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IMPLEMENTING PROCEDURES FOR THE ACCREDITATION OF CIVIL SOCIETY ORGANIZATIONS AS IMPLEMENTING ENTITIES OF GOVERNMENT OR PUBLIC FUNDS

I. RATIONALE

Article II Section 23 of the Constitution institutionalized the role of civil society organizations (CSOs) by declaring that *"the State shall encourage non-government organizations, community based or sectoral organizations that promote the welfare of the nation."*

CSOs have continuously supported the government in various initiatives and improvement in policy development, and program and project implementation as well as improved delivery of services to Filipinos. The contributions of CSOs to the country's development have been recognized by the government. On the other hand, there are increasing number of CSOs that have been legitimized and enter into different engagements regarding the implementation of programs and projects using government or public funds.

Section 66 of the 2014 General Appropriation Act (GAA) and Section 68 of the 2015 GAA mandate the Department of Social Welfare and Development (DSWD) to accredit legitimate CSOs to be recipients, beneficiaries or implementing entities of government or public funds. Pursuant to this, the DSWD, the Department of Budget and Management (DBM) and the Commission on Audit (COA) issued Joint Resolution No. 2014-001, entitled *Guidelines for Accreditation of Civil Society Organizations (CSOs) as Implementing Entities of Government or Public Funds*.

These Guidelines provide for the internal procedures of the DSWD in implementing Joint Resolution No. 2014-001.

II. OBJECTIVES

1. To establish the procedures (a) for the accreditation of CSOs that would be engaged by GAs to implement or co-implement projects and programs using government or public funds, and (b) for spot checking of Accredited CSOs as implementing entities of government or public funds.

2. To establish the National Registry of Accredited CSOs eligible to be implementing entities of government or public funds.
3. To strengthen the partnership between the DSWD and other government agencies regarding the regulation of CSOs.

III. LEGAL BASES

1. Article II Section 23 of the Constitution states that *“the State shall encourage non-governmental, community-based or sectoral organizations that promote the welfare of the nation.”*
2. Sections 34 and 35 of Republic Act No. 7160 mandate local government units (LGUs) to promote the establishment and operation of people’s organizations (POs) and non-governmental organizations (NGOs) to become active partners in the pursuit of local autonomy especially in the delivery of certain basic services, capability-building and livelihood projects, and to develop local enterprises designed to improve productivity and income, diversify agriculture, spur rural industrialization, promote ecological balance, and enhance the economic and social well-being of the people.
3. Section 66 of the 2014 GAA and Section 68 of the 2015 GAA directs the DSWD, the DBM and the COA, in consultation with other agencies concerned, to jointly issue guidelines for the accreditation of legitimate CSOs to be recipients, beneficiaries or implementing entities of government or public funds.
4. Joint Resolution No. 2014-001 of the DSWD, the DBM and the COA entitled “Guidelines for Accreditation of CSO as Implementing Entities of Government or Public Funds”, ensures that government programs and projects are properly, efficiently and effectively carried out by Government Agencies (GAs) in partnerships with CSOs, and that government or public funds are properly guarded against misuse.

IV. DEFINITIONS

1. *Accreditation* – the process by which the DSWD officially recognizes a CSO as eligible to be an implementing entity of programs or projects using government or public funds.

2. *Accredited CSO* – a CSO that has been issued a Certificate of Accreditation, and has been included in the National Registry of Accredited CSOs.
3. *Applicant* – a CSO applying for accreditation with the DSWD to be an implementing entity of program and projects using government or public funds.
4. *Civil Society Organization (CSO)* – for the purposes of these Guidelines, a domestic non-stock, non-profit corporation, organization or association, labor organization, workers' association, or cooperative, expressing the interests and values of their members or others, based on socio-economic, ethical, cultural and scientific considerations, duly registered with the Securities and Exchange Commission (SEC), Cooperative Development Authority (CDA), or Department of Labor and Employment (DOLE), as the case may be.
5. *Government Agency (GA)* – any department, bureau or office of the national government, or any of its branches and instrumentalities, or any political subdivision or its instrumentalities, as well as any government owned or controlled corporation, including its subsidiaries, or other self-governing board or commission of the government.
6. *Legitimate CSO* – a CSO found to be reputable, qualified and capable and meeting all of the criteria for accreditation set forth herein.
7. *National Registry of Accredited CSOs* – the list of CSOs duly accredited by the DSWD to be an implementing entity of programs or projects using government or public funds

V. GENERAL POLICIES

1. Coverage.

This guideline covers the process of accreditation by CSOs that would be engaged by GAs in the implementation or co-implementation of programs, projects and/or services using government or public funds.

2. Criteria for Accreditation.

To be accredited, a CSO must meet the following criteria:

- 2.1 Must have operated, for at least three (3) years prior to the date of application, in the geographical area(s) of activity and technical area(s) of activity being applied for accreditation.

- 2.2 Must not have any incorporator, organizer, director, trustee, officer or key personnel related within the fourth civil degree of consanguinity or affinity to any DSWD official involved in the processing of its accreditation specifically the official and members of the DSWD Accreditation Committee, or any official of the GAs funding or implementing the program or the project to be implemented by the CSO. (This is to establish observance of no conflict of interest).
- 2.3 Must not have any derogatory record with any GA.
- 2.4 Must not be in default or delay in liquidating any funds received from any GA.

3. *Accreditation Committee.*

- 3.1. The Accreditation Committee shall be composed of the following:

<i>Chair</i>	Undersecretary for Institutional Development Group (IDG)
<i>Vice Chair</i>	Director, Standards Bureau
<i>Members</i>	Representative, Legal Service Representative, Internal Audit Service Representative, Office of the Secretary

DSWD Special Order No. 126, series of 2015, constituted the Accreditation Committee to carry out the functions of the DSWD in the accreditation of CSOs as co-implementing entities of government or public funds.

Said Special Order shall be amended as necessary.

- 3.2. The DSWD Standards Bureau shall serve as the Secretariat of the Accreditation Committee.
- 3.3. The DSWD Resident Ombudsman and the DSWD Resident Auditor shall be invited to attend all meetings of the Accreditation Committee as observers.

