

REQUIREMENTS FOR ACCREDITATION

(submit (2) two sets of Documents in separate folder)

1. Name, office address, telephone number and email address, if any of the organization;
2. Objectives or purposes of the organization;
3. Specific services rendered to the public;
4. Community or communities currently served within Misamis Occidental and period of operation within the area. To be accredited, an NGO and PO must operate within Misamis Occidental for a period of at least three (3) years;
5. Project development and implementation track record. A track record of at least three (3) yrs of undertaking successful activities and projects, with special mention of those projects funded wholly or partly by Provincial funds (RUDF or GAC);

Format:

Project Development and Implementation Track Record			
Activity	Timeframe	Status	Output
Community Organizing	2001-2003	Accomplished	Organized 9 municipal chapters and 3 city chapters in Mis. Occ., and 1 municipality chapter in Lanao del Norte

6. Names, postal addresses , email addresses, telephone or fax numbers of officials;
7. List of members;
8. Certified true copy of Articles of Incorporation or Articles of Cooperation and By-Laws;
9. Certified true copy of the Certificate of Registration with either the Securities and Exchange Commission (SEC), Department of Labor and Employment (DOLE) or Cooperative Development Authority (CDA);
10. National, Regional, Provincial and Municipal affiliations, if any;
11. Resolution of its Board of Directors or Board of Trustees manifesting its interest to apply for accreditation with the Sangguniang Panlalawigan;
12. Pictures of projects, programs and activities undertaken for the preceding year. If received any assistance from the Province, pictures of the projects or activities funded through financial assistance from the Governor, Vice Governor or Board Member's Rural Development Fund (RUDF) or Grants Aids and Contribution (GAC);
13. Annual accomplishment report for the immediately preceding year; and
14. Financial statements for the immediately preceding year certified by an Accountant if income is more than P50,000.00 or certified by its Auditor when its income is less than P50,000. If received any financial assistance from the province through GAC and RUDF of the Governor, Vice Governor or Board Members, the same must be reflected in the financial statements.
15. NGOs, POs, IPOs, and Cooperatives with intention of operating within the Ancestral Domain must secure Compliance of Free Prior Informed Consent (FPIC) Certificate from the Concerned Subanen Tribal Council in case of Cities/Municipalities or the Provincial Tribal Council (PTC) in case of province-wide operation. The National Commission on Indigenous Peoples (NCIP) shall issue a Certificate of Registration only after the FPIC has been issued.

- **THE DOCUMENTS SHOULD BE PLACED IN A FOLDER ARRANGED ACCORDING TO THE SEQUENCE OF THE REQUIREMENTS ENUMERATED ABOVE.**

PAYMENT OF ACCREDITATION FEE at the Provincial Treasurer's Office. Paid after receipt of Notice to pay from the Sangguniang Panlalawigan.

For Original Accreditation – P1,000.00