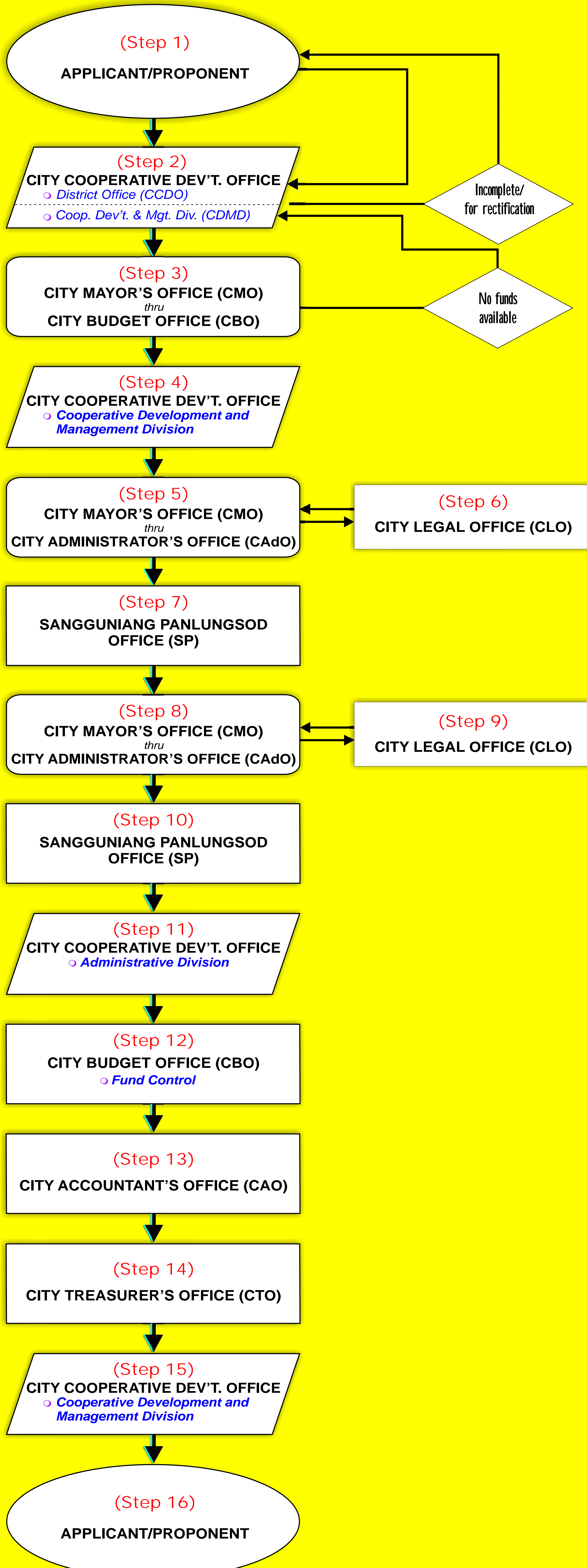




CITY COOPERATIVE DEVELOPMENT OFFICE

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PROCESS FLOW & PROCEDURES IN THE APPLICATIONS OF COOPERATIVE FINANCIAL ASSISTANCE PROGRAM (CFAP)



Step 1. (2 weeks)

- Applicant submits Letter of Intent (LOI) to **CMO** thru **CCDO**
- Applicant submits documentary requirements to District Cooperative Development Specialist (CDS).

Step 2. (2 weeks)

- District CDS evaluates the completeness and validity of requirements. Prepares preliminary evaluation.
- **CDMD** prepares final evaluation and endorses the application to **CMO**, thru **CBO** for approval.

Step 3. (1 week)

- **CBO** issues certificate of availability of funds and endorses the application to **CMO**.
- **CMO** endorses the application to **CCDO**.

Step 4. (3 days)

- **CCDO-CDMD** prepares Loan Agreement (LA) and endorses the same to **CAo** for review.

Step 5. (3 days)

- **CMO** thru **CAo** endorses Loan Agreement to **CLO** for legal opinion.

Step 6. (1 week)

- **CLO** endorses Loan Agreement with legal opinion to **CAo**.
- **CMO** thru **CAo** endorses Loan Agreement to **SP**.

Step 7. (4 weeks)

- **SP** passes resolution & ordinance authorizing the Mayor to enter agreement between the beneficiary and endorses to **CMO** thru **CAo** for signature.

Step 8. (3 days)

- **CMO** endorses ordinance to **CLO** for legal opinion.

Step 9. (7 days)

- **CLO** endorses back the ordinance with legal opinion to **CMO** thru **CAo** for the Mayor to sign or veto. Ordinance approved, the mayor signs the Loan Agreement.

Step 10. (1 week)

- **CMO** thru **CAo**, endorses approved ordinance and Loan Agreement to **SP** for distribution of copies to **CCDO** and other concerned parties.

Step 11. (3 days)

- **CCDO-Admin.** prepares disbursement voucher and endorses to **CBO-Fund Control**

Step 12. (1 day)

- **CBO** submits Disbursement Voucher to **City Accountant's Office (CAO)** for approval.

Step 13. (3 days)

- **CAO** conducts pre-audit of documents and transmit the same to **CTO** for issuance of crossed check.

Step 14. (3 days)

- **CTO** issues crossed check.
- **CTO** informs **CCDO** of check available for release.

Step 15. (1 week)

- **CCDO-CDMD** schedules and conducts loan release orientation with the beneficiary.

Step 16. (1 day)

- Beneficiary claims the check at the **CTO**, (with certificate of loan release orientation, board resolution, valid I.D. and O.R.).
- Ceremonial turn-over of check at **CCDO** (for documentation).
- Issuance of payment Post-Dated Check by the beneficiary, (based on the payment schedule in the Promissory Note) **End**.

Note : Processing shall commence upon submission of complete documentary requirements and shall be processed within the prescribed period provided in the Executive Order 01 series of 2015.