

## 1. Cooperative Management Enhancement Program

Cooperative is a duly registered association of persons with a common bond of interest, who have voluntarily joined together to achieve a lawful common social or economic end, making equitable contributions to the capital required and accepting a fair share of the risks and benefits of the undertaking in accordance with universally accepted cooperative principles.

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| <b>Office or Division:</b>                                   | Mayor's Office- Cooperative Section                                       |   |  |  |
| <b>Classification:</b>                                       | Complex   |   |  |  |
| <b>Type of Transaction:</b>                                  | Government to Citizen, Government to Business                             |   |  |  |
| <b>Who may avail:</b>  | Cooperative Officers  |   |  |  |
| <b>CHECKLIST OF REQUIREMENTS</b>                             |   | <b>Where to secure</b>                    |  |  |
| Letter Request- 2 copies (1 original, 1 duplicate)           |   | Municipal Cooperative Development Council |  |  |
| <b>CLIENT STEPS</b>  | <b>AGENCY ACTIONS</b>   | <b>FEES TO BE PAID</b>                    | <b>PROCESSING TIME</b>                 | <b>PERSON RESPONSIBLE</b>                                  |
| 1. Submit letter request for the conduct of training/seminar | 1.1 Receives letter request and sets schedule of training                 | None                                      | 1 Hour                                 | <i>Erwin L. Duque<br/>Community Affairs<br/>Officer II</i> |
| 2. Receives invitation on the scheduled training             | 2.1 Issues Invitation to cooperatives on the schedule of training/seminar | None                                      | 1 Day                                  | <i>Erwin L. Duque<br/>Community Affairs<br/>Officer II</i> |
| 3. Attends training/seminar                                  | 3.1 Facilitate the conduct of training/seminar                            | None                                      | 3 Days                                 | <i>Erwin L. Duque<br/>Community Affairs<br/>Officer II</i> |
|  |   | Total payment fee: None                   | Total processing time: 4 days & 1 hour |  |

## 2. Informal Settler Household Resettlement

To respond to the increasing number of housing demand most especially in the highly urbanized cities and municipalities, the Urban Development and Housing Act and the Local government Code has devolved the role of housing provision from the national housing agencies to the local government units. LGUs can become more responsive to the housing needs of their respective localities. It is therefore imperative for LGUs to maintain data bank of this families.

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| <b>Office or Division:</b>                                 | Mayor's Office- Housing Resettlement Program   |  |  |  |
| <b>Classification:</b>                                     | Highly Technical   |  |  |  |
| <b>Type of Transaction:</b>                                | Government to Citizen  |  |  |  |
| <b>Who may avail:</b>                                      | Housing Beneficiaries  |  |  |  |
| <b>CHECKLIST OF REQUIREMENTS</b>                           |  | <b>Where to secure</b>                               |  |  |
| 2x2 ID picture (1 copy)                                    |  | Beneficiary/ Personal                                |  |  |
| Cedula (1 copy)  |  | Municipal Treasurer's Office/ Personal               |  |  |
| Marriage contract/ affidavit of cohabitation (1 photocopy) |  | NSO/PSA/LCR/Personal                                 |  |  |
| Barangay Clearance (1 original copy)                       |  | Barangay   |  |  |
| Voter's ID/Certification (1 photocopy)                     |  | COMELEC/Personal                                     |  |  |
| Birth Certification of beneficiaries (1 photocopy)         |  | NSO/PSA/LCR/Personal                                 |  |  |
| <b>CLIENT STEPS</b>  | <b>AGENCY ACTIONS</b>  | <b>FEES TO BE PAID</b>                               | <b>PROCESSING TIME</b>                     | <b>PERSON RESPONSIBLE</b>                                  |
| 1. Fill out MOA and requirements                           | 1.1 Provides MOA to beneficiary<br>1.2 Evaluate completeness and appropriateness of documents<br>1.3 Orient the beneficiary on the contract of MOA<br>1.4 Have the MOA signed by the beneficiary and LGU representative and a witness<br>1.5 Have the MOA notarized by alawyer | None<br><br><br><br><br><br><br><br><br><br>P 300.00 | 10 days                                    | <i>Erwin L. Duque<br/>Community Affairs<br/>Officer II</i> |
| 2. Receive MOA   | 2.1 Issues MOA to beneficiary  | None   | 3 minutes                                  | <i>Erwin L. Duque<br/>Community Affairs<br/>Officer II</i> |
|  |  | Total payment fee:<br>P 300.00                       | Total Processing Time: 10 days & 3 minutes |  |

### 3. Informal Settler Household Data Banking

As urbanization in the Philippines advances, highly urbanized cities and municipalities find themselves in situation wherein they have to deal with the overwhelming problem of housing demand in their respective localities. Though urbanization can generate opportunities, there is a need to recognize that it also creates a problem relative to displacement of families. It may pose several problems due to lack of needed resources, relocation sites and rapid growth in population.

|   |  |                                   |                                |  |
|---|--|-----------------------------------|--------------------------------|--|
| <b>Office or Division:</b>  | Mayor's Office- Housing Section  |                                   |                                |  |
| <b>Classification:</b>  | Highly Technical   |                                   |                                |  |
| <b>Type of Transaction:</b>   | Government to Citizen, Government to Government  |                                   |                                |  |
| <b>Who may avail:</b>   | Informal Settlers, Shelter Partners, DPWH  |                                   |                                |  |
| <b>CHECKLIST OF REQUIREMENTS</b>  |  | <b>Where to secure</b>            |                                |  |
| Letter Request (1 original copy and 1 duplicate copy)   |  | Municipal Cooperative Development |                                |  |
| Barangay Certification (1 original and 1 duplicate)   |  | Respective Barangay/ Personal     |                                |  |
| Court Order (for those affected with judicial proceedings) (1 photocopy)  |  | Personal                          |                                |  |
| <b>CLIENT STEPS</b>   | <b>AGENCY ACTIONS</b>  | <b>FEES TO BE PAID</b>            | <b>PROCESSING TIME</b>         | <b>PERSON RESPONSIBLE</b>                              |
| 1. Submits letter request for the issuance of certification and profiling of families affected by government infrastructure projects, families living in hazardous areas and those affected by court orders | 1.1 Receives letter request for issuance of certification<br>1.2 Validates request by coordinating with concern barangay or agency<br>1.3 Coordinates with DSWD for profiling of affected families<br>1.4 Encoding in the data bank of informal settlers | None                              | 20 Days                        | <i>Erwin L. Duque<br/>Community Affairs Officer II</i> |
| 2. Receives Certification   | 2.1 Issue Certification  | None                              | 1 Day                          | <i>Erwin L. Duque<br/>Community Affairs Officer II</i> |
|   |  | Total Payment:<br>None            | Total Processing Time: 21 days |  |