

## Processing of BIR Form 2322: Certificate of Donation

This covers the request of Donor's Certificate of Donation / Deed of donation or any document showing proof of donations.

<b>Office or Division:</b>	Accounting Section – Regular Program			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	Processing of Certificate of Donations			
<b>Who may avail:</b>	Donors of cash and in-kind donations			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Electronic or hard copy of request form for Certificate of Donation – Request Form (DSWD-NCR-FMU-AS No. 1)		<p>The Donor may download and print the request form from  <a href="https://docs.google.com/document/d/1f9SxGfUBF-dgSizUIPzKeNeGDVpg4hw8/edit?usp=sharing&amp;oid=114569089912789065596&amp;rtpof=true&amp;sd=true">https://docs.google.com/document/d/1f9SxGfUBF-dgSizUIPzKeNeGDVpg4hw8/edit?usp=sharing&amp;oid=114569089912789065596&amp;rtpof=true&amp;sd=true</a></p> <p><u>-or-</u></p> <p>Personally visit the Accounting Office to fill-up and submit the request form.</p> <p>Schedule of request:  <u>Monday – Friday   9:00 AM – 5:00 PM</u></p> <p><i>Note: Online requests beyond 5:00 PM will be responded / acknowledge on the following working day.</i></p>		
<p>Electronic or hard copy of the supporting documents:</p> <p>Donor must submit:</p> <ol style="list-style-type: none"> <li>1. Filled up request form;</li> <li>2. Signed and Notarized Deed of Donation Agreement (DDA);</li> <li>3. Official receipt for cash donations; or</li> <li>4. Acknowledgement Receipt for Donations Received (ARDR) for Donations in Kind</li> </ol> <p>Authorized representative must submit:</p> <ol style="list-style-type: none"> <li>1. Filled up request form and above mention requirements;</li> <li>2. Authorization letter from the donor;</li> <li>3. Photocopy of government issued ID of the donor and the authorized representative (1 copy)</li> </ol>		Requesting Party/Donor		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. The Donor may download and print the request form	1.1 Accounting Office shall issue the request form	None	5 minutes walk-in/ email	Ms. Kristine F. Facullo – Accountant III - Accounting Section

<p>Certificate of Donation – Request Form (DSWD-NCR-FMU-AS No. 1)</p> <p>-or-</p> <p>Personally visit the Accounting Office to fill-up and submit the request form</p>				
<p>2. Scan the filled-up form and email together with the supporting documents to <a href="mailto:accounting.foncr@dswd.gov.ph">accounting.foncr@dswd.gov.ph</a>;</p> <p>-or-</p> <p>Personally submit the filled-up form together with the supporting documents to Accounting Office.</p>	<p>2.1 For E-mail - The Accounting staff shall acknowledge and review the received documents as to completeness and request for original copy upon claiming.</p> <p>For Walk-in - The Accounting Staff shall receive and check the completeness of the request form and required supporting documents</p> <p>Note: Only request with complete requirements will be accepted and processed. All request with incomplete requirements shall be returned to client.</p>	<p>None</p>	<p>5 minutes walk-in/ email</p>	<p><i>Ms. Kristine F. Facullo – Accountant III - Accounting Section</i></p>
<p>3. Wait for the acknowledgement receipt through email or ask for the claim stub for walk-in requests with schedule to claim the certificate</p>	<p>3.1 The Accounting Staff shall record the details of donation and indicate the schedule of release of BIR Form 2322:</p>	<p>None</p>	<p>6 minutes walk-in/ email</p>	<p><i>Ms. Kristine F. Facullo – Accountant III - Accounting Section</i></p>

	<p>Certificate of Donation. Preparation of Certificate of Donation for Signature of the Secretary or the Authorized Representative</p>			
<p>4. Donor must present the following (Walk in) Claim stub (Email) printed Email of Acknowledgement Receipt and original copy of supporting documents.</p> <p>The Authorized representative must present the following: Above mention supporting documents.</p> <p>Authorization letter for the representative, if claimed by person other than the former employee, together with the photocopy of the latter's</p>	<p>4.1 The Accounting Staff shall update the status of request for certificate on the monitoring file. All certificates that are ready for release shall be issued to the requesting party/ies</p>	None	10 minutes	<p><i>Ms. Kristine F. Facullo – Accountant III - Accounting Section</i></p>
<p>5. Accept the requested certificate and sign the logbook for acknowledgement</p>	<p>5.1 The Accounting Staff shall issue and assist the requesting party to receive the certificate and sign the logbook for acknowledgement of the BIR Form 2322: Certificate of Donation.</p>	None	5 minutes	<p><i>Ms. Kristine F. Facullo – Accountant III - Accounting Section</i></p>
<p>6. Provide Customer Feedback Form to the requesting party</p>	<p>The Accounting staff shall provide the customer feedback to the requesting party for the service provided.</p>	None	2 minutes	<p><i>Ms. Kristine F. Facullo – Accountant III - Accounting Section</i></p>
<b>TOTAL</b>		<b>NONE</b>	<b>6 days, 7 hours, 30 minutes</b>	