

Issuance of Certificate of Authority to Conduct Fund Raising Campaign to Individual, Corporation, Organization and Association: Regional Temporary Permit During State of Emergency/ Calamity

The process of assessing the applicant person, groups, corporation, organization or association's eligibility for Solicitation Permit to conduct Regional Fund-Raising Campaign during State of Emergency/Calamity.

Office or Division:	Standards Section – DSWD Field Office NCR	
Classification:	Complex Transaction	
Type of Transaction:	Government to Client (G2C)	
Who may avail:	Person/s, group/s, corporations whether profit or non-profit, organizations or associations desiring to solicit or receive contributions for charitable, social and public welfare purposes	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
A. For Person/s desiring to solicit or receive contributions for response to victims of state of emergency/calamity		
1. One (1) Duly Accomplished Application Form signed by the Agency Head or his/her authorized representative	Standards Section (SS) of the concerned DSWD Field Office https://www.dswd.gov.ph/downloads-formsdownloads-public-solicitation-forms/ or ; https://www.dswd.gov.ph/issuances/MCs/MC_2021005.pdf Annex 1 - DSWD-SB-PSF-001: Application Form	
2. Project Proposal including the Work and Financial Plan (WFP) for the intended public solicitation, approved by the Head of Agency	https://www.dswd.gov.ph/downloads-formsdownloads-public-solicitation-forms/ or ; https://www.dswd.gov.ph/issuances/MCs/MC_2021005.pdf Annex 5 - DSWD-SB-PSF-003: Project Proposal	
3. Undertaking to comply with the remaining requirements during the validity of the issued solicitation permit	https://www.dswd.gov.ph/downloads-formsdownloads-public-solicitation-forms/ or ; https://www.dswd.gov.ph/issuances/MCs/MC_2021005.pdf Annex 7 - DSWD-SB-PSF-006: Undertaking	
4. Fund Utilization Report for those applying for renewal of their solicitation permit (Annex 12)	https://www.dswd.gov.ph/downloads-formsdownloads-public-solicitation-forms/ or ; https://www.dswd.gov.ph/issuances/MCs/MC_2021005.pdf Annex 12 - DSWD-SB-PSF-011: Fund Utilization Report	
5. Additional Requirements for Persons	Applicant	
a. Two valid government issued Identification Cards		
b. Barangay Certification attesting to the applicant's integrity and capability to launch a fund-raising activity		
6. Official Receipt as proof of payment of processing fee issued by the concerned		

DSWD CO-FO Finance Management Unit (FMU) Applicant	
7. Certification from the Barangay, City or Municipality from where the applicant Person, Corporation, Organization or Association is based, is not in any way connected, engaged or involved in any activity/action against the government per Anti-Terrorism Act of 2020.	Concerned LGU where the applicant is based.
B. For Person/s representing an unorganized/unregistered group	
1. One (1) Duly Accomplished Application Form signed by the Agency Head or his/her authorized representative.	Standards Section (SS) of the concerned DSWD Field Office https://www.dswd.gov.ph/downloads-formsdownloads-public-solicitation-forms/ or ; https://www.dswd.gov.ph/issuances/MCs/MC_2021005.pdf Annex 1 - DSWD-SB-PSF-001: Application Form
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5. Additional Requirements for Persons representing an informal/unorganized group	Applicant
a. Two valid government issued Identification Cards	
b. Barangay Certification attesting to the applicant's integrity and capability to launch a fund-raising activity	
c. Endorsement Letter from the group the person is representing with	
6. Official Receipt as proof of payment of processing fee issued by the concerned DSWD CO-FO Finance Management Unit (FMU) Applicant	

