

1. REQUEST FOR COOPERATIVE DOCUMENTARY PRINTOUTS

Service Information: Clients may request for the following:

- Cooperative Directory
- Cooperative Policy Templates
- Copies of RA 8520, IRR, CDA Memorandum Circulars and other issuances

OFFICE	CITY COOPERATIVES OFFICE
CLASSIFICATION	SIMPLE
TYPE OF TRANSACTION	Government to Client
WHO MAY AVAIL	All residents and non-residents of the City of Candon

REQUIREMENT:	WHERE TO SECURE
Duly Accomplished Request Form	City Cooperative Development Office

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the Request	Receive the request and refer the client to the concerned personnel	Free	2 minutes	Cynthia Ramos; Elisa Bautista
2. Undergo the interview with the concerned personnel	Interview the client and print the requested document	Free	10 minutes	Cynthia Ramos Richie Andino Grace Ramos
3. Receive the document	Release the document	Free		

2. SCHEDULING OF NEEDS ANALYSIS FOR ORGANIZATION/ REGISTRATION OF COOPERATIVES

Service Information: Orientation on the organization of new cooperatives, amendment on the Articles of Cooperation and By-Laws (ACBL) of operating cooperatives and other concerns

OFFICE	CITY COOPERATIVES OFFICE
CLASSIFICATION	SIMPLE
TYPE OF TRANSACTION	Government to Client
WHO MAY AVAIL	<ul style="list-style-type: none"> • Duly registered cooperatives operating/will be operating in the City of Candon • Any group intending to organize and register a cooperative

REQUIREMENT:	WHERE TO SECURE
Request letter addressed to the City Mayor	

CLIENT STEPS	AGENCY ACTIONS	FEE TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the Request	Receive the request and refer the client to the concerned personnel	Free	2 minutes	Cynthia Ramos; Elisa Bautista
2. Undergo the interview with the concerned personnel	Interview the client	Free	30 minutes	Richie Andino Grace Ramos
3. Confirm the schedule	Schedule the Needs Analysis and Orientation	Free		

Note: Period of actual conduct of Needs Analysis and Orientation vary depending on the case of each party

3. REQUEST FOR FINANCIAL ASSISTANCE

Service Information: Duly organized cooperatives may apply for financial assistance from the City Government of Candon under the Agricultural Production Program, Cooperative Loan Assistance Program and Seed Capital Assistance Program.

OFFICE	CITY COOPERATIVES OFFICE
CLASSIFICATION	Complex
TYPE OF TRANSACTION	Government to Client Government to Government
WHO MAY AVAIL	<ul style="list-style-type: none"> Duly registered cooperatives operating in the City of Candon

REQUIREMENTS:	WHERE TO SECURE
Request letter addressed to the City Mayor	Concerned Cooperative
Proof of Sangguniang Panlungsod (SP) Accreditation as Civil Society Organization (CSO)	Sangguniang Panlungsod
Pertinent attachments For CLAP, secure an application form	CCDO

CLIENT STEPS	AGENCY ACTIONS	FEE TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
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1. Submit the Requirements	Receive and inspect the documents	Free	10 minutes	Cynthia Ramos; Richie Andino
	Forward the document to the Office of the City Mayor	Free		Administrative Unit
	Transmit to the Sanggunian for the Resolution			
	Process the voucher			
2. Receive the check	Release the Check	Free	2 minutes	City Treasurer's Office

4. CONDUCT OF COOPERATIVE TRAINING AND SEMINAR

Service Information: Cooperatives may request for the conduct of mandatory and other trainings and seminars as capacity development intervention of the city government.

