

3. Membership to DNCSF

Davao del Norte Credit Surety Fund is a special program initiated by the Bangko Sentral ng Pilipinas with Memorandum of Agreement with the Provincial Government of Davao del Norte and currently governed under RA 10744 in partnership with the Land Bank of the Philippines and Development Bank of the Philippines.

Office or Division:	PAdO-Cooperative and Investment Development Division			
Classification:	HIGHLY TECHNICAL			
Type of Transaction:	G2B, G2G			
Who may avail:	Duly registered cooperatives (Well managed coops)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Duly notarized Board Resolution signifying to join the DNCSF and stating the initial capital share contribution of not less than Php 100K per Bangko Central ng Pilipinas IRR and RA 10744 (1 Original)		Concerned Cooperative Applicant		
2. Certificate of Registration (1 Original)		CDA		
3. Certificate of compliance (1 Original)		CDA		
4. BIR Registration and Business Permit (1 Original)		BIR, LGU		
5. 3 year Audited Financial Statements (1 Photocopy Certified per year)		Concerned Cooperative applicant		
6. Latest aging of accounts for lending coops;		Bookkeeper of the concerned cooperative		
7. 3-year Cooperative Annual Performance Report (CAPR) (1 Photocopy Certified per year)		Concerned Cooperative applicant		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Approach the Office in charge of the program and discuss the qualification/ criteria of joining the program	Orient the client about the program	5 mins.	10mins	Cooperative Development Specialist II, PADO –Cooperative and Investment Development Divisio
2. Submit the required documents	Receive documents submitted by the cooperatives and check as to its completeness		5mins.	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	<p>Scrutinize the Financial Stability and Operational Status of the cooperative based on the financial records submitted and compute for the Capital to asset Ratio and other financial ratios</p> <p>If qualified in the required criteria under RA 10744, set schedule for the ocular assessment and conduct meeting with the Board of Directors of the Cooperative and key staff of the cooperative</p> <p>Conduct ocular inspection and meeting with the Board of Directors and key staff of the coop</p>		<p>Dependent on the volume of business and documents submitted by the cooperative (usually 2 hours to half day</p> <p>30 mins.</p> <p>2hours to half day dependent on the location of the cooperative and availability of the key officers and staff</p>	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	<p>Prepare assessment report to be submitted to the Division Head and ready for the presentation to the Oversight Committee of the DNCSF during OC Meeting</p> <p>Invite Chairperson, Manger and BODs of the Coop Applicant</p> <p>Arrange with the Oversight Committee Meeting Monthly Regular Meeting for inclusion in the Agenda for its approval with the present of the coop authorize representative</p> <p>update client for the approval.</p>		<p>2hours to half day</p> <p>30 mins.</p> <p>3 weeks to 1-month dependent on the schedule of the DNCSF Oversight Committee Monthly Regular Meeting</p> <p>5 min</p>	
TOTAL:		none	3 weeks to 1 month	