<p>7. Certification from the Barangay, City or Municipality from where the applicant Person, Corporation, Organization or Association is based, is not in any way connected, engaged or involved in any activity/action against the government per Anti-Terrorism Act of 2020.</p>	<p>Concerned LGU where the applicant is based.</p>
<p>C. For Corporations, Organizations or Associations including SWDAs and Religious Organization</p>	
<p>1. One (1) Duly Accomplished Application Form signed by the Agency Head or his/her authorized representative</p>	<p>Standards Section (SS) of the concerned DSWD Field Office</p> <p>https://www.dswd.gov.ph/downloads-formsdownloads-public solicitation forms/ or;</p> <p>https://www.dswd.gov.ph/issuances/MCs/MC_2021005.pdf</p> <p>Annex 1 - DSWD-SB-PSF-001: Application Form</p>
<p>2. Project Proposal including the Work and Financial Plan (WFP) for the intended public solicitation, approved by the Head of Agency</p>	<p>https://www.dswd.gov.ph/downloads-formsdownloads-public solicitation forms/ or;</p> <p>https://www.dswd.gov.ph/issuances/MCs/MC_2021005.pdf</p> <p>Annex 5 - DSWD-SB-PSF-003: Project Proposal</p>
<p>3. Undertaking to comply with the remaining requirements during the validity of the issued solicitation permit</p>	<p>https://www.dswd.gov.ph/downloads-formsdownloads-public solicitation forms/ or;</p> <p>https://www.dswd.gov.ph/issuances/MCs/MC_2021005.pdf</p> <p>Annex 7 - DSWD-SB-PSF-006: Undertaking</p>
<p>4. Fund Utilization Report for those applying for renewal of their solicitation permit (Annex 12)</p>	<p>https://www.dswd.gov.ph/downloads-formsdownloads-public solicitation forms/ or;</p> <p>https://www.dswd.gov.ph/issuances/MCs/MC_2021005.pdf</p> <p>Annex 12 - DSWD-SB-PSF-011: Fund Utilization Report</p>
<p>5. Sample of additional specific requirements for each methodology to be used, such as:</p> <ul style="list-style-type: none"> a. Ticket, Ballots, Cards and similar forms b. Donation Boxes, Coin Banks and other similar forms c. Benefits show such as fashion show, concert and similar activities d. Photo or Painting Exhibits and similar activities e. Written request such as envelopes, letters of appeal, greeting cards and similar forms 	<p>Applicant</p>

<p>f. Text message, e-mail, online post and other types of solicitation using electronic devices</p> <p>g. Mass media campaign through radio, television, cinema, magazines, newspapers, billboards and other similar forms</p> <p>h. Sport activities for a cause such as fun run, marathon, cycling and similar activities</p> <p>i. Rummage sale, garage sale, sale of goods and other similar forms</p>	
<p>6. Official Receipt as proof of payment of processing fee issued by the concerned DSWD CO-FO Finance Management Unit (FMU) Applicant</p>	Applicant
<p>7. Certification from the Barangay, City or Municipality from where the applicant Person, Corporation, Organization or Association is based, is not in any way connected, engaged or involved in any activity/action against the government per Anti-Terrorism Act of 2020.</p>	Concerned LGU where the applicant is based.
<p>D. For Regional Offices of Government Agencies (GAs), government owned and controlled corporations (GOCCs), and Local Government Units (LGUs) desiring to solicit funds</p>	
<p>1. One (1) Duly Accomplished Application Form signed by the Agency Head or his/her authorized representative</p>	<p>Standards Section (SS) of the concerned DSWD Field Office</p> <p>https://www.dswd.gov.ph/downloads-formsdownloads-public-solicitation-forms/ or;</p> <p>https://www.dswd.gov.ph/issuances/MCs/MC_2021005.pdf</p> <p>Annex 1 - DSWD-SB-PSF-001: Application Form</p>
<p>2. Project Proposal including the Work and Financial Plan (WFP) for the intended public solicitation, approved by the Head of Agency</p>	<p>https://www.dswd.gov.ph/downloads-formsdownloads-public-solicitation-forms/ or;</p> <p>https://www.dswd.gov.ph/issuances/MCs/MC_2021005.pdf</p> <p>Annex 5 - DSWD-SB-PSF-003: Project Proposal</p>
<p>3. Undertaking to comply with the remaining requirements during the validity of the issued solicitation permit</p>	<p>https://www.dswd.gov.ph/downloads-formsdownloads-public-solicitation-forms/ or;</p> <p>https://www.dswd.gov.ph/issuances/MCs/MC_2021005.pdf</p> <p>Annex 7 - DSWD-SB-PSF-006: Undertaking</p>
<p>4. Fund Utilization Report for those applying for renewal of their solicitation permit (Annex 12)</p>	<p>https://www.dswd.gov.ph/downloads-formsdownloads-public-solicitation-forms/ or;</p>

