

## 6. Awards and Recognition (Provincial Level)

Gawad Parangal Search for Outstanding Cooperatives in Davao del Norte endeavors to recognize cooperatives for their exemplary performance and in bringing responsive services to their members and community. Moreover, to document profile of winners as reference material for best practices that could be replicated in other cooperatives within the province.

|   |  |                        |                          |  |
|---|--|------------------------|--------------------------|--|
| <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>   | Well Managed cooperatives with exemplary performance categorically micro, small, medium and large-scale coops.     |                        |                          |  |
| <b>CHECKLIST OF REQUIREMENTS</b>  |  | <b>WHERE TO SECURE</b> |                          |  |
| 1. Duly Accomplished Nomination Form from the City/Municipal Cooperative Development Councils (1 Original)  |  | Concerned CDCs         |                          |  |
| 2. Bid Books of the nominated cooperatives by category. (1 Original/Photocopy)  |  | Concerned coop nominee |                          |  |
| <b>CLIENT STEPS</b>   | <b>AGENCY ACTION</b>   | <b>FEES TO BE PAID</b> | <b>PROCESSING TIME</b>   | <b>PERSON RESPONSIBLE</b>  |
| 1. Submit endorsement from the City/Municipal Cooperative Development Council/LGU as an official entry of the LGU.  | Receive endorsement from the City/Municipal Cooperative Development Council/LGU.                                   |                        | 5 mins                   | <i>Receiving Clerk to Chief, PADO – Cooperative and Investment Development Division</i>                    |
| 2. Submit Accomplished Nomination Form from the City/Municipal Cooperative Development Councils with the Bid Book of the Coop Nominees (1 Bid Book per nominee) | Receive Bid Books containing the accomplished Nomination Form from the CDCs<br><br>Identify Validators/ Evaluators |                        | 20 mins.<br><br>30 mins. | <i>PADO CIDD- Cooperative Development Specialists/ Officer assigned as Focal Person For Gawad Parangal</i> |

| CLIENT STEPS | AGENCY ACTION   | FEES TO BE PAID | PROCESSING TIME   | PERSON RESPONSIBLE |
|--------------|---|-----------------|---|--------------------|
|              | Communicate and schedule meeting for Validators on the said activity.             |                 | 10 mins.  |                    |
|              | Conduct meeting with the validators   |                 | Half day/4hrs   |                    |
|              | Communicate entries/nominees for the schedule of the ocular visit and validation. |                 | 1 day   |                    |
|              | Conduct validation/ evaluation to the area of the coop nominees                   |                 | Dependent on the availability of the validators and the officers of the coop nominees |                    |
|              | Conduct validators meeting for the discussion for the final result.               |                 | Half day  |                    |
|              | Conduct video documentation to the winners of the 4 categories                    |                 | 1 week dependent on the availability of the videographer                              |                    |
|              | Prepare video coverage for the 1 <sup>st</sup> Prize winners of the 4 categories  |                 | 2weeks/dependent on the completion of the video including editing and dubbing         |                    |

| CLIENT STEPS  | AGENCY ACTION                                       | FEES TO BE PAID | PROCESSING TIME   | PERSON RESPONSIBLE |
|---------------|---|-----------------|---|--------------------|
|               | Prepare for Proper conduct of the Awarding Ceremony |                 | Dependent on the approval of the procurement of the trophies/ catering services and approval/ availability of the cash<br>Prizes but to be conducted not later than the culmination of the yearly coop month celebration which is every October |                    |
| <b>TOTAL:</b> |   | <b>none</b>     | <b>3months to 4 months.</b>   |                    |