

N. Accreditation of Co-Partner

Accreditation of Co-Partners

The accreditation of co-partners is governed by the provisions of COA Circular No. 2007-001 dated October 25, 2007 entitled "*Revised guidelines in the granting, utilization, accounting and auditing of the funds released to Non-Governmental Organizations/People's Organizations (NGOs/POs)*" and COA Circular No. 94-013 dated December 13, 1994 entitled "*Rules and Regulations in the Grant, Utilization and Liquidation of Funds Transferred to Implementing Agencies*".

For this purpose, accreditation is the acceptance by the DOLE of the NGO, PO, Government Organization (GO) or Local Government Unit (LGU) to implement the former's project after proper verification and validation of required documents.

Client/s/Applicant/s

1. Government Offices / Local Government Units
2. Workers' Organizations, namely, NGOs and POs

Workers in the informal economy engaged in small livelihood undertakings such as farmers, fisherfolks, ambulant workers or peddlers, ambulant service providers, vendors, tricycle or pedicab drivers and operators, among others

Disadvantaged/unemployed workers, especially the specific groups of workers that include the youth (15 – 30 years old), women, physically and occupationally-disabled persons, indigenous people, parents of child laborers, urban poor

Workers in the formal economy, particularly the minimum/low wage earners seeking to augment their income

Returning Overseas Filipino Workers (OFWs) and OFW Circle members

Workers affected by economic restructuring and natural calamities/disasters

Requirements

Duly accomplished Application Form for Accreditation

Application Letter addressed to DOLE Regional Director

Certificate of registration with the Securities and Exchange Commission (SEC), and/or either the Cooperative Development Authority (CDA) or the Department of Labor and Employment (DOLE)

Authenticated copy of the latest Articles of Incorporation, or the Articles of Cooperation, showing the original incorporators/organizers and the Secretary's

certificate for incumbent officers, together with the Certificate of Filing with the SEC/Certificate of Approval by the CDA

Financial reports, audited by an independent Certified Public Accountant, for the past three (3) years preceding the date of project implementation.

For NGO/PO which has been in operation for less than three (3) years, report of accomplishment or any equivalent proof certified by its President and Secretary that it had previously implemented similar projects shall be required, in addition to financial reports for the years it has been in operation

Disclosure by the NGO/PO of other related business, if any, and extent of ownership therein

Work and Financial Plan, and Sources and Details of Proponents Equity Participation in the Project List and/or photographs of similar projects previously completed by the NGO/PO, if any, indicating the source of funds for their implementation

Sworn affidavit of the Secretary of the NGO/PO that none of its incorporators, organizers, directors or officials is an agent of or related by consanguinity or affinity up to the fourth civil degree to the DOLE officials.

Accreditation Fee

None

Validity Period of Accreditation

Indefinite

Where to apply

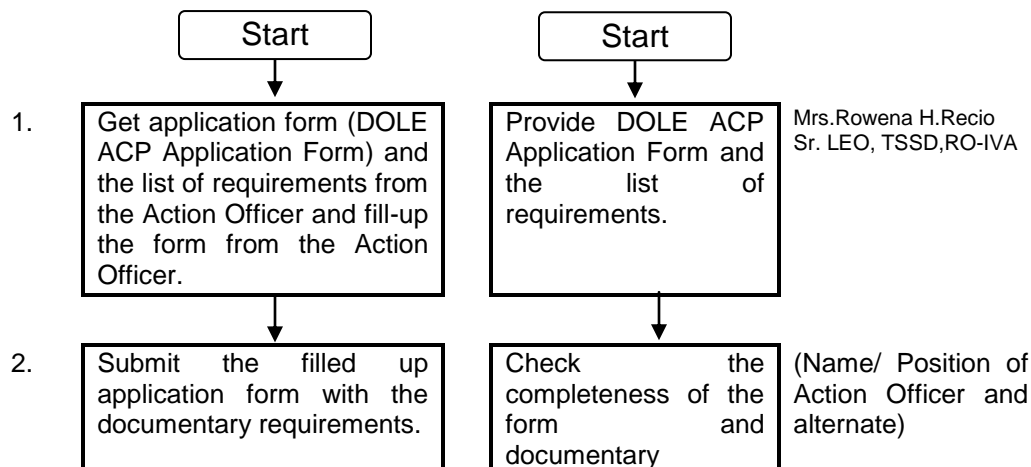
Field Office

Total Process Cycle Time

Ten (10) Working Days

Basic Steps

| Steps | Activity | | Action Officer | Duration of Transaction |
|-------|------------------|------|----------------|-------------------------|
| | Applicant/Client | DOLE | | |



| Steps | Activity | | Action Officer | Duration of Transaction |
|-------|------------------|------|----------------|-------------------------|
| | Applicant/Client | DOLE | | |

| | |
|--|---------------|
| | requirements. |
|--|---------------|

a. For . If application and/ or requirements are not complete documents:

Return the application form and documents to the client indicating the lacking requirement/s and explain, as may be necessary.

Application is deemed not filed.

(Name/ Position of Action Officer and alternate)

Ac

Ad

Ac

3.

Get the claim stub indicating the date and time of release of Accreditation certificate.

b. For complete documents:

Issue claim stub indicating the date and time of release of Accreditation certificate.



| Steps | Activity | | Action Officer | Duration of Transaction |
|-------|---|---|--|---|
| | Applicant/Client | DOLE | | |
| | | <p>Conduct ocular site inspection within 3 working days upon receipt of application.</p> <p>Verify documents submitted.</p> | (Name/ Position of Action Officer/Evaluator and alternate) | Not later than (NL T) than 3 rd day upon receipt of complete documents NL T than 5 th day upon receipt of complete documents |
| 4. | Present the claim stub to the Action Officer on the scheduled date and claim Accreditation Certificate. | Release the Accreditation Certificate on the scheduled date. | (Name/ Position of Action Officer and alternate) | Ten (10) working |

| Steps | Activity | | Action Officer | Duration of Transaction |
|-------|------------------|------|----------------|-------------------------|
| | Applicant/Client | DOLE | | |

| | | |
|--|--|--|
| | | |
|--|--|--|

g
day
s
up
on
rec
eipt
of
co
mpl
ete
doc
um
ent
s



If the claimant of the requested service is other than the one filing the application, submit the letter of authorization together with photocopy of their IDs (Filer/Applicant and Authorized Representative – to present original for verification purposes).

Te
n
(10
)
wor
kin
g
day
up
on
sub
mis
sio
n
of
co
mpl
ete
doc
um
ent
s



| Steps | Activity | | Action Officer | Duration of Transaction |
|-------|---|---|--|-------------------------|
| | Applicant/Client | DOLE | | |
| 5. | <p>Receive a copy of the business proposal/project proposal format and the list of requirements.</p> <p>Prepare the ACP the project proposal or business plan and submit to the DOLE-FO</p> | <p>Provide copy of the business proposal/project proposal format and the list of requirements</p> <p>Advise to prepare and submit the project proposal or business plan</p> | (Name/ Position of Action Officer and alternate) | |
| | ↓ | ↓ | | |
| | End | End | | |