

**CITY OF IMUS COOPERATIVE,
LIVELIHOOD AND
ENTREPRENEURIAL, DEVELOPMENT
OFFICE
EXTERNAL SERVICES**





COOPERATIVE DIVISION



REQUEST FOR COOPERATIVE DOCUMENTARY PRINTOUTS

CLIENTS MAY REQUEST FOR THE COOPERATIVE DOCUMENTARY PRINTOUTS FOR THE FORMULATION OF COOPERATIVE POLICIES AND COMPLIANCE WITH COOPERATIVE DEVELOPMENT AUTHORITY REQUIREMENTS

OFFICE OR DIVISION	COOPERATIVE DIVISION			
CLASSIFICATION	SIMPLE			
TYPE OF TRANSACTION	G2B (Government to Businesses)			
WHO MAY AVAIL THE SERVICE	All residents and non-residents of the City of Imus			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Duly Accomplished Request Form – 1 photocopy			CICLEDO Office-Cooperative Division	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the request	Receive the request and refer the client to the concerned personnel	None	2 minutes	Adela Cabrera
2. Undergo the interview with the concerned personnel;	Interview client and print the requested document	None	10 minutes	Generoso Ramos Jr. Jennifer Gandia
3. Receive the document	Release the document	None		
TOTAL			12 minutes	



REQUEST FOR FINANCIAL ASSISTANCE

COOPERATIVES OPERATING IN THE CITY OF IMUS MAY REQUEST FOR FINANCIAL ASSISTANCE TO OTHER COOPERATIVE RELATED ACTIVITIES

OFFICE OR DIVISION	COOPERATIVE DIVISION			
CLASSIFICATION	COMPLEX			
TYPE OF TRANSACTION	G2B (Government to Businesses)			
WHO MAY AVAIL THE SERVICE	Duly registered cooperatives operating in the City of Imus			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Proof of Sangguniang Panlungsod (SP) Accreditation (1 photocopy) Request letter (1 photocopy) Pertinent attachments for purpose of assistance (1 original copy of each documents)			From the Client/Cooperative Member From the Client/Cooperative Member From the Client/Cooperative Member	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the requirements	Receive and inspect the requirements	None	2 minutes	Kristine Nuestro
	Forward the document to the Office of the City Mayor for Approval	None	7 days	Administrative Unit
	Transmit to the Sanggunian for the resolution	None		



	Process the voucher	None		
	Message the client for the availability of check	None		
2. Receive the check	Release the check	None	2 minutes	City Treasurer's Office
TOTAL			1 week and 4 minutes	

Note:

- Processing of Vouchers varies
- For financial assistance, more than Php 10, 000.00 the processing last for at least one month



SCHEDULING OF COOPERATIVE TRAINING AND SEMINAR

OFFICERS OF COOPERATIVES OPERATING IN THE CITY OF IMUS MUST COMPLY THE TRAINING AND SEMINAR MANDATED BY THE COOPERATIVE DEVELOPMENT AUTHORITY

OFFICE OR DIVISION	COOPERATIVE DIVISION			
CLASSIFICATION	SIMPLE			
TYPE OF TRANSACTION	G2B (Government to Businesses)			
WHO MAY AVAIL THE SERVICE	Duly registered cooperatives operating in the City of Imus			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Request letter (1 photocopy)			From the Client/Cooperative Member	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the request	Receive the request and refer the client to the concerned personnel	None	2 minutes	Kristine Nuestro
2. Undergo the interview	Interview the client	None	20 minutes	Generoso Ramos Jr. Jennifer Gandia
3. Confirm the schedule of the training/seminar	Record the schedule	None		
TOTAL			22 minutes	

Note: Period of actual conduct of trainings and seminars vary depending on the type of seminar



SCHEDULING OF NEEDS ANALYSIS FOR ORGANIZATION OF COOPERATIVES (PRIMARY/SECONDARY/LABORATORY)

ASSISTANCE TO WOULD-BE COOPERATIVES BY CONDUCTING NEEDS ANALYSIS AND ORIENTATION IN COOPS AS MANDATED BY REPUBLIC ACT 9520 OTHERWISE KNOWN AS THE PCC OF 2008

OFFICE OR DIVISION	COOPERATIVE DIVISION			
CLASSIFICATION	SIMPLE			
TYPE OF TRANSACTION	G2B (Government to Businesses)			
WHO MAY AVAIL THE SERVICE	Groups/Individuals intending to organize cooperatives			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Request letter addressed to the City Mayor or Department Head (1 photocopy)			From the Client/Cooperative Member	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the request	Receive the request and refer the client to the concerned personnel	None	2 minutes	Adela Cabrera
2. Undergo the interview	Interview the client	None	55 minutes	Emmanuel Santiagu Generoso Ramos Jr.
3. Confirm the schedule	Schedule the Needs Analysis and Orientation	None		
TOTAL			57 minutes	



