



7. Requests for In-House Mandatory Trainings

To extend support to cooperatives by providing trainings in-house

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

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Requirements to request in-house training: 1. Letter of Request Requirements to claim training certificates: 1. Attendance Sheet (1 original copy) 2. Pictures of Training 3. In-house Training Report 4. Official Receipt from Provincial Treasurer's Office (when applicable)	Requirements to request in-house training: 1. Provided by client Requirements to claim training certificates: 1. Provided by client/PCEDO 2. Provided by client/PCEDO 3. In-house Training Report template provided by PCEDO 4. Provincial Treasurer's Office

CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PRO-CESSING	PERSON RESPONS-IBLE
1. Submits letter of request for trainings via email or personal delivery	1. Receives and acknowledges the request and forwards to Project Development Officer IV	None	10 minutes	<i>Development Management Officer II</i> Cooperative Development Division
2. None	2. Checks from the pool of trainers the availability of a resource speaker and then coordinate with the requesting cooperative for the schedule of training and provides the cooperative the list of requirements in order to be issued completion certificates.	None- if PCEDO Personnel PHP 500 per hour - Honorarium for an accredited private trainer	1 hour	<i>Project Development Officer IV</i> Cooperative Development Division
3. Attends the requested in-house training and accomplish Training Evaluation Form	3. Facilitates the training and requests participants to fill-out the training evaluation forms	None	16 hours	<i>Area Account Officer</i> Cooperative Development Division
4. Submits the requirements: Attendance Sheet of participants, Pictures of Training, In-house Training Report	4. Reviews and processes the submitted training requirements. If complete, endorses the total number of participants to Accounting Office and gives the Order of Payment to the Client. If incomplete, informs client to fully comply the requirements	None	20 minutes	<i>Development Management Officer II</i> Cooperative Development Division



CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PRO-CESSING TIME	PERSON RESPON-SIBLE
5. Proceeds to the cashier and pays the required fee for the certificates	5. Processes payment	PHP 100 per certificate	10 minutes	Provincial Treasurer's Office
6. Receives Official Receipt and proceeds to PCEDO and present copy of Official Receipt	6. Photocopies the Official Receipt for filing and Prints Training Certificates	None	30 minutes	<i>Development Management Officer II</i> Cooperative Development Division
7. None	7. Forwards to Resource Speaker and Department Head for signature	None	10 minutes	<i>Development Management Officer II</i> Cooperative Development Division
8. None	8. Signs Training Certificates and forwards to Development Management Officer II for releasing	None	10 minutes	Department Head, PCEDO
9. Claims the training certificates	9. Releases the printed certificates to the requesting coop	None	10 minutes	<i>Development Management Officer II</i> Cooperative Development Division
10. None	10. Prepares the Training Report and submits to Cooperative Development Authority	None	10 minutes	<i>Development Management Officer II</i> Cooperative Development Division
	TOTAL	PHP 100* *additional PHP 500 (per hour) if training provider is from accredited private trainer	2 days, 2 hours, 50 minutes	