

COOPERATIVE DEVELOPMENT AND LIVELIHOOD OFFICE

IBJT Complex, Tambo, Hinaplanon, Iligan City 9200

Tel. Nos. +63 63 223 3362/ 223 2614; email: Cdloiligan@yahoo.com

Frontline Service : **GRANTING LIVELIHOOD SUPPORT / ASSISTANCE**

Schedule of Availability of Service : 8:00 AM – 5:00 PM Daily (No noon break) excluding Saturdays, Sundays and Holidays.
On Mondays provision of services starts after flag raising

Who May Avail of the Service : Registered Associations, Cooperatives, People's Organizations and other Civil Society Organizations

What are the Requirements :

- Letter of Intent
- Project Proposal/Business Plan
- Board resolution requesting assistance
- Authenticated copy of Certificate of Registration
- Complete List of Officers and Members with corresponding address
- Profile of members
- Barangay Certification certifying the existence of proponents for at least 1 year

Duration: 5 hours and 24 minutes



How To Avail of the Service:

GRANTING LIVELIHOOD SUPPORT / ASSISTANCE

Step	Applicant/Client	Service Provider	Duration of Activity Under Normal Circumstances	Person-in-Charge	Fees	Form
1	Submit Letter of Intent and other documents required	Receive and record the complete documents and forward to the Enterprise Development Division	2 minutes	Administrative Division – Ms. Agnes M. Clerigo	None	
		Receive and evaluate documents submitted	30 minutes	Enterprise Dev't. Division – Ms. Lilibeth Y. Razo	None	
2	Receive Notice of Schedule for Site Visit and accompany the validating team	Send notice of validation and validate livelihood proposal through site visits	2 hours	Research Division – Mr. Julius S. Haganas	None	PNA Form

Step	Applicant/Client	Service Provider	Duration of Activity Under Normal Circumstances	Person-in-Charge	Fees	Form
2a	Receive Notice of Validation meeting	Send notice of validation meeting with the applicant organization	15 minutes	Research Division – Mr. Julius S. Haganas	None	
2b	Attend validation meeting	Conduct Validation Meeting	2 hours	Research Division – Mr. Julius S. Haganas	None	
3	Receive feedback about the assistance needed	Update the clients regarding the status of their request while preparing documents and other procurement papers for the needed assistance of clients	15 minutes	Enterprise Dev't. Division – Ms. Lilibeth Y. Razo	None	Canvass Form, PPMP, PR/JOR, ObR, Cert., etc.
3a		Advise the clients to wait for the notification of release while the procurement process via BAC is being done	15 minutes	Enterprise Dev't. Division – Ms. Lilibeth Y. Razo	None	
4	Receive the livelihood support/ assistance	Award the assistance to the clients/beneficiary	5 minutes	CDLO Head with Division Heads	None	
END OF TRANSACTION						