



SAN DIONISIO CREDIT COOPERATIVE
0554 Quirino Ave., San Dionisio
Paranaque City

PROSPECTIVE RECRUIT FORM

I. Basic Information

PT # _____

II. Recruiter's Evaluation

Pangalan: _____

Recruiter's name: _____

Lastname Firstname MI

Address: _____
Numero ng bagay Kalye

Barangay Siyudad/Munisipalidad

Tagal ng pagtira sa lugar _____ Kapanganakan _____

Kasarian: () Babae () Lalaki Contact No: _____

Trabaho: _____ Antas ng pag-aaral: _____

Prospect Date: _____

Recruitment effort date: _____

Ulat sa ginawang paghikayat para sumapi: (Kung kinakailangan, maaaring gumamit ng karagdagang papel)

CRITERIA	Oo	Hindi
1. Handang matuto sa mga bagong kaalaman		
2. Nauunawaan ang kahalagahan ng pakikipagtulungan		
3. Handang makilahok sa mga gawaing pangkomunidad		
4. May magandang rekord sa komunidad		

Note: Ang recruit ay dapat pumasa sa lahat ng criteria na nasa itaas.

Recommendation: _____ Date: _____

_____ For recommendation to the PT

Puna at Mungkahi : _____

III. Aksyon ng Pook-Tulungan

Kabuuang bilang ng kasapi sa PT: _____

Rekomendasyon mula sa hindi bababa sa 20% ng mga kasapi ng PT:

(note: Tignan ang mga "Criteria" sa taas na nasa Recruiter's Evaluation bilang batayan ng Criteria 1-4 sa baba)

Pangalan ng kasapi sa PT	Criteria #1	Criteria #2	Criteria #3	Criteria #4	Lagda
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					

(For additional number of PT members' remarks, please provide additional sheet.)

III. Action of the PT Officers: _____ Approved _____ Disapproved

IV. Evaluation of District Council (DC)

Date: _____

Recommendation:

This is to certify _____
(name of applicant)

that he/ she () passed / () did not pass the evaluation made by the council and is recommended for PKPTL evaluation.

Other Comments and Remarks:

District Chairman District Vice-Chairman
(Signature over printed name)

V. Evaluation of the PKPTL

Date: _____

(Please check the acclaimed recommendation)

- () Approved for seminar
- () Disapproved for seminar

Comments/ Remarks:

PKPTL Chairman PKPTL Vice -Chairman
(Signature over printed name)

GUIDELINES OF THE CRITERIA:

1. **Willingness, Receptiveness and Interest** - Determines if the prospective recruit (s) always have an excuse or reason to skip from discussion about Cooperative concepts always evasive when the educator came to nearby or doesn't have the attitude to listen during discussions.
2. **Understanding about Cooperative** – determines if the prospective recruit (s) can comprehend and understand the teachings of cooperativism, by not memorizing the content but rather know how to apply and embrace it as one of his/her philosophies in life.
3. **Inspiration and motivation** – determines if the prospective recruit (s) could as much as possible have the drive to participate and mingle with cooperative activities as could be a part of his/her daily routine in life. Ready to take responsibilities during participation and act accordingly to the concept of cooperative ways.
4. **Social Standing** – describes the prospective recruit (s) how the community recognizes him/ her as a person. If he/ she worthy for the community or just a burden to somebody.

APPLICATION FOR MEMBERSHIP POLICY:

1. It is the PT chairman's discretion on how he/she will conduct verification either by batch or per individual as submitted.
2. **No favoritism or special treatment** should be given by the PT chairman for prospective recruits.
3. The **PT Chairman should not stagnate** the verification of application forms for it will cause delay on the applicant of the Membership.
4. In the absence of the PT Chairman, the PT vice-Chairman should represent in behalf of the PT Chairman.
5. In absence of the PT Chairman, the PT Vice-Chairman the application could be pend but more than 3days, the secretary could act in behalf of the PT Chairman and the PT Vice-Chairman
6. If the information from the applicant's IDs and stated in the application form have discrepancies, the **PT chairman should not signed/ approved the application form unless explained and testified by the applicant.** The PT Chairman should take note/ remark as an explanation on the discrepancies based on the reason of the applicant include in the attachment.
7. In case an applicant does not have a recruiter, the PT Secretary or other PT Officer(s) is/are expected to evaluate the prospective recruit using the prospective recruit form
8. **Action of the Pook-Tulungan** (pls. Refer to page 1) should be filled up by **20% of the total SDCC members of the PT.**
9. In Case the action of the PT from at least 20% of the members resulted to a majority of "Hind", the PT Officers shall conduct further background investigation(BI).
If per BI, the applicant is qualified and should be accepted, a PT meeting shall be called to present the result to be acted upon by the PT
10. Even if the Action of the PT is favorable, the PT Officers may still conduct further BI if the case/situation requires one.

