

9.2 REQUEST FOR COOPERATIVE PRE-REGISTRATION SEMINAR (PRS)

The Pre-Registration Seminar (PRS) provides prospective members of primary cooperatives with knowledge on various subjects such as cooperative organization and management. As a prerequisite to registration, initial cooperators and officers of the group are required to attend this seminar which is administered by the Cooperative Development Authority (CDA).

Ang Cooperative Pre-Registration Seminar (PRS) ay nagbibigay ng iba't ibang kaalaman katulad ng pag-organisa at pangangasiwa ng isang kooperatiba sa mga potensyal na miyembro ng mga primaryang kooperatiba. Bilang ito ay isang parte ng mga kailangan sa pagrehistro, ang mga initial cooperators at opisyaes ng grupo ay obligadong makilahok sa seminar kung saan ang Cooperative Development Authority (CDA) ay ang nangangasiwa.

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		
1. Letter requesting to undergo Pre-Registration Seminar (PRS)		Letter addressed to the head of office and email to SBCDPO@quezoncity.gov.ph and/or coop.sbcdpo@quezoncity.gov.ph		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Interested livelihood groups who have undergone the assessment through Coop Clinic will signify their interest to undergo PRS as one of the requirements of the CDA in registering a cooperative. <i>Ang mga interesadong grupo na nakatapos makadalo ng assessment sa Coop Clinic ay mangyaring magpahayag ng interes na sumailalim sa PRS bilang isa sa mga kinakailangan ng CDA sa pagrerehistro ng isang kooperatiba.</i>	1. The CDS will organize the PRS by setting a schedule and securing a venue, among others. <i>Ang CDS ay mag-oorganisa ng PRS sa pamamagitan ng pagtatakda ng araw at lugar na pagdarausan.</i>	None	1 Day	Nicole Marcelo Kristel Laxamana
2. Attend the scheduled Pre-Registration Seminar (PRS). Sign-up in the attendance sheet. Daluhan ang itinakdang araw ng Pre-Registration Seminar (PRS). Mag sign-up sa attendance sheet.	2. In coordination with CDA, the CDS will facilitate the seminar. The accomplished attendance sheet will be forwarded to CDA for preparation of PRS certificate.	None	8 Hours	Nicole Marcelo Kristel Laxamana

	<p><i>Sa pakikipagtulungan sa CDA, pangungunahan ng CDS ang pagsasagawa ng seminar. Ang attendance sheet ay ipapasa sa CDA para sa paggawa ng PRS certificate</i></p> <p>After the CDA has issued the Certificate and forwarded them to QC-SBCDPO, the CDS will send them to the email address of the respective cooperative.</p> <p><i>Matapos mai-isyu ni CDA ang certificate at maipadala ito sa QC-SBCDPO, ipapadala ito ng CDS sa email address ng bawat kooperatibang dumalo.</i></p>			
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