



# **City Economic Management and Cooperative Development Office**

## **Internal Services**



## 1. Facilitation of Conduct of Trainings and Seminars

This process refers to the facilitation of the conduct of trainings and seminars for 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

<b>Office or Division:</b>	City Economic Management & Cooperative Development Office (CEMCDO)			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2B – Government to Business G2C – Government to Citizen G2G – Government to Government			
<b>Who may avail:</b>	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			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SOURCE</b>		
Completed Enrollment Slip (1 copy, original)		Client		
<b>How to avail of the services</b>				
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit enrollment slip and fill out training forms (e.g. attendance sheet).	1.1. Receive enrollment slip and assist in the filling out of training forms.	None	10 minutes	<b>for Cooperatives;</b> <i>Administrative Assistant V/ Cooperative Development Specialist I- Cooperative Division- Cooperative Division</i>  <b>for Tourism Related Establishments, Associations</b> <i>Tourism Operations Officer I/ Tourism Operations Assistant - Tourism Division</i>  <b>for SMEs (existing and potential)</b>



				<p><i>Project Development Officer III/ Project Development Officer III - Special Projects Division</i></p> <p><b>for Private Investors</b> <i>Development Management Officer I- Investment Division</i></p> <p><i>CEMCDO, 3/F Investment Action Center Building</i></p>
No Activity	1.2. Provide participants training materials. (e.g. ID, notebook, ballpen, handouts)	None	10 minutes	<p><b>for Cooperatives;</b> <i>Administrative Assistant V/ Cooperative Development Specialist I- Cooperative Division- Cooperative Division</i></p> <p><b>for Tourism Related Establishments, Associations</b> <i>Tourism Operations Officer I/ Tourism Operations Assistant - Tourism Division</i></p> <p><b>for SMEs (existing and potential)</b> <i>Project Development Officer III/ Project Development Officer III - Special Projects Division</i></p> <p><b>for Private</b></p>



				<p><b>Investors</b> Development Management Officer I- Investment Division</p> <p>CEMCDO, 3/F Investment Action Center Building</p>
No Activity	1.3. Provide technical assistance and conduct of training	None	2 hours	<p><b>for Cooperatives;</b> Administrative Assistant V/ Cooperative Development Specialist I- Cooperative Division- Cooperative Division</p> <p><b>for Tourism Related Establishments, Associations</b> Tourism Operations Officer I/ Tourism Operations Assistant - Tourism Division</p> <p><b>for SMEs (existing and potential)</b> Project Development Officer III/ Project Development Officer III - Special Projects Division</p> <p><b>for Private Investors</b> Development Management Officer I- Investment Division</p> <p>CEMCDO, 3/F</p>



				<i>Investment Action Center Building</i>
No Activity	1.4. Distribute and gather survey forms.	None	20 minutes	<p><b>for Cooperatives;</b>  <i>Administrative Assistant V/ Cooperative Development Specialist I- Cooperative Division- Cooperative Division</i></p> <p><b>for Tourism Related Establishments, Associations</b>  <i>Tourism Operations Officer I/ Tourism Operations Assistant - Tourism Division</i></p> <p><b>for SMEs (existing and potential)</b>  <i>Project Development Officer III/ Project Development Officer III - Special Projects Division</i></p> <p><b>for Private Investors</b>  <i>Development Management Officer I- Investment Division</i></p> <p><i>CEMCDO, 3/F Investment Action Center Building</i></p>
2. Secure certificate of participation/attendance.	2.1. Provide training certificates  For Cooperative Pre-registration Seminar,	None	30 minutes	<p><b>for Cooperatives;</b>  <i>Administrative Assistant V/ Cooperative Development Specialist I-</i></p>



	<p>training certificates will be provided by the Cooperative Development Authority</p>			<p><i>Cooperative Division- Cooperative Division</i></p> <p><b>for Tourism Related Establishments, Associations</b> <i>Tourism Operations Officer I/ Tourism Operations Assistant - Tourism Division</i></p> <p><b>for SMEs (existing and potential)</b> <i>Project Development Officer III/ Project Development Officer III - Special Projects Division</i></p> <p><b>for Private Investors</b> <i>Development Management Officer I- Investment Division</i></p> <p><i>CEMCDO, 3/F Investment Action Center Building</i></p>
	<b>Total</b>	<b>None</b>	<b>3 hours</b>	
<b>END OF TRANSACTION</b>				