



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

Pursuant to Section 21, Department Order No. 137-14 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
Direct Administration for Organizations			
Application letter by the ACP addressed to the DOLE Regional Director			
Project Proposal using the prescribed template duly signed by the ACP, to include: <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 organization in monetary terms; - indicating/showing that the ACP has equity equivalent to 20% of the total project cost; and - other potential or actual sources of project funds. 			
Individual beneficiary profile with picture and ACP profile;			
Board resolution authorizing a representative to enter into a MOA with DOLE, attested and duly subscribed and sworn to by the appropriate officer;			
Copy of Certificate of Registration with SEC, CDA or DOLE together with Articles of Incorporation in case of corporation, Articles of Cooperation in case of cooperative and Constitution and By-laws in case of labor union;			
Audited financial reports(statement) for the past three (3) years preceding the date of project implementation. For applicant which has been in operation for less than 3 years, financial reports for the years in operation and roof of previous implementation of similar projects;			
Disclosure by the proponent of other related business, if any, and extent of ownership therein			
Work and Financial Plan and sources of and details of proponent's equity participation in the project			
List and/or photographs of similar projects the applicant or proponent is implementing or has previously undertaken, including sources of funds			
Sworn affidavit of the Secretary of the proponent 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 officials of the government office authorized to process and/or approve the proposal and release of funds;			
Certification of no unliquidated cash advances and/or grants from DOLE			
A focal person shall be designated to coordinate and transact with DOLE in the availment of programs and services, duly approved by the Board of Directors or Officers of the organizations.			
NAME & SIGNATURE			
DATE			

NAME & SIGNATURE OF APPLICANT: _____

Date Filed: _____