



Internal/External

2. SERVICENAME: CONDUCT OF PRE-MEMBERSHIP EDUCATION SEMINAR (PMES) FOR ADDITIONAL MEMBERS.

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

Office or Division:	CITY COOPERATIVE OFFICE			
Classification:	Simple			
Type of Transaction:	Government-to-client (G2C)			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
30 members		Barangay where the Cooperative located		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the client logbook		None	1 minute	Marissa M. Larugal Admin. Asst. V. (DEMO III) Elimar G. Cabalonga Admin. Aide I
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



					Roger B. Magusib, Jr. Cooperative Development Specialist II Richard B. Taguiam Book Binder III
3. Attend the Pre-Membership Seminar (PMES)	Conduct of Pre-Membership Education Seminar	None	1 day		Valerie V. Santiago City Cooperative Officer
TOTAL				1 day and 21 minutes	