



Citizen's CHARTER

PROVINCIAL ECONOMIC DEVELOPMENT OFFICE

Schedule of Availability of Service:

(8:00 AM – 5:00 PM) Monday- Friday with no noon break

Section: Institutional/Coop Section

Services Offered:

- A. Assistance on Registration of coops and other organized groups
- B. Assistance on Installation of Books of Account and Financial Report preparation
- C. Training on Coop and Enterprise Development
- D. Employment Related Services

Who may avail the Services: Cooperatives/Association, Individual Clients

What are the requirements: Letter request address to Governor, Attention: Ms. Elena V. Quezon, EnP, Refer to Lists of requirements per services offered

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A. Registration of coops and other organized groups (Cooperatives /Corporation)

STEP	CLIENTS/GUEST	SERVICE PROVIDER	DURATION OF ACTIVITY	PERSON IN CHARGE	FEES	FORMS
1	Sign Logbook	Let the client sign in logbook		PEDO staff: Ma. Elena G. Mediana/Ervin Galia		
2	Present Purpose	Discuss the requirements and Instruct client to secure Registration Forms				Lists of registration requirements
3	Secure Registration forms	Evaluate/scrutinize duly filled up forms and Prepare endorsement letter to CDA/ SEC (If with discrepancy return to client)	depending on the availability of information/data and completion of documents		Depending on Registering Agency (CDA, SEC)	
4	Fill-up forms and submit duly accomplished documents to PEDO					
5	Submit to CDA/SEC					
END OF TRANSACTIONS						

B. Registration of coops and other organized groups (Farmers and labor group organization)

STEP	CLIENTS/GUEST	SERVICE PROVIDER	DURATION OF ACTIVITY	PERSON IN CHARGE	FEES	FORMS
1	Sign Logbook	Let the client sign in logbook				
		Discuss the requirements and Instruct client to submit complete Registration documents		Ma. Elena G. Mediana/Ervin Galia		Lists of registration requirements, Registration form
2	Present Purpose					
3	Submit complete documents	Evaluate/scrutinize submitted documents	3 days depending on the availability of information/data and completion of documents		70.00 registration fee	
		Prepare endorsement letter to DOLE				
END OF TRANSACTIONS						

C. Assistance on Installation of Book of Accounts and Financial Report Preparation

STEP	CLIENTS/GUEST	SERVICE PROVIDER	DURATION OF ACTIVITY	PERSON IN CHARGE	FEES	FORMS
Installation of books of accounts						
1	Sign logbook	Let the client sign in logbook	3 days depending on the volume of transaction and capability of clients and completion of required documents	Ma. Elena G. Mediana/ Ervin Galia		
2	Present Purpose	Discuss the requirements and Require Columnar Notebooks/ General Ledger/General Journal and source documents				List of books and documents required
3	-Present source documents -Provide Columnar Notebooks/ General Ledger/ General Journal -Enter transactions to different books of accounts	-Check source documents -Assist clients in posting transactions to different books of accounts				
END OF TRANSACTION						

D. Preparation of Financial Statements

1	Sign logbook	Let the client sign in logbook	3 days depending on the volume of transaction and capability of clients and completion of required books and documents	Ma. Elena G. Mediana/ Ervin Galia		
2	Present Purpose	Discuss the requirements and required books and source documents				
3	Present books maintained and source documents	-Check source documents -Assist clients in preparation of Financial Statements -Endorsed documents to external auditor (If required)				
END OF TRANSACTION						

Trainings on Coops and Enterprise Development

STEP	CLIENTS/GUESTS	SERVICE PROVIDER	DURATION OF ACTIVITY	PERSON IN CHARGE	FEES	FORMS
1	Present letter request with referral from G.O.	-Let the client sign in logbook -Receive and check the request and Discuss the requirements -Refer request to Department head -Prepare activity proposal and submit to GO for approval -Set the schedule and provide requirements as stipulated on training counterpart	30-45 minutes (depending on the availability of funds and signatures)	Ma. Elena G. Mediana/ Ervin Galia		List of requirements during the activity
2	-Facilitate needed venue and equipment required and Provide training counterpart (If Needed) -Facilitate/attend trainings	Conduct trainings	Depending on the required duration based on modules	Ma. Elena G. Mediana/ Ervin Galia / resource person/ participants		Attendance sheet, evaluation form
END OF TRANSACTION						

Employment Related Services

STEP	CLIENTS/GUESTS	SERVICE PROVIDER	DURATION OF ACTIVITY	PERSON IN CHARGE	FEES	FORMS
1	-Sign Logbook -Inquire requirement for Special Recruitment Activity (SRA)	-Let the client sign in logbook -Discuss the requirements	-depending on the availability of information/ data and completion of documents	-Ma. Elena G. Mediana/ Ervin Galia		Lists of requirements
2	Submit other requirements	-Evaluate/scrutinize requirements submitted -Prepare endorsement letter and submit to concerned office	10 minutes			
END OF TRANSACTION						