4. *Technical Areas or Focus of the Activity.*

Applicants must specify the technical areas of activity of CSOs for which they would be accredited, which may include, but need not be limited to, the following:

- 4.1. Livelihood Development
- 4.2. Manpower Development
- 4.3. Sports Development
- 4.4. Cooperative Development

- 4.5. Delivery of Basic Services
- 4.6. Environment Protection
- 4.7. Agriculture and Fisheries
- 4.8. Rural Industrialization
- 4.9. Development of Local Enterprises
- 4.10. Construction, Maintenance, Operation and Management of Infrastructure Projects, such as, but not limited to, the following:
 - a. Housing projects for the poorest of the poor
 - b. School buildings for schools with inadequate classroom
- 4.11. Disaster Risk Reduction and Management
- 4.12. Rescue, Relief and Rehabilitation Operations
- 4.13. Participation in Government Planning, Budgeting, and Monitoring and Evaluation
- 4.14. Social Services in areas that would not be ordinarily undertaken by the private sector

VI. ACCREDITATION PROCESS

The following procedure shall be observed in the accreditation of CSOs:

1. *Filing of Application.*

- 1.1. The Applicant shall file with the Secretariat the accomplished Application Form, together with the following documentary requirements, and one (1) additional set of machine copy of the same:

REQUIREMENTS	NEW APPLICANTS	APPLICANTS FOR RENEWAL
a. Duly accomplished Application Form [DSWD-SB-CSOA-001]	✓	✓
b. Certified true copy of Resolution of the CSO's governing board authorizing the CSO to apply for accreditation and the individual actually filing the application to act on behalf of the CSO [DSWD-SB-CSOA-002]	✓	
c. Certified true copy of Certificate of Registration with the SEC, CDA or DOLE, as the case may be	✓	

REQUIREMENTS	NEW APPLICANTS	APPLICANTS FOR RENEWAL
d. Certified true copy of the latest Articles of Incorporation or Articles of Cooperation, as the case may be, and By-Laws	✓	✓
e. Certified true copies of SEC General Information Sheets or its equivalent submitted to CDA/DOLE	✓ for past 3 years	✓ for past year
f. Original Certification of No Derogatory Record, or its equivalent, issued not more than three (3) months before the date of application, by the SEC, CDA or DOLE, as the case may be	✓	✓
g. Where applicable, certified true copy of Secondary Registration, License or Permit (e.g., Certificate of Registration and/or License issued by the DSWD for Social Welfare and Development Agencies, etc)	✓	
h. Certified true copy of valid and current Business License or its equivalent issued by the LGU	✓	✓
i. Certified true copy of valid and current Certificate of Registration issued by the BIR	✓	
j. Certified true copies of Audited Financial Reports/ Statements, as filed with the BIR, showing the financial sustainability of the CSO	✓ for past 3 years	✓ for past year
k. Certified true copies of Annual Income Tax Returns, as filed with the BIR	✓ for past 3 years	✓ for past year
l. List of Projects and Programs previously implemented or currently being implemented by the CSO, for which the CSO received public funds from any GA, certified under oath by the responsible officer of the CSO, if applicable [DSWD-SB-CSOA-003]	✓ previously implemented or currently being implemented	✓ previously implemented for the past year or currently being implemented

REQUIREMENTS	NEW APPLICANTS	APPLICANTS FOR RENEWAL
<p>m. List of Projects and Programs, other than those already included in the accomplished DSWD-SB-CSOA-003 previous list (<i>i.e.</i>, those for which the CSO did not receive any public funds from any GA or wishes to be partner with the GAs), certified under oath by the responsible officer of the CSO, if applicable [DSWD-SB-CSOA-004]</p>	<p>✓ previously implemented within the past five (5) years or currently being implemented</p>	<p>✓ past year or currently being implemented</p>
<p>n. Original Sworn Statement/ Certification duly notarized, issued by the chief executive officer or equivalent officer of the CSO stating:</p> <p>n.1 Other related businesses, if any, of the directors, trustees, officers or key personnel of the CSO, and the extent of ownership therein.</p> <p>n.2. That the CSO is not in default or delay in liquidating any funds received from any Government Agency.</p> <p>n.3. That none of the incorporators, organizers, directors, trustees, officers or key personnel of the CSO is an agent of, or is related within the fourth civil degree of consanguinity or affinity to:</p> <ul style="list-style-type: none"> • any DSWD official involved in the processing of its accreditation, or • any official that directly manage the program/project of any GA from which the CSO expects to receive or engage with using public funds. <p>n.4. That neither the CSO nor any of its past or present directors, trustees, officers or key personnel has been blacklisted by any GA.</p>	<p>✓</p>	<p>✓</p>

REQUIREMENTS	NEW APPLICANTS	APPLICANTS FOR RENEWAL
<p>n.5. That neither the CSO nor any of its past or present directors, trustees, officers or key personnel is a defendant, respondent or accused in any civil, administrative or criminal case arising from or involving the use of public funds received by the CSO. [DSWD-SB-CSOA-005]</p>		
<p>o. Original Sworn Certification, issued not more than three (3) months before the date of application by the Head of each GA appearing in the List mentioned above, stating:</p> <p>o.1. The projects and programs that the CSO implemented or is implementing for the GA.</p> <p>o.2. That the CSO is not in default or delay in liquidating any funds received from the GA.</p> <p>o.3. That the CSO has no derogatory record with the GA. [DSWD-SB-CSOA-006]</p>	✓	✓
<p>p. Written Internal Policy of the CSO on monitoring and evaluation system to ensure that government or public funds received are used for the intended purpose</p>	✓	
<p>q. Location Sketch of the principal address of the CSO</p>	✓	
<p>r. Photographs of the principal and satellite offices of the CSO</p>	✓	
<p>s. Organizational Chart</p>	✓	
<p>t. Data Sheet with the names, addresses, contact details and photographs of the current directors, trustees, officers and key personnel of the CSO [DSWD-SB-CSOA-007]</p>	✓	

REQUIREMENTS	NEW APPLICANTS	APPLICANTS FOR RENEWAL
u. Certified true copy of Certificate of Affiliation issued by the responsible officer of any umbrella organization, federation, coalition, and the like, to which the CSO may belong, if applicable	✓	
v. Original Certificate of Good Standing, issued not more than three (3) months before the date of application by the responsible officer of any umbrella organization, federation, coalition and the like, to which the CSO may belong, if applicable	✓	✓
w. Copy of current and valid Certificate of CSO Accreditation issued by the DSWD		✓
x. Original Sworn Certificate issued by the chief executive officer or equivalent officer of the CSO stating that there has been no material change in the past year in any of the documents submitted in support of the original application for accreditation or in any of the information appearing therein, and if there has been a material change, that the updated documents are being submitted with the application for renewal of accreditation		✓
y. Updated Documents (documents submitted by the Applicant in support of the original application for accreditation but not listed on above item x, in which there has been a material change in the past year)		✓

1.2 Applicants who are already registered, licensed and/or accredited by the DSWD as Social Welfare and Development Agencies (SWDAs) pursuant to DSWD Administrative Order No. 16, series of 2012 shall also require to submit the documentary requirements and follow the same accreditation procedure as stated in this guideline, if the SWDAs would be engaged by

GAs in the implementation of co-implementation of programs, projects or services using government or public funds.

- 1.3. If in case the application is filed by the CSO at the FO, the FO shall not receive the documents but rather advise the CSO to submit its application to the Secretariat following the Accreditation Process stated in this guideline.

