



<b>4. Inquiries To Join Enterprise Development Related Trainings, Seminars, Online Trainings, Webinars</b>				
Provide an opportunity for MSME owners and employees to learn new skills and gain a deeper understanding of various business topics, such as marketing, finance, and operations.				
<b>Office or Division:</b>	Office of the Provincial Cooperative and Enterprise Development Officer - Enterprise Development Division			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C- Government to Citizen			
<b>Who may avail:</b>	Micro, Small & Medium Entrepreneurs, Cooperatives, Association, Students, Professionals			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Registration Form		2. Provided by Training Facilitator (PCEDO)		
<b>CLIENTS STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PRO-CESSING TIME</b>	<b>PERSON RESPON-SIBLE</b>
1. Submits registration form/register online	1. Sends confirmation email to clients who have submitted their registration form	None	5 minutes	<i>Administrative Assistant I</i> Enterprise Development Division
2. Attends training/webinar/online trainings/seminar	2. Facilitates trainings/webinars and distribute Post-Training Evaluation Form	None	8 hours	<i>Project Development Officer II</i> Enterprise Development Division
3. Fill-outs evaluation form and receives certificate	3. Issues certificate after the training or sends e-certificate via email	None	5 minutes	<i>Administrative Assistant I</i> Enterprise Development Division
	<b>TOTAL</b>	<b>None</b>	<b>1 day, 10 minutes</b>	