



## Availing of Naga GrOWNegosyo Program Services

### ABOUT THE SERVICES

The Metro PESO, in service to the Nagueños through the Naga GrOWNegosyo Program has been implemented since 2009 as one of the flagship programs of the City Government. We assist small & micro enterprises which are substantial and important component of the city's local economy. The program also provides financial assistance/loans for the income-generating projects of qualified beneficiaries as well as for the improvement of the socio-economic well-being of the low-income population of Naga. This program has four (4) main services: **Skills Training/Workshop**, **Product Development**, **Equipment Support**, and **Marketing Support**.

- **Skills Training/Workshop**
  - This aims to provide the beneficiaries' basic knowledge on certain field of expertise. (e.g. Basket Making, Soft broom making, Handicraft making, etc.)
  - This is an avenue for the beneficiaries to improve their basic supervisory/people handling skills.
- **Product Development**
  - This service aims to help the beneficiaries to upgrade and innovate on their field of expertise.
  - Improvement of existing products in terms of shelf lives, physical appearances, and product variations.
- **Equipment Support**
  - Provides assistance to the beneficiaries who are incapable of purchasing equipment which are necessary to their business.
  - Expedites the process of the beneficiaries' business. (e.g. twining machine, hand loom for coco coir, etc.)
  - If there are downloaded budget from the National Government Agencies (NGAs), we can provide equipment/starter kits for identified beneficiaries.
- **Marketing Support**
  - Lessen the beneficiaries' burden of payment through advertising
  - Provides avenue for the beneficiaries to expand their scope of business
  - Provides opportunity to participate in local and national trade fairs

<b>Department / Office:</b>		<b>METRO NAGA PUBLIC EMPLOYMENT SERVICE OFFICE – Cooperative Development Center</b>		
<b>Classification:</b>		Simple		
<b>Type of Transaction:</b>		G2C - Government to Citizens		
<b>Who may avail</b>		Micro, Small, & Medium Enterprises		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
The applicant must: <ul style="list-style-type: none"> <li>• Be a bona fide resident of Naga City (present any valid id or proof that the applicant is a resident of Naga City)</li> <li>• Have a new or existing business</li> <li>• Be a manufacturer/producer</li> <li>• Must present a product sample</li> </ul>		Cedula – Barangay.Hall where the applicant is residing  DTI Permit – DTI CamSur Provincial Office or DTI Negosyo Center Naga		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>



1. Personal appearance before the Metro PESO – Cooperative Development Center.		FREE	1 minute	JASEN B. CASTILLO Clerk (Job Order)  JOMAR EDWARD A. BRAZAL (Job Order)
	2. Interview of the applicant.		10 minutes	MA. JOAN ST. FRANCISCO (Job Order)
	3. Issuance of Business Profile Form.		1 minute	
4. Fill out the Business Profile Form.			10 minutes	
	5. Pre-assessment of the sample product.		5 minutes	JOMAR EDWARD A. BRAZAL (Job Order)  JASEN B. CASTILLO Clerk (Job Order)
	6. Assessment & Approval of Membership Application.		5 minutes	JOHN PAUL N. BUENDIA Project Development Officer
	7. Final Evaluation / Approval of the sample product (for display in the marketing outlet and on trade fairs).		1 day	Naga GrOWNegosyo Product Selection Board (City PESO Manager, ACTO, CEPPIO, CPNO, MNCCI)
	8. Business Coaching / Monitoring / Site Visit/Inspection.		2 - 3 hours	JOHN PAUL N. BUENDIA Project Development Officer  ALVIN P. ESTRELLA Administrative Aide I (Casual)  JOMAR



				EDWARD A. BRAZAL Clerk (Job Order)
				JASEN B. CASTILLO (Job Order)
<b>TOTAL</b>		FREE	1 day, 3 hours and 32 minutes	

**METRO NAGA PUBLIC EMPLOYMENT SERVICE OFFICE**

G/F DOLE Bldg., J. Miranda Ave., Concepcion Pequena, Naga City

For more information, please contact:

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