2. *Initial Review of Documentary Requirements.*

- 2.1. Upon receipt of the application, the Secretariat shall check the completeness and authenticity of the documentary requirements submitted using the Accreditation Assessment Tool [DSWD-SB-CSOA-009].
 - a. If the documentary requirements are found to be incomplete, the Secretariat shall return the application documents to the Applicant, without prejudice to its re-filing, inform the Applicant of the deficiencies, and provide technical assistance if necessary.
 - b. If the submitted documents are found having falsified documents, such will not be returned to applicant CSO and shall serves as evidence for the ground for blacklisting on CSO Accreditation. Likewise, the Secretariat shall inform the concerned GAs which has issued the required Sworn Certification for CSO's implementation of programs and services on the DSWD's action/s to be taken.
 - c. If the application documents are found to be complete, the Secretariat shall then immediately:
 - c.1. Post a notice on the DSWD website notifying the public of the application and inviting the public to submit to the DSWD sworn reports of any derogatory record ("**Derogatory Report**") of the Applicant; and
 - c.2. Request the DSWD Field Office (FO) covering the area of operation of the CSO to conduct (i) a validation visit to verify the existence and operation of the applicant, and (ii) an ocular inspection of the principal and/or satellite offices of the applicant.
- 2.2. The Secretariat shall complete the foregoing three (3) working days after receipt of the application.

3. *Derogatory Reports.*

- 3.1. The Secretariat can receive any Derogatory Report against the Applicant up until the Accreditation Committee has deliberated on the application, which shall not be later than ten (10) days from the posting of the notice.
- 3.2. Within two (2) working days from receipt of any Derogatory Report, the Secretariat shall notify the applicant and direct the applicant to submit,

within two (2) working days from receipt of such directive, its comment thereon.

- 3.3. The Secretariat shall then forward the Derogatory Report and any comment received to the Accreditation Committee.

4. *Validation Visit and Ocular Inspection.*

- 4.1 Upon receipt of the request from the Secretariat, the FO specifically the Standards Unit shall:

- a. Conduct a validation visit to verify the existence and operation of the applicant; and
- b. Conduct an ocular Inspection of the principal and/or satellite offices of the applicant.
- c. In case there are several programs/projects implemented or for implementation in the region, the most important and big project shall be considered for validation assessment.

- 4.2. The FO shall then prepare and submit to the Secretariat a report on the results of its actions, attaching thereto any pertinent documents gathered. The report shall be signed by the Regional Director or his/her authorized representatives who shall not be lower than the Division Chief.

- 4.3. The FO shall complete the foregoing within five (5) working days after receipt of the request from the Secretariat.

5. *Assessment and Examination.*

- 5.1. The Secretariat shall then assess and examine the FO Report, together with its attachments, if any.

- 5.2. The Secretariat shall then endorse the application, together with the FO Report, to the Accreditation Committee. The endorsement shall include the findings and assessment of the Secretariat.

- 5.3. The Secretariat shall complete the foregoing within five (5) working days after receipt of the FO Report.

6. *Evaluation and Deliberation.*

- 6.1. The Accreditation Committee shall meet at least once a week to evaluate and deliberate on applications endorsed by the Secretariat.

- 6.2. During its evaluation and deliberations, the Accreditation Committee shall consider all information on record, including, but not necessarily limited to, the documentary requirements submitted by the Applicant, the FO Report, the findings and assessment of the Secretariat, any Derogatory Report and matters related thereto.

- 6.3. If the Accreditation Committee deems it necessary, it may undertake any or all of the following:
- a. Require the Applicant to submit additional documents in support of documents already submitted.
 - b. Interview any or all of the directors, trustees, officers or key personnel of the Applicant, or any person with past or present substantial dealings with the Applicant.
 - c. Conduct further validation visits through the Secretariat.
 - d. Invite a resource person to shed light on matters relating to any Derogatory Report against the Applicant.

6.4. The Accreditation Committee shall give full faith and credence to, and rely on, documents authenticated to have been issued by other GAs. The veracity of the statements and accuracy of the information in such authenticated documents shall be the responsibility of the respective GAs that issued the same and not of the Accreditation Committee.

6.5. The Accreditation Committee shall then determine if the Applicant is qualified to be accredited.

If the Applicant claims to have several geographical areas of activity or several technical areas of activity, but the Accreditation Committee finds that the Applicant does not have sufficient experiences, resources and technical and financial capability for some of the claimed geographical or technical areas of activity, the Accreditation Committee may recommend the issuance of a Certificate of Accreditation, but only for the geographical or technical area/s of activity where the Applicant has sufficient experience, resources and technical and financial capability.

6.6. Immediately after making its determination, the Accreditation Committee shall endorse the application to the DSWD Secretary. The endorsement shall include the findings and recommendations of the Accreditation Committee.

6.7. The Accreditation Committee shall complete the foregoing within five (5) working days after receipt of endorsement from the Secretariat.

7. *Final Action.*

7.1. Within three (3) working days from receipt of endorsement of the Accreditation Committee, the DSWD Secretary or his/her authorized representative shall take final action on the application.

- a. If the Applicant meets all of the criteria, the DSWD Secretary or his/her authorized representative shall grant the application and issue

- a. Certificate of Accreditation [DSWD-SB-CSOA-010] in favor of the Applicant.
 - b. If the Applicant fails to meet any of the criteria, the DSWD Secretary shall deny the application, indicating the ground(s) for the denial.
- 8. *Notification.*
 - 8.1. If the application is granted, the Secretariat shall:
 - a. Release the Certificate of Accreditation to the Accredited CSO.
 - b. Inform the DSWD-FO and GAs, if necessary, concerned of the grant of the application,
 - d. Update the National List of Accredited CSOs for database and posting to the DSWD website to include the Accredited CSO.
 - e. Coordinate with the Accredited CSO to schedule an orientation on its roles and responsibilities as an Accredited CSO.
 - 8.2. If the application is denied, the Secretariat shall:
 - a. Inform the Applicant of the denial of its application.
 - b. Inform the GA, if necessary concerned of the denial of the application.
 - 8.3. The Secretariat shall complete the foregoing within three (3) working days from the final action by the DSWD Secretary.
- 9. *Validity of the Certificate of Accreditation*
 - 9.1. The Certificate of Accreditation shall be valid for a period of one (1) year from the date of its issuance, unless sooner revoked in accordance with the provisions of these Guidelines. In no case shall the period of validity of a Certificate of Accreditation be extended.
 - 9.2. The Certificate of Accreditation shall cover only the Geographical Area(s) of Activity and Technical Area(s) of Activity specifically stated therein.
- 10. The DSWD shall endeavor to complete the stages of the accreditation process within the respective periods stated above, as reflected in the attached Process Flow [CSO Accred-008(Process Flow)].
- 11. *Renewal of Accreditation*

The Accredited CSO shall apply for renewal of its Accreditation Certificate to the Secretariat following the same procedure and renewal requirements stated above within sixty (60) working days prior to expiration of the issued certificate.