SCHEDULING OF INTERVENTION FOR AILING DISTRESSED COOPERATIVES

PROVIDE ASSISTANCE IN IMPLEMENTING PLANS AND PROGRAMS FOR DISTRESSED COOPERATIVES AND NEWLY ORGANIZED COOPERATIVES

OFFICE OR DIVISION	COOPERATIVE DIVISION			
CLASSIFICATION	SIMPLE			
TYPE OF TRANSACTION	G2B (Government to Businesses)			
WHO MAY AVAIL THE SERVICE	Duly registered cooperatives operating in the City of Imus			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Letter Request (1 photocopy) CDA – Certificate of Registration (1 copy)			From the Client/Cooperative Member	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the request	Receive the request and refer the client to the concerned personnel	None	2 minutes	Adela Cabrera
2. Undergo the interview	Assess the background of cooperative and the need for intervention	None	55 minutes	Generoso Ramos Jr. Jacquilyn Lara
3. Confirm the schedule	Record the schedule	None		
TOTAL			57 minutes	



ASSISTANCE IN SECURING BUSINESS PERMITS FOR COOPERATIVES

COOPERATIVES OPERATING IN THE CITY OF IMUS ARE PROVIDED ASSISTANCE FOR THE IMMEDIATE PROCESSING OF THEIR BUSINESS PERMITS

OFFICE OR DIVISION	COOPERATIVE DIVISION			
CLASSIFICATION	SIMPLE			
TYPE OF TRANSACTION	G2B (Government to Businesses)			
WHO MAY AVAIL THE SERVICE	Duly registered cooperatives operating in the City of Imus			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Mayor's Permit – Old Copy (1 photocopy) Barangay Endorsement (1 photocopy)			From the Client/Cooperative Member Barangay Hall – respective Barangay area	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the requirements	Receive the request and refer the client to the concerned personnel	None	2 minutes	Adela Cabrera
	Process documents for the renewal of business permits to the concerned offices (BPLO, TO)	Php 1, 000.00 (Permit) Php 500.00 (CEDULA)	30 minutes	
	Forward the document to the office of the City Mayor for approval	None	3 days	



2. Received the documents	Release the documents	None	2 minutes	
TOTAL			3 days 34 minutes	

Note:

- Approval of documents varies with the availability of the signatory
- Late payment fee amounts vary



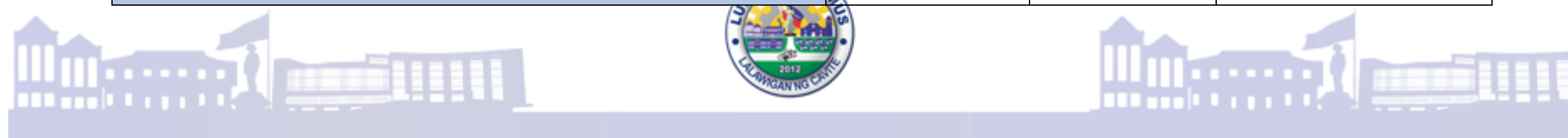
LIVELIHOOD AND ENTREPRENEURIAL DIVISION



CONDUCT LIVELIHOOD AND ENTREPRENEURIAL SKILLS TRAINING (BARANGAY BASED LIVELIHOOD CARAVAN)

CONSTITUENTS MAY AVAIL AND REQUEST THIS SERVICE FOR THOSE WHO NEED TO UNDERGO LIVELIHOOD AND ENTREPRENEURIAL SKILLS TRAINING THAT CAN BE CONDUCTED IN BARANGAY OR TRAINING CENTER BASED

OFFICE OR DIVISION	LIVELIHOOD AND ENTREPRENEURIAL DIVISION			
CLASSIFICATION	SIMPLE			
TYPE OF TRANSACTION	G2C (Government to Citizens)			
WHO MAY AVAIL THE SERVICE	<ul style="list-style-type: none"> • Individuals who needs to undergo livelihood and skills training • Cooperatives, members of cooperatives 			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None		None		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Inquire concerns	Accommodate inquiries and concerns	None	3 minutes	Bernardita Del Rosario
TOTAL			3 minutes	



PROVIDE ASSISTANCE IN PROMOTING PRODUCTS AND SERVICES

BUSINESS PEOPLE/ENTREPRENEURS, INTERESTED INDIVIDUALS, COOPERATIVES AND MEMBERS OF COOPERATIVES WILL BE INVITED AND ENCOURAGE TO JOIN THE TRADE FAIRS TO PROMOTE THEIR PRODUCTS AND SERVICES

OFFICE OR DIVISION	LIVELIHOOD AND ENTREPRENEURIAL DIVISION			
CLASSIFICATION	SIMPLE			
TYPE OF TRANSACTION	G2B (Government to Business)			
WHO MAY AVAIL THE SERVICE	<ul style="list-style-type: none"> Interested individuals, cooperatives, members of cooperatives Business people/entrepreneurs 			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Invitation letter (1 photocopy)			Livelihood and Entrepreneurial Division	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit invitation letter	Receive invitation letter and gather needed materials/information	None	10 minutes	Bernardita Del Rosario Nelson Villanueva
	Provide client with needed information in the form of advice or briefing	None		Nelson Villanueva
2. Confirm the schedule of Trade Fair	Record the schedule	None		
TOTAL			10 minutes	



