



Office of the President of the Philippines
Office of the Presidential Adviser on the Peace Process

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**GUIDELINES ON ACCREDITATION OF CIVIL SOCIETY ORGANIZATIONS (CSOs)
AS IMPLEMENTERS OF OPAPP PROGRAMS, PROJECTS OR ACTIVITIES**

A. INTRODUCTION

Chapter 17 of the Philippine Development Plan 2017-2022 on “Attaining Just and Lasting Peace” put forth the following strategies towards (1) the successful negotiation and implementation of peace agreements with all internal armed conflict groups and (2) the protection and development of communities in conflict-affected and conflict-vulnerable areas:

- Meaningful implementation of the peace agreement with the MILF toward healing in the Bangsamoro;
- Completion of the implementation of remaining commitments under the GPH-MNLF peace agreement;
- Accelerated signing and implementation of the final peace agreement with the CPP-NPA-NDF;
- Immediate conclusion of the peace process with the CBA-CPLA and the RPMP-RPA-ABB;
- Implementation of peace-promoting and catch-up socioeconomic development in conflict-affected areas;
- Empowering communities by increasing their capacity to address conflict and reduce their vulnerabilities;
- Strengthening government peace and development institutions and mechanisms to increase their responsiveness to peace, conflict and security-issues; and,
- Ensuring government rationalization, coordination, and monitoring of the delivery of socioeconomic programs and other interventions by donor institutions and government agencies in conflict-affected areas, especially in Mindanao

These strategies would greatly benefit from the participation of civil society organizations (CSOs) as they are part of and/or work closely with communities. They have an intimate understanding of the local situation and are often in a suitable position to conduct the social preparation of communities as well as the implementation and management of interventions. They can also mobilize communities towards building a constituency supportive of the peace and development agenda.

Executive Order (EO) No. 3 s. 2001 “Defining the Policy and Administrative Structure for Government’s Comprehensive Peace Efforts” underscored this recognition, stating that “*there is a need to further enhance the contribution of civil society to the comprehensive peace process by institutionalizing the people’s participation.*”

With the CSOs participating in the implementation and management of peace and development interventions, citizens and community members can easily exact transparency and accountability when the implementers are based in the community, paving the way for

broadened participation of both CSOs and the citizens in promoting good governance, peace and development.

In 2017, the General Appropriations Act (GAA 2017), under Section 65 of its General Provisions, set forth the necessary conditions for a government agency to be able to transfer public funds to a CSO aspiring to become either an implementer or a beneficiary of government program or project, thus, further institutionalizing the setting up of democratic spaces for the CSOs to participate in governance and nation-building. Primary to these conditions is the accreditation of the CSO through government agency's guidelines. These provisions have been reiterated in succeeding GAA thereafter.

As part of OPAPP's commitment to build partnership and strong constituency for peace, reconciliation and unity, and in the implementation of its banner programs, i.e. Normalization Program under the GPH-MILF Peace Process, Executive Order No. 70, S. 2018¹ and the PAPA at MASaganang PamayaNAn (PAMANA), among others, these Guidelines are hereby issued.

B. LEGAL BASES

The following laws and policies serve as the bases of these Guidelines:

1. Section 23, Article II of the 1987 Constitution which articulates, "The State recognizes the important role of non-government organizations (NGOs) and people's organizations (POs) in nation building;"
2. Section 65, General Provisions of the GAA for FY 2017 which enumerates the necessary conditions for transferring public funds to CSOs;
3. Section 27, GAA for FY 2017 which provides OPAPP funds amounting to PhP7,073,879,000.00 (Special Provision 2);
4. Section 67, General Provisions of the GAA for FY 2018 which carried over the previous stipulation of Section 65, GAA FY 2018;
5. GAA for FY 2018 which provides OPAPP funds for monitoring and evaluation of PAMANA projects amounting to PhP78,102,270.00;
6. Section 71, General Provisions of the GAA for FY 2019 which reiterates the necessary requirements to effect "Fund Transfers to CSOs";
7. GAA for FY 2019 has an approved allocation amounting to a total of PhP117,361,000.00 for the Normalization Program in the Bangsamoro lodged under OPAPP and PhP30,000,000,000.00 billion intended for the implementation of the Bangsamoro Organic Law under the Unprogrammed Appropriations;
8. COA-DBM-DSWD Joint Resolution No. 2014-001 "Guidelines for Accreditation of Civil Society Organizations as Implementing Entities of Government or Public Funds."

¹ Institutionalizing the Whole-Of-Nation Approach in Attaining Inclusive and Sustainable Peace, Creating a National Task Force to End Local Communist Armed Conflict, and Directing the Adoption of a National Peace Framework, December 4, 2018.

