



**OFFICE OF THE MUNICIPAL  
COOPERATIVE DEVELOPMENT**

**COOPERATIVE REGISTRATION TO COOPERATIVE DEVELOPMENT AUTHORITY**

<b>Office or Division:</b>	<b>Municipal Cooperative Development Office</b>			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C- Government to Citizen; G2B- Government to Business; G2G- Government to Government			
<b>Who may avail:</b>	Organization/Associations who would like to establish themselves as Cooperative			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Letter of Intent		Organizations/Associations who wish to become a Cooperative		
2. Cooperative's Checklist of Requirements for the Registration of New Cooperative:		CDA Website		
3. Pre-Registration Seminar (PRS) completed		Cooperative Development Authority (CDA) Region VIII Office- New Bus Terminal Compound, Brgy. 91, Abucay. 6500 Tacloban City		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Go to the Municipal Cooperative Development Office and ask for assistance verbally or in written form	1. Assist the client and explain the required documents	None	15 minutes	MCD Officer
2. Schedule for Pre-Registration Seminar (PRS)	2.1. Make & submit a Letter to CDA & request for PRS (Pre-Registration Seminar) for the organization who wished to establish a Cooperative	None	1-3 days including the waiting period for the confirmation	Client/ CDS II
	2.2. Inform client on the schedule of PRS as confirmed by CDA.	None	10 minutes	MCD Officer
	2.3. Conduct a PRS schedule to be presided by CDS II with the assistance of MCDO.	Charge to Membership fee of participant	6-8 hours	CDS II with the assistance of MCD Officer & Staff
3. Go to CDA Website for online registration	3. Assist the client for online registration	None	15 days	Client & MCD Officer
4. Encode all information and after that submit application for evaluation and wait for confirmation.	4. Finalize and review all the information client provides. Wait for confirmation.	None		Client & MCD Officer
5. After confirmation wait for an email of either payment procedure or list of documents for compliance. Assuming no deferred application.	5. Check the email notification and read the other instructions provided.	None	10 minutes	Client & MCD Officer
6. Once the evaluation and validation of the application is done and been reviewed the Cooperative will receive an email stating for printing and submission.	6. Print and proceed to payment procedure. Choose between Pay at CDA Treasurer or Pay online (thru Landbank)	Registration Fee: P 500 Name Reservation Fee: P 100 COC Fee: P 100	5 minutes	Client
7. Go to the CDA Regional Extension Office to submit all required documents listed on the email.	7. Submit and receive one copy of Articles and By-Laws and the gold sealed Certificate of Registration.	None	20 minutes	Client

**ACCREDITATION OF NON-GOVERNMENT ORGANIZATIONS, PEOPLE'S ORGANIZATION AND ASSOCIATION TO LOCAL SPECIAL BODIES ASSOCIATION**

<b>Office or Division:</b>	<b>Municipal Cooperative Development Office</b>			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C- Government to Citizen; G2B- Government to Business; G2G- Government to Government			
<b>Who may avail:</b>	Organization/Associations who would like to be accredited to the Local Special Bodies			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Letter of Application signed by Chairman		Applicant		
2. Duly Accomplished Application Form		MCDO		
3. Certificate of Registration		SEC, DOLE, DA & CDA		
4. Articles of Cooperation and By-laws		Applicant		
5. List of Current Officers or Board of Directors		Applicant		
6. Updated Financial Statement of preceding year		Applicant		
7. Annual Accomplishment Report		Applicant		
8. Board Resolution intended to apply for accreditation to Local Special Bodies		MCDO		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Go to the Municipal Cooperative Development Office and ask for assistance verbally or in written form	1. Assist the client and explain the required documents	None	15 minutes	MCD Officer
2. Go back to Municipal Cooperative Development Office when all the documentary requirements are completed.	2. Check/Review the completeness of the submitted requirements with the client.	None	10 minutes	MCD Officer
3. The Municipal Cooperative Development Specialist shall endorse the needed documents to Sangguniang Bayan (SB) for correction/s and approval	3. Make an endorsement letter to SB for the completeness of the needed requirements and duly signed.	None	1 minute	MCD Officer
4. Receive the approved accreditation document.	4. Record & release the copy of a resolution approving the application for accreditation/recognition.	None	1 minute	SBO Staff