VII. CONTINUING VERIFICATION AND REPORTING

1. *Spot Checks.* After the issuance of the Certificate of Accreditation, but within the period of its validity, the DSWD may conduct unannounced Spot Checks to validate the veracity of any statement or information contained in any document that the Applicant submitted in support of its application and implementation of programs or projects. This shall be done by the Accreditation Committee, Secretariat and/or FO.
2. *Reporting.*
 - 2.1. Every accredited CSO that enters into an agreement with a GA involving the transfer of government or public funds shall submit to the Accreditation Committee Chair a copy of said agreement, within three (3) working days from entering into the same.
 - 2.2. Every GA shall submit to the Accreditation Committee Chair copies of all agreements involving the transfer of public funds entered into with CSOs during the immediately preceding month, within the first three (3) working days of every month.
 - 2.3. Any GA that comes into knowledge of any fact that may constitute a ground for the revocation of the Certificate of Registration of a CSO shall immediately report the same to the Accreditation Committee Chair.

VIII. PUBLICATION

The DSWD through the Secretariat shall maintain in its website, update daily and make accessible to the public, the following:

1. List of CSOs applying for accreditation, the filing date of their applications, and other relevant information.
2. List of accredited CSOs, the dates of issuance and of expiration of their Certificates of Accreditation, and other relevant information.
3. List of CSOs whose Certificates of Accreditation have been revoked, the dates of, and the grounds for, such revocation, and other relevant information.
4. List of blacklisted CSOs disqualified from applying for accreditation, and other relevant information.

All GAs must access the above cited information from the DSWD website for their information and reference.

IX. REVOCATION OF ACCREDITATION

1. *Grounds.* A Certificate of Accreditation may be revoked on any of the following grounds:
 - 1.1. Misrepresentation in, or falsification of, any document submitted in support of the application for accreditation of the CSO.
 - 1.2. Failure by the CSO, during the validity period of the Certificate of Accreditation, to comply with terms of reference stated on an agreement with a government agency involving the transfer of government or public funds, including default or delay in liquidating any funds received from any government agency.
 - 1.3. Violation by the CSO, during the validity period of the Certificate of Accreditation, of any law, rule or regulation involving the use of government or public funds received from a government agency.
 - 1.4. Bankruptcy or insolvency of the CSO.
 - 1.5. Revocation, cancellation or expiration of the principal or any secondary registration of the CSO, or of any material license or permit required by the CSO to operate.
2. *Revocation Proceedings.*
 - 2.1. *Initiation.* Revocation Proceedings shall be initiated when the Accreditation Committee discovers, or receives an Official Report or Sworn Complaint from any individual/organization alleging, any of the above grounds.
 - 2.2. *Explanation.* Within three (3) working days from initiation of Revocation Proceedings, the Accreditation Committee shall send a Notice to the concerned CSO stating said ground(s) and directing the concerned CSO to submit, within three (3) working days from receipt of such Notice, a Sworn Explanation regarding the same.
 - 2.3. *Hearing.* Within five (5) working days from receipt of the Sworn Explanation, the Accreditation Committee shall hold a Hearing within five (5) working days, inviting thereto the following:
 - a. The author of the Official Report or of the Sworn Complaint if the Revocation Proceedings were initiated thereby, or a representative of the DSWD Legal Service, if the Revocation Proceedings were initiated by the discovery of the Accreditation Committee – to present the evidence and arguments in favor of revocation;
 - b. The concerned CSO – to present the evidence and arguments against revocation;
 - c. Any other resource persons as may be deemed necessary – to provide additional information relevant to the matter; and
 - d. If the CSO belongs to an umbrella group, a representative from such umbrella group – to act as observer.

- 2.4. *Recommendation.* Within five (5) working days from the Hearing, or from determination that a Hearing is not necessary, or from expiration of the period to file the Sworn Explanation if no such Sworn Explanation was filed, the Accreditation Committee shall transmit its findings and recommendation to the DSWD Secretary.
- 2.5. *Resolution.* Within three (3) working days from receipt of the recommendation of the Accreditation Committee, the DSWD Secretary shall issue a Resolution to either –
 - a. Dismiss the complaint against the CSO if there is no ground for revocation, or
 - b. Revoke the Certificate of Accreditation of the CSO, if there is ground for revocation.

The Resolution shall be final and executory upon receipt by the CSO.

3. *Notice.* In case of revocation of the Certificate of Accreditation, within five (5) working days from issuance of the Resolution by the DSWD Secretary, the Accreditation Committee, through the Secretariat, shall give notice of such revocation to all GAs that have existing agreements with that CSO. The same information shall also be forwarded to concerned DSWD FO covering the areas of operation of the CSO.
4. *Disqualification and Blacklisting.*
 - 4.1. A CSO whose Certificate of Accreditation is revoked for the first time shall be disqualified from applying for accreditation for a period of one (1) year from the date of revocation.
 - 4.2. If the ground for the revocation is misrepresentation or falsification or violation of any law, rule or regulation involving the use of government or public funds, in which case the CSO shall be blacklisted and perpetually disqualified from applying for accreditation.
 - 4.3. A CSO whose Certificate of Accreditation is revoked for the second time shall be blacklisted and perpetually disqualified from applying for accreditation.
 - 4.4. The foregoing shall be without prejudice to any other legal action that may be taken against the CSO, and/or any or all of its incorporators, organizers, directors, trustees, officers or key personnel.

X. INSTITUTIONAL ARRANGEMENTS

1. *Office of the Secretary.*
 - 1.1. The DSWD Secretary shall approve/sign the Certificate of Accreditation to be issued to CSOs or deny the application, per recommendation of the Accreditation Committee.

- 1.2. The Focal Person for CSOs of the Office of the Secretary shall serve as a member of the Accreditation Committee.
2. *Undersecretary for IDG.*
 - 2.1. The Undersecretary for IDG shall oversee the implementation of the guidelines and other related policies on the accreditation of CSOs.
 - 2.2. The Undersecretary for IDG shall serve as Chairperson of the Accreditation Committee.
 - 2.3. The Undersecretary for IDG shall act on the requests of the FOs for extension of the conduct and/or submission of the validation reports
3. *Standards Bureau (SB).*
 - 3.1. The SB Director shall serve as the Vice Chair of the Accreditation Committee.
 - 3.2. The SB shall:
 - a. Act as the Secretariat for the Accreditation Committee.
 - b. Formulate, review and recommend amendments of the policies, guidelines and procedures concerning accreditation of CSOs.
 - c. Develop standard information education and communication materials such as, but not limited to, Frequently Asked Questions (FAQ), advisory, orientation materials, etc.
 - d. Provide technical assistance to FO staff on the interpretation of These Guidelines and other concerns relative to the accreditation of CSOs.
 - e. Perform the completed staff work required for the CSO accreditation for endorsement to the Accreditation Committee, such as, but not limited to, initial review and assessment on applications.
 - f. Conduct spot checks on the sustained compliance of Accredited CSOs.
 - g. Coordinate with concerned GAs for the execution of these Guidelines.
 - h. Submit quarterly accomplishment reports to the Secretary on the accreditation of CSOs.
 - i. Maintain and keep records of Applicants and Accredited CSOs.
 - j. In coordination with ICTMS, develop, maintain and update the following:
 - j.1. List of CSOs applying for accreditation
 - j.2. List of Accredited CSOs
 - j.3. List of CSOs whose Certifications of Accreditation have been revoked.
 - j.4. List of blacklisted CSOs

