

**REQUIREMENTS TO THE SANGGUNIAN FOR CIVIL SOCIETY ORGANIZATION (CSO)
RENEWAL OF ACCREDITATION:**

1. Letter of Application;
2. Duly accomplished Application Form for Accreditation;
3. Duly approved Board Resolution signifying intention for accreditation for the purpose of representation in the local special body;
4. Certified true copy of Articles of Incorporation or Articles of Cooperation and By- Laws;
5. Certified true copy of Certificate of Registration or Certificate of Accreditation with either the Securities and Exchange Commission (SEC), Department of Labor and Employment (DOLE) or Cooperative Development Authority (CDA) or in the case of IPOs, certification issued by NCIP;
6. List of current Officers and Members;
7. 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 retain its autonomy while pursuing the advancement of the peoples' interest through its membership in a local special body, after satisfying all the requirements and set criteria, as stated in this Memorandum Circular, and after securing a Certificate of Accreditation from the concerned Sanggunian;
8. For existing CSOs, Minutes of the Annual Meetings of the immediately preceding year as certified by the organizations' board secretary;
9. For existing CSOs which received any assistance from government and non-government entities shall submit pictures and other documentations of projects, programs and activities undertaken in the preceding year.
10. For existing CSOs, Annual Accomplishment Report for the immediately preceding year;
11. Existing CSOs shall submit 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 P50,000 or less, and indicating therein other information such as sources of funds.
12. For CSOs applying to be members of the Local School or Health Boards, photocopy of profiles of at least three (3) individuals in the organization that will verify their involvement in education or health services, as prescribed in Sections 98 and 102 of RA 7160.
13. The documents should be 2 copies and placed in a folder arranged according to the sequence of the requirements as enumerated above.

Renewal Accreditation Fee - PhP1,000.00

APPLICATION FORM FOR ACCREDITATION

Name of Organization : _____

Registered Address : _____

Contact Nos. : _____

Date Organized : _____

Date Registered : _____

Registering or Accrediting Agency: (Check appropriate box)

- Securities and Exchange Commission
- Cooperatives Development Authority
- Department of Labor and Employment
- Department of Social Welfare and Development
- Department of Health
- Department of Agriculture
- Department of Agrarian Reform
- Department of Education
- Department of the Interior and Local Government
- National Commission on Indigenous Peoples
- National Housing Authority
- Insurance Commission
- Philippine Regulatory Commission
- Housing and Land Use Regulatory Board
- Others: (Please specify) _____

Organizational Level: (Check appropriate box)

- Barangay- based
- Chapter
- Affiliate of a larger organization (Please identify larger organization) _____
- Others: (Please specify) _____

Purpose /Objectives: (Use of additional sheets, if necessary)

CY_____

Projects	Costs	Beneficiaries	Status

Project Financing (Source or Schemes)

Services the Organization provides or can participate in

Depending on your organization's technical area of expertise and scope of activity, which local special body are you most capable to be a member of?

- Local Development Council
- Local School Board
- Local Health Board
- Local Peace and Order Council

List of Members : (Use separate sheet)

- Within the LGU
- Outside of the LGU, if any

WE HEREBY CERTIFY to the correctness of the above information.

Secretary

President