OFFICE	CITY COOPERATIVES OFFICE
CLASSIFICATION	Highly Technical
TYPE OF TRANSACTION	Government to Client , Government to Business, Government to Government
WHO MAY AVAIL	<ul style="list-style-type: none"> Duly registered cooperatives operating in the City of Candon Candon City Cooperative Development Council (CCDC)

REQUIREMENT:	WHERE TO SECURE
Request letter /Resolution	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the request	Receive the request and refer the client to the concerned personnel	Free	2 minutes	Cynthia Ramos; Elisa Bautista
	Prepare Training Proposal		30 minutes	Grace L. Ramos

	Process procurement of meals and snacks to be served during the training/seminar		Dependent on the approval and completion of the required procurement process	Cynthia G. Ramos; Richie Andino
	Coordinate with the CCDC for the schedule		10 minutes	Grace L. Ramos
	Contact/coordinate with accredited training provider/s or with CDA		10 minutes	Grace L. Ramos
	Prepare program and certificates for the training/seminar		3 hrs	Cynthia Ramos Richie Andino
	Conduct of the training/seminar	free	Dependent on the type of seminar and classification of the cooperative	

Note: Period of actual conduct of Trainings and Seminars vary depending on the type of seminar and classification of the cooperative

5. INTERVENTION FOR AILING AND DISTRESSED COOPERATIVES

Service Information: Cooperatives may request for technical assistance on CDA and other regulatory agencies' findings that need resolution or compliance.

OFFICE	CITY COOPERATIVES OFFICE
CLASSIFICATION	SIMPLE
TYPE OF TRANSACTION	Government to Client
WHO MAY AVAIL	<ul style="list-style-type: none"> Duly registered cooperatives operating in the City of Candon

REQUIREMENTS:	WHERE TO SECURE
Request letter	Concerned cooperative
Articles of Cooperation and By-Laws	Concerned cooperative
Policies and other pertinent documents	

CLIENT STEPS	AGENCY ACTIONS	FEE TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the requirements	Receive the request and refer the client to the concerned personnel	Free	2 minutes	Cynthia Ramos; Elisa Bautista
2. Undergo the interview	Interview the Client and assess the background of the cooperative and the need for intervention	Free	45 minutes	Richie Andino; Grace L. Ramos
3. Confirm the schedule	Record the schedule	Free		

6. FACILITATION OF ACCREDITATION FOR COOPERATIVES

Service Information: Accreditation for cooperatives is granted to duly registered cooperatives applying for accreditation in order to avail government assistance and or to be able to have a representation in the local special bodies as mandated by the DILG and COA.

OFFICE	CITY COOPERATIVES OFFICE
CLASSIFICATION	Highly Technical
TYPE OF TRANSACTION	Government to Client Government to Business Government to Government
WHO MAY AVAIL	<ul style="list-style-type: none"> Duly registered cooperatives operating in the City of Candon

REQUIREMENTS:	WHERE TO SECURE
Request letter	Concerned Cooperative Applicant
Duly Accomplished Application Form	Sangguniang Panlungsod
Duly Approved Board Resolution	Concerned Cooperative
Certificate of Registration	Concerned Cooperative
ACBL	Concerned Cooperative
Profile of the Cooperative	Concerned Cooperative
Latest Certificate of Compliance	Concerned Cooperative

Original Sworn Statement that the Cooperative is an independent, non-partisan organization and that it will retain its autonomy while pursuing the advancement of the peoples' interest through its members in a local special body, after satisfying all the requirements and set of criteria, and after securing a Certificate of Accreditation from the concerned Sanggunian;	Concerned Cooperative
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CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure checklist for cooperative accreditation	Give checklist for Cooperative accreditation	Free	2 minutes	Cynthia Ramos; Elisa Bautista; Richie Andino
2. Submit original copies of documents as per checklist for evaluation	Receive and review as to completeness of documentary requirements and advise client in case of lacking documents	Free	15 minutes	Richie Andino; Grace L. Ramos
	After assessment, endorse complete documents to the Office of the City Mayor for submission to the Sangguniang Panlungsod for inclusion in the agenda during SP session	Free	Dependent on the action of the Administrative Unit and SP	
	Follow up to the SP Office for its approval and if approved, secure copy of the approved Resolution and update client for the approval.		5 minutes	Cynthia Ramos; Richie Andino; Grace Ramos

Location: The City Cooperative Development Office is located at the 2nd floor, south wing, of Candon City Hall.

GRACE L. RAMOS

City Cooperative Officer

You can also contact us at:

09053511488

Or email us at:

coopofficecandoncity@gmail.com