

Issuance of Certificate of Authority to Conduct Regional 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	
Classification:	Complex	
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 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) Photocopy of Updated Certificate of Good Standing, or Updated Certificate of Corporate Filing/Accomplished General Information Sheet (GIS) from SEC or any government regulatory agencies	<ul style="list-style-type: none"> Securities Exchange Commission (SEC) Company Registration and Monitoring Department Secretariat Building, PICC Complex, Roxas Boulevard, Pasay City, 1307 	

<p>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.</p> <p>*Not applicable to Government Agencies.</p>	
<p>4. One (1) Original Copy of 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. One (1) Original Copy of Profile of current Governing Board Members or its equivalent in the corporation, certified by the Corporate Secretary or any equivalent officer.</p> <p>*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. One (1) Original Copy of 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"> • with intended beneficiary/recipients
<p>7. One (1) Original Copy of 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>8.1. Director of Private Schools 8.2. Schools Superintendent of Public School 8.3. Head or authorized representative of National Government Agencies (NGAs) 8.4. Head or authorized representative of Local Government Unit (LGU) 8.5. Bishop/Parish Priest/Minister or Head of Sect or Denomination 8.6. Others</p>	<ul style="list-style-type: none"> • with the agency that allows applicant to undertake solicitation activities in their jurisdiction
<p>8. One (1) Original Copy of Fund Utilization Report (DSWD-SB-PSF-007), of proceeds and expenditures duly certified by the agency's auditor/bookkeeper, if applying for renewal 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

B. For individual soliciting funds for child/relative suffering from chronic diseases that requires long-term and/or expensive medication				
1. One (1) Original Copy of Endorsement or Certification from Licensed and Accredited SWDA allowing an individual to solicit funds under their name or responsibility				<ul style="list-style-type: none"> DSWD Licensed or Accredited Social Welfare and Development Agency (SWDA)
2. One (1) Original Copy of Applicant's Social Case Study Report from his/her locality duly signed by the Head of the City/Municipal Social Welfare and Development Office (C/MSWDO)				<ul style="list-style-type: none"> Office of the City/Municipal Social Welfare and Development in the City/Municipal Local Government Unit of applicant's current residence
3. One (1) Copy of Original/Certified True Copy of Medical Certificate/Abstract and/or Treatment Protocol certified by the attending physician or by the Hospital Records Section				<ul style="list-style-type: none"> Hospital's Records Section or Attending Physician or Treatment Protocol
4. One (1) Original Copy of Fund Utilization Report (DSWD-SB-PSF-007), of proceeds and expenditures duly certified by the agency's auditor/bookkeeper, *if applying for renewal of permit/authority				<ul style="list-style-type: none"> Applicant
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
A. Assessment Procedures for Walk-in Applicants				
STEP 1:				
Secure application form thru the DSWD Website or from the DSWD Field Office Standards Section	<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>	None	*10 minutes	<i>Officer of the Day</i> Standards Section
STEP 2:				
	2.1 If Complete and Compliant:			<i>Officer of the Day</i>

<p>Submit/file application documents</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>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>Provide copy of receipt to Standards Section.</p> <p>Note: The processes shall only take place once the applicant organization settle</p>	<p>₱500.00</p>	<p>*5 minutes</p>	<p><i>Receiving Staff</i> Cash Section</p>

	<i>its payment.</i>			
STEP 4: Wait for the result of the assessment	4.1 Review and evaluate application documents for completeness of information and compliance to requirements; 4.2 Conduct agency visit, if necessary.	None	5 days	<i>Assigned Technical Staff Standards Section -</i>
	4.3 If applicant is compliant to requirements: 4.3.1 Forward application form together with the assessment report and the Certificate of Authority to Conduct Regional Fund Raising Campaign to the Regional Director or his/her authorized representative for approval and signature. 4.3.2 Approval and signing of Permit/Certificate of Authority to Conduct National Fund Raising Campaign by the Regional Director	None		<i>Assigned Technical Staff - Standards Section/Section Head/Division Chief/Regional Director</i>

	<p>4.2 If found incomplete or non-compliant:</p> <p>4.2.1 Acknowledge the application requirements citing reasons for disapproval with recommendations for appropriate actions</p> <p>4.2.2 Provide necessary technical assistance to the applicant to qualify for the issuance of permit. <i>As needed.</i></p>			
<p>STEP 5:</p> <p>Issuance of Permit</p>	<p>5.1 Notify the Applicant Organization on the availability of the Certificate</p> <p>5.2 Issues the Certificate of Accreditation or the Denial Letter</p> <p>5.3 Provide orientation conforming to the standard operating procedures in the inventory,</p>	<p>None</p>	<p>2 days</p>	<p><i>Assigned Technical Staff Standards Section</i></p> <p>DSWD Field Office</p>

	monitoring and utilization of solicited funds			
TOTAL				
For Complete and Compliant:		₱500.00	7 working days	
If Disapproved:		₱500.00	7 working days	
For Incomplete Submission:		None	30 minutes	

****The number of minutes shall be included on the total 7 working days.***