C. DEFINITION OF TERMS

Accreditation – the process by which a government agency officially recognizes a CSO as eligible to be an implementing agency or beneficiary of programs or projects using government or public funds.

Applicant – a CSO applying for accreditation with the OPAPP to be an implementing agency of program and projects using government or public funds.

Area Management Office (AMO) – field offices established by OPAPP in strategic areas in the country.

Civil Society Organization – for the purposes of these Guidelines, a domestic non-stock, non-profit corporation, organization or association, labor organization, workers' association or cooperative expressing the interests and values of their members or others, based on socioeconomic, ethical, cultural and scientific considerations, duly registered with the Securities and Exchange Commission (SEC) or Cooperative Development Authority (CDA), as the case may be.

Conflict-Sensitive and Peace-Promoting Monitoring, Evaluation, Accountability and Learning (CSPP-MEAL) System – pertains to interdependent components that seek to regularly collect information that would inform program design, plans and implementation which is characterized by a focus on program results not only along changes in immediate socioeconomic development conditions but also along changes in the peace and conflict situation in conflict-affected and conflict-vulnerable areas; attention to monitoring of adherence to peacebuilding processes and practices in program implementation; transparent, participatory and collaborative processes with various program stakeholders; system to ensure that M&E practice is reflective and M&E results contribute towards program improvements and pushing the peacebuilding agenda forward.

Cooperative – autonomous and duly registered association of persons, with a common bond of interest, which have voluntarily joined together to achieve their social, economic and cultural needs and aspirations by making equitable contributions to the capital required, patronizing their products and services and accepting a fair share of risks and benefits of the undertaking. The different types of cooperatives include credit, consumer, marketing, advocacy, housing, transport, electric, water, health, dairy, fishermen, workers, insurance, or multipurpose cooperatives.²

National Government Agency (NGA) – any department, bureau, or office of the national government, or any of its branches and instrumentalities, or any political subdivision or its instrumentalities, as well as any government owned or controlled corporation, including its subsidiaries, or other self-governing board or commission of the government.

D. OBJECTIVE

In line with the ultimate goal to protect and develop communities in conflict-affected and conflict-vulnerable areas, these Guidelines are being issued by OPAPP to standardize its processes and mechanisms in accrediting CSOs to allow them to receive public funds from OPAPP in order to either jointly implement a program or project of OPAPP, or to be a beneficiary of a program or project of OPAPP, towards ensuring that the agency's programs

² Definition from RA 6939 creating the Cooperative Development Authority, Rationalizing Government Policies and Agencies with Cooperative Functions, Supporting Cooperative Development, Transferring the Registration and Regulation Functions of Existing Government Agencies on Cooperatives as such and Consolidating The Same with the Authority, Appropriating Funds therefor, and for other purposes, March 10, 1990

and projects are properly, efficiently and effectively carried out in partnership with CSOs, and that funds are properly guarded against misuse and enhancing the contribution of civil society to the comprehensive peace process reflecting a genuine whole of nation approach.

E. GENERAL PRINCIPLES

1. OPAPP shall accredit only legitimate CSOs which are deemed reputable, qualified, and capable.
2. Only CSOs duly accredited by the OPAPP may be eligible for transfer of funds to implement programs or projects within the purview of OPAPP.
3. OPAPP shall exercise transparency and objectivity in accrediting CSOs.
4. OPAPP shall establish and exercise adequate monitoring, reporting and validation mechanisms for all engagements involving CSOs. It shall continue monitoring, reporting and validating the information and reports supplied by the CSOs even after accreditation and selection as implementer or beneficiary.
5. OPAPP shall maintain high/quality standards for accreditation. To this end, OPAPP may modify these guidelines or issue related implementing guidelines as may be necessary.

F. COVERAGE

These Guidelines cover CSOs which are applying for accreditation under OPAPP in order to jointly deliver OPAPP programs, projects, activities or components thereof, funded under the GAA.

The selection of CSOs by OPAPP, the actual transfer of funds from OPAPP to CSOs, or the liquidation or audit of transferred funds, shall be in accordance with the existing rules and regulations prescribed by laws, policies, previous circulars of COA, or may be covered by separate Guidelines crafted for the same.

Areas of interventions under these programs shall be based on respective program documents.

The OPAPP's Certificate of Accreditation shall be valid for a period of two (2) years from the date of issuance, unless sooner revoked in accordance with the provisions of these Guidelines under Section X.