	https://www.dswd.gov.ph/issuances/MCs/MC_2021005.pdf Annex 12 - DSWD-SB-PSF-011: Fund Utilization Report
5. Sample of additional specific requirements for each methodology to be used, such as: a. Ticket, Ballots, Cards and similar forms b. Donation Boxes, Coin Banks and other similar forms c. Benefits show such as fashion show, concert and similar activities d. Photo or Painting Exhibits and similar activities e. Written request such as envelopes, letters of appeal, greeting cards and similar forms f. Text message, e-mail, online post and other types of solicitation using electronic devices g. Mass media campaign through radio, television, cinema, magazines, newspapers, billboards and other similar forms h. Sport activities for a cause such as fun run, marathon, cycling and similar activities i. Rummage sale, garage sale, sale of goods and other similar forms	Applicant
6. Official Receipt as proof of payment of processing fee issued by the concerned DSWD CO-FO Finance Management Unit (FMU) Applicant	Applicant

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. 05 Series of 2021.

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
A. Facilitation Procedures for the Issuance of Temporary Regional Public Solicitation Permit at the Standards Section of the concerned DSWD Field Office (Walk-in)				
1. Submission of Application	1.1 Determine whether the submitted documents are complete. If complete, receive the documentary requirements and provide the	Php500.00	30 minutes	Ms. Chourie Lou-An Digneneng PDO III – Standards Section

	<p>organization an acknowledgement receipt and log the receipt of application documents into the Document Tracking System.</p> <p>1.2 Prepares billing statement for the payment of the processing fee to Cash Section</p> <p>1.3. Instruct the applicant to settle the processing fee at the DSWD Field Office – Cash Unit.</p> <p>If incomplete, return all documents submitted accompanied by a checklist of requirements for applicant Organization's compliance.</p>			
<p>Note: Application documents received after 3:00 PM shall be considered as a next working day transaction.</p>				
<p>2. Awaits the result of Assessment</p>	<p>2.1 Review and conduct assessment of the submitted application documents for eligibility and compliance to documentary requirements; May conduct validation activities, collateral interview and/or agency visit, if necessary.</p> <p>If found compliant to eligibility and</p>	<p>None</p>	<p>4 hours</p>	<p><i>Ms. Chourie Lou-An Digneneng PDO III – Standards Section</i></p>

	documentary requirements			
	2.1.1 Prepare Solicitation Permit/Certificate and confirmation letter of Authority to Conduct National Fund-Raising Campaign for endorsement to the Office of the Secretary			
	2.1.2 Prepare Solicitation Permit/Certificate and confirmation letter of Authority to Conduct National Fund-Raising Campaign for endorsement to the Office of the Secretary			
	2.1.3 Sign and endorse the assessment report, complete application documents and Solicitation Permit/Certificate of Authority to Conduct Fund Raising Activity to the Division Chief for endorsement to the Office of the Bureau Director			
	2.2 If found noncompliant to eligibility and documentary requirements			
	2.2.1 Return application documents to the applicant with a letter citing reasons for			

	<p>disapproval with technical assistance on how to rectify noncompliance and/or submit lacking requirements.</p> <p>2.2.2 Review and Sign the letter citing reasons for disapproval with technical assistance on how to rectify non-compliance and/or submit lacking requirements.</p>			
3. Awaits the result of application	<p>3.1 Review and Sign assessment report with complete application documents</p> <p>3.2 Prepared Certificate of Authority to Conduct Regional Fund-Raising Campaign</p> <p>3.3 Endorse to the Office of the Division Chief Supervising the Standards Section</p>	None		<p><i>Ms. Chourie Lou-An Digneneng</i> <i>PDO III – Standards Section</i></p>
4. Awaits the result of application	<p>4.1 Review and Sign assessment report with complete application documents and Certificate of Authority to Conduct Regional Fund-Raising Campaign</p> <p>4.2 Endorse the same to the Office of the</p>	None	3 hours	<p><i>Ms. Roselle M. Rentoza</i> <i>Planning Officer IV – PPD</i></p>

