

IBJT Complex, Tambo, Hinaplanon, Iligan City 9200  
Tel. Nos. +63 63 223 3362/ 223 2614; email: [Cdloiligan@yahoo.com](mailto:Cdloiligan@yahoo.com)

**Frontline Service** : **GRANTING LOAN UNDER CITY LIVELIHOOD ASSISTANCE PROGRAM (CLAP)**

**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 Cooperatives and Associations in Iligan City

**What are the Requirements** :

- Letter of Intent
- Project Proposal
- Board resolution requesting for CLAP assistance to be ratified by the GA/attached attendance sheet
- Authenticated copy of Certificate of Registration and Compliance
- Complete List of Officers and Members with corresponding address
- Minutes of Regular Board Meeting (at least 3 meetings)
- Barangay Captain Certificate certifying that the proponent has been existing for at least 6 months.
- Evidence of availability of counterpart (15%)
- Latest Audited Financial Statement (3 years )
- Map / Sketch of the Project Site
- Authenticated Copy of Articles of Cooperation/Incorporation and Bylaws
- Pictorial documentation of the Project Site
- Secretary’s certificate for incumbent officers of the Coop/Association
- Disclosure by the applicant organization of other related business and extent of ownership therein
- Sworn Affidavit of the Secretary that is none of its cooperators or incorporators, organizers, directors or official is an agent of or related by consanguinity or affinity up to the fourth civil degree to the officials of the GO authorized to process and or approve the proposal, the MOA and the release of funds.



**Ms. ALICE A. CORONADO**  
City Government Dept. Head II  
City Dev. & Livelihood Officer

**Duration: 6 hours and 12 minutes**

**How To Avail of the Service:**

**GRANTING LOAN UNDER CITY LIVELIHOOD ASSISTANCE PROGRAM (CLAP)**

Step	Applicant/Client	Service Provider	Duration of Activity Under Normal Circumstances	Person-in-Charge	Fees	Form
1	Submit Letter of Intent and its corresponding loan application requirements	Receive and record the documents and forward to Enterprise Development Division for action	2 minutes	Administrative Division– Ms. Agnes C. Maingat	None	
		Receive and evaluate documents as to its completeness	30 minutes	Enterprise Development Division – Ms. Lilibeth Y. Razo	None	
		Advise Clients to wait for the result of evaluation within five (5) working days			None	
		Evaluate Project Proposal/Business Plan through the Technical Working Group (TWG)	(1 hour per member per proposal)	*TWG Members	None	
2	Coordinate with the evaluators/inspectors	Conduct final evaluation and site inspection	4 hours	TWG Members	None	
3	Receive notice and comply as required	If there are deficiencies on application documents, notify the clients to comply	15 minutes	Enterprise Development Division – Ms. Lilibeth Y. Razo	None	
		If all documents are found in order, convene Technical Working Group members to come up with a recommendation for CLAP Executive Committee members' approval or disapproval		Enterprise Development Division – Ms. Lilibeth Y. Razo  TWG members (in a meeting)  Executive Committee (in a meeting)	None	

Step	Applicant/Client	Service Provider	Duration of Activity Under Normal Circumstances	Person-in-Charge	Fees	Form
4	Receive notice of disapproval	If disapprove, notify the clients through a letter	5 minutes	Enterprise Development Division – Ms. Lilibeth Y. Razo	None	
		If approve, process all documents in relation to loan application which includes: a) seeking of legal opinion from City Legal Office (CLO) on the Memorandum of Agreement (MOA) b) Sangguniang Panlungsod resolution authorizing City Mayor to sign MOA		Enterprise Development Division – Ms. Lilibeth Y. Razo	None	
5	Sign the MOA, Promissory Note (PN) and Amortization Schedule	Prepare MOA, Amortization Schedule & Promissory Note and notify clients to sign the said documents	15 minutes	Enterprise Development Division – Ms. Lilibeth Y. Razo	None	
		Advise clients to wait for the release of approved loan amount through Check	5 minutes	Enterprise Development Division – Ms. Lilibeth Y. Razo	None	
<b>END OF TRANSACTION</b>						

**\*TWG Chair: CDLO Head \*TWG Members:** 1) Julius S. Haganas (CDLO); 2) Peregrina L. Mantos (CSWD); 3) Jose Desiderio D. Oyo-a (CAG); 4) Jesus Augusto Ceasar G Flor (CVO); 5) Delia B. Sausa (CAC); 6) Charito B. Haim (CBO); 7) Simeon Clerigo (IFTSerCoop),  
**Executive Committee:** CMO, SP, CDLO, CBO, CTO, CAC, CSWD, DTI, CLO, CAG, CVO, ICCDC, CCIFII