G. COMMITTEE ON CSO ACCREDITATION

A Committee for CSO accreditation (CCA) composed of at least three (3) OPAPP Management Committee members and its Secretariat shall be constituted through the issuance of an office order. They shall be mandated to implement the provisions of these Guidelines. The Secretariat shall be headed by a technical staff with a position not lower than a Peace Program Officer IV.

In order to promote transparency in the accreditation process, third party observers such as CSOs with accreditation from other NGAs, Resident Auditor (COA) and the Department of Budget and Management (DBM) shall be invited to attend meetings of the CCA. Their presence or absence shall be documented in all minutes of the meetings.

VIII. CRITERIA FOR ACCREDITATION AND DOCUMENTARY REQUIREMENTS

The CSO must submit an application attached here as **Annex A³**, with the necessary supporting documents enumerated hereunder in order to be accredited:

Criteria	Documentary Requirements ⁴ / Means of Verification
CSO must have proven legal existence	<ul style="list-style-type: none"> • Certified true copy of Certificate of Registration with the SEC, CDA, DSWD, DTI, DILG, NAPC, DA, or DOLE, as applicable; • Certified true copy of the latest Articles of Incorporation or Articles of Cooperation, as the case may be, and by-laws; • Certified true copies of General Information Sheets for the past three (3) years (<i>issued by the SEC</i>); • Original Certification of No Derogatory Record, or its equivalent, issued not more than three (3) months before the date of application by the SEC, CDA, DSWD, DTI, DILG, DA or DOLE, as the case may be; • Certified true copy of valid and current Business License issued by the LGU; • Certified true copy of valid and current Certificate of Registration issued by the BIR; • Certified true copies of Audited Financial Reports/Statements as filed with the BIR, for the past three (3) years showing the financial sustainability of the CSO; • Certified true copies of Annual Income Tax Returns, as filed with the BIR for the past three (3) years.
CSO must have an identified membership and leadership and defined organizational structure	<ul style="list-style-type: none"> • Duly accomplished Application Form (<i>as prescribed in Annex A of this guidelines with attached sub annexes</i>): <ul style="list-style-type: none"> - Annex A-1 – Certified Checklist of Documentary Requirements; - Annex A-2 – Certification Under Oath (<i>duly notarized</i>); - Annex A-3 – Authorization; - Annex A-4 – Data Sheet; - Annex A-5 – Certificate of Affiliation (<i>duly notarized</i>); - Annex A-6 – Certificate of Good Standing (<i>Issued not more than three months before the date of application</i>) • Operational organizational structure which should include: <ul style="list-style-type: none"> - Clear description of roles

³ See Annex A for the application form

⁴ Most of documentary requirements are adapted from COA-DBM-DSWD Joint Resolution No. 2014-001 "Guidelines for Accreditation of Civil Society Organizations as Implementing Entities of Government or Public Funds," Annex A, pages 9-11

Criteria	Documentary Requirements ⁴ / Means of Verification
	<ul style="list-style-type: none"> - Current holders of the positions with corresponding signatures - Address, contact numbers and length of service in CSO of current holders - List or number of personnel • Clear certified true copy of valid government-issued IDs of at least three (3) highest CSO officials
<p>CSO is in good standing with all government agencies from which the CSO has received public funds and not in default or in delay in liquidating of these public funds</p>	<ul style="list-style-type: none"> • Original SWORN CERTIFICATION that the CSO is not in default or delay in liquidating any funds received from any government agency⁵; • Original SWORN CERTIFICATION issued by the chief executive officer or equivalent officer of the CSO, stating: <ul style="list-style-type: none"> - Other related businesses, if any, of the directors, trustees, officers or key personnel of the CSO, and the extent of ownership therein; - That the CSO is not in default or delay in liquidating any funds received from any Government party; - That none of the incorporators, organizers, directors, trustees, officers or key personnel of the CSO is an agent of, or is related within the fourth civil degree of consanguinity or affinity to: <ol style="list-style-type: none"> i. Any OPAPP official involved in the processing of its accreditation, or ii. Any of the officials of the National Government Agency(ies) from which the CSO expects to receive public funds. • That neither the CSO nor any of its past or present directors, trustees, officers or key personnel has been blacklisted by any Government Agency; • That neither the CSO nor any of its past or present directors, trustees, officers or key personnel is a defendant, respondent or accused in any civil, administrative or criminal case arising from or involving the use of public funds received by the CSO; • The following documents in the past three (3) years: <ul style="list-style-type: none"> - Audited financial statements and reports - Disclosure of CSO for other related business, if any;

⁵ See Annex B, Template of Sworn Certification that the CSO is not in default or delay in liquidating any funds received from any government agency

