

CITIZEN'S CHARTER
PROVINCIAL COOPERATIVES, LIVELIHOOD &
ENTERPRISE DEVELOPMENT

STEP	TAONG LALAPITAN	PROSESO	MGA KAILANGAN DALHIN	ITATAGAL NG PROSESO	EXTENSION NG PAGHIHINTAY KUNG MAY PROBLEMA	BAYARIN (Kung mayroon man)	
SERBISYONG KAILANGAN: LIVELIHOOD LOAN ASSISTANCE (Para sa mga Asosasyon, Kooperatiba at Individual)							
1	<p>Mark Edson P. Cabaccan Area of Coverage -District I</p> <p>Ms. Hazel T. Andres Area of Coverage-District II</p> <p>Mr. Juan M. Mercado Area of Coverage-District III</p> <p>Mr. Victor G. Baggao Area of Coverage-District IV</p> <p>Ms. Ma. Grace L. Tungpalan Area of Coverage-District V</p> <p>Ms. Margery C. Floria Area of Coverage-District VI</p>	PAG TANGGAP NG APLIKASYON	<p>Dalhin ang mga sumusunod:</p> <ol style="list-style-type: none"> 1. Resolusyon 2. Project Proposal 3. Latest Audited Financial Statement for two (2) years (if with existing economic activity) 4. Latest Schedule/ List of Officers and Members with paid up capital 5. By-Laws and Articles of Corporation (for re-avalliers, amended ACBL, if applicable) 6. Certificate of Registration 7. Certificate of Compliance (latest) with CDA 8. Picture of existing project/livelihood, if any (for first time borrower) 9. Report on previous loan granted (for renewal) Template to be provided by the PCLEDO 10. Photocopy of existing bank account, if any (showing their account name and last transaction) 11. BIO Data of officers 12. Sketch Map of office and residence of the President/Chairperson 13. Updated policies on the proposed livelihood project 14. Business Permit 15. LGU Accreditation <p>Dalhin ang mga sumusunod (Para sa Individual):</p> <ol style="list-style-type: none"> 1. Letter Request address to the Governor 2. Fully Accomplished Personal Data Sheet 3. Promissory Note 4. Photocopy of ID 5. 2x2 Picture 	30 minuto sa bawat aplikasyon	2-3 oras	wala	
2	<p>Mark Edson P. Cabaccan Area of Coverage -District I</p> <p>Ms. Hazel T. Andres Area of Coverage-District II</p> <p>Mr. Juan M. Mercado Area of Coverage-District III</p>	PAGSASAGAWA NG PROFILING	Ang PCLEDO ay magsasagawa ng profiling at validation ang bawat Asosasyon at Kooperatiba na nanghihiram.	2-3 araw sa bawat aplikasyon	2-3 oras	P 200.00	
3	<p>Mr. Victor G. Baggao Area of Coverage-District IV</p> <p>Ms. Ma. Grace L. Tungpalan Area of Coverage-District V</p> <p>Ms. Margery C. Floria Area of Coverage-District VI</p>	PAG-APRUBA/ INISYAL ASSESSMENT	Agad magagawan sila ng MOA kapagtapos ng profiling at validation at kapag kumpleto na ang mga dokumentong naisumite. Ang notarial fee na P200.00 ay babayaran lamang sa araw ng release. Ang babayaran o nalikom ay ipapadala din ng PCLEDO sa Provincial Legal Office.				
4	Maria Kathrina T. Ibarra	PAG GAWA NG MOA					
SERBISYONG KAILANGAN: LIVELIHOOD LOAN ASSISTANCE (Para sa mga Asosasyon at Kooperatiba)							
1	<p>Mark Edson P. Cabaccan Area of Coverage -District I</p> <p>Ms. Hazel T. Andres Area of Coverage-District II</p> <p>Mr. Juan M. Mercado Area of Coverage-District III</p>	<p>Mr. Victor G. Baggao Area of Coverage-District IV</p> <p>Ms. Ma. Grace L. Tungpalan Area of Coverage-District V</p> <p>Ms. Margery C. Floria Area of Coverage-District VI</p>	<p>PARA SA PAGTANGGAP NG CASH O CHEKE NG BRO LIVELIHOOD LOAN ASSISTANCE NG MGA INDIBIDWAL ASOSASYON AT KOOPERATIBA</p>	<p>Dapat dalhin ng mga asosasyon at kooperatiba:</p> <ul style="list-style-type: none"> - Official Receipt <p>Dapat dalhin ng mga individual:</p> <ul style="list-style-type: none"> - Original na ID 	1 araw	2-3 oras	
SERBISYONG KAILANGAN: PAGHINGI NG TULONG PARA SA PAGBUO NG KOOPERATIBA AT SA PAGPAPAREHISTRO SA COOPERATIVE DEVELOPEMNT AUTHORITY (CDA)							
