

**CITIZENS' CHARTER- Cooperative and Investment Development Division (CIDD):**

**1. Facilitation of Accreditation for Cooperatives**

Accreditation for Cooperatives is granted to duly registered cooperatives applying for accreditation in order to avail government assistance and or be able to represent in the local special bodies as mandated by the DILG and COA.

<b>Office or Division:</b>	PAdO-Cooperative and Investment Development Division	
<b>Classification:</b>	HIGHLY TECHNICAL	
<b>Type of Transaction:</b>	G2C, G2B, G2G	
<b>Who may avail:</b>	Duly registered cooperatives	
	<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
	1. Application Letter (1 original)	Concerned Cooperative Applicant
	2. CCDDC/MCDC Endorsement (1 original)	Municipal/City Coop Dev't. Council Concerned Cooperative
	3. Duly accomplished Application Form for NGO/Coop Accreditation (1 original)	CDA
	4. Duly approved Board Resolution (signifying intention to be accredited in the Province of Davao del Norte (1 original)	CDA
	5. Certificate of Registration with CDA; (1 original)	Concerned Cooperative applying for accreditation
	6. Organizational purposes and objectives (Articles of Cooperation) (1 original)	Concerned Cooperative applying for accreditation
	7. List of current Officers (BOD & Management) and Members with their corresponding paid up capital share; (1 original)	Concerned Cooperative applying for accreditation
	8. Annual Accomplishment Report for the immediately preceding year/ Performance/ Track Record; (1 original)	Secretary of the Cooperative applying for Accreditation

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
9. Minutes of Annual General Assembly certified by the coop secretary (3 years); (1 original)		Bookkeeper of the Cooperative applying for accreditation, records section of the cooperative		
10. Annual Report to CDA / CAPR (3 years); (1 original)		Concerned Cooperative applying for accreditation		
11. Financial Statement for the last 3 years duly audited by an external auditor; (1 original)		Concerned Cooperative applying for accreditation		
12. Organizational Structure; (1 original)		Concerned Cooperative applying for accreditation		
13. Official Receipt of the Accreditation fee;		PTO		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure Checklist for Cooperative accreditation	Give Checklist of the Cooperative Accreditation		2mins	<i>Cooperative Development Specialist II, PADO – Cooperative and Investment Development Division</i>
2. Submit original copies of documents as per checklist for evaluation and check/verified by the focal person	Receive/review as to completeness of documentary requirements of Coop application for accreditation and advise client in case of lacking documents and advise them to submit in 5 sets/folders		30 mins	
3. Submit documents in 5 sets/folders	Receive complete sets of documents and schedule for the ocular visit Conduct actual evaluation/ocular visit to the area to validate client eligibility		Dependent on the action of the CSO applicant in complying the lacking requirements (1 week to 2 weeks)	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
4. Pay Accreditation Fee	Conduct ocular visit/assessment to the client area		4 hours Dependent on the distance of location of the Coop applicant	
	After validation prepare assessment report to the Division Head		1 hour	
	Endorse complete documents to the PADO Admin Division for Endorsement to the SPO for inclusion in the Agenda during SP Session		Dependent on the action of the PADO Admin and Sanggunian Panlalawigan Office (1week to 2 weeks)	
	follow up to the SP Office for its approval and if approved, secure copy of the approve resolution and update client for the approval.		5 mins.	
	<b>TOTAL:</b>	<b>Php 100.00</b>	<b>15 to 20 days</b>	