4. *Internal Audit Service (IAS).*
 - 4.1. The IAS Director shall serve as member of the Accreditation Committee.
 - 4.2. The IAS shall provide technical assistance on the monitoring and auditing of Accredited CSOs.
5. *Legal Service (LS).*
 - 5.1. The LS Director shall serve as member of the Accreditation Committee.
 - 5.2. The LS shall provide legal opinions, advice and services on the enforcement of These Guidelines.
6. *Information and Communications Technology Management Service (ICTMS).*
 - 6.1. The ICTMS shall provide technical assistance on the use of information and communication technology to improve administration and service delivery.
 - 6.2. The ICTMS shall facilitate the availability of the National Registry of DSWD Accredited CSOs, and other related lists mentioned under VIII. Publication. of this guideline.
7. *Social Marketing Service (SMS).*
 - 7.1. The SMS shall assist the SB in disseminating and popularizing These Guidelines to the public.
8. *Accreditation Committee.* The Accreditation Committee shall:
 - 8.1. Deliberate, review and approves the applications of CSO as recommended by the Secretariat.
 - 8.2. Recommends to the DSWD Secretary or his authorized representative the issuance of the Certificate of Accreditation of a CSO.
 - 8.3. To act, deliberate and renders decision on complaints against CSOs
 - 8.4. Decides based on the consensus of the members and not through casting of votes.
 - 8.5. Provides technical assistance and advise to the Secretariat
 - 8.6. Networks/links with the officials of other GAs
9. *Field Offices.* The Field Offices through the Standards Unit under the Institutional Development Division (IDD) shall:
 - 9.1. Conduct validation of the existence and operations of Applicants and submit factual validation reports within the prescribed period.
 - 9.2. Conduct spot checks on the sustained compliance of the Accredited CSOs.
 - 9.3. Keep records of CSOs at the regional level.

- 9.4. Submit to the Accreditation Committee of any derogatory information it may come across regarding Applicants or accredited CSOs.

XI. EFFECTIVITY

1. These Guidelines shall take effect immediately.
2. The DSWD shall continuously monitor the implementation of these Guidelines, review and refine these Guidelines, and revise these Guidelines whenever necessary.

7th day of April 2015, Quezon City, Metro Manila.



CORAZON JULIANO SOLIMAN
Secretary



ANNEXES

1. DSWD-SB-CSOA-001 (Application Form)
2. DSWD-SB-CSOA-002 (CSO's Board Resolution)
3. DSWD-SB-CSOA-003 (Projects and Programs with Public Funds)
4. DSWD-SB-CSOA-004 (Projects and Programs without Public Funds)
5. DSWD-SB-CSOA-005 (CSO's Sworn Certification)
6. DSWD-SB-CSOA-006 (GA's Sworn Certification)
7. DSWD-SB-CSOA-007 (CSO Data Sheet)
8. DSWD-SB-CSOA-008 (Process Flow)
9. DSWD-SB-CSOA-009 (Accreditation Assessment Tool)
10. DSWD-SB-CSOA-010 (Accreditation Certificate)

Certified Copy


MYRNA H. REYES
Officer In-Charge
Records Unit

REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

**APPLICATION FOR THE ACCREDITATION OF CIVIL SOCIETY ORGANIZATION (CSO)
AS IMPLEMENTING ENTITIES OF GOVERNMENT OR PUBLIC FUNDS**

BASIC INFORMATION

Complete name of CSO <i>(as appearing on registration papers)</i>		
Other Name, if any <i>(e.g., acronym, short name, previous name, etc.)</i>		
Type of Application <i>(New Application or Renewal)</i>		
For Renewal	Previous DSWD CSO Accreditation No.	
	Date Issued	
	Date of Expiration	
Principal Address	No. and Street	
	Barangay	
	City or Municipality	
	Province	
	Zip Code	
No. of Branches/Satellite Offices <i>(if 1 or more, attach list of Branches/Satellite Offices and contact details)</i>		
Telephone No.		
Mobile No.		
Email Address		
Website		
Business Permit	Place	
	No.	
	Valid Until	
Principal Registration	Agency (SEC, CDA)	
	No.	
	Date Registered	
Secondary Registration	Agency	
	No.	
	Date Registered	
Head of CSO	Name	
	Position	
	Tax Identification No.	
Purposes <i>(as stated in Articles of Incorporation or Articles of Cooperation)</i>		
Government Agencies from which the CSO expects to receive public funds		

PROGRAM PROFILE

Technical Areas of Activity <i>(list all applicable, refer to list)</i>	Geographical Areas of Coverage <i>(indicate specific locations)</i>	Target Beneficiaries or Clientele <i>(indicate specific sectors)</i>

STAFF

<i>Indicate no. of current personnel</i>	Full-time/Regular	Project-Based	Part-time	Volunteer
Technical Staff				
Administrative Staff				
TOTAL				

CERTIFICATION AND AUTHORIZATION

I hereby certify:

- (a) That the CSO Applicant has authorized me to file this application on its behalf, and make the representations and give the authorizations contained herein,
- (b) That all documents submitted in support of this application are authentic and genuine,
- (c) That all statements in this Application Form and in the supporting documents are true and correct, and
- (d) That the CSO Applicant is aware of, understands, and agrees to abide by, the *Guidelines for Accreditation of Civil Society Organizations as Implementing Entities of Government or Public Funds*.

On behalf of the CSO Applicant, I hereby:

- (a) Authorize the DSWD to inspect the premises of the office(s) of the CSO Applicant, as well as the site of any past or present project or program of the CSO Applicant, and
- (b) Authorize any concerned person to disclose to the DSWD any fact material to the validation of any information provided by the CSO Applicant in this application or in any of the documents submitted in support thereof.

AFFIANT – Authorized Representative	Signature	
	Name	
	Position/Designation	
Date executed		
Place where executed		

SUBSCRIBED AND SWORN to before me, on the above date and place, affiant exhibiting the following identification document:

ID Type and No.	
Place and date of issue	
Valid until	

...

Doc. No.		Signature	
Page No.		Name of Notary Public	
Book No.		Address	
Series of		Commission valid until	

BOARD RESOLUTION

WHEREAS, _____
 (Name of CSO)

located at _____
 (CSO Address)

RESOLVED to apply to the Department of Social Welfare and Development (DSWD) for the Accreditation of Civil Society Organization (CSO) as implementing entities of government or public funds

RESOLVED, to authorize _____,
 (Name of Authorized Representative/s)
 _____ as the sole representative of
 (Designation of Authorized Representative/s)
 the CSO to represent in the filling-up of necessary application with the DSWD.

