:	G2G			
Who may avail:	PCDO Personnel			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
2 Authenticated copies of Travel Order (if applicable)		Provincial Human Resource Management Office (PHRMO)		
2 Authenticated copies of Certificate of Appearance (if applicable)		PHRMO		
1 Original copy of Approved Leave Form (if applicable)		PHRMO		
2 Authenticated copies of Trip Ticket (for Driver - if applicable)		PHRMO		
2 Original Copies of Accomplishment Report (if applicable)				
Client Satisfaction Survey Form (CSSF)		PCDO Frontdesk		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Check the accuracy of the deductions and net take home pay indicated in the General Payroll Sheet and the time-in/time-out reflected in the Daily Time Record (DTR) provided by the Payroll Officer	1. Print the Daily Time Record (DTR) and General Payroll Sheet obtained from the PGOM Portal 1.1 Provide the personnel the printed DTR and General Payroll Sheet for	none	1 hour	Administrative Aide IV, Administrative Section, Provincial Cooperative Development Office



<p>2. Submit the listed re- quired documents (<i>if there are any</i>) to the payroll officer and wait for the debiting of sala- ry</p>	<p>2. Verify the complete- ness of the submit- ted documents (if there are any)</p> <p>2.1 Consolidate the submitted documents and attach those to the signed DTRs and General Payroll Sheet</p>	<p>none</p>		<p>Administrative Aide IV, Administrative Section, Provincial Cooperative Development Office</p>
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	<p>2.2 Submit to the Provincial Human Resource Management Office (PHRMO) the completed Payroll with attachments</p> <p>2.3 Locate the processed Payroll through the PGOM Portal and Document Track- ing System</p>			
<p>3. Provide ratings regarding the payroll processing through the desig- nated Client Satisfaction Survey (CSS) Tablet placed at the public assistance desk</p>	<p>3. Assist the personnel in us- ing the CSS Tab- let/ CSS Form</p>	<p>none</p>	<p>5 minutes</p>	<p>Administrative Aide IV, Administrative Section, Provincial Cooperative Development Office</p>
<p>TOTAL</p>		<p>none</p>	<p>1 hour and 5 minutes</p>	