*Revised April 2020*

*DSWD-SB-PSF-006: Undertaking for Individuals*

*During State of National Emergency/Calamity*

**UNDERTAKING TO COMPLY WITH THE REQUIREMENTS ON PUBLIC SOLICITATION PERMIT**

I/We (name/s) , with postal address at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, that for and in consideration of my/our application to solicit or receive contributions for charitable and public welfare purposes during state of national emergency or calamity, hereby undertake to comply with the following Department of Social Welfare and Development (DSWD) requirements, to wit:

One (1) Original Copy of Endorsement or Certification from the Barangay Local Government Unit. It is in a form of a Barangay endorsement or certification stating therein that the applicant is a certified resident of the Barangay and the specific purpose of securing the Endorsement or Certification is in relation for his/her application for Solicitation Permit along charitable or public welfare purposes for targeted beneficiaries, related to the State of National Emergency of Calamity.

One (1) Photocopy of Government Issued ID.

One (1) Original Copy of Endorsement or Certification from any but not limited to the following agencies that allow/s applicant to undertake solicitation activities in their agency’s jurisdiction, as applicable: Director of Private Schools, Schools Superintendent of Public School, Head or authorized representative of National Government Agencies (NGAs), Head or authorized representative of Local Government Unit (LGU), Bishop/Parish Priest/Minister or Head of Sect or Denomination, Endorsement letter from DSWD registered and licensed SWDA or the Crisis Intervention Unit of the DSWD or LGU – if allows the individual applicant to raise funds under its name. *(as applicable)*

One (1) Original Copy of Fund Utilization Report (DSWD-SB-PSF-007), of proceeds and expenditures sworn by the person/individual issued with Solicitation Permit or Head of the endorsing LGU, if applying for renewal of permit/authority.

Sample of additional specific requirements for each methodology to be used, such as: Ticket, Ballots, Cards and similar forms; Donation Boxes, Coin Banks and other similar forms; Benefits show such as fashion show, concert and similar activities; Photo or Painting Exhibits and similar activities; Written request such as envelopes, letters of appeal, greeting cards and similar forms ; Text messages and other types of solicitation using electronic devices such as e-mail; Mass media campaign through radio, television, cinema, magazines, newspapers, billboards and other similar forms; Sport activities for a cause such as fun run, marathon, cycling and similar activities; Rummage sale, garage sale, sale of goods and other similar forms.

**THAT** I shall submit said requirements to (indicate specific DSWD Office e.g. Standards Bureau or Field Office) within the validity period of the solicitation permit to be issued.

**THAT** non-submission of the listed requirements within the said period would be grounds for non-approval of my succeeding application for authority to conduct fund raising activities.

**THAT** I shall adhere to the Post Facilitation Processes per DSWD’s existing rules and guidelines.

***Certified Correct***

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(Signature over Printed Name of the Applicant Individual) Date

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*Instruction to the assessor: Put a check mark in the tick box if the applicant needs to comply/submit the requirement, put an “x” mark if the applicant already submitted the requirement.*