

69. COOPERATIVES ORGANIZATION AND REGISTRATION***DESCRIPTION of the SERVICE :***

The office assists in the organization of cooperatives through the conduct of Cooperative Orientation and Pre-Membership Education Seminar (PMES). After the seminar, the cooperative is assisted in the preparation of registration documents to be endorsed to the Cooperative Development Authority (CDA) for registration.

REQUIREMENTS :

- * Accomplished Technical Services Request Form
- * Articles of Cooperation
- * By-laws
- * Economic Survey
- * Bond of Accountable Officer
- * Bank Certification
- * Certification signed by the Chairman that initial cooperators had undergone Pre-Membership Education Seminar
- * Certification signed by the Chairman that books of accounts are already installed

FEE:

- * Registration fee of 1/10 of 1% of the Authorized Share Capital to be paid to the CDA

PROCEDURE:

STEPS	PROCESSING/ RESPONSE TIME	PERSON-IN- CHARGE
1. Files Technical Services request form at the City Cooperatives Office.	1 hour	Representative of the Requesting party

STEPS	PROCESSING/ RESPONSE TIME	PERSON-IN-CHARGE
2. Conducts Orientation on Basic Cooperative Concepts.	3 hours	BASILIA CASUMBAL <i>Supervising Coop. Dev't. Specialist</i>
3. Conducts Pre-Membership Education Seminar.	2 days	BASILIA CASUMBAL <i>Supervising Coop. Dev't. Specialist</i>
4. Prepares documents for registration with the CDA as assisted by the CCO.	60 days	BASILIA CASUMBAL MICHAEL ACUSA <i>Supervising Coop. Dev't. Specialist</i> MERLA DELA CRUZ <i>Senior Coop. Dev't. Specialist</i>
5. Reviews and evaluates documents submitted by the client/group.	5 working days	BASILIA CASUMBAL MICHAEL ACUSA <i>Supervising Coop. Dev't. Specialist</i>
6. Endorses registration documents to the CDA for appropriate action.	30 minutes	DIVINA O. SIMANGAN <i>City Cooperative Officer</i>
7. Forwards documents together with the CCO endorsement to the CDA	Half day	BELINDA LIVIDA <i>Admin. Assistant II</i> Or COOP. CLIENT