

Office of the City Cooperative Officer

External Service



MANDATE

1. Establishment of the Cooperative Services Section:

Prior to the creation of a separate department for cooperative development, the office was initially a section in the Community Affairs and Cooperative Services Division under the Office of the City Mayor.

The establishment of the section and division occurred during the reorganization of the City Government of Cotabato, in compliance with the legal provisions specified in RA 7160, also known as the Local Government Code of 1991.

2. Establishment of the Office of the City Cooperative Officer (OCCO) and Creation of Additional Plantilla Positions:

The Office of the City Cooperative Officer (OCCO) was established during the reorganization of the City Government of Cotabato in 2018.

As part of the establishment of the office, the organizational structure included the following plantilla positions:

- Senior Cooperative Development Specialist (SG-18) Head of the office
- Cooperative Development Specialist I (SG-11) Additional position
- Administrative Aide III (SG-3) Additional position.

3. Creation of the City Cooperatives Development Officer Position:

On September 2, 2022, the plantilla position of the City Cooperatives Development Officer was created through Ordinance No. 5024 Series of 2022.

This creation was in compliance with RA 11535, which made the position of a Cooperatives Development Officer mandatory at the municipal, city and provincial levels, amending RA 7160.

These actions indicate a strategic and legal commitment of the City Government of Cotabato to the development and promotion of cooperatives within the city.

VISION

A responsive and technology-driven City Cooperative Office recognized for its effectiveness in promoting, organizing, and developing cooperatives as sustainable economic and social enterprises. Our initiatives are dedicated to fostering progress within communities and advancing the overall development of Cotabato City.

MISSION

Empowering and facilitate the entire social and economic development of cooperatives in Cotabato City. We achieve this by offering innovative, technology-based interventions, coupled with policy support, to enhance these self-help enterprises. Our commitment is to ensure the sustainability and viability of cooperatives through the strategic utilization of cutting-edge technologies.



SERVICE PLEDGE

In the Office of the City Cooperative Officer, LGU-Cotabato City, we pledge to proactively initiate, formulate, and execute localized programs, projects, and activities dedicated to the promotion, organization, regulation, and development of cooperatives within our jurisdiction. This commitment aligns with the policies set forth by the Cooperative Development Authority/BARMM-Cooperative and Social Enterprise Authority.

DEFINITION OF TERMS

- **AC Articles of Cooperation** are legal documents that formally establish a cooperative and include key information such as name of the cooperative, purpose and objectives, membership, capitalization, board of directors, management and amendment procedures.
- **AFS Audited Financial Statement** is a company's document that a registered Certified Public Accountant (CPA) has reviewed and determined is free from error.
- **BL By Laws** of the cooperative are a set of internal rules and regulations that govern the day-to-day operations and management of the cooperative. It acts as a contract between the cooperative and its members.
- **CAPR Cooperative Annual Progress Report** is a comprehensive document that tracks the achievements, activities, and developments of a cooperative over a specific period, typically one year.
- **CDA Cooperative Development Authority** is a government agency attached to the Department of Trade and Industry that registers and regulates cooperatives in the Philippines.
- **CDS** Cooperative Development Specialist assist in the preparation of program designs, organization, registration of cooperatives to enhance cooperative development.
- **CGS** Certificate of Good Standing is a document proving a business is legally registered with and able to operate in a state. The certificate is also referred to as a certificate of existence, certificate of status, or a state-specific name.
- **COC** Certificate of Compliance is a written document that states the fulfillment of a given requirement.
- **COR** Certificate of Registration is a document evidencing the due execution of registration of the juridical personality of a cooperative.
- **CSEA** Cooperative and Social Enterprise Authority is a regulatory agency mandated for the registration of cooperatives, extending technical guidance, capability building, and inspection, monitoring, and validation of cooperative business operations in Bangsamoro Region. The CSEA was formerly known as the Cooperative Development Authority (CDA).
- **GA** General Assembly is legal requirement for cooperatives to present important information to their members and approved significant decisions. It is an



opportunity for members to come together, discuss the coops progress, make decisions, and help shape its future.

PRS – Pre-Registration Seminar is a mandatory seminar for prospective members of would-be primary cooperatives in the Philippines.

