

Issuance of Certificate of Authority to Conduct National Fund Raising Campaign to Individual, Corporation, Organization or Association

The process of assessing the applicant person/individual, corporation, organization or association eligibility to conduct fund raising campaign.

Office or Division:	STANDARDS SECTION (Room 204) DSWD- Field Office NCR 389 San Rafael cor. Legarda St. Sampaloc Manila Standards Compliance and Monitoring Division (SCMD) Standards Bureau – DSWD Central Office	
Classification:	Highly Technical	
Type of Transaction:	<ul style="list-style-type: none"> Government to Client (G2C) Government to Government (G2G) 	
Who may avail:	All eligible person/individual, corporation, organization or association desiring to solicit funds for charitable and public welfare purposes in more than one (1) region	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
A. For Corporation, Organization or Association desiring to solicit funds for charitable and public welfare purposes		
1. One (1) Duly Accomplished Application Form signed by the Agency Head or his/her authorized representative	<ul style="list-style-type: none"> STANDARDS SECTION (Room 204) DSWD- Field Office NCR 389 San Rafael cor. Legarda St. Sampaloc Manila https://www.dswd.gov.ph/downloads-forms-downloads-public-solicitation-forms/ DSWD-SB- PS-F-001: Application Form 	
2. One (1) Certified True Copy of Certificate of Registration and Articles of Incorporation and By-laws with the SEC or other regulatory government agency which has jurisdiction to regulate the applicant, if new application <i>*Not applicable to Government Agencies.</i>	<ul style="list-style-type: none"> Securities Exchange Commission (SEC) - Company Registration and Monitoring Department Secretariat Building, PICC Complex, Roxas Boulevard, Pasay City, 1307 	
3. One (1) Updated Certificate of Good Standing, or Updated Certificate of Corporate Filing/Accomplished General Information Sheet (GIS) from SEC or any	<ul style="list-style-type: none"> Securities Exchange Commission (SEC) Company Registration and Monitoring Department Secretariat Building, PICC Complex, Roxas 	

<p>government regulatory agencies that has jurisdiction to regulate the applicant organization or agency. Required if the date of registration with the concerned regulatory agency is more than five (5) years prior to application. *Not applicable to Government Agencies.</p>	<p>Boulevard, Pasay City, 1307</p>
<p>4. Project Proposal approved by the Head of Agency on the intended public solicitation activity including the work and financial plan (WFP) on the activity to be undertaken.</p>	<ul style="list-style-type: none"> • https://www.dswd.gov.ph/downloads-forms-downloads-public-solicitation-forms/ DSWD-SB- PS-F-002: Project Proposal
<p>5. Profile of current Governing Board Members or its equivalent in the corporation, certified by the Corporate Secretary or any equivalent officer. *Not applicable to Government Agencies.</p>	<ul style="list-style-type: none"> • https://www.dswd.gov.ph/downloads-forms-downloads-public-solicitation-forms/ DSWD-SB- PS-F-003: Profile of Governing Board
<p>6. Notarized Written Agreement or any similar document signifying the intended beneficiary concurrence as recipient of the fundraising activities.</p>	<ul style="list-style-type: none"> • from intended beneficiary/recipients or its head/authorized representative
<p>7. 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:</p> <p>7.1. Director of Private Schools 7.2. Schools Superintendent of Public School 7.3. Head or authorized representative of National Government Agencies (NGAs) 7.4. Head or authorized representative of Local Government Unit (LGU) 7.5. Bishop/Parish Priest/Minister or Head of Sect or Denomination 7.6. Others</p>	<ul style="list-style-type: none"> • from the agency that allows applicant to undertake solicitation activities in their jurisdiction
<p>8. Fund Utilization Report (DSWD-SB-PSF-007), of proceeds and expenditures duly certified by the agency's auditor/bookkeeper, if applying for <u>renewal</u> of permit/authority</p>	<ul style="list-style-type: none"> • https://www.dswd.gov.ph/downloads-forms-downloads-public-solicitation-forms/ DSWD-SB-PS-F-007: Fund Utilization Report
<p>9. Sample of additional specific requirements for each methodology to be used, such as:</p>	<ul style="list-style-type: none"> • Please refer to https://www.dswd.gov.ph/issuances/MCs/MC_2014-017.pdf

