**Name of CSO / NGOs / PO \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**ACRONYM \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Number of Years of Operation \_\_\_\_\_\_\_\_\_\_\_\_\_**

**\* For CSO/PO operating for more than three (3) years, for submission are:**

|  |  |  |  |
| --- | --- | --- | --- |
| **LIST OF SUBMITTED DOCUMENTARY REQUIREMENTS[[1]](#endnote-1)** | **Submitted** | **Date Submitted** | **Remarks / Status** |
| **YES** | **NO** |
| 1. Duly accomplished Application Form
 |  |  |  |  |
| 1. Certificate of Registration (attach photocopy) from either SEC, CDA, DSWD, or other government agencies
 |  |  |  |  |
| 1. Authenticated copy of the **latest Articles of Incorporation**, or the Articles of Cooperation, as the case may be, showing the original incorporators/organizers and the Secretary’s Certificate for incumbent officers, together with the certificate of filing with SEC/certificate of Approval by the CDA and the **General Information Sheet** in the case of SEC registration
 |  |  |  |  |
| 1. **Organizational Structure of the Proponent** and **List of Officers with address and Bio-data**
 |  |  |  |  |
| 1. Location Map
 |  |  |  |  |
| 1. Omnibus Sworn Statement and Undertaking (attached Form from CHR)
 |  |  |  |  |
| 1. Financial Reports, preferably audited by an independent Certified Public Accountant, for the **past 3 years preceding the date of project implementation**
 |  |  |  |  |
| 1. Certificate of Good Standing from the Government Agency from which the organization received public funds (if any)
 |  |  |  |  |
| 1. Printed copy of its PhilGEPS Online Registration
 |  |  |  |  |

 • **For CSO/PO operating for less than three (3) years, for submission are:**

|  |  |  |  |
| --- | --- | --- | --- |
| **LIST OF SUBMITTED DOCUMENTARY REQUIREMENTS** | **Submitted** | **Date Submitted** | **Remarks / Status** |
| **YES** | **NO** |
| 1. Items 1 - 6 as above
 |  |  |  |  |
| 1. Report of accomplishment or any equivalent proof certified by its President and Secretary that it had previously implemented similar projects (if any )
 |  |  |  |  |
| 1. **Financial reports for the years it has been in operation** and **existing active bank account/s through a photocopy/scanned copy of bank book with complete bank account information** of the organization (bank account name, number and branch)
 |  |  |  |  |
| 1. List and/or photographs of similar projects and their status, the applicant or proponent is implementing or has previously undertaken including sources of funds if any
 |  |  |  |  |
| 1. Printed copy of its PhilGEPS Online Registration
 |  |  |  |  |

• **For CSO/PO renewal of accreditation, for submission are:**

|  |  |  |  |
| --- | --- | --- | --- |
| **LIST OF SUBMITTED DOCUMENTARY REQUIREMENTS** | **Submitted** | **Date Submitted** | **Remarks / Status** |
| **YES** | **NO** |
| 1. Duly accomplished Application Form
 |  |  |  |  |
| 1. Certificate of Registration (attach photocopy) from either SEC, CDA, DSWD, or other government agencies
 |  |  |  |  |
| 1. Authenticated copy of the **latest Articles of Incorporation**, or the Articles of Cooperation, as the case may be, showing the original incorporators/organizers and the Secretary’s Certificate for incumbent officers, together with the certificate of filing with SEC/certificate of Approval by the CDA and the **General Information Sheet** in the case of SEC registration
 |  |  |  |  |
| 1. Financial Reports, preferably audited by an independent Certified Public Accountant, for the **past year preceding the date of expiration of accreditation**
 |  |  |  |  |
| 1. Printed copy of its PhilGEPS Online Registration
 |  |  |  |  |

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 Reviewed as to completeness of submission:

1. [↑](#endnote-ref-1)