

Issuance of Certificate of Authority to Conduct Fund Raising Campaign to Individual, Corporation and Organization: Regional Regular Permit

The process of assessing the applicant person, corporation, organization or association's eligibility for Solicitation Permit to conduct Regional Fund-Raising Campaign in Normal Situation

Office or Division:	Standards Section – DSWD Field Office NCR
Classification:	Complex Transaction
Type of Transaction:	Government to Client (G2C)
Who may avail:	Person/s whose child, relative or friend ailing of chronic ailments as endorsed by the LSWDO or a SWDA; non-stock, non-profit organizations; regional offices of government agencies (GAs), GOCCs and LGUs; and, SWDAs with updated/valid Certificate of Registration, License to Operate and/or Accreditation
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
A. For Person/s whose child, relative or friend ailing of a chronic ailment as endorsed by the Local Social Welfare and Development Office (LSWDO)	
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 2 - 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. Notarized Written Agreement or any similar document signifying the intended beneficiary/ies concurrence as recipient of the fundraising activities. <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>	Applicant
4. Duly signed Social Case Study Report and endorsement from the Local Social Welfare and Development Office (LSWDO)	
5. Medical Certificate/Abstract and/or Treatment Protocol signed by the attending physician or the hospital's record section	

6. 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 submit post reportorial requirements to the issuing DSWD office.	
7. Pledge of Commitment for Individuals (Annex 11)	<ul style="list-style-type: none"> • https://www.dswd.gov.ph/downloads-formsdownloads-public solicitation forms/ or; https://www.dswd.gov.ph/issuances/MCs/MC_2021005.pdf Annex 11 - DSWD-SB-PSF-010: Pledge of Commitment
8. Fund Utilization Report for those applying for renewal of their solicitation permit (Annex 12).	<ul style="list-style-type: none"> • 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-010: Fund Utilization Report
9. Official Receipt as proof of payment of processing fee issued by the concerned DSWD-FO Finance Management Service/Unit (FMS/U)	Applicant
10. 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 whose child, relative or friend ailing of a chronic ailment as endorsed by a registered, licensed and/or accredited Social Welfare and Development Agency (SWDA)	
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 2 - 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. Notarized Written Agreement or any similar document signifying the intended beneficiary/ies concurrence as recipient of the fundraising activities.	Applicant

<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>	
<p>4. Endorsement or Certification from Licensed and Accredited SWDA allowing an individual to solicit funds under their name or responsibility</p>	
<p>5. Board Resolution or any document authorizing the conduct of public solicitation</p>	<p>https://www.dswd.gov.ph/downloads-formsdownloads-public-solicitation-forms/ or; https://www.dswd.gov.ph/issuances/MCs/MC_2021005.pdf Annex 10 - DSWD-SB-PSF-008: Board Resolution</p>
<p>6. 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; https://www.dswd.gov.ph/issuances/MCs/MC_2021005.pdf Annex 12 - DSWD-SB-PSF-010: Fund Utilization Report</p>
<p>7. Official Receipt as proof of payment of processing fee issued by the concerned DSWD-FO Finance Management Service/Unit (FMS/U)</p>	<p>Applicant</p>
<p>8. 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 Non-Stock, Non-Profit Corporations, Organizations or Associations</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 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</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; https://www.dswd.gov.ph/issuances/MCs/MC_2021005.pdf Annex 5 - DSWD-SB-PSF-003: Project Proposal</p>
<p>3. Certified True Copy (CTC) of Certificate of Registration with SEC which has jurisdiction to regulate the endorsing</p>	<p>Applicant</p>

