



City Economic Management and Cooperative Development Office

External Services



1. Request for Trainings and Seminars

This process refers to the provision of trainings and seminars as per requested by the different sectors/clients

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| Office or Division: | City Economic Management & Cooperative Development Office (CEMCDO) | | | |
| Classification: | Simple | | | |
| Type of Transaction: | G2B – Government to Business G2C – Government to Citizen G2G – Government to Government | | | |
| Who may avail: | Local Micro, Small, and Medium Enterprises (existing & potential), Business Sector, other government agencies and offices of local government, Tourism Related Establishments, Associations, Cooperatives, Would-be Cooperatives, and, Barangays | | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SOURCE | | |
| 1. Signed Letter Request, 1 copy, original | | Client | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Fill-up Visitor's Logbook, submit signed letter request, or in the absence thereof, fill-up Citizen's Service Assistance Form (CSAF) | 1. Receive signed letter request/ filled-up CSAF, encode, attach document tracking sheet and forward to DH/ADH/OIC | None | 5 minutes | <i>Personnel Assistance and Complaints Desk</i> <i>CEMCDO, 3/F Investment Action Center Building</i> |
| No Activity | 1.2 Forward to Responsible Division/Section for client assistance | None | 3 minutes | <i>Personnel Assistance and Complaints Desk</i> <i>CEMCDO, 3/F Investment Action Center Building</i> |
| No Activity | 1.3 Receive signed Letter Request, give instruction to respective section for immediate action | None | 3 minutes | for Cooperatives; <i>Cooperative Development Specialist IV/Project Evaluation Officer II- Cooperative Division</i> for Tourism |



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|-------------|---|------|-----------|--|
| | | | | <p>Related Establishments, Associations <i>Tourism Operations Officer I/ Tourism Operations Assistant - Tourism Division</i></p> <p>for SMEs (existing and potential) <i>Project Development Officer III - Special Projects Division</i></p> <p>for Private Investors <i>Economist IV- Investment Division</i></p> <p><i>CEMCDO, 3/F Investment Action Center Building</i></p> |
| No Activity | 1.4 Interview and brief client of the process, and schedule of requested training/ seminars (if any). | None | 5 minutes | <p>for Cooperatives; <i>Administrative Assistant V/ Cooperative Development Specialist I- Cooperative Division- Cooperative Division</i></p> <p>for Tourism Related Establishments, Associations <i>Tourism Operations Officer I/ Tourism Operations Assistant - Tourism Division</i></p> |



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| | | | | <p>for SMEs (existing and potential) Project Development Officer II - Special Projects Division</p> <p>for Private Investors Development Management Officer I- Investment Division</p> <p>CEMCDO, 3/F Investment Action Center Building</p> |
| No Activity | 1.5 Inform client about the status of request and to secure enrolment slip as pre-registered participant | None | 5 minutes | <p>for Cooperatives; Administrative Assistant V/ Cooperative Development Specialist I- Cooperative Division- Cooperative Division</p> <p>for Tourism Related Establishments, Associations Tourism Operations Officer I/ Tourism Operations Assistant - Tourism Division</p> <p>for SMEs (existing and potential) Project Development Officer II - Special Projects Division</p> <p>for Private</p> |



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| | | | | <p>Investors Development Management Officer I- Investment Division</p> <p>CEMCDO, 3/F Investment Action Center Building</p> |
| 2. Get/secure enrolment slip for pre-registration | 2. Provide enrolment slip and log name in the logbook as pre-registered participant | None | 3 minutes | <p>for Cooperatives; Administrative Assistant V/ Cooperative Development Specialist I- Cooperative Division- Cooperative Division</p> <p>for Tourism Related Establishments, Associations Tourism Operations Officer I/ Tourism Operations Assistant - Tourism Division</p> <p>for SMEs (existing and potential) Project Development Officer II - Special Projects Division</p> <p>for Private Investors Development Management Officer I- Investment Division</p> <p>CEMCDO, 3/F</p> |



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|-------------|---|------|-----------|--|
| | | | | <i>Investment Action Center Building</i> |
| No Activity | 2.1 Databank client's profile upon approval of request for listing as pre-registered participant | None | 5 minutes | <p>for Cooperatives; <i>Administrative Assistant V/ Cooperative Development Specialist I- Cooperative Division- Cooperative Division</i></p> <p>for Tourism Related Establishments, Associations <i>Tourism Operations Officer I/ Tourism Operations Assistant - Tourism Division</i></p> <p>for SMEs (existing and potential) <i>Project Development Officer II - Special Projects Division</i></p> <p>for Private Investors <i>Development Management Officer I- Investment Division CEMCDO, 3/F Investment Action Center Building</i></p> |
| No Activity | 2.2 Inform client the schedule and seminar venue and instruct to bring the enrollment slip upon registration during the seminar | None | 5 minutes | <p>for Cooperatives; <i>Administrative Assistant V/ Cooperative Development Specialist I- Cooperative</i></p> |



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| | | | | <p><i>Division- Cooperative Division</i></p> <p>for Tourism Related Establishments, Associations <i>Tourism Operations Officer I/ Tourism Operations Assistant - Tourism Division</i></p> <p>for SMEs (existing and potential) <i>Project Development Officer II - Special Projects Division</i></p> <p>for Private Investors <i>Development Management Officer I- Investment Division</i></p> <p><i>CEMCDO, 3/F Investment Action Center Building</i></p> |
| | Total | None | 34 Minutes | |
| END OF TRANSACTION | | | | |