Evaluation Process (Approved)
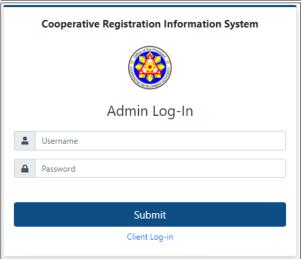
1. Go to Cooperative System website using this link http://testsite.cmvsd.com/coopris/
2. Click on "Click Here" in COOPRIS
3. From the URL "http://testsite.cmvsd.com/coopris/users/login" change the word "users" to "admins" > click Enter
4. You are now redirected to Admin Account and you may now login.

REPUBLIC OF THE PHILIPPINES
COOPERATIVE DEVELOPMENT AUTHORITY
CENTRAL OFFICE

CS COOPERATIVE SYSTEM

HOME   ABOUT CS PROJECT   USER'S MANUAL   FAQS

COOPRIS
COOPERATIVE REGISTRATION
INFORMATION SYSTEM
CLICK HERE

CAIS
COOPERATIVE ASSESSMENT
INFORMATION SYSTEM
CLICK HERE

Cooperative Registration Information System

Admin Log-In

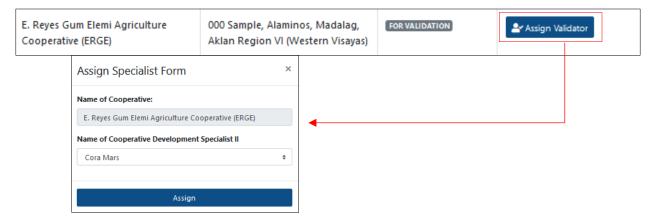Username

Password

Submit

Client Log-in

- Process where Senior, SDS II and Director will evaluate the submitted application.
  - ❖ **Senior Cooperative Development Specialist**
    1. Senior will assign Validator
    2. Click on "Assign Validator" button
    3. Select Name of Cooperative Development Specialist II from dropdown.
    4. Click on "**Assign**" button

E. Reyes Gum Elemi Agriculture Cooperative (ERGE)	000 Sample, Alaminos, Madalag, Aklan Region VI (Western Visayas)	FOR VALIDATION	👤 Assign Validator

Assign Specialist Form ✕

Name of Cooperative:

E. Reyes Gum Elemi Agriculture Cooperative (ERGE)

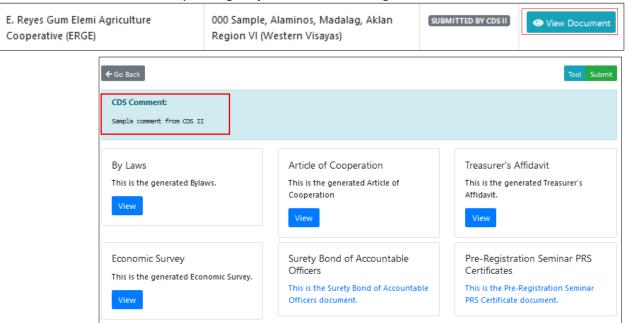**Name of Cooperative Development Specialist II**

Cora Mars ⬍

Assign

5. Just in case that Senior mistakenly assigned the application to wrong CDS II or if Assigned CDS II are not available to evaluate the application, Senior can re-assign the application to other CDS II > Just click on "Reassign" button and select new CDS II and click on Submit button.
6. Application now assigned to selected CDS II
7. If your Region doesn't have other CDS II please contact Central Office so that they can add another user for CDS II.

- ❖ **Cooperative Development Specialist II**
  1. You will receive an email, informing that Senior assigned you a Cooperative Application for you to evaluate.
  2. Login to your Coopris Account
  3. On Cooperatives Dashboard > click on "View Cooperative" button
  4. To review the details for each steps, user must click on "View" button
  5. Once reviewed, User must click on "Tool" button
  6. Answer the items provided on Tools (Answer by Yes/No using the radio button and enter Remarks on the field provided)
  7. Enter "Other Findings" and "Recommendations" *(Optional)*
  8. Click on "**Submit**" button
  9. After Submission of Tool > Click on "Submit" button
  10. Pop-up message will appear to confirm decision > Enter Additional Comment if there's any findings or just enter "No Findings" if there's none.

Finalize and review all the information provided. After reviewing the application, You `PENDING`
can now evaluate the application.

