

70. COOPERATIVES TRAINING

DESCRIPTION OF THE SERVICE :

The office provides Refresher Courses, Hands-on Trainings and Specialized or Advanced Cooperatives Training Courses to already operating cooperatives to enhance their knowledge on cooperative operation and management.

REQUIREMENTS :

- * Accomplished Technical Services Request Form
- * Confirmation Slip

FEE :

- * No fee

PROCEDURE :

STEPS	PROCESSING/ RESPONSE TIME	PERSON - IN-CHARGE
1. Conducts Refresher Course on Membership Education Seminar: a. Files Technical Services Request Form at the CCO. B. Conducts Refresher Course on Membership Education.	<p style="text-align: center;">1 hour</p> <p style="text-align: center;">1 day</p>	<p style="text-align: center;">Coop representative</p> <p style="text-align: center;"> BASILIA CASUMBAL MICHAEL ACUSA <i>Supervising Coop. Dev't. Specialist</i> MERLA DELA CRUZ <i>Senior Coop. Dev't. Specialist</i> CESAR ESPINILI JR. <i>Proj. Devt. Asst.</i> MA. LOURDES MACALINTAL <i>Admin. Aide VI</i> </p>

STEPS	PROCESSING/ RESPONSE TIME	PERSON-IN- CHARGE
2. Conducts Hands-on Training		
a. Files Technical Services Request Form at the CCO	1 hour	Coop Representative
b. Conducts hands-on training on - Policy Formulation - Installation of Books of Accounts	One day One day	BASILIA CASUMBAL MICHAEL ACUSA <i>Supervising Coop. Dev't. Specialist</i> MERLA DELA CRUZ <i>Senior Coop. Dev't. Specialist</i>
3. Conducts Specialized or Advanced Cooperatives Training Courses		
a. Sends invitation letter to qualified cooperatives.	1 day	CESARESPINILI JR. <i>Proj. Devt. Asst.</i>
b. Confirms attendance by returning the confirmation slip attached to the letter.	Within 5 working days (after the receipt of the invitation letter)	Coop Representative
c. Facilitates the conduct of the training suited to the need of the cooperatives.	3-5 days	BASILIA CASUMBAL <i>Supervising Coop. Dev't. Specialist</i> MERLA DELA CRUZ <i>Senior Coop. Dev't. Specialist</i>