



City Economic Management and Cooperative Development Office

External Services



9. Support Services for Tourism and Enterprise Special Bodies

This process refers to the support given by the different identified divisions of City Economic Management and Cooperative Development Office to the Special Bodies for events and activities in line with the implementation of projects of the Local Government Unit of General Santos City.

Office or Division:	City Economic Management and Cooperative Development Office (CEMCDO)			
Classification:	Complex			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	LGUs, NGO, NGAs			
CHECKLIST OF REQUIREMENTS		WHERE TO SOURCE		
Accreditation Certificates 1 Original, 1 Photocopy		Client		
Letter Request 1 Original, 1 Photocopy		Client		
How to avail of the services				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Avail the Preliminary Coordination Services of the CEMCDO	Provide Preliminary Coordination and Information needed by the Partner Agency	None	4 hours	<i>Tourism Operations Officer; Tourism Operations Assistant for the Tourism Events</i> <i>Project Development Officers for the Special Projects Enterprise Division ;</i> <i>CEMCDO, 3/F Investment Action Center Building</i>
2. Sign the necessary documents prepared by CEMCDO;	Prepare necessary documents ie- Memorandum of Agreement, Invitation to Submit Project Proposals, Project Design	None	3 days	<i>Tourism Operations Officer; Tourism Operations Assistant for the Tourism Events</i> <i>Project Development Officers for the</i>



				<i>Special Projects Enterprise Division ;</i> <i>CEMCDO, 3/F Investment Action Center Building</i>
3. Submit the signed documents	Endorse signed documents to respective offices	None	30 minutes	<i>Tourism Operations Officer; Tourism Operations Assistant for the Tourism Events</i> <i>Project Development Officers for the Special Projects Enterprise Division ;</i> <i>CEMCDO, 3/F Investment Action Center Building</i>
	Total	None	3 days, 4 hrs and 30 Minutes	
END OF TRANSACTION				