

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

STEP	CLIENTS/GUEST	other organized groups (Cooperatives /Corporation SERVICE PROVIDER	DURATION OF ACTIV	VITY	PERSON IN	FEES	FORMS
1	Sign Logbook	Let the client sign in logbook			PEDO staff: Ma. Elena G. Medi-		
	Present Purpose	Discuss the requirements and Instruct client to secure			ana/Ervin Galia		Lists of registra
3	Secure Registration forms	Registration Forms Evaluate/scrutinize duly filled up forms and Prepare endorse				Depending	tion requireme
		letter to CDA/ SEC (If with discrepancy return to client)	of information/data an pletion of documents	id com-		on Registerin Agency (CDA, SEC)	9
4	Fill-up forms and submit duly accomplished documents to PEDO						
5	Submit to CDA/SEC	END OF TRANSAC	CTIONS				
		other organized groups (Farmers and labor group		/ITV	DEDCOM IN	FFF6	FORMS
STEP	CLIENTS/GUEST	SERVICE PROVIDER	DURATION OF ACTIV	VITY	PERSON IN CHARGE	FEES	FORMS
1	Sign Logbook	Let the client sign in logbook Discuss the requirements and Instruct client to submit complete	e		Ma. Elena G.		Lists of registra-
		Registration documents			Mediana/Ervin Galia		tion requirements, Registration for
3	Present Purpose Submit complete documents	Evaluate/scrutinize submitted documents	3 days depending on t	he		70.00 registro	- -
	<u> </u>	Prepare endorsement letter to DOLE	availability of information and completion of doc	on/data		tion fee	
~ A	ssistance on Installation	END OF TRANSAC of Book of Accounts and Financial Report Prepare					
STEP	CLIENTS/GUEST	SERVICE PROVIDER	DURATION OF ACTIV	VITY	PERSON IN CHARGE	FEES	FORMS
Т	ation of books of accounts Sign logbook	Let the client sign in logbook	3 days depending on the	ne	Ma. Elena G.		
1	31911 109DOOK	Let the client sign in logbook	volume of transaction of capability of clients and completion of required documents	and d	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 quired
3	-Present source documents -Provide Columnar Note- books/ General Ledger/ General Journal	-Check source documents -Assist clients in posting transactions to different books of accordance.	unts				
	-Enter transactions to different books of accounts						
) Pr	eparation of Financial St	END OF TRANSA	CTION				
-	Sign logbook	Let the client sign in logbook	3 days depending on the ume of transaction of pability of clients and pletion of required be and documents	and ca- d com-	Ma. Elena G. Mediana/ Ervin Galia		
2	Present Purpose	Discuss the requirements and required books and source docu	J-				
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 TRANSA	CTION				
Train	nings on Coops and Ento						
	nings on Coops and Ente	SERVICE PROVIDER	DURATION OF ACTIVITY	PERSC	ON IN CHARGE	FEES	FORMS
		-Let the client sign in logbook -Receive and check the request and Discuss the requirements					
]	Present letter request with referral from G.O.	-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 availabile ity of funds and signaturies)		Elena G. Mediano Ervin Galia	a/	List of require- ments during th activity
2	-Facilitate needed venue and equipment required and Provide training counterpart(If Needed)	Conduct trainings	Depending on the required duration based on modules	Ervin (Ma. Elena G. Mediana/ Ervin Galia / resource per- son/ participants		Attendance shee evaluation form
	-Facilitate/attend trainings	END OF TRANSA	CTION				
Emp STEP	CLIENTS/GUESTS	SERVICE PROVIDER	DURATION OF ACTIVITY	PERSO	ON IN CHARGE	FEES	FORMS
	-Sign Logbook	-Let the client sign in logbook	-depending on the availabil-	-Ma. E	Elena G. Mediana		
	-Inquire requirement for Spe-	-Discuss the requirements	ity of information/ data and completion of docu-	Ervin (Galia		lists of an autic
1	cial Recruitment Activity (SRA)		ments				Lists of require- ments



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

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 signaturies	Ma. Elena G. Mediana/ Ervin Galia		List of require- ments 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 per- son/ 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 availabil- ity of information/ data and completion of docu- ments	-Ma. Elena G. Mediana/ Ervin Galia		Lists of require- ments		
2	Submit other requirements	-Evaluate/scrutinize requirements submitted -Prepare endorsement letter and submit to concerned office	10 minutes					
	END OF TRANSACTION							

Information Center

Schedule of Availability of Service: (8:00 AM – 4:30 PM) Monday – Friday Who may avail the Services: Students, researchers, LGUs, and investors

What are the requirements: Letter Request

Duration: 10 minutes or more

How to Avail the Service:

STEP	CLIENTS/GUESTS	SERVICE PROVIDER	DURATION OF ACTIVITY	PERSON IN CHARGE	FEES	FORMS
1	Sign Logbook	Let the client sign in logbook				
2	Present Purpose	Receive and scrutinize the request				
3		Retrieve the necessary documents/information needed by the client		Trade and Investment Section personnel		
	a. May take notes or picture of the	A. Let the client take notes or picture of the document	10 minutes or more depending on the volume of documents the clients wants to cull out			
4	b. request for soft copy thru email or external drive	B. Copy the documents from the computer or email the soft copy to the client				
	c. or photocopy the materials at their own expense	C. Require one valid identification card when clients takes out the materials for photocopying				
	a. Present at least one valid identification card when taking the materials out to be photocopied	D. Notes the time materials are taken out and retured E. Check if materials returned are in good condition Returns to the client his/her identification card				
	b. Return materials borrowed in good condition and immediately after photocopying					
	Gets back his/her identification card					
	1	END OF TRANSACTION	1	1	1	

Guimaras Investment Incentives

4	Connicios invesiment incentives						
STEP	CLIENTS/GUESTS	SERVICE PROVIDER	DURATION OF ACTIVITY	PERSON IN CHARGE	FEES	FORMS	
	Get the List of Requirements and Application Form	Provide the Applicant with the list of requirements and application form	15minutes	GIB secretariat		List of require- ment Application form	
	Submit the following requirements:	Receive the documents submitted by the applicant					
1	Accomplished Application Form No 3 copies						
	Project Report/Project Study – 3 copies						
	Copy of the Certificate of Registration from the Securities and Exchange Commission (SEC)/ the						
	Board of Investment (BOI)/ the Cooperative Development Authority (CDA)/ the Department of Trade						
	and Industry, as the case may be						
	Articles of Incorporation/Partnership and By-Laws						
	Board Resolution of the Applicant's Board of Directors, in case of a corporation or cooperative, authorizing the filing of application		30 days from				
	• Supporting documents showing that the new or expansion project cost is more than Php 3 Million		receipt of the application				
	Latest Audited Financial Statement (for existing enterprise)						
	Latest Income Tax Return (for existing enterprise)						
	In-house/Internal Financial Statement (for newly opened enterprises)						
	Mayor's Business Permit to Operate						
		Assess the documents submitted		GIB Secretariat			
	Pay the filing fee			PTO	P2,000.00 for small scale investment		
					P5,000.00 medium scale investment		
					P10,000.00 for large scale investment		
		Evaluation of application and conduct of site visits by the		Guimaras Invest- ment Board and GIB Secretariat			
		Guimaras Investment Board Decision		Guimaras Invest- ment Board			
		Denied: Inform the applicant of the board decision through Letter		GIB Secretariat			
		Approved: Prepare the Certificate of Tax Exemption and release it to applicant		GIB Secretariat			

END OF TRANSACTION