

CITY COOPERATIVE AND LIVELIHOOD DEVELOPMENT OFFICE

Bacolod City

The City Cooperative & Livelihood Development Office is mandated to implement livelihood and economic activities utilizing the cooperative approach which is designed to improve the income level and/or full employment to a greater number of people in need. It shall also provide organizational, technological, and financial support to low-income individuals, association and organized cooperative to improve their entrepreneurial viability.

Location: New Government Center, Circumferential Road, Brgy. Villamonte.
Bacolod City

Tel. No.: (034) 709-8008

Website: www.bacolodcity.gov.ph

Email: coop@bacolodcity.gov.ph
bcburdeos@yahoo.com

I. PROVISION OF COOPERATIVE & ENTREPRENEURIAL DEVELOPMENT ASSISTANCE

ABOUT THE SERVICE: Per City Ordinance 145, Series of 1995, the Bacolod City cooperative and Livelihood Development Office (CCLDO) shall implement cooperative organizing, strengthening and development. It shall provide technological resource, financial assistance, capability building, organizational support to targeted beneficiaries and organized cooperative to enhance their economic viability. That will also include product and marketing research, promotion, training and technological transfer, job placement and referrals and livelihood program.

Among the training program includes: Basic Cooperative Orientation (BCO), Pre-Membership Education Seminar (PMES), Membership Education Seminar (MES) Cooperative Officers Training (COT), CDA Cooperative Mandatory Compliance Training/Seminar as per R.A. 9520 of 2008, Entrepreneurial related Trainings; Financial Loan/Assistance Collection and Business

Management related trainings. Business and product development, Product Label and Packaging Design, Marketing and Promotion thru Bacolod Showroom Gift & Souviners Shop, Other coop related trainings, technical assistance and interventions.

REQUIREMENTS:

1. Filled-up specific request form.
2. At least 15 participants are requesting for training assistance and others services of the office.
3. For Financial Loan- requesting organization must be registered and accredited with the Sangguniang Panlungsod Office.
4. Showroom Producers or Micro, Small, Medium Entrepreneur (MSME) must be a member of Producers Cooperative, have a registration permit with the BIR, BFAD, DTI and City Business Permit and License Office.

TRAINING FEE:

1. FREE of Charge for Bacolod City residents who request Basic Trainings/Seminars only
2. As per City Ordinance 639, series of April 10, 2013, We collect a Training Fee of at least =P 2,000 for the resource person /day / Trainer for the Advance and Specialized Training, conducted, including those of CDA Cooperative Mandatory Compliance Training/Seminars.

HOW TO AVAIL OF THE SERVICE:		
STEPS	Time Frame	PERSON/S IN CHARGE
1. Go to the CCLDO Office, ask and fill-up training request form	5 minutes	<p><i>Institutional Development Section</i> <i>Joseph C. Olvido</i> <i>Project Development Officer-I</i></p> <p><i>-Cooperative Related Trainings/Seminars</i> <i>-Cooperative Registration Assistance</i> <i>-Cooperative Organizational & Business Management.</i> <i>-Cooperative Technical Coaching Asst.</i></p>

		<p align="center">Entrepreneurial Development Section Danielle F. Isabel Sycip <i>Project Development Officer-II</i></p> <p align="center">-Entrepreneurial and Livelihood Skills Related Training/Seminar -Credit Collection and Management -Trade Fair and other Event Organizing</p> <p align="center">Technology Livelihood Resource Center & Development Section Rolando L. Yanson Jr. <i>Project Development Assistant</i></p> <p align="center">-Financial Loan Orientation -Business, Product Development, Packaging Design & Marketing Related Training -Product Research -Showroom Product Marketing & Management -Other Services</p>
2. Take note of the schedule of training/s seminars and other important details.	5 minutes	Section-Training Staff
3. Training Request Approved	3-5 minutes	Brenda C. Burdeos <i>CCLDO-Head/PDO-IV</i>
4. Trainings/Seminars No. of Hours; Participants fill-up the Pre-test and Post-test Evaluation Forms At the end of training the group will formulate an action plan to register as coop within 30 days and schedule succeeding mandatory trainings, in compliance as a registered cooperative.	At least 4-16 hours (depends on the type of training)	-Coop Related Trainings & Tech. Asst.: Joseph C. Olvido <i>Project Development Officer-I and Coop Training Assistant Staff</i> -Entrepreneurial & Livelihood

<p>Complied R.A. 9520 Coop Mandatory Trainings/Seminars</p> <p>5.At the end of the Entrepreneurial, Skills Training, Financial and business related training the organization/groups/community will be able to make a business strategic plan and other services for implementation</p>		<p><i>Related Training:</i> Danielle F. Isabel Sycip <i>Project Development Officer-II and Entrepreneurial Staff</i></p> <p>Rolando L. Yanson Jr. <i>Project Development Assistant Showroom Manager</i></p> <p>Jeanette Desiderio <i>Project Development Assistant Assistant Showroom Manager</i></p> <p><i>-Financial Loan Orientation -Business, Product Development, Packaging Design & Marketing Related Training -Product Research -Showroom Product Marketing & Management -Other Services</i></p>
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STEPS	Time Frame	PERSON IN CHARGE
<p>OTHER SERVICES</p> <ol style="list-style-type: none"> 1. Ask and fill-up forms of your request. 2. Fill-up our evaluation/ assessment form of services provided 	<p>5 minutes</p>	<p>Joseph C. Olvido <i>Project Development Officer-I And Daniel Isabelle F. Sycip Project Development Officer-II</i></p>
<p>TECHNOLOGY RESOURCE CENTER</p> <ol style="list-style-type: none"> 1. Video Viewing 2. Skills Module reading 3. 3. Product Market Research 	<p>Depend on the time required of each activity/project in the communit</p>	<p>Rolando Yanson Jr. <i>Project Development Assistant And Technology Resource Staff</i></p>

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<p style="text-align: center;">SIMPLE/BOOKEPING TECH. ASST.</p> <p style="text-align: center;">COOP DIRECTORY INSTITUTIONAL BUILDING</p>	<p>5 minutes submit request form to Section in-charge</p>	<p style="text-align: center;"><i>Rolando L. Yanson Jr.</i> <i>Project Development Assistant And Staff</i></p> <p style="text-align: center;"><i>Joseph C. Olvido</i> <i>Project Development Officer-I And Staff</i></p>