UNANIMOUSLY APPROVED on _____
 (Date of Approval)

GOVERNING BOARD OFFICERS/ MEMBERS		Position	Nationality (if foreign, pls. indicate BID clearance/working visa number and date)	Valid Gov't Issued ID/ Passport No. and Date	Residential Address (Within the Philippines)	Email Address	Contact Numbers
Full Name	Signature						

Conformed by:

 (Name and Signature of the Chairman/President of the Board)

Certified Correct

 (Name and Signature of Corporate Secretary)

SUBSCRIBE AND SWORN to before me this _____ day of _____ 2015, affiant has satisfactorily proven his identity to me through his valid Identification No. _____, with his/her picture and signature appearing therein. that he/she personally swears that he/she is the same person who personally signed the foregoing Application for CSO Accreditation before me and acknowledged that he executed the same.

NOTARY PUBLIC

Doc. No. _____;
 Page No. _____;
 Book No. _____;
 Series of 2015.

**LIST OF ON-GOING AND COMPLETED PROJECTS AND PROGRAMS
USING GOVERNMENT OR PUBLIC FUNDS**

(From FY _____ to FY _____)

Name of the CSO: _____
Address: _____

Title of the Project or Program	Brief Description of the Project or Program	Name of Responsible/ Focal Person and Designation	Government Agency from which the CSO received Public Funds (Pls. specify Name & Address of GA)	Total Amount Received from Government Agency	Remaining Unliquidated Portion of the Amount Received from Government Agency, if any	Amount of CSO Funds Counterpart of the Project or Program	Date of the Commencement of the Project or Program	Status of the Project or Program	Date of Completion of the Project or Program, if completed
A. Completed									
.									
.									
.									
B. On-Going									
.									
.									
.									

I hereby certify under the penalties of perjury that the information specified on this accomplished DSWD-CSO Accred-003-2015 form are true and complete.

(Signature Over Printed Name of the CSO Head or Authorized Representative and Designation)

(Date)

Note: Covered Period – for the past 3 years (if new application for Accreditation) and last year (if renewal)
Please use additional sheet/s, if necessary.

SWORN CERTIFICATION

REPUBLIC OF THE PHILIPPINES
PROVINCE OF _____
CITY/MUNICIPALITY OF _____

I _____ (*Name of CSO Head or Authorized Representative*), (*Nationality*), of legal age designated as (*Position*) of _____ (*Registered Name of CSO*), with registered address located at _____ (*registered residential address*), do hereby certify the following:

- THAT, (*Registered Name of CSO*), with business address at _____ (*business address*) is a duly registered entity under the laws of the Philippines;
- THAT other related businesses of the directors, trustees, officers or key personnel of the CSO, and the extent of ownership therein include _____, if any;
- THAT the CSO is not in default or delay in liquidating any funds received from any Government Agency;
- That none of the incorporators, organizers, directors, trustees, officers or key personnel of the CSO is an agent of, or is related within the fourth civil degree of consanguinity or affinity to:
 - any DSWD official involved in the processing of its accreditation, or
 - any of the officials of the Government Agency(ies) from which the CSO expects to receive public funds
- That neither the CSO nor any of its past or present directors, trustees, officers or key personnel has been blacklisted by any Government Agency;
- That neither the CSO nor any of its past or present directors, trustees, officers or key personnel is a defendant, respondent or accused in any civil, administrative or criminal case arising from or involving the use of public funds received by the CSO.

I HEREBY DECLARE UNDER THE PENALTIES OF PERJURY THAT THE FOREGOING ATTESTATIONS ARE TRUE AND CORRECT.

(Signature Over Printed Name of the CSO Head or Authorized Representative)

(Date)

SUBSCRIBE AND SWORN to before me this _____ day of _____ 2015, affiant has satisfactorily proven his identity to me through his valid Identification No. _____, with his/her picture and signature appearing therein. that he/she personally swears that he/she is the same person who personally signed the foregoing Sworn Certification before me and acknowledged that he executed the same.

NOTARY PUBLIC

Doc. No. _____;
Page No. _____;
Book No. _____;
Series of 2015.

As of March 25, 2015

SWORN CERTIFICATION

REPUBLIC OF THE PHILIPPINES
PROVINCE OF _____
CITY/MUNICIPALITY OF _____

I (Name of Government Agency Head or Authorized Representative), (Nationality), of legal age designated as (Position) of (Name of Government Agency), with registered address located at (Registered Agency Address), do hereby certify the following:

- THAT, (Registered Name of CSO), with business address at (business address) is a duly registered entity under the laws of the Philippines;
- THAT the following are the projects and programs of the said CSO implemented or is implementing for the Government Agency.
 - _____
 - _____
 - _____
- That the said CSO is not in default or delay in liquidating any funds received from the (Name of Government Agency)
- That the CSO has no derogatory record with the (Name of Government Agency).

I HEREBY DECLARE UNDER THE PENALTIES OF PERJURY THAT THE FOREGOING ATTESTATIONS ARE TRUE AND CORRECT.

(Signature Over Printed Name of the CSO Head or Authorized Representative of the Government Agency)

(Date)

SUBSCRIBE AND SWORN to before me this _____ day of _____ 2015, affiant has satisfactorily proven his identity to me through his valid Identification No. _____, with his/her picture and signature appearing therein. that he/she personally swears that he/she is the same person who personally signed the foregoing Sworn Certification before me and acknowledged that he executed the same.

NOTARY PUBLIC

Doc. No. _____;
Page No. _____;
Book No. _____;
Series of 2015.
As of March 25, 2015

CSO DATA SHEET

As of _____
 (Updated at least 3 months before the application)

Name of the CSO: _____

Address: _____

A. Profile of Board of Trustees

Name of Board Officers and Members	Position Title	Educational Attainment	Business Address	Home Address	Contact Numbers	Nationality	NBI Clearance (Date Issued)	Government Valid ID or Passport		Photographs (taken within the last three months; Size: 2 X 2)
								Number	Date Issued	

