



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 | | OFFICE OF THE CITY COOPERATIVE OFFICER | | |
| Classification | | Simple | | |
| Type of Transaction | | G2C – Government to Transacting Public G2G – Government to Govt. employee or agency | | |
| Who may avail: | | All | | |
| CHECKLIST OF REQUIREMENTS | | | WHERE TO SECURE | |
| ✓ Written request for provision of a PRS ✓ List of names of at least 15 participants <i>(recommended is at least 26)</i> | | | ✓ Client concerned ✓ Client concerned | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Submits written request for a PRS 2. Attends scheduled PRS | <u>Pre-Registration Seminar (PRS) and Issuance of PRS Certificate</u> 1. Receives the request for PRS. 2. Approves the request. 3. Schedules the PRS with the Cooperative and Social Enterprise Authority (CSEA) - BARMM. | None | 3 working days | Sr. CDS/CDS I |
| | TOTAL | None | 3 working days | |

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



| <ul style="list-style-type: none">✓ Duly notarized, signed and complete By-laws and Articles of Cooperation (<i>all original</i>)✓ Economic Survey (<i>all original</i>)✓ Surety Bond of three (3) Accountable Officers (<i>original and 3 photocopies</i>)✓ Duly notarized Sworn Statement of Treasurer's Affidavit (<i>all original</i>)✓ Organizational Structure (<i>all original</i>) | | <ul style="list-style-type: none">✓ Client concerned✓ Client concerned✓ Client concerned✓ Client concerned ✓ Client concerned | | |
|--|--|---|--|--------------------|
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Request for an indorsement of its registration documents. 2. Submit the documentary requirements 3. If notified by the agency of missing or incorrect documents, correct or complete the documents as instructed 4. Resubmit the corrected or missing documents | <u>Indorsement for Registration of Cooperative Documents</u> 1. Review and check the documents for completeness and correctness. - If documents are complete, proceed to issue an indorsement for registration to the Cooperative and Social Enterprise Authority (CSEA) - BARMM. - If documents are not complete or 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. | None | 3 working days <i>(if documents are complete and correct)</i> Additional time may be required depending on the client's response to document correction or completion request | Sr. CDS/CDS I |
| TOTAL | | None | 3 working days | |



| | | | | |
|---|---|-----------------|--|--------------------------|
| Office/Division | OFFICE OF THE CITY COOPERATIVE OFFICER | | | |
| Classification | Complex to Highly Technical | | | |
| Type of Transaction | G2C – Government to Transacting Public G2G – Government to Govt. employee or agency | | | |
| Who may avail: | All | | | |
| CHECKLIST OF REQUIREMENTS | | | WHERE TO SECURE | |
| <ul style="list-style-type: none"> ✓ PRS Training Certificate – <i>Original and three (3) photocopies</i> ✓ Valid Cedula of each member – <i>Photocopies only</i> ✓ Government-issued ID of all members – <i>Clear photocopies</i> ✓ List of Names of Members with TIN and Complete Address ✓ List of Names of Officers elected by the members ✓ Surety Bond of three (3) Accountable Officers with amount of coverage of Php10,000/officer – <i>Original and three (3) photocopies</i> | | | <ul style="list-style-type: none"> ✓ CSEA-BARMM ✓ Office of the City Treasurer ✓ Client concerned ✓ Client concerned and BIR (for the TIN) ✓ Client concerned ✓ CEMPUC (Insurance Agent) | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| <p>1. Submit the required documents for processing of cooperative registration</p> <p>2. Respond to any feedback or requests for additional information from the agency</p> | <p><u>Processing of Cooperative Documents for Registration</u></p> <p>1. Receive and review the submitted documents for completeness and accuracy.</p> <p>2. Process the cooperative documents if all requirements are met.</p> <p>3. Inform the client of any missing or incorrect documents, if applicable, and request resubmission.</p> <p>4. Finalize and issue the processed</p> | | <p>20 working days (<i>if all submitted requirements are correct and accurate</i>)</p> <p>Additional time may be required depending on the client's response to document correction or completion request</p> | <p>CCDO/Sr CDS/CDS I</p> |



| | | | | |
|--------------|--|-------------|------------------------|--|
| | documents once all requirements are satisfied. | | | |
| TOTAL | | None | 20 working days | |

| | | | | |
|--|---|------------------------|---|---------------------------|
| Office/Division | OFFICE OF THE CITY COOPERATIVE OFFICER | | | |
| Classification | Highly Technical | | | |
| Type of Transaction | G2C – Government to Transacting Public G2G – Government to Govt. employee or agency | | | |
| Who may avail: | All | | | |
| CHECKLIST OF REQUIREMENTS | | | WHERE TO SECURE | |
| <ul style="list-style-type: none">✓ Photocopy of ACBL (if with amendments, latest amended copy)✓ Certified true copy of COR (if with amendments, certified true copy of latest amended COR)✓ 3 copies of GA Resolution stating the specific proposed amendment/s and such was approved by at least 2/3 vote of all members with voting rights✓ Duly notarized BOD & Secretary Certificate✓ Treasurer/s Affidavit (<i>in case of increase in capital</i>) | | | <ul style="list-style-type: none">✓ Cooperative concerned✓ Cooperative concerned✓ Cooperative concerned✓ Cooperative concerned✓ Cooperative concerned | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Submit the required documents for processing of amendments of ACBL 2. Respond to any feedback or requests for additional information from the agency | <p><u>Processing of Amendments of ACBL (Articles of Cooperation and By-Laws)</u></p> <p>1. Receive and review the submitted documents for completeness and accuracy. 2. Process the amendments to the ACBL if all requirements are met. 3. Inform the client of any missing or incorrect documents, if applicable, and request resubmission. 4. Finalize and issue</p> | | 20 working days (<i>if all submitted requirements are correct and accurate</i>) Additional time may be required depending on the client's response to document correction or completion request | CDS I/Sr. CDS/CCDO |



