Cooperative Development Office

External Service

19. New Cooperative and Getting a New License

Support to individuals or groups seeking to establish a new cooperative and secure the necessary government licenses for legal operation.

Office or Division:	Municipal Agriculture Office /Cooperative Development Office
Classification:	Simple
Type of Transaction:	G2C
Who may avail:	Citizens of Pantabangan who want to build a Cooperative

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Pre-Registration Seminar	Client
Pre-membership education seminar	Client
Mandatory Training	Client

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Letter of Intent	1. Endorse the Letter of intent to PCDO	None	1 Day	*ICO-MCDO Municipal Agriculturist* Municipal Agriculture Office
2. Provide a venue for the meeting: a. Pre-registration Seminar b. Pre-membership Education Seminar c. Mandatory Training	2.Conduct seminar for building a cooperative based on RA 9520 or Pre-registration Seminar (PMES)	None	1 Day	*ICO-MCDO and MCDO DA Staff CDA, PCEDO* Municipal Agriculture Office
3. Prepare for the Issuance of certification attending the seminar based on R.A. 9520 or Pre-registration Seminar (PMES)	3.Begin with the Construction of the Cooperative	None	3 Minutes	*ICO-MCDO and MCDO DA Staff CDA, PCEDO* Municipal Agriculture Office
	TOTAL:		2 Days and 3 Minutes	

20. Issuance of Certification

Provides individuals, organizations, and cooperatives with official documents that verify their status, compliance, accomplishments, or participation in specific programs or activities.

Office or Division:	Cooperative Office			
Classification:	Simple			
Type of Transaction:	Getting Certification			
Who may avail:	Citizens of Pantabangan			
CHECKLIST OF REQUIREMENTS		**WHERE TO SECURE**		
Financial Statement		Client		
Latest Profile		Client		
CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1.Fill-up Request Form for Certification	1. Asses the financial statement and profile	None	5 Minutes	*ICO- MCD* Municipal Agriculture Office
2. Pay for the Certification Fee	2. Issue Official receipt	100.00	5 Minutes	*Revenue Collection Officer* Municipal Treasurer's Office
3.Receive the certification	3.1 Signing of Certification 3.2 Certification Issue.	None None	5 Minutes 5 Minutes	*ICO-MCDOand MCDO Staff* Municipal Agriculture Office *ICO-MCDOand MCDO Staff* Municipal Agriculture Office
		TOTAL:	20 Minutes	