CITY GOVERNMENT OF MEYCAUAYAN

CITIZEN'S CHARTER

2026 (2ND EDITION)



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OFFICE OF THE CITY COOPERATIVES DEVELOPMENT OFFICER

External Services

1. Certificate of Endorsement Issuance for Securing Business Permit

The certification is issued when a primary cooperative secure a business permit. This is being done to ensure that the cooperative is legally operating as cooperative and have submitted necessary documents

Office or Division:	Office of the City Cooperatives Development Officer
Classification:	Simple
Type of Transaction:	G2B - Government to Business
Who may avail:	Primary Cooperatives

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
tificate of Compliance – 1 photo copy, presentation of original and reproduction copy	Cooperative Dev't. Authority (CDA)
2. Cooperative Annual Performance Report - One (1) photo copy	CDA
3. Articles & By-laws (for new/branching out) - One (1) photo copy	CDA
4. Certificate of Registration - One (1) photo copy of CDA, presentation of original and reproduction copy	CDA
5. Certificate of Authority (Branching out) - One (1) photo copy, presentation of original and reproduction copy	CDA

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the complete required documents	1.1 Accept documents, 1.2 Review and authenticate documents, 1.3 Prepare certificate of endorsement, 1.4 Print certificate for signature.	None	15 minutes	Administrative Asst. III Office of the City Cooperatives Development Officer Con. City Cooperative Officer Office of the City Cooperatives Development Officer
2. Receive Certificate	2. Release Certificate	None	2 Minutes	Administrative Asst. III Office of the City Cooperatives Development Officer
	Total	**None**	**17 minutes**	