Criteria	Documentary Requirements ⁴ / Means of Verification
	<ul style="list-style-type: none"> • Certification from Philippine Council for NGO Certification, preferable⁶
<p>CSO must not have any Director, Trustee, Officer or other personnel related within the fourth civil degree of consanguinity or affinity to any official involved in the processing of its accreditation, or any official of the government agency funding or implementing the program or project to be implemented by the CSO</p>	<ul style="list-style-type: none"> • Original SWORN CERTIFICATION of the CSO that none of its incorporators is an official of OPAPP and is related by consanguinity or affinity to the fourth civil degree to any official of OPAPP, including those involved in the processing of its accreditation⁷ • Certification of Committee on CSO Accreditation that no OPAPP official are related within the fourth civil degree of consanguinity or affinity with the CSO Director, Trustee, Officer or other key personnel⁸
<p>Validation of the existence or presence of the CSO in its stated address and area of operations</p>	<ul style="list-style-type: none"> • Location sketch of the principal address of the CSO • Photographs of the principal and satellite offices of the CSO • Validation report of AMO, where applicable, on the CSO's address and area of operations complete with photographs and geographic identification (geo-tag)⁹
<p>The CSO must have proven track record and good standing in implementing peacebuilding programs, projects and/or activities in conflict-affected communities</p>	<ul style="list-style-type: none"> • The following documents in the past three (3) years: <ul style="list-style-type: none"> - Signed accomplishment reports of CSOs on projects or programs implemented and currently implementing - List and/or photographs of projects completed with indication of amounts and source of funds - Certificates of accomplishment - Awards received, if any • Certification of no derogatory record from government agencies for previous programs, projects and/or activities implemented, indicating the year implemented and the respective cost (<i>See Annex C for template</i>)¹⁰ • List of Programs, Projects and/or Activities previously implemented or currently being implemented by the CSO for which the CSO received public funds from any Government Agency, certified under oath by the responsible officer of the CSO, particularly indicating:

⁶ Additional criteria and documents that may be secured and submitted to OPAPP as additional proofs of financial integrity and program implementation capability

⁷ See Annex B, Sworn Certification that none of its incorporators is an official of OPAPP and is related by consanguinity or affinity to any official of OPAPP

⁸ These documentary requirements are to be generated by OPAPP. See Section IX, paragraph B (1).

⁹ These documentary requirements are to be generated by OPAPP. See Section IX, paragraph B (1).

¹⁰ See Annex C, Template of Certification of No Derogatory Record from NGAs for previous projects or programs implemented

Criteria	Documentary Requirements ⁴ / Means of Verification
	<ul style="list-style-type: none"> - The title of the program, project and/or activity - The Government Agency from which the CSO received public funds - The total amount received from the Government Agency for said program, project and/or activity The remaining unliquidated portion of said amount, if any - The status of the projector program - If already completed, the date of completion of the program, project and/or activity • List of program, project and/or activity other than those already included in the previous list (<i>i.e. those or which the CSO did not receive any public funds from any Government Agency</i>) previously implemented within the past five (5) years or currently being implemented by the CSO, certified under oath by the responsible officer of the CSO, particularly indicating: <ul style="list-style-type: none"> - The title of the program, project and/or activity - A brief description of the program, project and/or activity - The commencement date and status of the program, project and/or activity. - If already completed, the date of completion of the project or program • Written Internal Policy of the CSO on monitoring and evaluation system to ensure that public funds received are used for the intended purpose.
<p>The CSO must have a good track record with International Donor Partners for projects financed by the same, if it has received funds therefrom</p>	<ul style="list-style-type: none"> • Certification of no derogatory record from International Donor Partners for the last three (3) years¹¹ (<i>See Annex D for template</i>)¹² • List of projects implemented for the International Donor Partners enumerated by cost: 1) Projects with funding not lower than Php 30 Million; 2) Projects with funding not lower than Php 15 Million; 3) Projects below Php 10 Million¹³
<p>CSO has a good relationship with local government units where CSO projects are/were implemented</p>	<ul style="list-style-type: none"> • Letter of endorsement/certification from the local chief executive/Mayor or his/her representative indicating the projects implemented and the CSO's accomplishments¹⁴ highlighting their contributions to peace and development of the ara (<i>See Annex E for template</i>)¹⁵

¹¹ Additional criteria and documents that may be secured and submitted to OPAPP as additional proofs of financial integrity and program implementation capability

¹² See Annex D, Template of Letter of No Derogatory Record from International Donor Partners for the last 3 years

¹³ Additional criteria and documents that may be secured and submitted to OPAPP as additional proofs of financial integrity and program implementation capability

¹⁴ Ibid.