SWDA, and Articles of Incorporation and By-Laws, if new applicant	
4. Updated Certificate of Good Standing, or Updated Certificate of Corporate Filing/ Accomplished SEC General Information Sheet (GIS) from any of the abovementioned regulatory government agency that has jurisdiction to regulate the applying organization or agency.	
5. Updated Profile of Governing Board or its Equivalent in Government Organizations	<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 6 - DSWD-SB-PSF-004: Profile of Governing Board</p>
6. Board Resolution or any document authorizing the conduct of public solicitation	<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 10 - DSWD-SB-PSF-008: Board Resolution</p>
7. Notarized Written Agreement or any similar document signifying the intended beneficiary/ies concurrence as recipient of the fundraising activities. <i>For children beneficiaries, only the parent/s or maternal/paternal relative/s may sign the document in behalf of the child</i>	Applicant
8. Pledge of Commitment	<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 11 - DSWD-SB-PSF-009: Pledge of Commitment</p>
<p>9. 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>a. Director of Private Schools</p> <p>b. Schools Superintendent of Public School</p> <p>c. Head or authorized representative of National Government Agencies (NGAs)</p>	Applicant

<p>d. Head or authorized representative of Local Government Unit (LGU)</p> <p>e. Bishop/Parish Priest/Minister or Head of Sect or Denomination</p> <p>f. Others</p>	
<p>10. Fund Utilization Report of proceeds and expenditures</p>	<p>https://www.dswd.gov.ph/downloads-formsdownloads-public-solicitation-forms/ or, https://www.dswd.gov.ph/issuances/MCs/MC_2021005.pdf</p> <p>Annex 12 - DSWD-SB-PSF-011: Fund Utilization Report</p>
<p>11. Sample of additional specific requirements for each methodology to be used, such as:</p> <p>a. Ticket, Ballots, Cards and similar forms</p> <p>b. Donation Boxes, Coin Banks and other similar forms</p> <p>c. Benefits show such as fashion show, concert and similar activities</p> <p>d. Photo or Painting Exhibits and similar activities</p> <p>e. Written request such as envelopes, letters of appeal, greeting cards and similar forms</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>Applicant</p>
<p>12. Official Receipt as proof of payment of processing fee issued by the concerned DSWD CO-FO Finance Management Unit (FMU) Applicant</p>	<p>Applicant</p>

<p>13. 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>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. Written authorization from Head of Government Agency for the intended solicitation activity that also ensure strict compliance to the standard ratio of funds utilization</p>	<p>Applicant</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> <p>a. Ticket, Ballots, Cards and similar forms</p> <p>b. Donation Boxes, Coin Banks and other similar forms</p> <p>c. Benefits show such as fashion show, concert and similar activities</p>	<p>Applicant</p>

<p>d. Photo or Painting Exhibits and similar activities</p> <p>e. Written request such as envelopes, letters of appeal, greeting cards and similar forms</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>	<p>Applicant</p>
<p>E. For Social Welfare and Development Agency (SWDA) with updated/valid registration, licensing and/or accreditation</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. Board Resolution or any document authorizing the conduct of public solicitation</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 10 - DSWD-SB-PSF-008: Board Resolution</p>
<p>4. Notarized Written Agreement or any similar document signifying the intended</p>	<p>Applicant</p>

<p>beneficiary/ies concurrence as recipient of the fundraising activities. <i>For children's beneficiaries, only the parent/s or maternal/paternal relative/s may sign the document in behalf of the child</i></p>	
<p>5. Endorsement or Certification from Licensed and Accredited SWDA allowing an individual to solicit funds under their name or responsibility</p>	
<p>6. Fund Utilization Report of proceeds and expenditures</p>	<p>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</p>
<p>7. 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 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 	<p>Applicant</p>
<p>8. Official Receipt as proof of payment of processing fee issued by the concerned DSWD CO-FO Finance Management Unit (FMU) Applicant</p>	
<p>9. 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>