| | | | | |
|--------------|---|-------------|------------------------|--|
| | the processed amendments once all requirements are satisfied. | | | |
| TOTAL | | None | 20 working days | |

| | | | | |
|--|---|------------------------|--|---------------------------|
| Office/Division | OFFICE OF THE CITY COOPERATIVE OFFICER | | | |
| Classification | Simple to Complex | | | |
| Type of Transaction | G2C – Government to Transacting Public G2G – Government to Govt. employee or agency | | | |
| Who may avail: | All | | | |
| CHECKLIST OF REQUIREMENTS | | | WHERE TO SECURE | |
| Four (4) sets of the following: <ul style="list-style-type: none">✓ Certified True Copy of Updated Surety Bond of three (3) Accountable Officers✓ Minutes of GA Meeting/Election Result for BOD✓ 3 years Action Plan or Cooperative Development Plan✓ CAPR with AFS✓ Photocopy of COR (CDA or CSEA issued) | | | <ul style="list-style-type: none">✓ Cooperative concerned✓ Cooperative concerned✓ Cooperative concerned✓ Cooperative concerned✓ Cooperative concerned | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Request for indorsement of mandatory reports for issuance of COC 2. Submit the required documents for processing of indorsement 3. Respond to any feedback or requests for additional requirements from the agency | <u>Indorsement of Mandatory Reports for Certificate of Compliance (COC)</u> 1. Review and check the documents for completeness and correctness. - If documents are complete, proceed to issue an indorsement for COC issuance to the Cooperative and Social Enterprise Authority (CSEA) - BARM. - If documents are not complete or incorrect, notify the client of the missing or incorrect documents. - Wait for the client to resubmit the | None | 30 minutes <i>(if all submitted requirements are correct and accurate)</i> Additional time may be required depending on the client's response to document correction or completion request | CDS I/Sr. CDS/CCDO |



| | | | | |
|--------------|--|-------------|-------------------|--|
| | required documents. - Once complete and correct documents are received, proceed with the indorsement. | | | |
| TOTAL | | None | 30 minutes | |

| | | | | |
|---|--|--|---|---------------------------|
| Office/Division | | OFFICE OF THE CITY COOPERATIVE OFFICER | | |
| Classification | | Simple | | |
| Type of Transaction | | G2C – Government to Transacting Public G2G – Government to Govt. employee or agency | | |
| Who may avail: | | All | | |
| CHECKLIST OF REQUIREMENTS | | | WHERE TO SECURE | |
| <i>New Application:</i> <ul style="list-style-type: none">✓ 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) <i>Renewal:</i> <ul style="list-style-type: none">✓ Authenticated photocopy of valid COC✓ Members' valid cedula (photocopy)✓ OR of payment of certification fee/security seal | | | <ul style="list-style-type: none">✓ OCCO✓ Cooperative concerned✓ OCT✓ OCT <ul style="list-style-type: none">✓ OCCO✓ OCT✓ OCT | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. <i>For new applications,</i> Submit the authenticated photocopy of COR, one complete set of registration documents, and the official receipt (OR) of payment for the certification fee/security seal. 2. <i>For renewals,</i> Submit the authenticated photocopy of the valid COC, photocopies of members' valid cedula, and the OR of | <u>Certification of Good Standing with Security Seal for Business Permit Application/ Renewal</u> 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 | 30 minutes <i>(if all submitted requirements are correct and accurate)</i> 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 Transaction | G2C – Government to Transacting Public G2G – Government to Govt. employee or agency | | | |
| Who may avail: | All | | | |
| CHECKLIST OF REQUIREMENTS | | | WHERE TO SECURE | |
| ✓ Original Copies of Cooperative Documents Requiring Authentication ✓ Photocopies of Cooperative Documents Requiring Authentication <i>(should be exact copies of the original document/s to be authenticated)</i> | | | ✓ Cooperative concerned ✓ Cooperative concerned | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Submit the photocopies of cooperative documents that require authentication. 2. Specify which documents need authentication (e.g., Articles of Cooperation, By-Laws, other documents). 3. Respond to any requests for additional information or clarification from the agency, if necessary. | <u>Authentication of Cooperative Documents</u> 1. Review the submitted documents for completeness. 2. Authenticate the specified documents, ensuring all pages are properly processed. 3. If there are issues with the documents, notify the client and request corrections. 4. Finalize the authentication process and issue the authenticated | None | 30 minutes <i>(if documents requiring authentication are less than 10 pages)</i> Additional time may be required for 10 or more pages | CDS I/Sr. CDS/CCDO |



| | | | | |
|--------------|--------------------------|-------------|-------------------|--|
| | documents to the client. | | | |
| TOTAL | | None | 30 minutes | |



OFFICE OF THE COOPERATIVE OFFICER
Organizational Structure

