



City Economic Management and Cooperative Development Office

External Services



3. Request for Information/Data on CEMCDO Services

This process refers to the provision of available information from the different divisions of the City Economic Management and Cooperative Development Office to the clients request in the identified division.

Office or Division:	City Economic Management & Cooperative Development Office			
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 SECURE		
1. Citizen Service Assistance Form, 1 Original Copy 2. Letter Request, 1 Original and 1 Photocopy		CEMCDO, 3/F Investment Action Center Building 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>



				<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 III - Special Projects Division</p> <p>for Private Investors Economist IV- Investment Division</p> <p>CEMCDO, 3/F Investment Action Center Building</p>
2. Secure copy of requested Data.	<p>2.1 Check availability of requested data</p> <p>2.1.A. If available, proceed to next step</p> <p>2.1.B. If not available, notify client</p>	None	1 hour	<p>for Cooperatives; Administrative Assistant V/ Cooperative Development Specialist I- 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)</p>



				<p><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>
No Activity	2.2. Provide the data thru any of the following modes : (a) hardcopy, (b) email, (c) cd/dvd copy, (d) others	None	1 hour	<p>for Cooperatives; <i>Administrative Assistant V/ Cooperative Development Specialist I- 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>



				CEMCDO, 3/F Investment Action Center Building
3. Receive Data Requested	3.1 Acknowledge receipt of requested data from client 3.1.A. If physical copy, have client sign CSAF for receipt 3.1.B. If through email, print screenshot thereof and attach to CSAF	None	5 Minutes	for Cooperatives; Administrative Assistant V/ Cooperative Development Specialist I- Cooperative Division for Tourism Related Establishments, Associations Tourism Operations Officer I/ Tourism Operations Assistant - Tourism Division for SMEs (existing and potential) Project Development Officer II - Special Projects Division for Private Investors Development Management Officer I- Investment Division CEMCDO, 3/F Investment Action Center Building
	Total	None	2 hours and 16 minutes	
END OF TRANSACTION				