

9.3 REQUEST FOR COOPERATIVE MANDATORY TRAINING

The Cooperative Mandatory Training is a set of training which officers of micro and small cooperatives in Quezon City are required to attend as a requirement of the Cooperative Development Authority. These training sessions aim to provide information and upskill cooperative members and officials in terms of leadership, operations and further developing their respective cooperatives. There are two training topics: (1) Fundamentals of Cooperative and (2) Governance and Management of Cooperatives which have 8 hours of credits for micro cooperatives and 16 hours of credits for small cooperatives, respectively.

Ang Cooperative Mandatory Training ay mga pagsasanay na kailangang daluhan ng mga tagapamahala ng mga micro and small cooperatives ng Lungsod Quezon ayon sa alituntunin ng Cooperative Development Authority (CDA). Ang mga pagsasanay na ito ay naglalayong maghatid ng impormasyon at lalo pang sanayin ang opisyaes ng mga kooperatiba pagdating sa pamumuno, pagpapatakbo at pagpapalago ng kani-kanilang kooperatiba. Mayroong dalawang (2) paksa ang pagsasanay: ang (1) Fundamentals of Cooperative at (2) Governance and Management of Cooperatives na may kredit na 8 oras para sa micro cooperatives at 16 hours naman para sa small cooperatives.

Office or Division:	Cooperative Development Section
Classification:	Simple
Type of Transaction:	G2B - Government to Businesses
Who may avail:	QC-based livelihood groups/organizations interested in becoming cooperatives.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
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1. Letter requesting to undergo the mandatory trainings	Letter addressed to the head of office and email to SBCDPO@quezoncity.gov.ph and/or coop.sbcdpo@quezoncity.gov.ph
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CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Registered cooperatives in Quezon City will submit their letter requesting to undergo mandatory training on the topics, “Fundamentals of Cooperative” and “Governance and Management of Cooperative”. <i>Ang mga rehistradong kooperatiba sa Lungsod ng Quezon ay susulat na humihiling na sila ay sumailalim sa kinakailangang training katulad na lamang ng Fundamentals of Cooperative at Governance and Management of Cooperative.</i>	1. The CDS will organize the training by setting a schedule and securing a venue, among others. <i>Pangungunahan ng CDS ang pag-oorganisa ng training sa pamamagitan ng pagtatakda ng araw at paghahanda ng venue at iba pa.</i>	None	1 Day	Nicole Marcelo Kristel Laxamana

<p>2. Attend the scheduled mandatory training. Sign-up in the attendance sheet.</p> <p><i>Daluhan ang itinakdang araw ng mandatory training. Mag sign-up sa attendance sheet.</i></p>	<p>2. In coordination with CDA, the CDS will facilitate the seminar. The accomplished attendance sheet will be forwarded to CDA for preparation of the certificate of completion.</p> <p><i>Sa pakikipag-koordinasyon sa CDA, and CDS ay pinangungunahan ang pagsasagawa ng seminar. Ang attendance sheet ay ipapasa sa CDA para sa paggawa ng Certificate of Completion.</i></p>	None	8 Hours	Nicole Marcelo Kristel Laxamana
<p>3. Accomplish the Evaluation Form and submit it within the submission period.</p> <p><i>Sagutan ang Evaluation Form at isumite ito sa loob ng itinalagang mga araw ng pasahan.</i></p>	<p>3. After the training program, an evaluation form will be disseminated to the attendees.</p> <p><i>Matapos ang training, magpapadala ng evaluation form ang SBCDPO upang ito ay sagutan ng mga completers.</i></p> <p>SBCDPO will generate an evaluation report and a post-activity report for proper documentation of the training.</p> <p><i>Lilikumin at ipo-proseso ng SBCDPO ang evaluation report at post-activity report para sa maayos na</i></p>		10 Minutes	

	<i>pagdodokumento ng training.</i>			
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