

2. Facilitation of Accreditation for Civil Society Organizations (CSO)

Accreditation for Civil Society Organizations is granted to associations applying for accreditation in order to avail government assistance and or be able to represent in the local special bodies as mandated by the DILG and COA in case of availing financial assistance purposes.

Office or Division:	PAdO-Cooperative and Investment Development Division	
Classification:	HIGHLY TECHNICAL	
Type of Transaction:	G2B, G2G	
Who may avail:	Civil Society Organizations/Associations	
	CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
	1. Application Letter (1 Original)	Concerned CSO
	2. Duly accomplished Application for Accreditation Form for CSO (1 Original)	PADO-CIDD – Entrepreneurial Section, Coop Officer assigned
	3. Duly approved Board Resolution signifying intention to apply for accreditation for the purpose of representation in the local special body. (1 Original)	To be prepared by the Concerned CSO
	4. Certificate of Registration or in the case of IPOs (certification issued by the NCIP (1 Original)	SEC, DOLE, NCIP
	5. List of Current Officers and Members (1 Original)	To be prepared by the Concerned CSO
	6. Original Sworn Statement issued by the Chief Executive Officer or equivalent officer of the CSO, stating that the CSO is an independent, non-partisan organization and that it will remain its autonomy while pursuing the advancement of the people’s interest through its membership in a local special body. (1 Original)	To be prepared by the Concerned CSO
	7. Latest Minutes of Annual of the immediately preceding year certified by the board of secretary; (1 Original)	Secretary of the Concerned CSO applying for accreditation
	8. Annual Accomplishment Report for the immediately preceding year;(1 Photocopy)	To be prepared by the Concerned CSO

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
9. Financial Statement at the Minimum, signed by the Executive Officers of the organizations also of the immediately preceding year, and indicating therein other information such as the source(s) of funds;(1 Photocopy)		To be prepared by the Concerned CSO applying for accreditation		
10. General Information Sheet (1 Original)		To be prepared by the Concerned CSO applying for accreditation		
11. Articles of Incorporation and By Laws (1 Photocopy Certified)		SEC, DOLE		
13. Certificate of Registration with BIR and current ITR, if any (1 Photocopy Certified)		BIR		
15. Official Receipt of Accreditation Fee		PTO		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure Checklist for CSO accreditation	Give Checklist of the CSO Accreditation		2mins.	
2. Submit original copies of documents as per checklist for evaluation and check/verified by the focal person	Receive/review as to completeness of documentary requirements of CSO application for accreditation and advise client in case of lacking documents and advise them to submit in 5 sets/folders		Dependent on the completeness of the documents submitted by the client (usually 30 mins. If complete)	<i>Cooperative Development Specialist II, PADO</i> –Cooperative and Investment Development Division

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>3. Submit documents in 5 sets/folders</p>	<p>Receive complete sets of documents and schedule for the ocular visit Conduct actual evaluation/ocular visit to the area to validate client eligibility</p> <p>Conduct ocular visit/assessment to the client area</p> <p>After validation prepare assessment report to the Division Head</p> <p>Endorse complete documents to the PADO Admin Division for Endorsement to the SPO for inclusion in the Agenda during SP Session follow up to the SP Office for its approval and if approved, secure copy of the approve resolution and update client for the approval.</p>		<p>15 mins. Dependent on the completeness of the documents submitted</p> <p>4 hours dependent on the distance of the location of the client area</p> <p>1 hr. and the</p> <p>dependent on the action taken by the agency concerned accepting the documents for final action</p> <p>10 mins.</p>	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
4. Pay Accreditation Fee		Php 100.00	Dependent on the action of the collection officer of PTO	
TOTAL:		Php 100.00	15 days to 20 days	