



Cooperatives and Livelihood Development Office

External



I. Organizing, Training and Fund Assistance Services

Helping the community organize and for as a group so they can avail the benefit of a recognized group, providing trainings needed by a group of individuals in the community to organize, lead and managed their purpose and (Providing funds (full or part) or according the city's capability to a group of individual who presented projects that may help them pursue a purpose. Because the city are providing the funds it also covers its corresponding monitoring and audit activities.

Office or Division:	Cooperatives and Livelihood Development Office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Any organization composed of Silay City residents and duly registered with Development Authority (CDA), Securities and Exchange Commission (SEC), or the Development of Labor and Employment (DOLE) and duly accredited with the Sangguniang Panlungsod of the City of Silay, may avail of the service.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
For Requesting Organizations:				
1 Copy of Certificate of Registration		DOLE, CDA and SEC		
1 Copy of Sangguniang Panlungsod Accreditation		Sangguniang Panlungsod		
1 Copy of Board Resolution Requesting for Assistance		Organization's Board of Directors		
1 Copy of Certified List of Active Members		To be provided by the organization		
3 Copies of Project Proposal (if available)		To be provided by the organization		
For Non-Organized Groups:				
Letter request to organize		To be provided by the requesting party		
List of Prospective Members with Signatures		To be provided by the requesting party		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Client Log Book in the office information desk	1. Give the Log Book to the Client	None	1 minute	CLDO Staff
2. Submit the Required Documents	Received the required documents	None	30 minutes	Officer-in-Charge
3. Interview and Assessment	Assess the documents submitted and conduct interview with the client	None	30 minutes per client	Officer-in-Charge and staff
4. Scheduling of Meetings	Schedule the meeting to be	None	10 minutes	CLDO Staff



	conducted with the association			
5. Conduct of Meetings, Seminars and Trainings	CLDO staff will conduct fieldwork activities on the scheduled date of the clients	None	4-24 hours	CLDO Staff
6. Project Planning (if any)	CLDO staff will provide technical assistance to the clients	None	1 week	Officer-in-Charge and Staff
7. Project Proposal Preparation	CLDO staff will provide technical assistance to the clients	None	2 weeks	Officer-in-Charge and Staff
	TOTAL	None	3 weeks, 25 hours and 11 minutes	