



NAME OF PROPONENT/ACP: _____
 Project location: _____
 Title of Project: _____
 Amount requested: _____
 Purpose of availment: _____ Formation _____ Enhancement _____ Restoration _____
 Total no. of beneficiaries: _____ Female: _____
 Type of beneficiary: _____

Pursuant to Section 19, Department Order No. 173 Series of 2017, DOLE Memorandum dated May 24, 2018 and COA Circular 2007-01, the following are the requirements for the availment of DOLE Integrated Livelihood Program (DILP):

REQUIREMENTS	PROVINCIAL Assessment & Evaluation	TSSD Review and Validation	REMARKS
For Local Government Units (LGUs), National Government Agencies (NGAs) & State Universities and Colleges (SUCs)			
Application letter duly signed by the authorized official addressed to the DOLE Regional Director;			
Project Proposal indicating the equity, which is duly approved/signed by the authorized officials; <ul style="list-style-type: none"> - objectives of the project; - project management committee; - project partners, if any; - list of intended beneficiaries and their addresses; - project duration and target dates of completion; - detailed project costs including the equity of the ACP of at least 20% of the total project cost; and - other potential or actual sources of project funds. 			
For LGUs and SUCs, Board or Sangguniang Bayan (SB) Resolution authorizing an official to enter into a MOA to avail of DOLE livelihood program;			
Individual beneficiary profile with picture and Proponent profile;			
Beneficiaries' Certification of Non-coverage to Pantawid Pamilya Pilipino Program (4Ps) issued by DSWD (<i>except for the parent of child laborers</i>);			
For LGUs, City/Provincial/Municipal, copy of the portion on their Local Development Plan referring to Labor and Employment/Social Services, with detailed estimates of the approved project expenditures or estimated expenses;			
Copy of Seal of Good Local Governance (SGLG) for Cities, Municipalities and Provincial Governments;			
Certification from the DOLE Regional Office's Accountant of no unliquidated cash advances and/or grants from DOLE;			
Certification issued by the authorized official designating a Focal Person to coordinate and transact with DOLE in the availment of program and services; and			
To be submitted prior to the release of fund: MOA between DOLE and the project partner			
NAME & SIGNATURE OF THE EVALUATOR			
DATE			

NAME & SIGNATURE OF APPLICANT: _____

Date Filed: _____