

# COOPERATIVE DEVELOPMENT AND LIVELIHOOD OFFICE

IBJT Complex, Tambo, Hinaplanon, Iligan City 9200

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**Frontline Service** : **GRANTING OF LIVELIHOOD TRAINING**

**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



**Duration: 9 hours and 22 minutes**

## How To Avail of the Service:

### GRANTING OF LIVELIHOOD TRAINING

Step	Applicant/Client	Service Provider	Duration of Activity Under Normal Circumstances	Person-in-Charge	Fees	Form
1	Submit Letter of Intent	Receive and record the Letter of Intent and forward to the Training Division	2 minutes	Administrative Division – Ms. Agnes M. Clerigo	None	
		Receive and evaluate documents submitted	30 minutes	Training & Dev't. Division – Ms. Lilibeth Y. Razo	None	
2	Receive Notice of Confirmation and tentative schedule	Notify the requesting organization on the tentative schedule before preparing the training requirements like venue, materials, certificates, trainers and facilitators	15 minutes	Training & Dev't. Division – Ms. Lilibeth Y. Razo	None	
3a	Attend the actual conduct of training	Conduct the training	8 hours	Training & Dev't. Division – Ms. Lilibeth Y. Razo	None	
3b	Fill up the Post-Training Evaluation Form and submit it to the Facilitator	Immediately after the training, distribute the Post-Training Evaluation Form to Participants	15 minutes	Training & Dev't. Division – Ms. Lilibeth Y. Razo	None	Training Evaluation Form
3c	Receive the Certificate of Attendance/Participation	Distribute Certificate of Attendance/Participation	20 minutes	Training & Dev't. Division – Ms. Lilibeth Y. Razo	None	
<b>END OF TRANSACTION</b>						

