

CITY COOPERATIVE AND LIVELIHOOD DEVELOPMENT OFFICE Bacolod City

MANDATE: 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. It shall provide Marketing support to Cooperative/Association/ Community Groups/ Entrepreneurs and other services including Research, Job Placements and Referrals.

VISION: A Super City Cooperative and Livelihood Development Office as the major change player to achieve People’s Economic Development and Social well being through Organization they own and control, a leading Cooperative Office in the City that unite and mobilize the cooperative towards Economic Power and Peace.

MISSION: To develop and strengthen the Cooperative Economies by providing Technological, Managerial, Organization, and Financial Viability, through highly effective delivery of services to the new existing cooperatives/associations.

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	1.1 CCLDO accepts letter, asks for other pertinent details, and logs the request	None	10 minutes	<i>Project Development Assistant</i>
	1.2 Approves Request	None	5 minutes	<i>Project Development Officer IV/Office Head</i>
	1.3 Set date and time for training	None	5 minutes	<i>Project Development Assistant</i>
2. Request for needed materials and ingredients	2.1 After approval, CCLDO lists the items needed for the training, as counterpart of the requesting party	None	30 minutes	<i>Project Development Assistant</i>
	2.2 CCLDO will provide the Personnel who will conduct the request skills training	None	10 minutes	<i>Project Development Assistant</i>
3. On the scheduled date of training, attend Skills Training proper	3. On the scheduled date of training, CCLDO Personnel conducts the skills training proper on the scheduled date.	None	1 day	<i>Project Development Assistant</i> Entrepreneurial Section staff
4. Pays the Honorarium (If the Resource Speaker is not CCLDO Personnel)	4.1 Advise the client to pay after the training.	*Php 2,000.00 (if speaker is not CCLDO Personnel)	5 minutes	Entrepreneurial Section staff
	4.2 Facilitate payment between Client and Resource Speaker		10 minutes	
TOTAL:		None	45 minutes	
- end of transaction -				

* Basic Cooperative/Business Enterprise Training (C.O. 639, Series of 2013)

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 of 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	1.1 CCLDO accepts letter, asks for other pertinent details, and logs the request	None	15 minutes	<i>Project Development Assistant</i>
	1.2 Approve request	None	5 minutes	<i>Project Development Officer IV/Office Head</i>
	1.3 Set date and time of Training		5 minutes	
2. Attend requested training.	2.1 On the agreed upon date and time, CCLDO will provide the Personnel to conduct the request cooperative training	None	*Note: Training Duration 1 Day for <i>Micro Cooperative</i> 2 Days for <i>Small, Medium, Large Cooperative</i>	<i>Project Development Assistant</i>
	2.2 Send Invitation of the Mandatory/Required Cooperative Training to Cooperative with date, time and venue.	None	1 day	<i>Project Development Assistant</i>
	2.3 CCLDO will provide or hire Trainer/ Resource Speaker to conduct the requested Cooperative Training	None		<i>Project Development Assistant</i>

				Institutional Building Training Staff
3. Pays the Honorarium (If the Resource Speaker is not CCLDO Personnel)	3.1 Advise the client to pay after the training. 3.2 Facilitate payment between Client and Resource Speaker	*Php 2,000.00 (if speaker is not CCLDO Personnel)	5 minutes 10 minutes	Institutional Building Training Staff
TOTAL:		None	20 minutes *Note: Training Duration 1 Day for <i>Micro Cooperative</i> 2 Days for <i>Small, Medium, Large Cooperative</i>	
- end of transaction -				

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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		WHERE TO SECURE	
• Business Permit Form		Business Permits and Licensing Office (BPLO)	
• Request Letter of Clearance signed by the Cooperative's chairperson		City Cooperative & Livelihood Development Office (CCLDO)	
<u>IF NEW COOPERATIVE</u>			
1. Request Letter of Clearance signed by the Chairperson		Primary Cooperative	
2. List of Officers, Committees & Members of the Cooperative			
3. Constitution and By-Laws and Articles of Cooperation (1-photocopy)			
4. Certificate of Registration from CDA		Cooperative Development Authority	

(1-photocopy)				
IF RENEWAL				
1. Request Letter of Clearance signed by the Chairperson 2. Latest Audited Financial Statement (1-photocopy,) 3. Latest list of officers of the cooperative (Board Members, etc.) 4. List of Cooperative Calendar Activities participated		Primary Cooperative		
5. Latest Certificate of Compliance (1-photocopy; and bring Original)		Cooperative Development Authority (CDA)		
6. Certificate of Tax Exemption (1-photocopy; and bring Original)		Bureau of Internal Revenue (BIR)		
7. Previous year of Mayor's Permit (1-photocopy and the bring original)		Business Permits and Licensing Office (BPLO)		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill-up form and submit to CCLDO	1.1 CCLDO accepts business permit clearance, checks for other pertinent documents	None	15 minutes	<i>Project Development Officer I</i> Institutional Building staff
	1.2 Check completeness of requirements	None	15 minutes	<i>Project Development Officer I</i> Institutional Building staff
2. Client receives signed clearance	2. Sign clearance and release to client	None	5 minutes	<i>Project Development Officer I</i> <i>Project Development Officer IV/Office Head</i>
TOTAL:		None	35 minutes	
- end of transaction -				

4. Request to Display Products at the Bacolod Showroom

Micro, small, and medium enterprises (MSMEs) 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:	Micro, Small and Medium Enterprises (MSMEs) and Local Producers			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> • Producer's Profile • Product Profile • Product Screening Form 		Bacolod Showroom		
<ul style="list-style-type: none"> • Pictures of the Product • Product to be display 		Producer		
<ul style="list-style-type: none"> • DTI Permit (1- Photocopy and bring Original) 		Department of Trade and Industry (DTI)		
<ul style="list-style-type: none"> • Mayor's Permit (1- Photocopy and bring Original) 		Business Permits and Licensing Office		
<ul style="list-style-type: none"> • Product BFAD Approved (1- Photocopy and bring Original) 		BFAD Office		
<ul style="list-style-type: none"> • Producer's Cooperative Membership (Proof of Membership – bring Official Receipt) 		Negros Entrepreneur Marketing Cooperative(NEEMCOOP)		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill-up Producer's Profile, Product Profile and screening form	1.1 CCLDO accepts Producer's Profile, Product Profile and screening form	None	20 minutes	<i>Project Development Officer III</i>
	1.2 Approval/disapproval of products	None	10 minutes	<i>Project Development Officer IV/Office Head</i>
2. Deliver approved products	2.1 Receives Producer's Product qualified for selling at the Bacolod Showroom	None	5 minutes	<i>Project Development Officer III</i>
	2.2 Receive delivery of products for display and marketing	None	30 minutes	<i>Project Development Officer III</i> <i>Admin. Aide</i>
	2.3 Order Barcode for each products	Product Barcode ₱1.00/ product	30 minutes	<i>Admin. Aide</i>

	2.4 Inform client that their products are approved and display	None		
	TOTAL:	₱1.00 barcode /per product	2 hours and 40 minutes	
- end of transaction -				