

## Accreditation of Civil Society Organization (CSOs) as Beneficiary of DSWD Projects and/ or Program, Non-SLP Organized

A process to put in place, the process of issuing Certificate of Accreditation to Civil Society Organizations (CSOs) Beneficiaries of DSWD projects and / or program.

<b>Office or Division:</b>	DSWD Field Office NCR - Standards Section			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	Government to Client (G2C) Government to Government (G2G)			
<b>Who may avail:</b>	All eligible beneficiary CSOs organized by the Department through DSWD project/s and/or program/s.			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Duly accomplished and duly sworn BeneficiaryCSO Accreditation Application Form		DSWD FO NCR- Standards Section		
2. Proof of existence or presence of the CSO in its stated address and area of operation or organization, namely: Pictures of office and direction sketch; and At least one of the following documents: <i>Barangay certification</i> <i>Certification or endorsement from at least two (2) publicly known individuals in the community</i> <i>Other documents showing proof of existence</i>		CSO Beneficiary Applicant		
3. Proof of organization, namely: Organizational chart or governance structure; and Date of organization, list of officers and members with their complete names, dates of birth (if known and or registered, complete address, and contact numbers, if available;		CSO Beneficiary Applicant		
4. Certificate of Good Standing – if the CSO applicant has received public funds prior to its application; Specifically stating that the CSO has liquidated, in accordance with COA regulations, all fund transfers due for liquidation		Government agency or agencies from which it has received public funds		
5. Proof of having undergone Social Preparation		Designated DSWD Regional Program/Project Officer of the DSWD Program or project where the CSO applicant is seeking funds		
Note to Applicant: The acceptance of application documents does not imply that the application is already approved. The applicant must satisfy the assessment indicators based on DSWD Memorandum Circular No. 17 Series of 2017.				
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>

1. Submit / file application documents	1.1 Logs receipt into the document tracking system (DTS) / logbook. Refer to the concerned unit	None	2 hours	<i>Ms. Chourie Lou-An F. Digneneng – PDO III, Standards Section</i>
Note; Application documents received after 3:00PM shall be considered as a next working day transaction				
2. Wait for the result of the assessment	<p>If complete and compliant;</p> <p>2.1 Receive and review the documentary requirements</p> <p>2.2 Posting of applicant to DSWD website</p> <p>2.3 Preparatory activities for the conduct of validation</p> <p>2.4 Conducts validation as to the existence of the applicant beneficiary CSO including its on-going projects and / or programs as applicable. To include activities e.g., FGD, interviews, photo documentation of the validation site, interviewed persons and other related documents.</p> <p>2.5 Prepare and sign validation report and abstract with supporting documents</p> <p>2.6 Evaluation and deliberation by the FO Accreditation Committee</p>	None	18 days and 6 hours	<i>Ms. Chourie Lou-An F. Digneneng – PDO III, Standards Section</i>

	<p>2.7 Prepare the certificate of Accreditation</p> <p>2.8 Facilitate the signing of the Certificate of Accreditation</p> <p>2.9 Post of List of accredited Beneficiary CSOs to FO-assigned bulletin board</p> <p>If found incomplete or non-compliant (in any part of the process)</p> <p>2.10 prepare acknowledgment memorandum returning the application documents for compliance</p> <p>2.11 If an irregularity falsehood, fabrication or forgery is noted or found in the documents, the applicant shall be required to explain not later than 3 days from the receipt of notice issued by the Regional Director.</p>			
3. Receive the Certificate of Accreditation	<p>Release of the signed Certificate/s of Accreditation through:</p> <p>3.1 Befitting ceremony (e.g., during the flag-raising ceremony)</p> <p>3.2 Pick-up by the CSO applicant</p>	None	1 day	<p><i>Ms. Chourie Lou-An F. Digneneng – PDO III, Standards Section</i></p>



Department of Social Welfare and Development

Field Office - National Capital Region

	3.3 Courier, and			
	3.4 Hand-carrying of the Certificate/s of Accreditation whichever is practicable			
<b>TOTAL</b>	<b>For complete and compliant</b>	<b>NONE</b>	<b>20 Days, 6 Hours,</b>	
	<b>For incomplete submission</b>		<b>30 minutes</b>	