

Quezon City Small Business and Cooperatives Development and Promotions Office

Citizen's Charter

Vision

To position micro and small businesses and cooperatives as development sectors and investment drivers of Quezon City

Mission

To promote, support, strengthen and encourage the establishment, continuing viability, sustainable growth and development of innovative micro and small enterprises, entrepreneurs, and cooperatives

Mandate and Function

- Implementing arm of the Micro and Small Enterprises Development Council(MSED Council)
- Function as the Technical Secretariat of the MSED Council
- Undertake planning, development and monitoring of MSE and Cooperatives programs
- To spur inclusive growth and development by stimulating entrepreneurship, growing micro and small enterprises and strengthening cooperatives through appropriate organizational and business development programs and service
- Oversee and facilitate the planning, delivery, coordination, consolidation and convergence of all stakeholder efforts to develop and promote micro and small enterprises and entrepreneurship in Quezon City
- Classify Micro and Small Enterprises according to its business activity, product/ services offered and target market
- Evaluate Micro Enterprises (ME) covered by RA 9178or BMBE Law.

Organization History

- 2005 – Ordinance No. SP-1607, S-2005, otherwise known as the Quezon City Sikap Buhay and Cooperative Center (QCSBCC) to effectively promote and realize the objectives of Microfinance and Cooperatives
- 2014 – Ordinance No. SP-2364, S-2014, creating the Quezon City Small Business Development and Promotion Office (QC-SBDPO)

- 2018 – Ordinance No. SO-2762, S-2018, reorganizing the Business and Resource Division of the QC-SBCDPO by creating the Cooperatives Development Section

Front Office Services

Business Resource Division

- Free Meeting and Communication Facilities
- Specialist or Professional Services (Legal, Bookkeeping, Accounting, Auditing, Product Design)
- City-managed Product Distribution Networks

Resource Center

- Basic Information for Starting and Growing a Business and Cooperatives
- Business Consulting
- Referral and Linkages
- Financing Assistance and Referral

Skills Trainings

- Entrepreneurial Skills
- Business Skills
- Technology Skills
- Cooperative Management Skills

Clients

Micro and Small Businesses, Entrepreneurs, Cooperatives

Schedule of Service Availability

Monday to Friday, 8:00 am to 5:00 pm

Address and Contact Information

Small Business and Cooperatives Development and Promotion Office
7/F Civic Center A, Quezon City Hall Compound, Barangay Diliman, Quezon City
(+632) 988 4242
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