

## Accreditation of Civil Society Organizations (CSOs) as Beneficiary of DSWD Projects and/ or Program – Organized by the Sustainable Livelihood Program (SLP)

The process of issuing Certificate of Accreditation to Civil Society Organizations (CSOs) beneficiaries of DSWD Projects and/or Program Organized by the Sustainable Livelihood Program (SLP).

<b>Office or Division:</b>	DSWD Field Office NCR Standards Section			
<b>Classification:</b>	Complex			
<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 SLP.			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Certified true copy of the Certificate of Eligibility (CoE) <i>*The issuance of COE is subject to compliance on SLP existing guidelines.</i>		DSWD Sustainable Livelihood Program- Regional Program Management Office (DSWD SLP-RPMO) NCR		
2. Endorsement of SLPAs with CoE signed by the Regional Program Coordinator (to include the project/s approved, address of the SLPA, and the budget approved for the project)		DSWD Sustainable Livelihood Program- Regional Program Management Office (DSWD SLP-RPMO) NCR		
<i>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.26 Series of 2020</i>				
<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	1 day	<i>Ms. Chourie Lou-An F. Digneneng – PDO III, Standards Section</i>
<i>Note: Application documents received after 3:00 PM shall be considered as a next working day transaction.</i>				
2. Wait for the result of the assessment	2.1 If Complete and Compliant, receive the documentary requirements 2.2 If found incomplete or non-compliant, prepare memo to the SLP-RPMO returning the	None	4 days	<i>Ms. Chourie Lou-An F. Digneneng – PDO III, Standards Section</i>

	application documents for compliance			
3. Issuance of Permit	3.1 Forwards the signed memo to SLP-RMPO with the signed certificates and secures receiving copy	None	2 days	<i>Ms. Chourie Lou-An F. Digneneng – PDO III, Standards Section</i>
	3.2 Forwards signed memo to ICTMS for posting to FO website.			
	3.3 Post of list of accredited beneficiary CSOs to FO-assigned bulletin board			
<b>TOTAL</b>	<b>For complete and compliant</b>	<b>NONE</b>	<b>7 Days</b>	
	<b>For incomplete submission</b>		<b>30 minutes</b>	