B. Profile of Employees

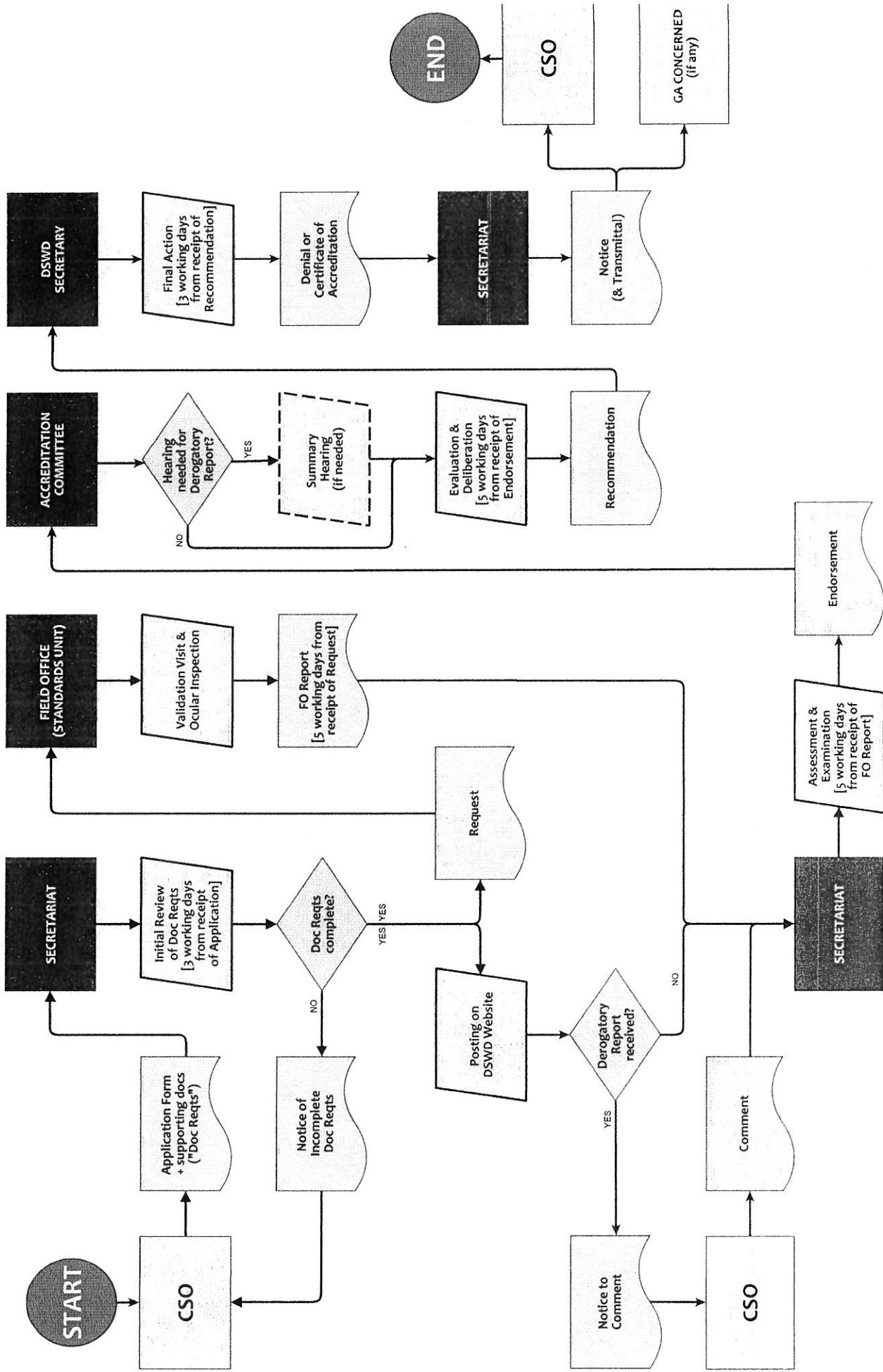
Name of Key Employees	Position/ Title (Indicate if Regular, Casual, Contractual or Volunteer)	Place of Assignment (Indicate name of Office/Unit and location)	Educational Attainment	Home Address	Contact Numbers	Nationality	NBI Clearance (Date Issued)	Government Valid ID or Passport		Photographs (taken within the last three months; Size: 2 X 2)
								Number	Date Issued	

Certified true and correct:

Name and Signature of Secretary of the Board

Date

PROCESS FLOW FOR ACCREDITATION OF CIVIL SOCIETY ORGANIZATIONS AS IMPLEMENTING ENTITIES OF GOVERNMENT OR PUBLIC FUNDS



Republic of the Philippines
 Department of Social Welfare and Development

**ASSESSMENT TOOL FOR THE ACCREDITATION OF CIVIL SOCIETY ORGANIZATION (CSO)
 AS IMPLEMENTING ENTITIES OF GOVERNMENT OR PUBLIC FUNDS**

Status of Application:

- New Application
- Renewal: Previously Issued DSWD CSO Accreditation
 Certificate No: _____
 Date of Issuance: _____
 Date of Expiration: _____

Date Filed by CSO: _____

Date Received by DSWD:

Committee Secretariat : _____

Accreditation Committee _____

I. IDENTIFYING INFORMATION:

1. Name of CSO : _____
2. Principal Address: _____
3. CSO Head and Designation: _____
4. Telephone/Mobile/Fax Number/s: _____
5. E-mail Address : _____
6. Website : _____
7. Programs and Services:

<i>Technical Areas of Activity</i>	<i>Geographical Areas of Coverage (pls. indicate specific location)</i>	<i>Target Clientele (please indicate specific sector)</i>

Part II. Documentary Requirements: Please put check whether the requirements are complied or not. If available indicate under findings/ observations whether such document contains complete information or other concerns that need to be improved.

Requirements	Compliance		Findings/Observation
	Yes	No	
1. Duly accomplished Application Form			
2. Certified true copy of CSO's Board Resolution authorizing the CSO to apply for accreditation and the individual personally filing the application to act on behalf of the CSO			
3. Certified true copy of Certificate of Registration with: (as the case may be) <ul style="list-style-type: none"> • SEC Registration _____ • DOLE Registration _____ • CDA Registration _____ 			
4. Certified true copies of SEC General Information Sheets or its equivalent submitted to CDA/DOLE			
5. Original Certification of No Derogatory Record, or its equivalent, issued not more than three (3) months before the date of application, by the SEC, CDA or DOLE, as the case may be			
6. Where applicable, certified true copy of Secondary Registration, License or Permit (e.g., Certificate of Registration and/or License issued by the DSWD for Social Welfare and Development Agencies, etc)			
7. Certified true copy of valid and current Business License or its equivalent issued by the LGU.			
8. Certified true copy of valid and current Certificate of Registration issued by the BIR.			
9. Certified true copies of Audited Financial Reports/ Statements, as filed with the BIR showing the financial sustainability of the CSO.			
10. Certified true copies of Annual Income Tax Returns, as filed with the BIR			
11. List of Projects and Programs previously implemented or currently being implemented by the CSO, for which the			

Requirements	Compliance	Findings/Observation
<p>CSO received public funds from any GA, certified under oath by the responsible officer of the CSO, if applicable</p>		
<p>12. List of Projects and Programs, other than those already included in the accomplished DSWD-CSO Accred-003-2015 previous list (<i>i.e.</i>, those for which the CSO did not receive any public funds from any GA or wishes to be partner with the GAs), certified under oath by the responsible officer of the CSO, if applicable</p>		
<p>13. Original Sworn Statement/ Certification duly notarized, issued by the chief executive officer or equivalent officer of the CSO</p> <ul style="list-style-type: none"> ➤ Other related businesses, if any, of the directors, trustees, officers or key personnel of the CSO, and the extent of ownership therein. ➤ That the CSO is not in default or delay in liquidating any funds received from any Government Agency. ➤ That none of the incorporators, organizers, directors, trustees, officers or key personnel of the CSO is an agent of, or is related within the fourth civil degree of consanguinity or affinity to: <ul style="list-style-type: none"> • any DSWD official involved in the processing of its accreditation, or • any of the officials of the Government Agency(ies) from which the CSO expects to receive public funds. ➤ That neither the CSO nor any of its past or present directors, trustees, officers or key personnel has been blacklisted by any Government Agency. ➤ That neither the CSO nor any of its past or present directors, trustees, officers or key personnel is a defendant, respondent or accused in any civil, administrative or criminal case arising from or involving the use of public funds received by the CSO. 		

