

### 3. Provide Capability Building Trainings to Cooperatives

The Cooperative Development Department in its desire to encourage Primary Cooperatives to grow and contribute to the welfare of its members, conducts free Capacity Building Trainings to all Officers and Members of Primary Cooperatives operating in the City of San Juan

<b>Office or Division:</b>	Cooperative Development Office			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	Government to citizen			
<b>Who may avail:</b>	Officers and Members of Registered Cooperatives operating in the City of San Juan			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
1. Endorsed by their respective cooperatives				
2. Willingness to learn and serve their cooperatives				
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1.Cooperative calls in to reserve for a slot for a specific training on schedule	1.Office records reservation and confirms their slot for a specific scheduled training	none	10 minutes	Administrative Aide or Cooperative Development Specialist (CDS) I
2.Confirmed participants attend training	2.1 Participants are asked to sign attendance sheets  2.2 Participants fills-up form from accredited training provider for certificate purpose 2.3 Participants are given their IDs and kits  2.4 Advises participants the date to pick-up their certificate of completion	none	2 days	Administrative Aide and Cooperative Development Specialist I

3. Receipt of Certificate of Completion from Accredited Training Provider	3. Certificates are photocopied and filed.	none	30 minutes	Administrative Aide
4. Training attendees pick up their certificates from the office	<p>4.1 Original copies of Certificate of Training Completed are given to the attendees.</p> <p>4.2 Attendees or Cooperative representative signs acknowledgement of receipt for certificates</p>	none	20 minutes	Administrative Aide or Cooperative Development Specialist I

**END OF TRANSACTION: Transaction time before training: 10 minutes**  
**On training day: 2 days**  
**After training: 50 minutes**