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 after receipt of complete application documents from the applicant of Regional Public Solicitation Permit at the concerned DSWD Field Office				
1. Submit Application	1.1 Standards Section concerned Technical Staff reviews the completeness and correctness of the submitted application documents based on the checklist received either personally, thru courier or e-mail	None	2 hours	Ms. Chourie Lou-An Digneneng PDO III – Standards Section
	1.1.1 If complete, forward application documents to the Standards Section Support Staff, for tracking			
	1.1.2 If incomplete, the Technical Staff of Standard Section of the concerned DSWD-FO shall then provide the applicant with the necessary technical assistance to rectify the gap and/or submit lacking requirements. Provides applicant with checklist of requirements			
2. Receives reference number for tracking	2.1 Receives application documents and logs its receipt	None	1 hour	Ms. Chourie Lou-An Digneneng PDO III – Standards Section

	<p>into the document tracking system</p> <p>2.2 Provides the applicant with document reference number for easy tracking either in person, courier or e-mail.</p> <p>2.3 Prepares billing statement for the payment of the processing fee to Cash Section</p> <p>2.4 Provide instruction to the applicant to pay the processing fee at the Cash Section of the DSWD Field Office</p> <p>If the application documents are received via courier or e-mail, inform the Standards Section Technical staff to inform applicant for the payment of the processing fee</p>			
3. Proceeds to the Cash Section or to the nearest LBP Branch or via online and pay the processing fee of PhP500.00	3.1 Cash Section accepts payment for processing fee and issue official receipt and provide instruction to return a photocopy of the receipt to the Standards Section	Php500.00	1 hour	<i>Ms. Kristine F. Facullo – Accountant III, FMD</i>
4 Submit OR to Standards Section	4.1 Receives photocopy of the official receipt for the processing	None	1 hour	<i>Ms. Chourie Lou-An Digneneng PDO III – Standards Section</i>

	fee and attached the same to the application documents 4.2 Routes the complete application documents including photocopy of official receipt to the Head of the Standards Section			
Note: Application documents received after 3:00 PM shall be considered as a next working day transaction				
5. Waiting for the result of the application	5.1 Provides written notes/ instructions for appropriate action of the concerned Standards Section Technical Staff	None	4 hours	<i>Ms. Chourie Lou-An Digneneng PDO III – Standards Section</i>
	5.2 Endorse application documents to the concerned Standards Section Technical Staff, for appropriate action			
	5.3 Standards Section concerned technical staff receives application documents and conducts assessment of the application for the issuance of solicitation permit			
	5.4 Acknowledges receipt of application documents and transmit it thru e-mail or courier	None	1 ½ days	<i>Ms. Chourie Lou-An Digneneng PDO III – Standards Section</i>

	<p><i>If found eligible and compliant, facilitates the preparation of Solicitation Permit/Certificate of Authority to Conduct Fund Raising Campaign and Conforme Letter and endorse the same to the Section Head for review.</i></p> <p><i>If found non-eligible, noncompliant or both, technical staff immediately or within the day of receipt of application provide the applicant with technical assistance on fund raising requirements per M.C. 5 series of 2021 to rectify the gap and/or submit lacking requirements</i></p>			
	<p>5.5 Takes proper action relative to the inputs/ comments/ correction provided by either the Section Head, Division Chief or the Regional Director for application documents and Solicitation Permit/Certificate of Authority to Conduct Fund Raising Campaign not</p>	<p>None</p>	<p>1 day</p>	<p><i>Ms. Chourie Lou-An Digneneng PDO III – Standards Section</i></p>

	found in order and return the same to the Section Head for onward endorsement to the concerned Division Chief			
	<p>5.6 Section Head receives and reviews the application documents including the prepared Solicitation Permit/ Certificate of Authority to Conduct Fund Raising Campaign endorsed by the technical staff.</p> <p><i>If found in-order, affix her initial and endorse the same to the concerned Division Chief for further review and/or onward endorsement to the Office of the Regional Director, for approval and signature</i></p> <p><i>If found not in-order, provide comments/inputs/ corrections and return the same to the technical staff</i></p>	None	1 day	<p><i>Ms. Roselle M. Rentoza Planning Officer IV – Policy and Plans Division</i></p>
	5.7 Logs its receipt to the Document Tracking System	None	30 minutes	<p><i>Ms. Chourie Lou-An Digneneng PDO III – Standards Section</i></p>
	5.8 Route application documents	None	1 ½ days	<p><i>Atty. Michael Joseph J. Lorico</i></p>

