

5. Education and Training on Cooperative/ Association’s Development

Education and Training on Cooperative Development a capability building for cooperatives and associations conducted in collaboration with Local Government Units (LGU’s)/ Cooperative Development Councils (CDC’s) and/or project- based organizations for target beneficiaries to effectively adopt good governance and to improve overall performance.

Office or Division:	PADO-COOPERATIVE AND INVESTMENT DEVELOPMENT DIVISION			
Classification:	HIGHLY TECHNICAL			
Type of Transaction:	G2C, G2B, G2G			
Who may avail:	<ul style="list-style-type: none"> ○ Cooperatives; ○ Associations ○ People’s Organizations 			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Approved Resolution from City/Municipal Cooperative Development Council (1copy) or Letter Request from the LGUs to avail trainings signed by Coop Council’s Chairperson (1 Original)		M/CDC’s Office or Coop Coordinator’s Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit C/MCDC Resolution stating the training to be requested (1copy) or Letter Request from the LGU signed by the Coop Dev’t. council Chairperson.	1. Received the CDC request for trainings.		5mins	<i>Receiving Clerk to Chief, PADO – Cooperative and Investment Development Division</i>
	2. Allocate fund from the approved budget for the training requested per CDC’s		Dependent on the approval of allotment taken from the current year approve budget	<i>PADO CIDD- Cooperative Development Specialist/ Officer assigned to LGU’s</i>
	3. Prepares Purchase Request for the Meals & Snacks to be served during trainings		1 day	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	<p>4. Process Procurement of the Meals and Snacks to be served during the conduct of trainings/ seminars</p> <p>5.Coordinate with the CDCs for the Schedule/venue of the training</p> <p>6. Contact /coordinate qualified resource persons for a particular coop trainings</p> <p>7. Prepares programs/ Certificates for the conduct of trainings/ seminars</p> <p>8. Conduct Proper of the requested trainings / seminars to the concerned CDCs.</p>		<p>Dependent on the approval and completion of the required procurement process in accordance to procurement law</p> <p>20 mins.</p> <p>30mins</p> <p>3 hrs</p> <p>2 days/ Dependent on the availability of the qualified resource person</p>	
	TOTAL:	None	20 days to 30 days	