



Republic of the Philippines  
**DEPARTMENT OF LABOR AND EMPLOYMENT**

**Region 9**

3<sup>rd</sup> Floor, QNS Building, Veterans Avenue Extension  
 Tumaga Road, Zamboanga City



**CHECKLIST OF REQUIREMENTS FOR NGO/PO ACCREDITATION**

<b>Applicant Name and Address</b>		<b>Contact No</b>		
<b>Authorized Rep. and Address</b>		<b>Contact No</b>		
<b>Received By:</b>				
<b>Received Date:</b>		<b>Status:</b>	<b>Complete</b>	
			<b>Incomplete</b>	
<b>Remarks:</b>			<b>Returned Date:</b>	
<b>Documentary Requirements</b>		<b>YES</b>	<b>NO</b>	<b>NAP</b>
1.	Duly accomplished Application Form (DOLE RO9 Form A) and Information Sheet			
2.	Certificate of Registration (Please see attach photocopy of any of the following) <input type="checkbox"/> DOLE <input type="checkbox"/> SEC <input type="checkbox"/> DTI <input type="checkbox"/> CDA <input type="checkbox"/> Other			
3.	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 of approval by the CDA.			
4.	Organizational Structure of the Proponent and List of Officers with address and Bio-data.			
5.	Financial Reports, audited by an independent Certified Public Accountant, for the past 3 years preceding the date of project implementation <ul style="list-style-type: none"> <li>• For NGO/PO which has been in operation for less than three (3) years             <ul style="list-style-type: none"> <li>a) Report of accomplishment or any equivalent proof certified by its President and Secretary that it had previously implemented similar projects</li> <li>b) Financial reports for the years it has been in operation</li> <li>c) Existing active bank accounts</li> <li>d) Certification from LGU or regulatory agency concerned attesting to the credibility and capability of the applicant's officers and staff</li> </ul> </li> </ul>			
6.	List and/or photographs of similar projects and their status, the applicant or proponent is implementing or has previously undertaken including sources of funds			
7.	Disclosure or related business, if any, and extent of ownership			
8.	Work and Financial Plan and sources and details of equity			
9.	Detailed project, proposal signed and approved by its officers which shall include objectives, target beneficiaries, feasibility studies, risk assessment, design, among others.			
10.	Sworn statement of the Secretary that none of the officers is an agent or is related by consanguinity or affinity up to the 4 <sup>th</sup> civil degree to DOLE officials authorized to process and/or approved the proposal, the MOA and the release of funds.			
11.	Undertaking to put up equity of at least 20% of project cost			
12.	Location map			
13.	Submit in five (5) copies each.			