

Name of Extension/Public Service (The name of the service being offered)	Technical Assistance and Advisory Services of the Institute of Cooperatives and Bio-Enterprise Development
Objective (Description of the service being provided; History of service provision)	<p>The technical assistance and advisory services of the ICOPED are in line with the policy of the State that all departments, branches, subdivisions and instrumentalities of the Government shall promote the formation of cooperatives through appropriate and suitable incentives.</p> <p>The services offered are non-financial in nature and are tailored to fit the clients' needs. These include, but are not limited to, diagnostic needs and issues assessment, referrals to legal, accounting, and other professional service providers, networking with cooperatives, membership development, organizational development, legal structuring of organizational documents, knowledge sharing and expertise, instruction, skills training, transmission of working knowledge, and consulting services.</p> <p>In 2016, a total of 68 clients who availed of the services through phone, SMS/Text, emails, fax, letters, and personal visits were served.</p>
Duration/Date	Continuous
Target Beneficiaries	Cooperatives, self-help groups, academe and students, policy makers, government units, and the general public
Cost of Participation	Free
Office in Charge	Institute of Cooperatives and Bio-Enterprise Development (ICOPED) College of Economics and Management University of the Philippines Los Baños
Office Profile Degree granting or non-degree granting Purpose of creation Location in the hierarchy (Background of the office providing the service i.e. Number of personnel and Key personnel	<p>The Institute of Cooperative and Bio-Enterprise Development (ICOPED) is an academic unit under the College of Economics and Management, University of the Philippines Los Baños that focuses on the development of cooperatives as viable economic and social enterprises through its instruction, research, extension, and training programs.</p> <p>The ICOPED is a duly accredited cooperative training provider (ATP) that offers training courses prescribed by the Cooperative Development Authority (CDA) pursuant to Article 44 of the Philippine Cooperative Code of 2008 (R.A. 9520) and the Section 5 of Rule 7 of its Implementing Rules and Regulations. The Institute aims to equip professionals with the necessary competencies and skills to manage and operate cooperatives, and improve the abilities of cooperative</p>

providing the service)	<p>development workers for successful implementation and monitoring of cooperatives and development programs and projects.</p> <p>ICOPED envisions to be a center of excellence for instruction, research, and extension in the field of cooperatives and bio-enterprise development in the Philippines and Asia. It is composed of 11 personnel including the Director, three faculty members, four REPS, and three support staff, each with important contributions to the provision of extension services.</p>
Awards/recognition received by the office (The awards given by or received by the office offering the service, if any)	
Official website and Social media accounts (The link to the official website of the service)	Official Website: http://www.icoped.com Facebook Page: https://www.facebook.com/icopeduplb/
External links for documentation (The external links featuring the service [for the electronic copy, e.g. features in newspapers etc.])	
Contact details (The contact details of the head of the unit offering the service: fax, telephone, email, snail mail, map)	Dr. Zenaida M. Sumalde Director Institute of Cooperatives and Bio-Enterprise Development College of Economics and Management University of the Philippines Los Baños College, Laguna 4031 Telefax: (63) (049) 536 3266 E-mail: zmsumalde@up.edu.ph
Other Remarks	