

**Annex D: Letter of Application**

[Date]

**Vice [Governor/Mayor] \_\_\_\_\_**  
Presiding Officer, Sangguniang [Panlalawigan/Panlungsod/Bayan]  
\*City/Municipality of [Name of LGU]  
Province of [Name of Province]

**Dear Vice [Governor/Mayor] \_\_\_\_\_:**

In response to your Notice of Call for Accreditation, kindly be informed that [Name of CSO], with office address at [office address], would like to seek accreditation by the sangguniang [panlalawigan/panlungsod/bayan].

In support of this application are the following administrative requirements:

1. Duly accomplished Application Form for Accreditation;
2. Duly approved Board Resolution signifying intention for accreditation for the purpose of representation in the local special body;
3. Certificate of Registration issued by the [SEC, CDA, DOLE, DHSUD/HLURB] or existing valid Certificate of Accreditation issued by the [Name of NGA] or Certification issued by the NCIP;
4. List of Current Officers;
5. CY 2021 Minutes of the Annual Meeting;
6. CY 2021 Annual Accomplishment Report; and
7. CY 2021 Financial Statements

Thank you.

Sincerely,

\_\_\_\_\_  
**[Name of Head of the Organization]**  
[Position]

Annex C: Application Form for Accreditation and Checklist of Requirements

**APPLICATION FORM FOR ACCREDITATION**

**Name of Organization:** \_\_\_\_\_

**Address:** \_\_\_\_\_  
\_\_\_\_\_

**Contact No.:** \_\_\_\_\_ **Email address (optional):**  
\_\_\_\_\_

**Date Organized:** \_\_\_\_\_ **Sector/s Represented:**  
\_\_\_\_\_

**Purposes/Objectives:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Services that the organization provides or can participate in:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Registering Agency:** \_\_\_\_\_ **Date Registered:** \_\_\_\_\_

- ☐ Securities and Exchange Commission (SEC)
- ☐ Cooperative Development Authority (CDA)
- ☐ Department of Labor and Employment (DOLE)
- ☐ Department of Human Settlements and Urban Development (DHSUD), formerly the Housing and Land Use Regulatory Board (HLURB)
- ☐ National Commission on Indigenous Peoples (NCIP) *\*certification*

**Accrediting Agency (if any):** \_\_\_\_\_ **Date Accredited:** \_\_\_\_\_

- ☐ Commission on Population and Development (POPCOM)

- ☐ Department of Agriculture (DA)
- ☐ Department of Public Works and Highways (DPWH)
- ☐ Department of Social Welfare and Development (DSWD)
- ☐ Department of Agriculture (DA)
- ☐ Department of the Interior and Local Government (DILG)
- ☐ Department of Labor and Employment (DOLE)
- ☐ National Commission for Culture and the Arts (NCCA)
- ☐ Presidential Commission for the Urban Poor (PCUP)
- ☐ Philippine Drug Enforcement Agency (PDEA)
- ☐ Department of Labor and Employment (DOLE)
- ☐ Others (specify): \_\_\_\_\_

### Organizational Level:

- ☐ Barangay-level
- ☐ Chapter
- ☐ Affiliate of a larger organization (identify organization): \_\_\_\_\_
- ☐ Others (specify): \_\_\_\_\_

**Projects Implemented in the [Province/City/Municipality] of [Name of LGU]**[illegible]

**Depending on your organization's technical area of expertise and scope of activity, which Local Special Body are you most capable to be a member of?**

- ☐ Local Development Council
- ☐ Local Health Board
- ☐ Local School Board
- ☐ Local Peace and Order Council

**WE HEREBY CERTIFY** to the correctness of the above information.

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**President**

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**Secretary**

## TO THE APPLICANT

Kindly go through a self-assessment of the following requirements for your application.  
Please do not submit the Application Form without performing the said self-assessment.

<input type="checkbox"/>	1	Letter of Application
<input type="checkbox"/>	2	Duly accomplished Application Form for Accreditation
<input type="checkbox"/>	3	Duly approved Board Resolution signifying intention for accreditation for the purpose of representation in a local special body
<input type="checkbox"/>	4	Certificate of Registration or existing valid Certificate of Accreditation from any NGA (or in the case of IPOs, certification issued by NCIP)
<input type="checkbox"/>	5	List of current Officers
<b>ADDITIONAL REQUIREMENTS FOR CSOs IN OPERATION FOR AT LEAST ONE (1) YEAR</b>		
<input type="checkbox"/>	6	Minutes of the Annual Meetings of the immediately preceding year as certified by the organization's board secretary or Certification from the board secretary certifying the annual meeting's conduct, including the date, location, attendees, and agenda
<input type="checkbox"/>	7	Annual Accomplishment Report for the immediately preceding year
<input type="checkbox"/>	8	Financial Statement, at the minimum, signed by the executive officers of the organization, of the immediately preceding year, and indicating therein other information such as revenue, expenses and the source(s) of funds