

Mandate: The Cooperative Development Office (CDA) is mandated by law to promote the viability and growth of cooperatives as instrument of equity, social justice and sustainable economic development.

Vision: An effective and efficient regulatory agency working towards the development of viable, sustainable, socially responsive and globally competitive cooperatives.

Mission: To ensure the safe and sound operations of cooperatives.

MUNICIPAL COOPERATIVE DEVELOPMENT OFFICE						
STEP	APPLICANT/ CLIENT	SERVICE PROVIDER	PROCESSING TIME	PERSON IN CHARGE	FEES	REMARKS
COOPERATIVE REGISTRATION TO COOPERATIVE DEVELOPMENT AUTHORITY						
1	Ask for assistance verbally or in written form and give the list of requirements needed for registration	Assist & Applicant interview	15 minutes	MCDO STAFF		
2	Schedule for Pre-Membership Education Seminar (PMES) and Submission of documentary requirements for Cooperative Development Authority (CDA)	Check, Receive the documents & Endorse to CDA	3 days	MCDO STAFF	Charge to membership fee of participant	
3	The Applicant will go to CDA Regional Extension Office and Pay Registration Fee	Receive one copy of Articles and By-Laws and the gold sealed certificate of registration	27 days	CDA STAFF	Php 500.00	
END OF TRANSACTION						
TOTAL TIME: 30DAYS AND 15MINUTES (EXCLUDING WAITING TIME)						
ACCREDITATION OF NON-GOVERNMENT ORGANIZATIONS, PEOPLE'S ORGANIZATION AND ASSOCIATION TO LOCAL SPECIAL BODIES ASSOCIATION						
1	Ask for assistance verbally or in written form and give the list of requirements needed for registration	Assist & Applicant interview	15 minutes	MCDO STAFF		
2	Submission of documentary requirements for the Accreditation of Local Special Bodies to Municipal Cooperative Development Office when all the documentary requirements are completed	Check & Receive the documents	For MCDO is just 30minutes assuming and For SB is just a day after the weekly session every Monday	MCDO STAFF & SB STAFF		
		The MCDO Staff shall endorse the needed documents to Sanguniang Bayan (SB) for correction/s and approval				
3	The Applicant will go back to MCDO to receive the approved accreditation document	Endorse the approved accreditation document	10 minutes	MCDO STAFF		
END OF TRANSACTION						
TOTAL TIME: 55 MINUTES (EXCLUDING WAITING TIME)						