



Availing of Cooperative Development Center Services (Accreditation)

ABOUT THE SERVICES

Cooperative is a duly registered association of persons with common bond of interest who have voluntarily joined together to achieve a lawful, common, social or economic ends and who contribute equitably to the capital required and accept a fair share of risks and benefits of the undertaking in accordance with universally accepted cooperative principles in which the Cooperative Development Agency takes charge in the promotion, registration, development, regulation and monitoring of cooperatives;

The Metro PESO on the other hand, is the office-in-charge in assisting the cooperatives within Naga City to be accredited by the Sangguniang Panlungsod of Naga to avail the services of the City Government of Naga for the Cooperatives.

They may use the facilities and equipment of the office, and may request for staff support. This service is offered FREE OFCHARGE.

Department / Office:	METRO NAGA PUBLIC EMPLOYMENT SERVICE OFFICE – Cooperative Development Center
Classification:	Highly Technical
Type of Transaction:	G2C - Government to Citizens G2G - Government to Government
Who may avail	Cooperatives
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<ul style="list-style-type: none"> • Name and Address of the Organization; • Name of Officers and Number of Members; • Date of latest general assembly held; • List of services/activities undertaken during the immediate preceding year; • List of services/activities planned to be undertaken in the present year; • Certificate of Registration [SEC, (with By-Laws), DOLE, DSWD or any Non-Government Agency (NGA) that accredits PO's NGO's) and other private organizations may be submitted as proof of existence;] • Board resolution/Letter of intent; • Financial Statement <p>Additional requirements based on Ordinance No. 2009-025:</p> <ul style="list-style-type: none"> • Proof of existence and operation in Naga City for at least one (1) year prior to the application for accreditation; • Proof of activities held in pursuit of development objectives or of organizational activities conducted; • Program of activities planned for the year following the date of application for accreditation; • Copies of its constitution, by-laws and/or articles of incorporation; • List of its officers and members of good 	



standing; <ul style="list-style-type: none"> Financial statement and declaration of assets and liabilities; and Board resolution manifesting a decision to seek accreditation and participation under this ordinance. (Submit the following requirements in folder)				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit to Metro PESO – Cooperative Development Center.		FREE	1 minute	JASEN B. CASTILLO (Job Order)
	2. Assessment of the necessary requirements.		5 minutes	MA. JOAN ST. FRANCISCO (Job Order)
	3. Evaluation of the requirements before sending the documents to the SP Secretariat for accreditation.		10 minutes	FLORENCIO T. MONGOSO, JR. CGDH II (Metro PESO Manager II) JOHN PAUL N. BUENDIA Cooperative Development Officer / PDO I
	4. Follow up the status of the accreditation request to the SP Secretariat.		15 minutes	JASEN B. CASTILLO (Job Order) MA. JOAN ST. FRANCISCO (Job Order)
	5. Deliberation of the Sangguniang Panlungsod regarding the accreditation of the applicant cooperative.		21 days	SANGGUNIANG PANLUNGSOD NAGA
	6. Posting of the result of the accreditation and informing the representative of the respective accredited cooperative.		1 day	FLORENCIO T. MONGOSO, JR. CGDH II (Metro PESO Manager II) JOHN PAUL N. BUENDIA Cooperative Development Officer / PDO I
TOTAL		FREE	22 days and 31 minutes	



METRO NAGA PUBLIC EMPLOYMENT SERVICE OFFICE

G/F DOLE Bldg., J. Miranda Avenue, Concepcion Pequeña, Naga City

For more information, please contact:

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