

## COOPERATIVES & LIVELIHOOD DEVELOPMENT OFFICE

LOCATION : 2<sup>nd</sup> Level City Hall, Silay City  
TEL. NO. : (034) 4417266  
HEAD OF OFFICE : Edgardo G. Billones

The Cooperatives and Livelihood Development Office (CLDO) is mandated to organize and establish people's organizations in the form of cooperatives and associations as self-reliant and self-governing organizations. The main objective of the program is to uplift the quality of life of the people and free them from the bondage of poverty.

### ABOUT THE SERVICE

The CLDO is tasked with the organization and development of cooperatives and associations by way of organizational, technical, managerial, financial, marketing and training services. Focus of project development is to generate sustainable and productive activities by the utilization of unemployed and under-employed labor and other resources.

### WHO MAY AVAIL OF THE SERVICE

Any organization composed of Silay City residents and duly registered with the Cooperatives Development Authority (CDA), Securities and Exchange Commission (SEC), or the Department of Labor and Employment (DOLE) and duly accredited with the Sangguniang Panlungsod of the City of Silay, may avail of the service.

### REQUIREMENTS

- Requesting Organizations:
  - Copy of Certificate of Registration
  - Copy of Sangguniang Panlungsod Accreditation
  - Board Resolution Requesting for Assistance
  - Certified List of Active Members
  - Project Proposal (if available)
- Non-Organized Groups:
  - Letter-request to organize
  - List of Prospective Members with Signatures

### FEES

None

### HOW TO AVAIL OF THE SERVICE

FOLLOW THESE STEPS	IT WILL TAKE YOU	PLEASE APPROACH
1. Submission of Requirements	30 minutes	Officer-in-Charge
2. Interview and Assessment		Officer-in-Charge and Staff
3. Scheduling of Meetings	10 minutes	CLDO Staff
4. Conduct of Meetings, Seminars and Trainings	4 – 24 hours	CLDO Staff
5. Project Planning (if any)	1 week	Officer-in-Charge and Staff
6. Project Proposal Preparation	2 weeks	Officer-in-Charge and Staff