



Executive Services
Office of the City Mayor
Cooperative Services



1. Provision of Technical/Extension Services – Organization of Cooperatives

The City Government of Laoag provides technical services in the organization and registration of newly organized cooperative

Office or Division:	Office of the City Mayor - Cooperative Services
Classification:	Simple
Type of Transactions:	G2C - Government to Citizen
Who may avail:	Organization (15 or more natural persons who are Filipino citizens of legal ages)

CHECKLIST OF REQUIREMENTS

WHERE TO SECURE

➤ Letter Request

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. File letter request for the organization of cooperative	1. Receives letter request	None	30 seconds	Administrative Aide/Clerk (Casual/COS)
2. Provide data based on the economic survey form	2. Interview client as to their needs, problems if there is a need organize them into cooperative	None	30 minutes	Cooperative Officer
3. Enlist members who are willing interested to join the cooperative	3. Prepare general statement called the economic survey then evaluate if feasible	None	60 minutes	Cooperative Officer
4. Attendance to the orientation	4. Conduct orientation how to organize a cooperative to proposed members	None	180 minutes	Cooperative Officer Administrative Aide/Clerk (Casual/COS)



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. File letter request for the organization of cooperative	1. Receives letter request	None	30 seconds	Administrative Aide/Clerk (Casual/COS)
2. Provide data based on the economic survey form	2. Interview client as to their needs , problems if there is a need organize them into cooperative	None	30 minutes	Cooperative Officer
3. Enlist members who are willing interested to join the cooperative	3. Prepare general statement called the economic survey then evaluate if feasible	None	60 minutes	Cooperative Officer
4. Attendance to the orientation	4. Conduct orientation how to organize a cooperative to proposed members	None	180 minutes	Cooperative Officer Administrative Aide/Clerk (Casual/COS)
5. Draft the Articles of Cooperation and By -Laws	5. Assist in the drafting of cooperative by laws	None	1 day	Cooperative Officer
6. Adoption of Articles of Cooperation and By-laws	6. Facilitate meeting for the adoption	None	120 minutes	Cooperative Officer Administrative Aide/Clerk (Casual/COS)
7. Prepare Final Articles of Cooperation and By Laws				
8. Secure other requirements	8. Check other documents			
TOTAL:			1 day 6 hours 5 minutes 30 seconds	



2. Provision of Technical/Extension Services – Registration of Newly Organized Cooperative

Office or Division:		Office of the City Mayor – Cooperative Services		
Classification:		Simple		
Type of Transactions:		G2C – Government to Citizen		
Who may avail:		Newly Organized Cooperative		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete documentary requirements	Receives documents	None	1 minute	Administrative Aide/Clerk (Casual/COS)
	1.1. Validate the completeness of all documents based on the validation checklist		60 minutes	Cooperative Officer
2. Send documents thru mail	2.1 Forward documents to the City Mayor for endorsement to CDA Regional Office for approval	None	10 minutes	Administrative Aide/Clerk (Casual/COS)
3. Receives Certificate of Registration	3. Receive duly approved Certificate of Registration from the regulatory agency	None	1 minute	Administrative Aide/Clerk (Casual/COS)
	3.1 Enter the name of the new cooperative in the Registry of Cooperatives		1 minute	
	3.2 Issue Certificate of Registration			Administrative Aide/Clerk (Casual/COS)
TOTAL:			1 hour 13 seconds	



3. Provision of Pre-Membership Education Seminar

The City Government of Laoag recognizes the need to provide Pre-Membership Education Seminar for new members of the cooperative.

Office or Division:	Office of the City Mayor - Cooperative Services
Classification:	Simple
Type of Transactions:	G2C - Government to Citizen
Who may avail:	Members of Cooperative

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> ➤ Must be a Filipino citizen of legal age ➤ Filled-out application for membership 				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Disseminate information schedule of training to concerned office	1. Prepares letter of invitation	None	10 minutes	Cooperative Officer
	1.1 Send letters of invitation		15 minutes	Administrative Aide/Clerk (Casual/COS)
Confirm participation	Get Confirmation from the participants	None	10 minutes	Administrative Aide/Clerk (Casual/COS)
2. Attend training	2. Conduct training	None	8 hours	Cooperative Officer
	2.1 Preparation of terminal reports	None	10 minutes	Cooperative Officer Administrative Aide/Clerk (Casual/COS)
TOTAL:			8 hours 45 minutes	



4. Capacity Building of Coop Officers

The City Government recognizes the need of continuing education program as part of capacity building of cooperative officers to become more effective and efficient leaders to carry out their roles and responsibilities.

Office or Division:		Office of the City Mayor – Cooperative Services		
Classification:		Simple		
Type of Transactions:		G2C – Government to Citizen		
Who may avail:		Officers of Cooperative		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Receives information on the schedule of training	1. Prepares Training proposal	None	60 minutes	Cooperative Officer
	1.1 Coordinate with Accredited Training Provider		25 minutes	Cooperative Officer
	1.2 Prepares and send letter of invitation		10 minutes	Cooperative Officer Administrative Aide/Clerk (Casual/COS)
Identify trainees	2. Confirm number of participants	None	10 minutes	
Attends training	3. Conducts training	None	Depends on the kind of training	Cooperative Officer Administrative Aide/Clerk (Casual/COS)
TOTAL:			1 hour 45 minutes	



5. Issuance of Certificate of Compliance

The city government provides assistance in securing Certificate of Compliance as a requirement in availing tax exemption.

Office or Division:	Office of the City Mayor – Cooperative Services			
Classification:	Simple			
Type of Transactions:	G2C – Government to Citizen			
Who may avail:	Duly registered and operating cooperatives			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> ➤ Cooperative Annual Progress Report ➤ Audited Financial Statement of the Cooperative ➤ Social Audit Report ➤ Governance and management Report ➤ List of Officers and Mandatory training undertaken 		<ul style="list-style-type: none"> ➤ Cooperatives 		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. To submit all requirements	Receives documents	None	15 min	Administrative Aide/Clerk (Casual/COS) Cooperative Officer
	1.1 Validate completeness of all documents		30 min	Administrative Aide/Clerk (Casual/COS)
	1.2 Prepares endorsement letter to the Cooperative Development Authority		5 min	
2. Send documents thru mail	Receives duly approved Certificate of Compliance from the regulatory agency	None	1 min	Administrative Aide/Clerk (Casual/COS)



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	2.1 Record the same at the registry of Certificate of Compliance		1 min	Administrative Aide/Clerk (Casual/COS)
3. Receive Certificate	3. Issue COC	None	1 min	Administrative Aide/Clerk (Casual/COS)
TOTAL:			53 minutes	