

**PROVINCIAL COOPERATIVE, LIVELIHOOD,
AND ENTREPRENEURIAL DEVELOPMENT
OFFICE**



Assistance on Cooperative, Livelihood, and Enterprise Development

Under the Assistance on Cooperative, Livelihood and Enterprise Development, PCLEDO provides training/seminars, technical assistance on product development and technical writing, and provides financial assistance for cooperatives or funding access to organizations through endorsement to various funding agencies

Office or Division:	Provincial Cooperative, Livelihood and Entrepreneurial Development Office			
Classification:	Simple			
Type of Transaction:	Government to Citizen; Government to Business Government to Government			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
<ul style="list-style-type: none"> Request Letter (1 original) Requirements on Request for Training/Seminar: Should contain: Topic requested, date, time, venue & intended participants Requirements on Request for Technical Assistance <ul style="list-style-type: none"> Design of Product Packaging/Label/Promotional Materials <i>Technical Design Requirements Checklist</i> Technical Writing (Project Proposal or Business Plan) <i>Technical Writing Requirements Checklist</i> Requirements on Request for Financial Assistance to Cooperatives <ul style="list-style-type: none"> <i>Financial Assistance Requirements Checklist</i> Requirements on Request for Funding Access <ul style="list-style-type: none"> <i>Depends upon partner agency</i> 			Requestor Requestor Requestor, assisted by Entrepreneurial/ Livelihood Division Requestor, assisted by Co-op Division Requestor assisted by Livelihood Div.	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present request addressed to the Department Head/ Governor (<i>Clients can send their request thru fax, email, or Facebook messenger</i>)	1.1 Accept and record request, fill out Service Request Form	None	30 minutes	Rochelle H. Morales <i>Admin Aide III</i> Delia P. Gatdula <i>Administrative Aide IV</i>
	1.2 Approval and endorsement of request to appropriate division/employee	None	90 minutes	Atty. Khervy B. Reyes <i>Officer-in-Charge</i>
	1.3 Coordination and validation of request	None	6 hours	Janice T. Burgos-Diesta, <i>Senior Cooperative Development Specialist (Cooperative)</i> Sheryll H. Loyola, <i>Development Management Officer IV (Livelihood)</i> Liza C. Gabatan, <i>Development Management Officer IV (Entrepreneurial Dev't)</i>