Requirements	Compliance		Findings/Observation
14. Original Sworn Certification, issued not more than three (3) months before the date of application by the Head of each Government Agency appearing in the List mentioned above, stating: <ul style="list-style-type: none"> ➤ The projects and programs that the CSO implemented or is implementing for the Government Agency. ➤ That the CSO is not in default or delay in liquidating any funds received from the Government Agency. ➤ That the CSO has no derogatory record with the Government Agency. 			
15. Written Internal Policy of the CSO on monitoring and evaluation system to ensure that public funds received are used for the intended purpose			
16. Location Sketch of the principal address of the CSO			
17. Photographs of the principal and satellite offices of the CSO			
18. Updated Organizational Chart.			
19. Data Sheet with the names, addresses, contact details, NBI clearance, government valid ID/passport and photographs of the current directors, trustees, officers and key personnel of the CSO			
20. Certified true copy of Certificate of Affiliation issued by the responsible officer of any umbrella organization, federation, coalition and the like, to which the CSO may belong, if applicable			
21. Original Certificate of Good Standing, issued not more than three (3) months before the date of application by the responsible officer of any umbrella organization, federation, coalition and the like, to which the CSO may belong, if applicable			
22. Copy of current and valid Certificate of CSO Accreditation issued by the DSWD			

Requirements	Compliance		Findings/Observation
23. Original Sworn Certificate issued by the chief executive officer or equivalent officer of the CSO stating that there has been no material change in the past year in any of the documents submitted in support of the original application for accreditation or in any of the information appearing therein, and if there has been a material change, that the updated documents are being submitted with the application for renewal of accreditation.			
24. Updated Documents (documents submitted by the Applicant in support of the original application for accreditation but not listed above, in which there has been a material change in the past year).			

Part III. FO Validation report, please see attached

Part IV. Result of the Notice to the Public on any derogatory record of the CSO applicant

Part IV. Summary of Findings (Indicate the highlights of the assessment and evaluation of records review of submitted document, ocular inspection/validation made by FO and collateral interview with the board members, key personnel and others as well as the feedback from the public)

Part V. Recommendations of the Accreditation Committee Secretariat: (Please check appropriate box and fill-up the requested information below:

Based on the above findings, _____ is
(Name of CSO)

For Endorsement to DSWD Accreditation Committee

For Return to CSO Applicant:

Reasons: _____

Attached is the draft letter to CSO

Assessed/Evaluated by:

(Name and Signature of DSWD Accreditation Committee Secretariat) (Designation) (Date)

Concurred By:

(Name and Signature of the Accreditation Committee Secretariat Leader) (Designation) (Date)

Remarks: _____

Approved By:

(Name and Signature of Standards Bureau Director) (Designation) (Date)

Remarks: _____

Follow Through Actions

- Date Returned to CSO Applicant _____
- Date Endorsed to Accreditation Committee _____
- Date Schedule of Accreditation Committee Meeting _____
- Results of the Evaluation of Accreditation Committee _____

Part III. FO VALIDATION REPORT

DSWD-FO _____

Date Requested FO to validate: _____

Date Validated by FO: _____

Date of FOs report Submitted to SB: _____

The following are the prescribed content of validation assessment reports on CSO's operations in the region:

1. Identifying Information

A.1. If the agency has an office in the region:

- Name of Agency
- Address
- Agency Region Head and Designation
- Telephone/Mobile/Fax Number/s
- E-mail Address
- Website
- Photograph of the visited CSO office in the region

A.2. If the agency is found not existing nor operating in the region despite exhausted efforts to locate, there's no need to fill-up other part of this template

B. If the agency does not have an office in the region but has existing partners or operating in a tie-up scheme:

- Contact details of the focal person/coordinator such as name, address, telephone/mobile numbers, e-mail, etc.; **or**
- Contact details of partner agency such as name of agency, name of focal person, address, telephone/mobile numbers, e-mail, etc.

2. Program Profile

Technical Areas of Activity (pls. check appropriate box)	Brief Description on How the CSO implements the Technical Areas	Geographical Areas of Coverage (pls. indicate specific location)			Target Clientele (please indicate specific sector)
		Province	City/Municipality	Barangay	
<input type="checkbox"/> Livelihood Development					
<input type="checkbox"/> Manpower Development					
<input type="checkbox"/> Sports Development					
<input type="checkbox"/> Cooperative Development					
<input type="checkbox"/> Delivery of Basic Services					
<input type="checkbox"/> Environment Protection					

Technical Areas of Activity (pls. check appropriate box)	Brief Description on How the CSO implements the Technical Areas	Geographical Areas of Coverage (pls. indicate specific location)			Target Clientele (please indicate specific sector)
		Province	City/Municipality	Barangay	
<input type="checkbox"/> Agriculture and Fisheries					
<input type="checkbox"/> Rural Industrialization					
<input type="checkbox"/> Development of Local Enterprises					
<input type="checkbox"/> Construction, Maintenance, Operation and Management of Infrastructure Projects, such as, but not limited to, the following: <ul style="list-style-type: none"> ➤ Housing projects for the poorest of the poor ➤ School buildings for schools with inadequate classroom 					
<input type="checkbox"/> Disaster Risk Reduction and Management					
<input type="checkbox"/> Rescue, Relief and Rehabilitation Operations					
<input type="checkbox"/> Participation in Government Planning, Budgeting, and Monitoring and Evaluation					
<input type="checkbox"/> Social Services in areas that would not be ordinarily undertaken by the private sector					
<input type="checkbox"/> Others (pls specify)					

3. Personnel

A. If the agency has an office in the region, kindly fill-up the following matrix:

<i>No of Staff</i>	<i>Staff Complement</i>			
	<i>Full time/ Regular Staff</i>	<i>Project-Based Staff</i>	<i>Part time Staff</i>	<i>Volunteer</i>
<i>Technical Staff</i>				
<i>Administrative Staff</i>				
<i>Total</i>				

B. If the agency does not have an office in the region but has existing partners or operating in a tie-up scheme, describe the extent of the CSO's partnership/tie-up with its regional partners.

4. **Source of Funds:** To the extent and possible, please specify the CSO's specific sources of funds whether government or private organizations/individuals, local and/or international/foreign including other resource generation activities.

5. **Other information gathered necessary to the assessment** (if any).

6. **Source of Information:** (Please specify the sources of information. If there are other information gathered aside from the person/s, kindly indicate.)

<i>Name of Source of Information</i>	<i>Designation</i>	<i>Name of Agency (if not the CSO being validated)</i>	<i>Address</i>	<i>Contact Person</i>

7. Remarks

Validated by:

 (Name and Signature of DSWD-FO Standards Unit Staff and Designation) (Division/Unit) (Date)

Concurred By:

 (Name and Signature of Immediate Supervisor and Designation) (Division/Unit) (Date)

Endorsed By:

 (Name and Signature of Field Office Director or Authorized Representative and Designation) (Field Office) (Date)