SCHEDULING OF LIVELIHOOD AND ENTREPRENEURIAL TRAINING AND SEMINAR

BUSINESS PEOPLE/ENTREPRENEURS, INTERESTED INDIVIDUALS, COOPERATIVES AND MEMBERS OF COOPERATIVES WILL UNDERGO TRAININGS AND SEMINARS FOR THE IMPROVEMENT OF THEIR LIVELIHOOD BUSINESS DEALINGS TO BECOME SUCCESSFUL ENTREPRENEURS

OFFICE OR DIVISION	LIVELIHOOD AND ENTREPRENEURIAL DIVISION			
CLASSIFICATION	SIMPLE			
TYPE OF TRANSACTION	G2B (Government to Business)			
WHO MAY AVAIL THE SERVICE	<ul style="list-style-type: none"> Interested individuals, cooperatives, members of cooperatives Business people/entrepreneurs 			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Invitation letter (1 photocopy)			Livelihood and Entrepreneurial Division	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
3. Submit invitation letter	Receive invitation letter and gather needed materials/information	None	10 minutes	Bernardita Del Rosario Nelson Villanueva
	Provide client with needed information in the form of advice or briefing	None		Nelson Villanueva
4. Confirm the schedule of Trade Fair	Record the schedule	None		
TOTAL			10 minutes	



REQUEST FOR CREDIT WINDOW FACILITY

PURSUANT TO IMUS CITY ORDINANCE NO. 03-124 S. 2019 OTHERWISE KNOWN AS "IMUS CITY CREDIT WINDOW FACILITY" SHALL ALLOCATE FUNDS AS LOAN ASSISTANCE TO QUALIFIED BUSINESS ENTERPRISE AND COOPERATIVES THRU A CREDIT WINDOW FACILITY

OFFICE OR DIVISION	LIVELIHOOD AND ENTREPRENEURIAL DIVISION	
CLASSIFICATION	COMPLEX	
TYPE OF TRANSACTION	G2B (Government to Business)	
WHO MAY AVAIL THE SERVICE	<ul style="list-style-type: none"> • Would be/existing entrepreneurs • Cooperative, members of cooperatives 	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
<ul style="list-style-type: none"> • <u>For Would Be Entrepreneurs</u> (1 photocopy for each documents) <ul style="list-style-type: none"> • Accomplished Loan Application Form; • Barangay Certificate / Clearance; • Livelihood Caravan attendance or equivalent training; • Business Proposal; • Other documents which may show genuine intent and capacity to implement entrepreneurial activity • <u>For Existing Entrepreneurs</u> (1 photocopy for each documents) <ul style="list-style-type: none"> • Accomplished Loan Application Form; • Barangay Certificate / Clearance; • Livelihood Caravan attendance or equivalent training; • Business Proposal • Mayor's Permit; • DTI Registration; 		<ul style="list-style-type: none"> • CICLEDO Office -Livelihood and Entrepreneurial Division • From the Client • CICLEDO Office -Livelihood and Entrepreneurial Division • From the Client • From the Client • CICLEDO Office -Livelihood and Entrepreneurial Division • From the Client • CICLEDO Office -Livelihood and Entrepreneurial Division • CICLEDO Office -Livelihood and Entrepreneurial Division • From the Client • From the Client



<ul style="list-style-type: none"> • BIR Registration; • Other documents which may show genuine intent and capacity to implement entrepreneurial activity <ul style="list-style-type: none"> • For Cooperatives (1 photocopy for each documents) • Accomplished Loan Application Form; • Certificate of Accreditation from the Sangguniang Panlungsod; • Business Proposal • Mayor's Permit; • DTI Registration; • BIR Registration; • Other documents which may show genuine intent and capacity to implement entrepreneurial activity 		<ul style="list-style-type: none"> • From the Client • From the Client • CICLEDO Office -Livelihood and Entrepreneurial Division • From the Client • From the Client • From the Client • From the Client • From the Client 		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit letter of intent and accomplished loan application form	Acknowledge receipt of the request and all required documents, with an initial evaluation and screening of the information submitted and advise the client for the credit investigation	None	5 minutes	Nelson Villanueva
2. Client awaiting updates	Conduct credit investigation & business financial standing and consequently complete the Background/Credit Information form.	None	1 week	Nelson Villanueva
	Interview client if he/she is qualified to avail the service	None	2 weeks	Bernardita Del Rosario
	Evaluate & endorse the application for approval	None		



	Process documents for check release to concerned offices (CAO, CTO)	None		Maria Fides Escalada
	Inform the client on the status of the request	None		
3. Accept credits assistance	Release credit assistance	None	2 minutes	Nelson Villanueva/CTO
TOTAL			3 weeks & 7 minutes	

Note:

- Processing of Vouchers varies
- For credit window facility, the processing lasts for at least two weeks



Location: The **City of Imus Cooperative, Livelihood & Entrepreneurial Development Office** is located at the 2nd level of New Government Center

Mr. Emmanuel M. Santiaguel, Ph.D.
City Cooperative Officer

You can also contact us at:
0919-078-4952

Or email us at:
imuscoopoffice@yahoo.com



