

## Issuance of Certificate of Authority to Conduct National Fund-Raising Campaign to Individual, Corporation, Organization and Association: Regular Permit (Pre-assessment)

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

<b>Office or Division:</b>	Standards Section – DSWD Field Office NCR		
<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 person/individual, groups whether organized or unorganized, Corporations whether profit or non-profit, Organizations or Agencies, Associations including Civil Society Organizations (CSOs), Registered Licensed and/or Accredited SWDAs including Social Welfare Arms of religious organizations desiring to solicit funds for charitable and public welfare purposes in more than one (1) region.		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>	
1. Duly Accomplished Application Form		DSWD Central Office - Standards Bureau (SB) IBP Road, Constitution Hills, Batasan Pambansa Complex, Quezon City  Any DSWD Field Office – Standards Section (Regions I, II, III, IV-A, V, VI, VII, VIII, IX, X, XI, XII, CAR, Caraga, MIMAROPA & NCR)  DSWD- Field Office NCR - <b>STANDARDS SECTION (Room 204)</b> 389 San Rafael cor. Legarda St. Sampaloc, Manila  <a href="https://www.dswd.gov.ph/issuances/MCs/MC_2021-005.pdf">https://www.dswd.gov.ph/issuances/MCs/MC_2021-005.pdf</a>  Annex 2. DSWD-SB-PSF-001: Application Form	
2. Certified True Copy (CTC) of Certificate of Registration which has jurisdiction to regulate the endorsing SWDA, and Articles of Incorporation and By-Laws, if new application  <b>*Not applicable to Government Agencies and SWDAs and SWDAs with valid RLA</b>		Securities Exchange Commission (SEC) – Company Registration and Monitoring Department Secretariat Building, PICC, Complex, Roxas Boulevard, Pasay City.  Any SEC Extension Office (Baguio City, Tarlac City, Legazpi City, Cebu City, Iloilo City, Cagayan De Oro City, Davao City, Zamboanga City)	
3. Updated Certificate of Good Standing, or Updated Certificate of Corporate Filing/Accomplished General Information Sheet (GIS) from SEC or any government agencies that has jurisdiction to regulate the applicant organization or agency. <b>*Not applicable to Government Agencies and SWDAs and SWDAs with valid RLA</b>		Securities Exchange Commission (SEC) – Company Registration and Monitoring Department Secretariat Building, PICC, Complex, Roxas Boulevard, Pasay City.  Any SEC Extension Office (Baguio City, Tarlac City, Legazpi City, Cebu City, Iloilo City, Cagayan De Oro City, Davao City, Zamboanga City)	

<p>4. Project Proposal on the intended public solicitation approved by the Head of Agency including the work and financial plan (WFP) of the intended activity details of the methodology to be used.</p>	<p><a href="https://www.dswd.gov.ph/issuances/MCs/MC_2021-005.pdf">https://www.dswd.gov.ph/issuances/MCs/MC_2021-005.pdf</a></p> <p>Annex 5. DSWD-SB-PSF-003: Project Proposal</p>
<p>5. Updated Profile of the Governing Board or its equivalent in the corporation, certified by the Corporate Secretary or any equivalent officer.  <b>*Not applicable to Government Agencies and SWDAs and SWDAs with valid RLA</b></p>	<p><a href="https://www.dswd.gov.ph/issuances/MCs/MC_2021-005.pdf">https://www.dswd.gov.ph/issuances/MCs/MC_2021-005.pdf</a></p> <p>Annex 6. DSWD-SB-PSF-004: Profile of Governing Board</p>
<p>6. Notarized Written Agreement or any similar document signifying the intended beneficiary/ies concurrence as recipient of the fundraising activities.</p> <p><i>For children's beneficiaries, only the parent/s of the child/children or maternal/paternal relative/s may sign the document in behalf of the child.</i></p>	<ul style="list-style-type: none"> <li>From the applicant signed by the intended beneficiary/recipients or its head/authorized representative.</li> </ul>
<p>7. Endorsement or Certification from Licensed and Accredited SWDA allowing an individual to solicit funds under their name or responsibility.</p>	<p>From the Licensed and Accredited SWDA that allowed the applicant to solicit funds under their name or responsibility.</p>
<p>8. Endorsement or Certification from any but not limited to the following agencies that allow/s applicant to undertake solicitation activities in their agency 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 of authorized representative of Local Government Unit (LGU)        8.5. Bishop/Parish Priest/Minister or Head of Sect or Denomination        8.6. Others</p>	<p>From the Agency that allow applicant to undertake solicitation activities in their jurisdiction.</p>
<p>9. Medical Certificate/Abstract and/or Treatment Protocol signed by the attending physician or the hospital's record section</p>	<p>From the attending physician or Hospital Records Section</p>
<p>10. Duly signed Social Case Study Report and endorsement from the Local Social Welfare and Development Office (LSWDO)</p>	<p>From the Local Social Welfare and Development Officer who has jurisdiction on the area of the applicant.</p>
<p>11. Signed Memorandum of Agreement (MOA) between the DSWD and the LSWDO of the concerned LGU stating therein their commitment to monitor the applicant's solicitation activities and to</p>	<p>From the concerned DSWD Office and/or C/MSWDO of the concerned LGU</p>