SERVICES AND HOW TO AVAIL THEM

Office/Division	on	OFFICE OF THE CITY COOPERATIVE OFFICER				
Classification		Simple				
Type of Type	gagtion	G2C - Governi	2C - Government to Transacting Public			
Type of Transaction		G2G - Govern	ment to Govt	. employee or ago	ency	
Who may ava	il:	All				
CH	IECKLIST	OF REQUIREME	INTS	WHERE	TO SECURE	
✓ Writter	n request f	or provision of a	PRS	✓ Client	concerned	
✓ List of i	names of a	t least 15 partici	pants	022022	concerned	
(recom	mended is	at least 26)		V Glient	Concerned	
CLIENT	ACEN	ICY ACTION	FEES TO	PROCESSING	PERSON	
STEPS	AULIV	ICI ACTION	BE PAID	TIME	RESPONSIBLE	
1. Submits	<u>Pre-R</u>	<u>Registration</u>				
written		ar (PRS) and				
request for a PRS		ince of PRS				
110	<u>Ce</u>	<u>rtificate</u>				
	1 D.					
2. Attends scheduled		eceives the				
PRS	16	quest for PRS.				
	2 Δr	oproves the	None	3 working days	Sr. CDS/CDS I	
	_	quest.	None	5 Working days	31. GD3/ GD3 1	
	10	questi				
	3. Sc	hedules the				
	PF	RS with the				
	Co	operative and				
	So	cial Enterprise				
	Aι	uthority (CSEA)				
	- E	BARMM.				
	7	ГОТАL	None	3 working days		

Office/Division	OFFICE OF THE CITY COOPERATIVE OFFICER				
Classification	Simple to Complex				
Tyme of Tyongostica	G2C - Government to Transacting Public G2G - Government to Govt. employee or agency				
Type of Transaction					
Who may avail:	All				
CHECKLIST	CHECKLIST OF REQUIREMENTS WHERE TO SECURE				
4 folders containi	ng the following documents:				
✓ PRS Training Certificate (original and 3		✓ CSEA-BARMM			
photocopies)		✓ Client concerned			



- ✓ Duly notarized, signed and complete By-laws and Articles of Cooperation (all original)
- ✓ Economic Survey (all original)
- ✓ Surety Bond of three (3) Accountable Officers (original and 3 photocopies)
- ✓ Duly notarized Sworn Statement of Treasurer's Affidavit (all original)
- ✓ Organizational Structure (all original)

- ✓ Client concerned

• Organization	al Structure (<i>all origin</i>		DDOCECCING	DEDCOM
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Request for an	Indorsement for	None	3 working days	
indorsement of its	Registration of		(if documents	
registration	Cooperative		are complete	
documents.	<u>Documents</u>		and correct)	
2. Submit the	1. Review and		Additional	
documentary	check the		time may be	
requirements	documents for		required	
	completeness and		depending on	
3. If notified by the	correctness.		the client's	
agency of missing	- If documents are		response to	
or incorrect	complete, proceed		document	
documents,	to issue an		correction or	
correct or	indorsement for		completion	
complete the	registration to the		request	
documents as	Cooperative and			
instructed	Social Enterprise			
	Authority (CSEA) -			Sr. CDS/CDS I
4. Resubmit the	BARMM.			
corrected or	- If documents are			
missing	not complete or			
documents	incorrect, notify the			
	client of the			
	missing or			
	incorrect			
	documents.			
	- Wait for the client			
	to resubmit the			
	required			
	documents.			
	- Once complete			
	and correct			
	documents are			
	received, proceed			
	with the			
	indorsement.			
ТО	TAL	None	3 work	ing days



Office/Division	OFFICE OF THE	CITY COOPE	ERATIVE OFFICE	R		
Classification	Complex to High	nly Technica	ıl			
Type of Transaction	G2C - Governme	G2C - Government to Transacting Public				
Type of Transaction	G2G - Governme	ment to Govt. employee or agency				
Who may avail:	All					
CHECKLIS	T OF REQUIREMEN	TS	WHERE	TO SECURE		
•	ertificate – <i>Original a</i>	nd three (3)	✓ CSEA-	BARMM		
photocopies		_				
	each member – <i>Phot</i>			of the City		
	sued ID of all membe	rs – Clear	Treas			
photocopies				concerned		
	of Members with TIN	and Complet		, ,		
Address	C O CC: 1 . 11 .	.1 1		concerned and		
	•	Officers elected by the members BIR (for the TIN) hree (3) Accountable Officers ✓ Client concerned				
	three (3) Accountable					
	f coverage of Php10,0	oo/onicer –		UC (Insurance		
Original and th	ree (3) photocopies	FEES TO	Agent PROCESSING	PERSON		
CLIENT STEPS	AGENCY ACTION	BE PAID	TIME	RESPONSIBLE		
1. Submit the	Processing of		20 working			
required documents	Cooperative		days (if all			
for processing of	Documents for		submitted			
cooperative	Registration		requirements			
registration			are correct and			
	1. Receive and		accurate)			
2. Respond to any	review the					
feedback or requests	submitted		Additional			
for additional	documents for		time may be			
information from	completeness and		required			
the agency	accuracy.		depending on			
the agency	•		. 1 1			
the agency	2. Process the		the client's			
the agency	2. Process the cooperative		response to	CCDO/Sr		
the agency	2. Process the cooperative documents if all		response to document	CCDO/Sr CDS/CDS I		
the agency	2. Process the cooperative documents if all requirements are		response to document correction or	CCDO/Sr CDS/CDS I		
the agency	2. Process the cooperative documents if all		response to document	,		