<p>9.1. Ticket, Ballots, Cards and similar forms</p> <p>9.2. Donation Boxes, Coin Banks and other similar forms</p> <p>9.3. Benefits show such as fashion show, concert and similar activities</p> <p>9.4. Photo or Painting Exhibits and similar activities</p> <p>9.5. Written request such as envelopes, letters of appeal, greeting cards and similar forms</p> <p>9.6. Text messages and other types of solicitation using electronic devices such as e-mail</p> <p>9.7. Mass media campaign through radio, television, cinema, magazines, newspapers, billboards and other similar forms</p> <p>9.8. Sport activities for a cause such as fun run, marathon, cycling and similar activities</p> <p>9.9. Rummage sale, garage sale, sale of goods and other similar forms</p>	<p>For the additional specific requirements for each methodology to be used</p>
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CLIENT STEPS	AGENCY ACTIONS	FEE TO BE PAID	PROCESSING TIME* (under normal circumstance)	PERSON RESPONSIBLE
<p>STEP 1:</p> <p>Secure application form thru the DSWD Website or from the DSWD Field Office Standards Section</p>	<p>1.1 Client secures or provided with application form and checklist of requirements.</p> <p>1.2 Officer of the day provided technical assistance on the process and how to accomplish requirements for submission</p>	<p>None</p>	<p>*10 minutes</p>	<p><i>Officer of the Day</i> Standards Section</p>
<p>STEP 2:</p>	<p>2.1 If Complete and</p>			

<p>Submit/file application documents</p>	<p>Compliant:</p> <p>2.1.1 Initial review and receiving of the documentary requirements including copy of Official Receipt (OR) for payment of processing fee;</p> <p>2.2 If found incomplete or non-compliant,</p> <p>2.2.1 Return application documents to person/ individual, corporation, organization or association together with the Checklist of Requirements.</p> <p>2.2.2 Provide necessary technical assistance to the applicant to qualify for the issuance of permit.</p>	<p>None</p>	<p>*15 minutes</p>	<p><i>Officer of the Day</i> Standards Section</p>
<p>STEP 3</p> <p>Payment of Processing Fee</p>	<p>If complete documents and compliant to requirements:</p> <p>Receive payment for the required processing fee and issue official receipt (OR)</p>	<p>₱1,000.00</p>	<p>*5 minutes</p>	<p><i>Receiving Staff</i> Cash Section</p>
<p>STEP 4: Wait for the result of the assessment</p>	<p>4.1 If applicant is compliant to requirements:</p> <p>4.1.1 Prepare assessment report</p>			<p><i>Assigned</i></p>

	<p>and endorse complete application documents including copy of official receipt representing payment of processing fee to the Standards Bureau – DSWD Central Office</p>	None	5 days	<p><i>Technical Staff - Standards Section/Section Head/Division Chief/Regional Director -</i></p>
	<p>4.1.2 Review and validate application documents for compliance to requirements, prepare Permit/Certificate of Authority to Conduct National Fund Raising Campaign and endorse the same to the Undersecretary concerned for recommending her approval</p>	None	4 days	<p><i>Focal Person – Standards Compliance and Monitoring Division (SCMD), Division Chief, Bureau Director - Standards Bureau DSWD Central Office</i></p>
	<p>4.1.3 Endorse application documents and Permit/Certificate of Authority to Conduct National Fund Raising Campaign to the office of the Secretary with recommendation for approval and signing of Permit/Certificate of Authority to Conduct National Fund Raising Campaign</p>	None	3 days	<p><i>Undersecretary Concerned – DSWD Central Office</i></p>
	<p>4.1.4 Approval and signing of Permit/Certificate of</p>			

		None	3 days	Division (SCMD), Division Chief, Bureau Director - Standards Bureau DSWD Central Office
STEP 5: Issuance of Permit	5.1 Notify the Applicant Organization on the availability of the Certificate 5.2 Issues the Certificate of Accreditation or the Denial Letter 5.3 Provide orientation conforming to the standard operating procedures in the inventory, monitoring and utilization of solicited funds	None	1 day	<i>Focal Person</i> - Standards Section - DSWD Field Office
TOTAL				
Complete and Compliant:		₱1,000.0 0	20 working days	
Complete and Non-Compliant Submission:		₱1,000.0 0	Six (6) days	
Incomplete Submission:		None	30 minutes	

***The number of minutes shall be included on the total 20 working days.**

**** This does not include the travel time of documents from the DSWD Field Office to the Central Office, and vice versa**