submit post reportorial requirements to the issuing DSWD office.	
12. Approved and notarized board resolution or other written authorization for the solicitation activity which shall ensure strict compliance to the standard ratio of fund utilization (Annex 20) or Pledge of Commitment for Individuals (Annex 11)	<a href="https://www.dswd.gov.ph/issuances/MCs/MC_2021-005.pdf">https://www.dswd.gov.ph/issuances/MCs/MC_2021-005.pdf</a>  Annex 10 - DSWD-SB-PSF-008: Board Resolution  Annex 11 - DSWD-SB-PSF-009: Pledge of Commitment
13. Fund Utilization Report (Annex 12) of proceeds and expenditures	<a href="https://www.dswd.gov.ph/issuances/MCs/MC_2021-005.pdf">https://www.dswd.gov.ph/issuances/MCs/MC_2021-005.pdf</a>  Annex 12 - DSWD-SB-PSF-010: Fund Utilization Report
14. Official Receipt as proof of payment of processing fee issued by the concerned DSWD-FO Finance Management Service/Unit (FMS/U)	From the applicant as issued by the concerned Field Office
15. 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.

**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
1. Secure application form thru the DSWD Website or from the Field Office	Client secures or provided with application form and checklist of requirements	None	5 minutes	Ms. Chourie Lou-An Digneneng PDO III – Standards Section
2. Payment of Processing Fee	Receive payment for the required processing fee and issue official receipt (OR)	Php 1,000.00	10 minutes	Ms. Kristine F. Facullo – Accountant III, Finance Management Division
3. Submit/ file application documents	<b>If Complete and Compliant:</b>  3.1 Receive the documentary requirements and provide the organization an acknowledgment receipt and log the receipt of application documents into	None	3 days	Ms. Chourie Lou-An Digneneng PDO III – Standards Section

	the Document Tracking System.			
	If found incomplete or non-compliant,  3.1.1 Communicate with the applicant citing reason/s for non-processing and denial.			
	3.2 Return all documents submitted accompanied by a letter providing technical assistance and a checklist of requirements for applicant Organization's compliance.			
<b>Note:</b> Application documents received after 3:00 PM shall be considered as a next working day transaction.				
4. Wait for the result of the assessment	4.1 Endorse complete application documents including copy of official receipt representing payment of processing fee together with the assessment report to the Standards Bureau – DSWD Central Office	None	7 days	Ms. Chourie Lou-An Digneneng PDO III – Standards Section
	4.2 Review and validate application documents for compliance to requirements, prepare Permit/Certificate of Authority to Conduct National Fund Raising and endorsed the		2 days, 6 hours, 30 minutes	

	<p>same to the Undersecretary concerned for recommending her approval</p>			
	<p>4.3 Endorse application documents and Permit/Certificate of Authority to Conduct National Fund-Raising Campaign to the office of the Undersecretary with recommendation for approval and signing of Permit/Certificate of Authority to Conduct National Fund-Raising Campaign</p> <p>Note: If disapproved, return to the Standards Bureau and provide reason for disapproval</p>		<p>1 day</p>	<p><i>DSWD Central Office Assistant Secretary</i></p>
	<p>4.4 Endorse application documents and Permit/Certificate of Authority to Conduct National Fund-Raising Campaign to the office of the Secretary with recommendation of approval and signing of Permit/Certificate of Authority to Conduct National Fund-Raising Campaign</p> <p>Note: If disapproved, return to the</p>		<p>1 day</p>	<p><i>DSWD Central Office Undersecretary Secretary</i></p>

	Standards Bureau and provide reason for disapproval			
	<p>4.5 Approval and signing of Permit/Certificate of Authority to Conduct National Fund-Raising Campaign by the Secretary or his/her authorized representative.</p> <p>Note: If disapproved, return to the Standards Bureau and provide reason for disapproval</p>		2 days	<p><i>DSWD Secretary – Central Office</i></p>
	<p><b>4.5.1 If disapproved to requirements:</b>  <i>Call the attention of the concerned DSWD Field Office and communicate citing reasons for non- processing and denial.</i></p>		3 days	<p><i>Ms. Chourie Lou-An Digneneng            PDO III – Standards Section</i></p> <p><i>Focal Person – Standards Compliance and Monitoring Division (SCMD), Division Chief, Bureau Director</i></p> <p><i>-            Standards Bureau            DSWD Central Office</i></p>
5. Issuance of Permit	<p>5.1 Notify the Applicant Organization on the approved National Fundraising Campaign Authority/Permit through Conforme Letter</p> <p>5.2 Issues the National Fundraising Campaign Authority/Permit or the Denial Letter</p> <p>5.3 Notify DSWD Field Office</p>	None	1 hour, 30 minutes	<p><i>Focal Person – Standards Compliance and Monitoring Division (SCMD), Division Chief, Bureau Director</i></p> <p><i>-            Standards Bureau            DSWD Central Office</i></p>

	concern for monitoring and validate the conduct of solicitation activities of applicants to determine whether solicitation activity is in accordance with the issued permit.			
<b>TOTAL</b>	<b>Complete but non-Compliant and/or incomplete submission</b>	<b>Php 1,000</b>	<b>Three (3) days</b>	
	<b>Incomplete Submission</b>	<b>None</b>	<b>30 minutes</b>	

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