`Tool` `Submit`

Are you sure you want to submit this application?   ×

Cooperative Name:

E. Reyes Gum Elemi Agriculture Cooperative (ERGE) Coopera

Additional Comment:
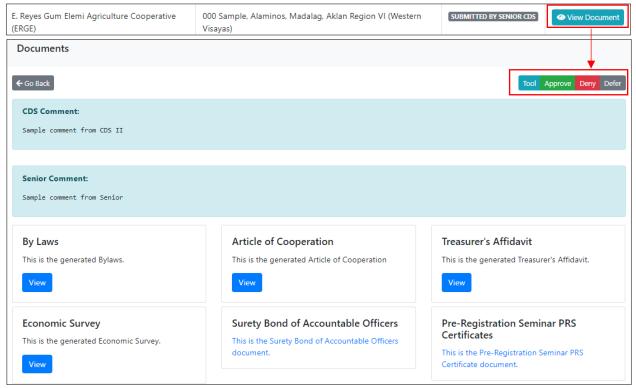
Please enter here your comment/findings....

`Submit`

❖ **Senior Cooperative Development Specialist**
1. Login to your Coopris Account
2. Senior will now receive the approved Application from CDS II > Documents to be reviewed and submitted by Senior
3. Click on "View Document" button
4. Senior will be able to see CDS II Comment at the top of the page > Review Documents (Uploaded and Generated Documents)
5. Once done > Click on "Tool" button > Review the items answered by CDS II
6. Click on "Back" button > Click "Submit"
7. Pop-up message will appear to confirm decision > Enter Additional Comment if there's any findings or just enter "No Findings" if there's none.

| E. Reyes Gum Elemi Agriculture Cooperative (ERGE) | 000 Sample, Alaminos, Madalag, Aklan Region VI (Western Visayas) | `SUBMITTED BY CDS II` | 👁 View Document |

← Go Back   `Tool` `Submit`

CDS Comment:

Sample comment from CDS II

By Laws

This is the generated Bylaws.

`View`

Article of Cooperation

This is the generated Article of Cooperation

`View`

Treasurer's Affidavit

This is the generated Treasurer's Affidavit.

`View`

Economic Survey

This is the generated Economic Survey.

`View`

Surety Bond of Accountable Officers

This is the Surety Bond of Accountable Officers document.

Pre-Registration Seminar PRS Certificates

This is the Pre-Registration Seminar PRS Certificate document.

❖ **Director**
1. Login to Coopris Account
2. Director will now receive the submitted Application from CDS II and Senior > Documents to be reviewed by Director
3. Click on "View Document" > Director will be able to see comments from CDS II and Senior
4. Review Documents of Cooperative (Uploaded and Generated Documents)
5. Once done > Click on "Tool" button
6. Review the items answered and approved by SDS II and Senior
7. Click on "Back" button and select decision *(either Approve, Deny or Defer)*
8. Pop-up message will appear to confirm decision > For Deny/Defer: Input Reason why application is being Denied or Defer > Click on Deny/Defer button

E. Reyes Gum Elemi Agriculture Cooperative (ERGE)	000 Sample, Alaminos, Madalag, Aklan Region VI (Western Visayas)	SUBMITTED BY SENIOR CDS	👁 View Document

Documents

← Go Back   Tool Approve Deny Defer

CDS Comment:

Sample comment from CDS II

Senior Comment:

Sample comment from Senior

By Laws	**Article of Cooperation**	**Treasurer's Affidavit**
This is the generated Bylaws.	This is the generated Article of Cooperation	This is the generated Treasurer's Affidavit.
View	View	View

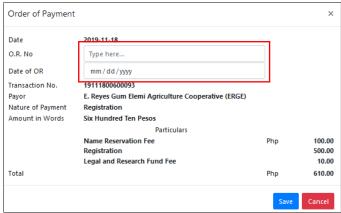| **Economic Survey**	**Surety Bond of Accountable Officers**	**Pre-Registration Seminar PRS Certificates**
This is the generated Economic Survey.	This is the Surety Bond of Accountable Officers document.	This is the Pre-Registration Seminar PRS Certificate document.
View		

9. If Application was Deferred/Denied, Client will receive email and the content are the reason why the application was Deferred/Denied
10. Once Deferred, Client will have the chance to amend/comply with whatever the Director findings before they can submit the application again.
11. User will only have 15 days to comply with the remaining requirements.