	<p>including prepared Solicitation Permit/ Certificate of Authority to Conduct Fund Raising Campaign to the Division Chief</p> <p>Concerned Division Chief receives and reviews application for solicitation permit and the prepared Solicitation Permit/Certificate of Authority to Conduct Fund Campaign. If found in-order, endorsed the same to the Office of the Regional Director for approval and signature If found not in-order, return the same to the Standards Section for proper action</p>			<p><i>Regional Director – Field Office NCR</i></p> <p><i>Ms. Chourie Lou-An Digneneng PDO III – Standards Section</i></p>
	<p>5.9 Logs its receipt to the Document Tracking System</p>			
	<p>5.10 Route application documents including prepared Solicitation Permit/ Certificate of Authority to Conduct Fund Raising Campaign to the Regional Director</p>			

	<p>5.11 The Regional Director reviews application documents including the prepared Solicitation Permit/ Certificate of Authority to Conduct Fund Raising Campaign</p> <p><i>If found in order, the Regional Director approves application for solicitation permit and signs the prepared Solicitation Permit/Certificate of Authority to Conduct Fund Raising Campaign and transmit the same to the Standards Section for issuance</i></p> <p><i>If found not in order, return the same to the Standards Section through the concerned Division Chief for appropriate action</i></p>			
	<p>5.12 Logs the receipt of the approved Solicitation Permit /Certificate of Authority to Conduct Fund Raising Campaign to the</p>	<p>None</p>	<p>20 minutes</p>	<p><i>Ms. Roselle M. Rentoza Planning Officer IV – Policy and Plans Division</i></p> <p><i>Ms. Chourie Lou-An Digneneng PDO III – Standards Section</i></p>

	Document Tracking System			
	5.13 Endorse the same to the Standards Section Head, for further instructions			
	5.14 Receives approves Solicitation Permit/ Certificate of Authority to Conduct Fund Raising Campaign and endorse the same to the concerned Standards Section Technical Staff and provide instructions to the Standards Section Technical Staff for its release to applicant		1 hour	<i>Ms. Chourie Lou-An Digneneng PDO III – Standards Section</i>
	5.15 Receives approved application for solicitation permit and the signed Solicitation Permit/ Certificate of Authority to Conduct Fund Campaign and issue the same to the eligible and compliant applicant		4 hours	<i>Ms. Chourie Lou-An Digneneng PDO III – Standards Section</i>
	5.16 Issue and e-mail the approved Solicitation Permit/Certificate of Authority to Conduct Fund Raising Campaign			

	including the Conformed Letter to the applicant 5.17 Facilitates the accomplishment of the Customer Satisfaction Survey to the applicant for the services rendered and ensures its return to the Standards Section for consolidation 5.18 Provides a copy of the issued permit to the Records and Archives Management Unit (RAMU) of the Administrative Division			
6. Receipt of the signed and approved Solicitation Permit	6.1 Issuance of the Solicitation Permit to the successful applicant 6.2 Acknowledge/ receives signed and approved Solicitation Permit and sign Conformed Letter 6.3 Transmit signed Conformed Letter to the Standards Section, DSWD Regional Office	None	10 minutes	Ms. Chourie Lou-An Digneneng PDO III – Standards Section
Total No. of days			Seven (7) working days	
*The number of minutes shall be included on the total 7 working days. ** This does not include the travel time of documents from the DSWD Field Office to the Applicant, and vice versa.				
TOTAL	Complete but non-Compliant and/or Incomplete Submission	Php500.00	Three (3) working days	
	Incomplete Submission	None	30 minutes	