client of any		
missing or		
incorrect		
documents, if		
applicable, and		
request		
resubmission.		
4. Finalize and		
issue the		
processed		

request

3. Inform the



тот	are satisfied.	None	20 work	sing days
	all requirements			
	documents once			

Office/Division	OFFICE OF THE CITY COOPERA	ATIVE OFFICER			
Classification	Highly Technical	Highly Technical			
Tyme of Tyangastion	G2C - Government to Transac	ting Public			
Type of Transaction	G2G - Government to Govt. en	G2G - Government to Govt. employee or agency			
Who may avail:	All				
CHECKLIST	OF REQUIREMENTS	WHERE TO SECURE			
amended copy)	BL (if with amendments, latest	✓ Cooperative concerned			
·	py of COR (if with amendments, by of latest amended COR)	✓ Cooperative concerned			
proposed amend	esolution stating the specific lment/s and such was approved ote of all members with voting	✓ Cooperative concerned			
rights		✓ Cooperative concerned			
✓ Duly notarized BOD & Secretary Certificate		✓ Cooperative concerned			
✓ Treasurer/s Affice capital)	davit (in case of increase in				

cupitalj				
CLIENT STEPS	AGENCY ACTION	FEES TO	PROCESSING	PERSON
		BE PAID	TIME	RESPONSIBLE
1. Submit the	Processing of		20 working	CDS I/Sr.
required	Amendments of		days (if all	CDS/CCDO
documents for	ACBL (Articles of		submitted	
processing of	Cooperation and By-		requirements	
amendments of	<u>Laws)</u>		are correct and	
ACBL			accurate)	
	1. Receive and review			
2. Respond to	the submitted		Additional	
any feedback	documents for		time may be	
or requests for	completeness and		required	
additional	accuracy.		depending on	
information	2. Process the		the client's	
from the	amendments to the		response to	
agency	ACBL if all		document	
	requirements are		correction or	
	met.		completion	
	3. Inform the client of		request	
	any missing or			
	incorrect documents,			
	if applicable, and			
	request			
	resubmission.			
	4. Finalize and issue			



the processed amendments once all requirements are satisfied.			
TOTAL	None	20 work	sing days

Office/Division	OFFICE OF THE CITY COOPERATIVE OFFICER			
Classification	Simple to Complex			
Type of Transaction	G2C - Government to Transac	ting Public		
Type of Transaction	G2G - Government to Govt. employee or agency			
Who may avail:	All			
CHECKLIST	OF REQUIREMENTS	WHERE TO SECURE		
Four (4) sets of the	ne following:			
✓ Certified True Co	py of Updated Surety Bond of	✓ Cooperative concerned		
three (3) Account	table Officers			
✓ Minutes of GA Me	eeting/Election Result for BOD	✓ Cooperative concerned		
✓ 3 years Action Pla	an or Cooperative Development	✓ Cooperative concerned		
Plan		✓ Cooperative concerned		
✓ CAPR with AFS		✓ Cooperative concerned		
✓ Photocopy of COF	R (CDA or CSEA issued)			

CL LENIE CEREDO	A CENCY A CITION	FEES TO	PROCESSING	PERSON
CLIENT STEPS	AGENCY ACTION	BE PAID	TIME	RESPONSIBLE
1. Request for	<u>Indorsement of</u>		30 minutes (if	
indorsement of	<u>Mandatory Reports</u>		all submitted	
mandatory	for Certificate of		requirements	
reports for	Compliance (COC)		are correct and	
issuance of COC	1. Review and check		accurate)	
2. Submit the	the documents for			
required	completeness and		Additional	
documents for	correctness.		time may be	
processing of	- If documents are		required	
indorsement	complete, proceed to		depending on	
	issue an		the client's	
3. Respond to	indorsement for COC		response to	CDC I /Cn
any feedback or	issuance to the	None	document	CDS I/Sr. CDS/CCDO
requests for	Cooperative and		correction or	CDS/CCDO
additional	Social Enterprise		completion	
requirements	Authority (CSEA) -		request	
from the agency	BARMM.			
	- If documents are			
	not complete or			
	incorrect, notify the			
	client of the missing			
	or incorrect			
	documents.			
	- Wait for the client			
	to resubmit the			



