



Internal/External

1. **SERVICENAME: SECURING OF ENDORSEMENT FOR REGISTRATION TO COOPERATIVE DEVELOPMENT AUTHORITY**

Description of the Service: Minimize error of all the required document before submission to Cooperative Development Authority

Office or Division:	CITY COOPERATIVE OFFICE
Classification:	Simple
Type of Transaction:	Government-to-client (G2C)
Who may avail:	Residents only

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
a. Pre-registration Seminar (PRS) Attendance b. Economic Survey c. By-laws and duly notarized Article of Cooperation d. Surety Bond of the following: <ul style="list-style-type: none"> • Manager • Chairman • Treasurer e. Duly notarized sworn statement of the Treasurer Affidavit showing that at least 25% of the authorized share capital has been subscribed and at least 25% of the total subscription has been paid.		Documents made and prepared by the Cooperative to be registered		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE



1. Sign in in the Clients logbook	None	None	1 minute	Phoebe Verzosa Admin. Aide I Roseveda C. Urbi Radio Com. Operator I
2. Cooperative Orientation	Brief Orientation on what is cooperative, records submitted and expenses to be incurred	None	30 minutes	Ynnad S. Domingo Local Treasury Operations Officer II Roger B. Magusib, Jr. Cooperative Development Specialist II Richard B. Taguam Book Binder III Marissa M. Larugal Admin. Asst. V (DEMO III)



3. Client request letter	Upon receive of the request letter of the Cooperative clients from the Office of the Local Chief Executive. The Cooperative Office shall schedule Pre-registration seminar (PRS) through on-line or face to face.	None	15 minutes	Elimar G. Cabalonga Admin. Aide I Jessamin D. Bulan Admin. Aide I
4. Conduct Pre-Registration Seminar (PRS)	Cooperative Development Authority (CDA) and City Cooperative Office	None	8 hours	CDA Staff and City Cooperative Staff
5. On-line Entry of Data Information of Cooperative concern	Review of the required documents to be Fill-up/enter forms through On Line E-Coopris	None	3 hours.	Ynnad S. Domingo Local Treasury Operations Officer II Roger B. Magusib, Jr. Cooperative Development Specialist II Elimar G. Cabalonga Admin. Aide I



6. Validation	Validate the cooperative	None	1 hour	CDA Staff and City Cooperative Staff
7. Printing of documents (Economic Survey, Articles of Cooperation and By-laws)	Printing of Documents to be signed by the Cooperative Officers and members	None	1 hour	City Cooperative Staff
8. Issuance of Endorsement Letter	Issued an Endorsement Letter	none	3 minutes	Valerie V. Santiago, City Coop. Officer
9. Submission of Documents for registration	Cooperative Development Authority (CDA)	none	1 minute	City Cooperative Staff
TOTAL			13 hours and 50 minutes	



ARTA
ANTI-RED TAPE AUTHORITY
OFFICE OF THE PRESIDENT