1	MR. RIC-JUSTICE E. ANGOBUNG PCLEDO		PARA SA PAGBUO NG KOOPERATIBA	Sulat na humihingi ng tulong upang magkaroon ng Cooperative Pre-Membership Education Seminar (PMES) at Pre Registration Seminar (PRS). Ito ay kailangang dalhin at ipatalang natanggap sa Opisina ng Gobernador	1 araw (opisina ng Administrador) at 1 araw (PCLEDO)	10 minuto	wala
2	<p>Mark Edson P. Cabaccan Area of Coverage -District I</p> <p>Ms. Hazel T. Andres Area of Coverage-District II</p> <p>Mr. Juan M. Mercado Area of Coverage-District III</p>	<p>Mr. Victor G. Baggao Area of Coverage-District IV</p> <p>Ms. Ma. Grace L. Tungpalan Area of Coverage-District V</p> <p>Ms. Margery C. Floria Area of Coverage-District VI</p>	PAGDARAOS NG PMES	Pakikipag ugnayan sa pagsasahanda ng pagdarausan ng PMES	3 araw	1 araw	wala
3	<p>Mark Edson P. Cabaccan Area of Coverage -District I</p> <p>Ms. Hazel T. Andres Area of Coverage-District II</p> <p>Mr. Juan M. Mercado Area of Coverage-District III</p>	<p>Mr. Victor G. Baggao Area of Coverage-District IV</p> <p>Ms. Ma. Grace L. Tungpalan Area of Coverage-District V</p> <p>Ms. Margery C. Floria Area of Coverage-District VI</p>	<p>PARA SA PAGGAWA NG DOKUMETONG KAKAILANGANIN SA PAGPAPAREHISTRO SA CDA</p>	<p>Mga dapat dalhin:</p> <ol style="list-style-type: none"> 1. Pre-Membership Education Seminar (PMES Certification) 2. PCLEDO Endorsement 3. Pre Registration Seminar Certification 4. Sets of Article of Cooperation and By Laws (ALL ORIGINAL) 5. Economic Survey (4 copies) 6. Treasurer Affidavit (4 copies) 7. Attendance Sheet (PMES/PRS) 8. Regisration Fee of P500.00 9. Security Bond of Treasurer & Chairman 10. Community Tax Certificate (CTC) & Valid ID 	7 araw sa bawat aplikasyon	1 araw	₱ 500.00 CDA Registration at Security Bond ng Treasurer at Chairman, depende sa halaga ng share capital
SERBISYONG KAILANGAN: PARA SA IBA PANG URI NG SERBISYO							
1	MR. RIC-JUSTICE E. ANGOBUNG PCLEDO		MEDIATION/ CONCILIATION	Sulat na Humihingi ng tulong upang magkaroon ng Cooperative Mediation at Conciliation. Ito ay kailangang dalhin at ipatalang natanggap sa office of the Governor (Ang araw ng seminar ay agad na maitatalka kapag naibaba na sa PCLEDO ang sulat. Ang kumpirmasyon ng araw ng meeting ay itinatawag ng PCLEDO)	1 araw (opisina ng Administrador) at 4 araw (PCLEDO)	1 araw	wala
2	MR. RIC-JUSTICE E. ANGOBUNG PCLEDO		IBA PANG URI NG SERBISYO	Iba pang uri ng serbisyong may kinalaman sa kooperatiba: Inquiry, Follow-up request, Cooperative Counseling	2 oras	2-3 oras	wala
SERBISYONG KAILANGAN: PAGHINGI NG TULONG PARA SA COOPERATIVE SKILLS TRAINING							
1	MR. RIC-JUSTICE E. ANGOBUNG PCLEDO		COOPERATIVE SKILLS TRAINING	Sulat na humihingi ng tulong upang magkaroon ng Cooperative Skills Training. Ito ay kailangang dalhin at ipatalang natanggap sa office of the Governor (Ang araw ng seminar ay agad na maitatalka kapag naibaba na sa PCLEDO ang sulat. Ang kumpirmasyon ng araw ng meeting ay itinatawag ng PCLEDO)	30 minuto	3 araw	wala
2	<p>Mark Edson P. Cabaccan Area of Coverage -District I</p> <p>Ms. Hazel T. Andres Area of Coverage-District II</p> <p>Mr. Juan M. Mercado Area of Coverage-District III</p>	<p>Mr. Victor G. Baggao Area of Coverage-District IV</p> <p>Ms. Ma. Grace L. Tungpalan Area of Coverage-District V</p> <p>Ms. Margery C. Floria Area of Coverage-District VI</p>	COOPERATIVE SKILLS TRAINING	Pagdaraos ng Cooperative Skills Training	3 araw (depende sa uri ng training)	1-2 araw	wala
KUNG HINDI MAAYOS ANG SERBISYO			<p>Tumawag sa tanggapan ng Provincial Governor sa 323-0173 o mag-text sa PGI Hotline 0905-911-8914</p> <p>PARA SA INYONG KATANUNGAN, TUMAWAG O MAG TEXT SA TANGGAPAN NG PROVINCIAL COOPERATIVES, LIVELIHOOD AND ENTERPRISE DEVELOPMENT OFFICE BILANG: 09667535379 (GLOBE) AT 09994721133 (SMART)</p>				