TOTAL	None	30 m i	inutes
indorsement.			
proceed with the			
are received,			
correct documents			
- Once complete and			
required documents			

Office/Division	OFFICE OF THE CITY COOPERATIVE OFFICER					
Classification	Simple					
Т	G2C – Government to Transacting Public					
Type of Transaction	G2G – Government	G2G – Government to Govt. employee or agency				
Who may avail:	All					
CHECKLIST	OF REQUIREMENTS		WHERE TO SECURE			
New Application:						
 ✓ Authenticated photocopy of COR (1 copy) ✓ One (1) complete set of Registration documents ✓ OR of payment of certification fee/security seal ✓ Valid cedula of all members (photocopy) Renewal: ✓ Authenticated photocopy of valid COC ✓ Members' valid cedula (photocopy) ✓ OR of payment of certification fee/security seal 			 ✓ OCCO ✓ Cooperative concerned ✓ OCT ✓ OCT ✓ OCCO ✓ OCT ✓ OCT 			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE		
1. For new applications, Submit the authenticated photocopy of COR, one complete set of registration	Certification of Good Standing with Security Seal for Business Permit Application/ Renewal		30 minutes (if all submitted requirements are correct and accurate)			
documents, and the official receipt (OR) of	1. Receive and review the		Additional time may be	CDC L/Sr		

1. For new	Certification of		30 minutes	
applications,	Good Standing		50 minutes	
Submit the authenticated photocopy of COR, one complete set of registration	with Security Seal for Business Permit Application/ Renewal		(if all submitted requirements are correct and accurate)	
documents, and the official receipt (OR) of payment for the certification fee/security seal. 2. For renewals, Submit the authenticated photocopy of the valid COC, photocopies of members' valid cedula, and the OR of	1. Receive and review the submitted documents for completeness and accuracy. 2. Process the certification of good standing with the security seal. 3. If any documents are	100.00	Additional time may be required depending on the client's response to document correction or completion request	CDS I/Sr. CDS/CCDO



payment for the certification fee/security seal. 3. Respond promptly to any additional requests or clarifications from the agency, if necessary.	missing or incorrect, inform the client and request resubmission. 4. Issue the certification once all requirements are met.		
TOTAL		100.00	30 minutes

Office/Division		OFFICE OF THE CITY COOPERATIVE OFFICER					
Classification		Simple to Complex					
Type of Type and	i.o.n	G2C - Government to Transacting Public					
Type of Transaction G2G - Governi			ment to Govt. employee or agency				
Who may avail: All							
CHECH	KLIST	OF REQUIREME	INTS	WHERE TO SECURE			
✓ Original Co	pies of	Cooperative Do				rative concerned	
Requiring A	Authen	tication			_		
✓ Photocopie	s of Co	operative Docur	nents Requirin	ıg	✓ Coope	rative concerned	
Authentica	tion (s	hould be exact co	pies of the				
original dod	cument	t/s to be authenti	icated)				
CLIENT STEPS	ACI	GENCY ACTION	FEES TO	P	PROCESSING	PERSON	
CEIENT STETS	Aui	ENCI ACTION	BE PAID		TIME	RESPONSIBLE	
1. Submit the	<u>Autl</u>	hentication of					
photocopies of	<u>C</u>	<u>ooperative</u>					
cooperative	<u> </u>	<u> Documents</u>					
documents that							
require	1. Re	view the					
authentication.	subm	nitted					
2. Specify which	docu	ocuments for			30 minutes		
documents need	_	oleteness.		C:C d			
authentication		thenticate the			(if documents requiring	CDS I/Sr.	
(e.g., Articles of	speci		None	au	thentication are		
Cooperation, By-		ments,	1,0110	les	s than 10 pages)		
Laws, other		ring all pages				CDS/CCDO	
documents).	_	roperly			Additional	,	
3. Respond to	1 -	essed.			ime may be		
any requests for		here are issues			equired for		
additional	with				10 or more		
information or		ments, notify			pages		
clarification from		lient and					
the agency, if		est corrections.					
necessary.		nalize the					
		entication					
	_	ess and issue					
	tne a	uthenticated					



	documents to the			
	client.			
TOTAL		None	30 mi	inutes



OFFICE OF THE COOPERATIVE OFFICER

Organizational Structure

