



## **CHECKLIST OF REQUIREMENTS FOR NGO/PO ACCREDITATION**

- Duly accomplished Application Form (DOLERO8-DILP Form A) and Information Sheet
- Certificate of Registration (Please attach photocopy)  
Any of the following:
  - DOLE
  - SEC
  - DTI
  - CDA
  - Others (please specify) \_\_\_\_\_
- Authenticated Copy of the latest Articles of Incorporation, or the Articles of Cooperation as the case may be, showing the original incorporators/organizers and the Secretary's Certificate for incumbent officers, together with the Certificate of Filing with the SEC/Certificate of Approval by the CDA
- Organizational Structure of the Proponent and List of Officers with address and Bio-data
- Financial Reports, audited by an independent Certified Public Accountant, for the past 3 years preceding the date of project implementation.
  - For NGO/PO which has been in operation for less than three (3) years:
    - a) Report of accomplishment or any equivalent proof certified by its President and Secretary that it had previously implemented similar projects
    - b) Financial reports for the years it has been in operation
    - c) Existing active bank accounts
    - d) Certification from LGU or regulatory agency concerned attesting to the credibility and capability of the applicant's officers and staff
- List and/or photographs of similar projects and their status, the applicant or proponent is implementing or has previously undertaken including sources of funds
- Disclosure of related business, if any, and extent of ownership
- Work and Financial Plan and sources and details of equity

- Detailed project proposal signed and approved by its officers which shall include objectives, target beneficiaries, feasibility studies, risk assessment, design, among others.
- Sworn statement of the Secretary that none of the officers is an agent or is related by consanguinity or affinity up to the 4<sup>th</sup> civil degree to DOLE officials authorized to process and/or approved the proposal, the MOA and the release of funds.
- Undertaking to put up equity of at least 20% of project cost
- Location Map
- Submit in five (5) copies each.

**SWORN STATEMENT**

|                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                             |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>I, _____, hereby attest to the veracity of the attached documents.</p> <p align="center">_____<br/>Authorized Representative</p> <p>CTC.                      No.<br/>Issued                      On<br/>Issued at _____</p>                                                                                                              | <p>I, _____, president _____ of _____ do undertake to put up an equity of at least 20% of the total project cost.</p> <p align="center">_____<br/>President</p> <p>CTC.                      No.<br/>Issued                      On<br/>Issued at _____</p> |
| <p>I, _____, declare that none of the officers is an agent or is related by consanguinity or affinity up to the 4th civil degree to DOLE officials authorized to process and approve the proposal.</p> <p align="center">_____<br/>Secretary</p> <p>CTC.                      No.<br/>Issued                      On<br/>Issued at _____</p> | <p>This is to certify that the applicant has no arrears in amortization payments from any credit institution.</p> <p align="center">_____<br/>Treasurer</p> <p>CTC.                      No.<br/>Issued                      On<br/>Issued at _____</p>     |
| <p align="center">This is to certify that the members of the _____ have no related businesses nor in any manner conduct business that is related to the businesses of the above-named organization</p>                                                                                                                                       |                                                                                                                                                                                                                                                             |

SUBSCRIBED AND SWORN to before me this \_\_\_\_\_  
affiants exhibiting to me their Community Tax Receipts No. as indicated above.

Notary Public