

CITY COOPERATIVE AND LIVELIHOOD DEVELOPMENT OFFICE Bacolod City

Implements various 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. The Office shall also provide organizational, technological, and financial support to low-income individuals, associations, and organized cooperatives to improve their entrepreneurial viability.

1. Request for Skills Training

Organizations, barangays, associations, and groups can request for various skills training under the Entrepreneurial Section. to help further enhance their economic capability.

Office or Division:	City Cooperative and Livelihood Development Office			
Classification:	<input checked="" type="checkbox"/> Simple <input type="checkbox"/> Complex <input type="checkbox"/> Highly Technical			
Type of Transaction:	<input checked="" type="checkbox"/> G2C – Government to Citizen <input type="checkbox"/> G2B – Government to Business Entity <input type="checkbox"/> G2G – Government to Government			
Who may avail:	Cooperatives, associations, groups, organizations with at least 15 members			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Filled-up request form or request letter		Request form - office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill-up form or submit request letter for Skills Training	1. CCLDO accepts letter, asks for other pertinent details, and logs the request for approval	None	15 minutes	Jeanette I. Desiderio <i>Project Development Assistant</i> Brenda C. Burdeos <i>Project Development Officer IV/Office Head</i>
2. Request for needed materials and ingredients	2. After approval, CCLDO lists the items needed for the training, as counterpart of the	None	10 minutes	Jeanette I. Desiderio <i>Project Development Assistant</i>

	requesting party			
3. Skills Training proper	3. On the agreed upon date and time, CCLDO will provide the appropriate personnel to conduct the requested skills training	None	4-16 hours (depending on type of skills training)	Jeanette I. Desiderio <i>Project Development Assistant</i> Entrepreneurial Section staff
TOTAL:		None	Request: 25 minutes Training: 1-2 days (more if necessary)	
- end of transaction -				

2. Request for Cooperative Training

Cooperative can request for mandatory basic and advanced cooperative training under the Institutional Building Section to comply with the requirements set by the Cooperative Development Authority (CDA).

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Who may avail:	Cooperatives; at least 15 participants			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Filled-up request form or request letter		Request form – office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill-up form or submit request letter for Cooperative Training	1. CCLDO accepts letter, asks for other pertinent details, and logs the request for approval	Basic Cooperative Training: None Advance/ Specialized Training: P2,000/ resource person/day (C.O. 639,	15 minutes	Joseph C. Olvido <i>Project Development Officer I</i> Brenda C. Burdeos <i>Project Development Officer IV/Office Head</i>

		Series of 2013)		
2. Cooperative Training proper	2. On the agreed upon date and time, CCLDO will provide the appropriate personnel to conduct the requested cooperative training	None	8-16 hours (depending on type of cooperative training)	Joseph C. Olvido <i>Project Development Officer I</i> Institutional Building staff
TOTAL:		Depends on the training (Up to P2,000/day)	Request: 15 minutes Training: 1-2 days	
- end of transaction -				

3. Cooperative Clearance (for Business Permit)

As per City Ordinance # 08-13-660, cooperatives with offices/branches within the limits of Bacolod City are mandated to renew their Business Permits annually.

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Who may avail:	Cooperatives; at least 15 participants
CHECKLIST OF REQUIREMENTS	
<ul style="list-style-type: none"> • Business Permit Form • Latest list of officers of the cooperative (Board Members, etc.) • Request Letter of Clearance signed by the Cooperative's chairperson <p><u>NEW COOPERATIVES</u></p> <ul style="list-style-type: none"> • Certificate of Registration from CDA (photocopy) • Constitution and By-Laws (original) <p><u>RENEWAL</u></p>	<p style="text-align: center;">WHERE TO SECURE</p> <ul style="list-style-type: none"> Business Permits and Licensing Office (BPLO) City Cooperative & Livelihood Development Office (CCLDO) Cooperative Development Authority (CDA) Bureau of Internal Revenue (BIR)

<ul style="list-style-type: none"> • Latest Certificate of Good Standing (photocopy) • Latest Audited Financial Statement (photocopy) • Certificate of Tax Exemption (photocopy) 				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill-up form or submit to CCLDO	1.1 CCLDO accepts business permit clearance, checks for other pertinent documents	None	10 minutes	Joseph C. Olvido <i>Project Development Officer I</i> Institutional Building staff
	1.2 With complete, requirements, for signing of clearance	None	2 minutes	Joseph C. Olvido <i>Project Development Officer I</i> Brenda C. Burdeos <i>Project Development Officer IV/Office Head</i>
TOTAL		None	12 minutes	
- end of transaction -				

4. Request to Display Products at the Bacolod Showroom

Micro, small, and medium enterprises and local producers can display their products at the Bacolod Showroom. This is to help promote their products to the local and foreign tourists, and boost the sales and visibility of these producers.

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Who may avail:	MSMEs		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
<ul style="list-style-type: none"> • Screening Form • Product • DTI Permit (if available) 		Business Permits and Licensing Office (BPLO)	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill-up screening form	1.1 CCLDO accepts screening form	None	2 minutes	January N. Bolves <i>Project Development Assistant</i> Danielle Isabelle F. Sycip <i>Project Development Officer III</i>
	1.2 Approval of products	None	Half day	Brenda C. Burdeos <i>Project Development Officer IV/Office Head</i>
2. Fill-up Producer's Profile; pay one-time membership fee to producers' cooperative	2. Receive form and payment, issue receipt, and remit to producers' cooperative	P200/producer	5 minutes	January N. Bolves <i>Project Development Assistant</i> Danielle Isabelle F. Sycip <i>Project Development Officer III</i>
3. Delivery of approved products	3. Receive items for display at the Bacolod Showroom; make barcode for products	None	10 minutes	Bacolod Showroom staff January N. Bolves <i>Project Development Assistant</i> Danielle Isabelle F. Sycip <i>Project Development Officer III</i>
TOTAL		P200 (once approved)	4 hours 17 minutes	
- end of transaction -				