🔸 **Payment to Print Process**

- Process where Senior will confirm that Cooperative is okay to proceed for payment after reviewing the Submitted Physical Document and Document from System.
    - ❖ **Senior Cooperative Development Specialist (SCDS)**
        1. Login > once SCDS reviewed the submitted hard copy and Document from the system, user must click "**Ok For Payment**" button > Confirm Payment. *(stage where Client will receive email notification)*

E. Reyes Gum Elemi Agriculture Cooperative (ERGE)	000 Sample, Alaminos, Madalag, Aklan Region VI (Western Visayas)	FOR PRINT&SUBMIT	OK For Payment	👁 View Document

2. *Wait for the client to present the Official Receipt*
3. Click on "Save O.R. No. > Input OR No. and Date of OR on the field provided

Order of Payment			×
Date	2019-11-18		
O.R. No	Type here...		
Date of OR	mm / dd / yyyy		
Transaction No.	19111800600093		
Payor	E. Reyes Gum Elemi Agriculture Cooperative (ERGE)		
Nature of Payment	Registration		
Amount in Words	Six Hundred Ten Pesos		
	Particulars		
	Name Reservation Fee	Php	100.00
	Registration		500.00
	Legal and Research Fund Fee		10.00
Total		Php	610.00
		Save	Cancel
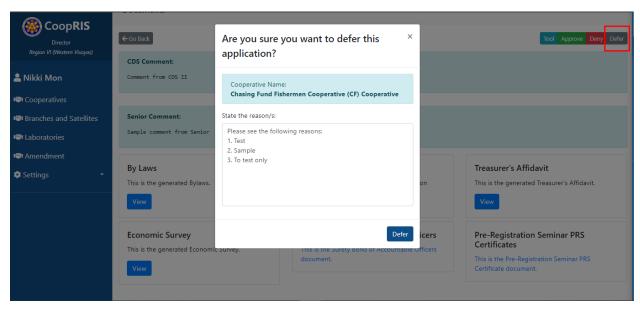
4. Click on "**Save**" button
5. Click on "**Print Registration**" button to make the Cooperative officially registered > Print Certificate

Samahan ng Mangingisda Fishermen Cooperative	85 Tindalo, Western Bicutan, Taguig City, NCR Fourth District National Capital Region (NCR)	FOR PRINTING	🖨 Print Registration

Evaluation Process (Deferred)
- ❖ **Director**
  1. Click on "Defer" button
  2. Pop up message will appear and system will allow you to input reason why application is being deferred > Click on "Defer" button once done
  3. Client will receive email advising that Application is being deferred and also email includes the entered reason(s)

❖ Senior Account
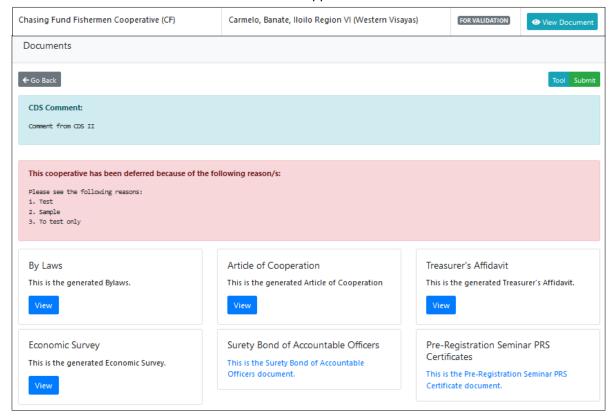1. Once Client re-submit the deferred application, Senior will review again application.
2. System displays the message why the application was deferred by Director.
3. After Senior Reviewed the submitted application click on Submit button
4. Director will now receive the application

Chasing Fund Fishermen Cooperative (CF)	Carmelo, Banate, Iloilo Region VI (Western Visayas)	FOR VALIDATION	👁 View Document

Documents

← Go Back   Tool Submit

CDS Comment:

Comment from CDS II

This cooperative has been deferred because of the following reason/s:

Please see the following reasons:
1. Test
2. Sample
3. To test only

By Laws

This is the generated Bylaws.

View

Article of Cooperation

This is the generated Article of Cooperation

View

Treasurer's Affidavit

This is the generated Treasurer's Affidavit.

View

Economic Survey

This is the generated Economic Survey.

View

Surety Bond of Accountable Officers

This is the Surety Bond of Accountable Officers document.

Pre-Registration Seminar PRS Certificates

This is the Pre-Registration Seminar PRS Certificate document.

❖ Director Account
1. Review re-submitted application
2. Click on "Approve, Deny or Defer"
3. If approve user may proceed to page 12 (Payment to Print procedure)

Documents

← Go Back   Tool Approve Deny Defer

CDS Comment:

Comment from CDS II

Senior Comment:

Complied

This cooperative has been deferred because of the following reason/s:

Please see the following reasons:
1. Test
2. Sample
3. To test only

By Laws	Article of Cooperation	Treasurer's Affidavit
This is the generated Bylaws.	This is the generated Article of Cooperation	This is the generated Treasurer's Affidavit.
View	View	View

Economic Survey	Surety Bond of Accountable Officers	Pre-Registration Seminar PRS Certificates
This is the generated Economic Survey.	This is the Surety Bond of Accountable Officers document.	This is the Pre-Registration Seminar PRS Certificate document.
View		