

SEVICE/S - Conduct of Pre-Membership Education Seminar (PMES) for Cooperative about to organize.

Description of Service: Give bird eye view to the whole operation of a Cooperative.

Office/Division:	CITY COOPERATIVE OFFICE			
Classification:	Simple			
Type of Transaction:	Government-to-client (G2C)			
Who may avail	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Minimum of thirty (30) members		Barangay where the proposed Cooperative located		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Step 1. Sign in the client logbook.		None	1 Minutes	Marissa M. Larugal Data Encoder Machine Operator III Elimar G. Cabalonga Admin. Aide I
Step 2. Undergo interview and make arrangement.	Schedule the date to conduct seminar and the venue	None	20 minutes	Ynnad S. Domingo Local Treasury Operations II Richard B. Taguiam Book Binder III
Step 3. Attend the Pre-Membership Education Seminar (PMES)	Conduct of Pre-Membership Education Seminar	None	1 day	Pedro M. Lugo City Cooperative Officer
TOTAL		None	1 days and 21 minutes	