	Regional Director with recommendation for approval and signing of Permit/Certificate of Authority to Conduct Regional Fund-Raising Campaign			
5. Awaits the result of application	Approve and sign Solicitation Permit/ Certificate of Authority to Conduct Regional Fund-Raising Campaign	None	5 hours	<i>Atty. Michael Joseph J. Lorico Regional Director – FO NCR</i>
6. Receive the Certificate	Release/ transmits the approved/signed permit to the applicant with a letter of instruction to provide orientation conforming to the standard operating procedures (SOP) in the inventory, monitoring and utilization of solicited funds	None	30 minutes	<i>Ms. Chourie Lou-An Digneneng PDO III – Standards Section</i>
TOTAL	Complete & Compliant	P500	Two (2) working days	
	Complete but non-Compliant and/or Incomplete Submission	P500	6 hours	
	Incomplete Submission	None	30 minutes	
B. Processing Procedures of Applications submitted at Field Office through Mail/Courier				
1. Send the Application Form together with the prescribed documentary requirements through Mail or Courier to the concerned DSWD Field Office who has	1.1 Log receipt into the Document Tracking System. This shall be route to the Assigned Technical Staff.	None	10 minutes	<i>Ms. Chourie Lou-An Digneneng PDO III – Standards Section</i>

jurisdiction on the area for Solicitation.				
Note: Application documents received after 3:00 PM shall be considered as a next working day transaction.				
2. Awaits the result of Assessment	2.1 Review and conduct assessment of the submitted application documents for eligibility and compliance to documentary requirements; May conduct validation activities, collateral interview and/or agency visit, if necessary.	None	4 hours	<i>Ms. Chourie Lou-An Digneneng PDO III – Standards Section</i>
	2.1.1 If found compliant to eligibility and documentary requirements			
	2.2 Prepare Solicitation Permit/Certificate and confirmation letter of Authority to Conduct National Fund-Raising Campaign for endorsement to the Office of the Secretary			
	2.3 Sign and endorse the assessment report, complete application documents and Solicitation Permit/ Certificate of Authority to Conduct Fund Raising Activity to the Division Chief for endorsement to the Office of			

	<p>the Bureau Director</p> <p>2.3.1 If found non-compliant to eligibility and documentary requirements</p> <p>2.2b Return application documents to the applicant with a letter citing reasons for disapproval with technical assistance on how to rectify noncompliance and/or submit lacking requirements.</p>	None	2 hours	<p><i>Ms. Chourie Lou-An Digneneng</i> <i>PDO III – Standards Section</i></p>
	<p>3.1 Review and Sign assessment report with complete application documents</p> <p>3.2 Prepared Certificate of Authority to Conduct Regional Fund-Raising Campaign</p> <p>3.3 Endorse to the Office of the Division Chief Supervising the Standards Section</p>	None	3 hours	<p><i>Ms. Chourie Lou-An Digneneng</i> <i>PDO III – Standards Section</i></p>
4. Awaits the result of application	<p>4.1 Review and Sign assessment report with complete application documents and Certificate of Authority to Conduct Regional Fund-Raising Campaign</p> <p>4.2 Endorse the same to the Office of the</p>	None	3 hours	<p><i>Ms. Roselle M. Rentoza</i> <i>Planning Officer IV - PPD</i></p>

	Regional Director with recommendation for approval and signing of Permit/Certificate of Authority to Conduct Regional Fund-Raising Campaign			
5. Awaits the result of application	5.1 Approve and sign Solicitation Permit/ Certificate of Authority to Conduct Regional Fund-Raising Campaign	None	5 hours	<i>Atty. Michael Joseph J. Lorico Regional Director – FO NCR</i>
6. Receive the Certificate	6.1 Release/ transmits the approved/signed permit to the applicant with a letter of instruction to provide orientation conforming to the standard operating procedures (SOP) in the inventory, monitoring and utilization of solicited funds	None	30 minutes	<i>Ms. Chourie Lou-An Digneneng PDO III – Standards Section</i>
Total	Complete and complaint	P500	Two (2) working days	
	Complete but Non-Compliant and/or Incomplete Submission:	P500	5 hours	
	Incomplete	None	30 minutes	
Note 1: <i>If the concerned FO is affected by the Emergency situation, the application can be filed directly at the DSWD Standards Bureau – DSWD Central Office</i>				
Note 2: <i>Applications for Regional Temporary Solicitation Permit is waived during Disasters/ Calamities amidst State of National Emergency shall follow the same facilitation procedures. However, during these instances, the payment of the processing fee is waived in amour of the Applicant</i>				