9. COOPERATIVE DEVELOPMENT PROGRAM

With Quezon City being home to the largest number of cooperatives in NCR, the Cooperative Development Program, in collaboration with the Cooperative Development Authority and other strategic partners, facilitates the formation of new cooperatives through the Coop Clinic, pre-registration seminars (PRS), and online registration assistance. For registered cooperatives, the program provides various training to capacitate coop officers as well as facilitate in their compliance to the regulatory requirements through platforms such as the compliance forum with the regulatory agencies such as the BIR, DOLE, QC-Business Permits and Licensing Department and City Treasurer's Office, among others. The city also registered its own Quezon City Credit Surety Fund Cooperative recently to provide cooperatives and their members ease of access to financing.

Bilang ang Lungsod Quezon ang nangunguna sa hanay ng mga lungsod na may pinakamaraming bilang ng rehistradong kooperatiba sa NCR, ang Cooperative Development Program, na isinasagawa nito katuwang ang Cooperative Development Authority (CDA) at ibang strategic partners, ay tumutulong na mapadali ang pagbuo ng mga bagong kooperatiba sa pamamagitan ng Cooperative Clinic, pre-registration seminar (PRS), at online registration assistance. Para naman sa mga rehistradong kooperatiba, nagsusulong ang programang ito sa pagbibigay ng iba't ibang uri ng training upang mapaunlad ang kakayahan at kaalaman ng mga tagapamahala ng kooperatiba at upang makapagbigay sa kanila ng gabay sa paghahanda ng mga regulatory requirements sa pamamagitan ng iba't ibang plataporma katulad ng Compliance Forum kasama and CDA, BIR, DOLE, QC-Business Permits and Licensing Department, at City Treasurer's Office. Kamakailan lamang, itinatag din ng lungsod ang Quezon City Credit Surety Fund Cooperative upang makatulong sa mga kooperatiba at miyembro nito na magkaroon ng ease of access to financing.

9.1 REQUEST FOR WEEKLY COOPERATIVE CLINIC CONSULTATION

The Weekly Cooperative Clinic is an initiative that provides consultation and technical services to duly registered cooperatives as well as to organized groups who are interested in becoming a registered cooperative. Groups interested in becoming a cooperative undergo an assessment done by the SBCDPO and the Cooperative Development Authority (CDA) to determine their readiness to establish a business through the cooperative model. This assessment further leads to the next stages of the process of cooperative registration such as the pre-registration seminar (PRS), documentary preparations, online registration through the Cooperative Registration Information System (CoopRIS). Registered cooperatives who have concerns and other technical assistance requests with regard to their operations, growth and development, among others are also accommodated.

Ang Weekly Cooperative Clinic ay isang inisyatibo na nagbibigay ng konsultasyon at serbisyong teknikal para sa mga rehistradong kooperatiba at maging sa mga organisadong grupo na nagnanais na magtatag ng kanilang kooperatiba. Para sa mga interesadong grupo, sila ay sasailalim sa isang assessment ng SBCDPO at ng Cooperative Development Authority (CDA) upang malaman ang kanilang kahandaan sa pagbuo ng kanilang negosyo gamit ang modelo ng kooperatiba. Pagkatapos nito ay tutuloy sa proseso ng pagrehistro ng kooperatiba katulad ng pre-registration seminar (PRS), paghahanda ng mga dokumentong kinakailangan, at pagrehistro online sa Cooperative Registration Information System (CoopRIS). Maging ang mga katanungan at nangangailangan ng teknikal na tulong tungkol sa kanilang operasyon, pagpapalago at pagpapaunlad ng mga rehistradong kooperatiba, at iba pa ay bahagi ng programang ito.

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			
Letter of Intent to form a cooperative (1 original)	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. Duly registered cooperatives who wish to be assisted and/or livelihood groups who are interested to form their cooperative will contact or visit QC-SBCDPO and signify their interest to become a registered cooperative in writing. *Ang mga interesadong grupo o rehistradong kooperatiba ay maaaring makipag-ugnayan o bumisita sa QC-SBCDPO at magpahayag ng interes na maging isang rehistradong kooperatiba sa pamamagitan ng sulat.*	QC-SBCDPO will schedule their Coop Clinic appointment with the Cooperative Development Section (CDS) and the Cooperative Development Authority (CDA). *Ang QC-SBCDPO ay magtatakda ng araw ng Coop Clinic kasama ang Cooperative Development Section (CDS) at ang Cooperative Development Authority (CDA).*	None	1 Day	Nicole Marcelo | Kristel Laxamana
2. Attend the scheduled Coop Clinic consultation or assessment. *Daluhan ang itinakdang araw ng Coop Clinic consultatioNonessessment*	2. Determine their readiness to become a registered cooperative. Otherwise, groups may be referred to other programs of the office like the Community Savings Group (CSG). *Tukuyin ang kanilang kahandaan na maging isang rehistradong kooperatiba. Kung hindi pa handa, maaaring imungkahi sa iba pang programa ng opisina katulad na lamang ng Community Savings Group*	None	4 Hours	Nicole Marcelo | Kristel Laxamana

	(CSG). For groups who are already in the process of online registration, the CDS and CDA will be assisting them in navigating the Cooperative Registration Information System (CoopRIS). *Para sa mga grupong nasa proseso nang pagrerehistro online ng kanilang kooperatiba, nakaagapay dito ang CDS at CDA sa pag-navigate ng Cooperative Registration Information System (CoopRIS).*				