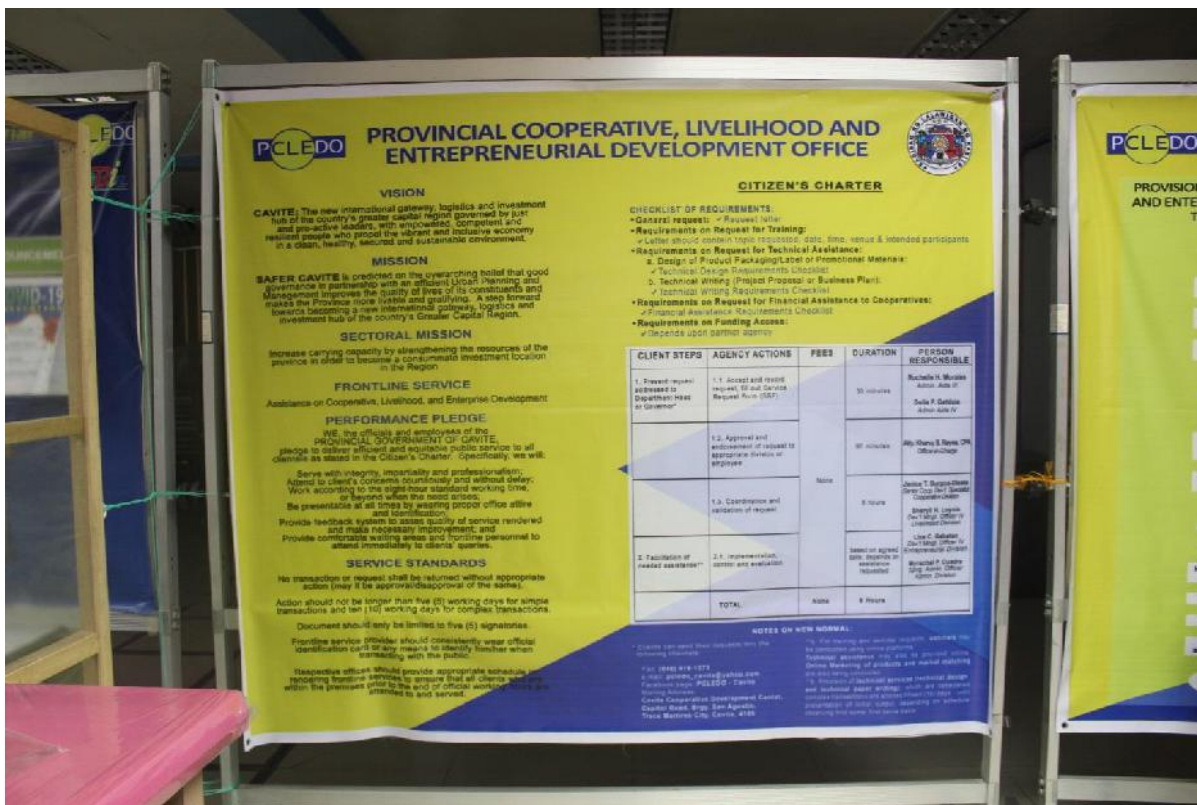


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CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
				Myrachel P. Cuadra, <i>Supervising Administrative Officer (General requests)</i>
2. Facilitation of needed Assistance <i>(For the new normal, webinars may be conducted for Cooperatives, community groups, OFs and MSMEs. Technical assistance may also be provided online. There are also Online Marketing of products and market matching.)</i>	2.1 Implementation, control and evaluation	None	Based on agreed date	Janice T. Burgos-Diesta, <i>Senior Cooperative Development Specialist (Cooperative)</i> Sheryll H. Loyola, <i>Development Management Officer IV (Livelihood)</i> Liza C. Gabatan, <i>Development Management Officer IV (Entrepreneurial Dev't)</i> Myrachel P. Cuadra, <i>Supervising Administrative Officer (General requests)</i>
	TOTAL	None	8 hours	

Note: Provision of technical services (design of product package/label, promotional materials, branding/logo and technical writing of project proposal of business plans) which are considered as complex transactions are allotted with 15 days until presentation of draft.

PROOF OF POSTING

1. PCLEDO Citizen's Charter posted at the receiving area of the office





2. PCLEDO Citizen's Charter posted on its official Facebook page:

PCLEDO-Cavite
September 15 · 🌐

PCLEDO Cavite Citizens Charter

Provincial Government of Cavite
Provincial Cooperative, Livelihood and
Entrepreneurial Development Office (PCLEDO)

CITIZEN'S CHARTER

CHECKLIST OF REQUIREMENTS:

- **General request:** ✓ Request letter
- **Requirements on Request for Training:**
 - ✓ Letter should contain topic requested, date, time, venue & intended participants
- **Requirements on Request for Technical Assistance:**
 - a. Design of Product Packaging/Label or Promotional Materials:
 - ✓ Technical Design Requirements Checklist
 - b. Technical Writing (Project Proposal or Business Plan):
 - ✓ Technical Writing Requirements Checklist
- **Requirements on Request for Financial Assistance to Cooperatives:**
 - ✓ Financial Assistance Requirements Checklist
- **Requirements on Funding Access:**
 - ✓ Depends upon partner agency

CLIENT STEPS	AGENCY ACTIONS	FEES	DURATION	PERSON RESPONSIBLE
1. Present request addressed to Department Head or Governor*	1.1. Accept and record request, fill out Service Request Form (SRF)	None	30 minutes	Rochelle H. Morales Admin. Aide II Della P. Gatdula Admin Aide IV
	1.2. Approval and endorsement of request to appropriate division or employee		90 minutes	Atty. Khany B. Reyes, CPA Officer-in-Charge
	1.3. Coordination and validation of request		6 hours	Janice T. Burgos-Diesta Senior Coop. Dev't Specialist Cooperative Division Sheryll H. Loyola Dev't Mngt. Officer IV Livelihood Division
2. Facilitation of needed assistance**	2.1. Implementation, control and evaluation		based on agreed date, depends on assistance requested	Liza C. Gabatan Dev't Mngt. Officer IV Entrepreneurial Division Myrachel P. Cuadra Spvs. Admin. Officer Admin. Division

You, Maggi Janohan, Dianne April Victorino-Matel and 16 others

8 Shares

Like Comment Share

COMMUNICATION PLAN

Aside from the Citizen's Charter posted in the receiving area, PCLEDO has also posted its Citizen's Charter on its official Facebook page, PCLEDO-Cavite. Copies are to be coordinated for posting also on the Province's website dedicated to PCLEDO (<http://cavite.gov.ph/home/pclEDO/>) and on its Divisions' Facebook pages. Additional leaflets will also be provided in the office's entrance/receiving area.



CONTACT INFORMATION

OFFICE	COMPLETE ADDRESS	CONTACT INFORMATION
Provincial Cooperative, Livelihood and Entrepreneurial Development Office (PCLEDO)	Cavite Cooperative Development Center (CACODEC), Capitol Road, Brgy. San Agustin, Trece Martires City, Cavite 4109	Telephone (046) 430-2705 Telefax (046) 419-1273 Email Address pcledo_cavite@yahoo.com