



## 8. Request for Assistance in the Preparation and Submission of Cooperative Annual Progress Report (CAPR) and Attachments

To provide assistance in the preparation of CAPR and its attachments as required by the Cooperative Development Authority

<b>Office or Division:</b>	Office of the Provincial Cooperative and Enterprise Development Officer - Cooperative Development Division
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	Government to Citizen (G2C)
<b>Who may avail:</b>	Cooperatives

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Cooperative Annual Progress Report (1 photocopy) 2. Audited Financial Statement stamped received by BIR (1 photocopy) 3. Social Audit (1 photocopy) 4. Performance Audit (1 photocopy) 5. List of Trainings completed (1 photocopy)		Download Annual Report template through Cooperative Development Authority Website ( <a href="http://www.CooperativeDevelopmentAuthority.gov.ph">www.Cooperative Development Authority.gov.ph</a> )		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PRO-CESSING TIME	PERSON RESPONSIBLE
1. Brings hard copies of CAPR, Audited FS, Social Audit, Performance Audit, List of Officers and Trainings completed properly filled out for PCEDO	1. Encodes information to the client's Cooperative Assessment Information System's account using the client's hard copies as reference.	None	4 hours	Development Management Officer II <i>Cooperative Development Division</i>
2. Provides contact number to PCEDO so that they can be updated about the status of the CAIS	2. Contacts client once status in the system shows "for payment"; and prints acknowledgement receipt from the system.	None	30 minutes	Development Management Officer II <i>Cooperative Development Division</i>
3. Proceeds to PCEDO to bring the following documents: a. Original AFS b. Acknowledgement Receipt (2 copies) c. 2021 Medcon Report for July & December (2 copies) d. ATIR (2 sets) e. Training Certificates of Officers (xerox only - 1 copy only) f. Authorization Letter g. Copy of P100 payment for COC (1 copy)	3. Collects and reviews submitted documents. if complete, submits to Cooperative Development Authority the documents received from the client cooperative, pays the Filing fee and claims Certificate of Compliance on client's behalf. if incomplete, informs client to fully comply the requirements.	Php 100 Certificate of Compliance Filing Fee (to Cooperative Development Authority)	8 hours	Development Management Officer II <i>Cooperative Development Division</i>



4. None	4. Notifies client that their Certificate of Compliance is ready for pick-up at PCEDO through the contact number provided by the client	None	3 minutes	Development Management Officer II <i>Cooperative Development Division</i>
5. Claims Certificate of Compliance from PCEDO	5. Handover the Certificate of Compliance to client	None	3 minutes	Development Management Officer II <i>Cooperative Development Division</i>
	<b>TOTAL</b>	<b>PHP 100</b>	<b>1 day, 4 hours, 36 minutes</b>	