¹⁵ See Annex E, Letter of endorsement from local chief executive/Mayor indicating the projects implemented and accomplishments

Criteria	Documentary Requirements ⁴ / Means of Verification
	<ul style="list-style-type: none"> • Original SWORN CERTIFICATION issued not more than three (3) months before the date of application by the Head of each National Government Agency appearing in the List mentioned above, stating: <ul style="list-style-type: none"> - Basic information (title, cost, area and year of implementation) of the program/project/activity that the CSO implemented or is implementing for the National Government Agency - That the CSO is not in default or delay in liquidating any funds received from the National Government Agency - That the CSO has no derogatory record with the National Government Agency
Beneficiary CSOs must have undergone a briefing on the program or project to be implemented with the grant of financial assistance from OPAPP	<ul style="list-style-type: none"> • Report on social preparation conducted by OPAPP¹⁶

H. PROCESS OF APPLICATION FOR ACCREDITATION

The following procedures shall be observed in the accreditation of CSOs:

1. Submission of Documentary Requirements

- a. The CSO shall submit to OPAPP the accomplished application form with complete attachments in both hard and soft copy.
- b. The Secretariat shall assess the completeness of the submission upon receipt and immediately inform the CSO of any deficiencies. Incomplete submission shall not be processed. This step shall take at most one (1) working day.
- c. The CSOs which have been initially accredited by OPAPP and wish to be accredited again after the expiration of its Certificate of Accreditation, shall submit updated documents where applicable. In cases where there has been no material change within the past year, the Executive Director or equivalent officer, shall submit an original SWORN CERTIFICATE stating this fact.

2. Initial Processing

- a. The Secretariat shall tap the AMOs, if any, in the area of operations of the applicant to validate its existence in its stated address. The AMO shall submit a validation report on the CSO's address and area of operations complete with photographs and geographic identification.

¹⁶ Responsible OPAPP unit shall submit the report to the Secretariat.

- b. The Secretariat shall seek the assistance of the Human Resource and Management Office (HRMO) to assess consanguinity or affinity of CSO officials with any OPAPP officials. The HRMO shall issue a certification to the Committee on CSO Accreditation regarding its assessment.
- c. The Secretariat shall validate the track record of the CSO applicants with national government agencies, donor agencies and local governments.
- d. OPAPP shall post a notice at the OPAPP website notifying the public of the application and inviting them to submit to OPAPP sworn statements and/or official reports of any derogatory record or complaints against the Applicant. The Secretariat can receive any Derogatory Report against the Applicant five (5) working days from the posting of the notice.
- e. Within two (2) working days from receipt of any Derogatory Report or complaint, the Secretariat shall notify the applicant and direct the applicant to submit within two (2) working days from receipt of such directive, its comment thereon.
- f. The Secretariat shall prepare all documents including pertinent findings for presentation to the Committee on CSO Accreditation not later than ten (10) working days from deadlines set above.

3. Committee Meeting/s

- a. The Secretariat may call for a meeting when there are at least two (2) applications for CSO accreditation or when the exigency of the service calls for it, as certified by the Committee.
- b. A majority of the Committee members shall constitute a quorum for conducting business.
- c. The Secretariat shall present the application forms and the assessment findings to the Committee on CSO Accreditation.
- d. The Committee shall assess and decide on preliminary findings regarding the qualifications of the CSO. The Committee may require the Secretariat to do further assessment of the CSO and submit additional reports.
- e. The Secretariat shall provide the minutes of the meeting to all Committee members one (1) day after the meeting, at the latest.

4. Preliminary Findings

- a. The Committee, through the Secretariat, shall inform the CSO, through formal communication, of its preliminary findings. This stage shall be the venue for the CSO to respond to findings that may affect their accreditation.
- b. The Committee shall allow them at most five working (5) days to respond. The Secretariat shall submit further reports to the Committee. This step may take five (5) working days.

5. Certification of CSO Accreditation

- a. If the Committee finds there is sufficient evidence for the qualification of a CSO for accreditation, then the Committee recommends the signing of the Certificate of Accreditation to the Secretary.
- b. In the cases of CSOs with compromising findings but for which sufficient evidence has been provided to counter such claims, the Committee may proceed to the recommendation of the signing of the Certificate of Accreditation. If the CSO was unable to sufficiently counter the compromising findings, the Committee shall proceed to recommend the CSO's non-accreditation.
- c. The Committee shall submit a report to the Secretary containing its recommendation for the awarding of Certificates of Accreditation to qualified CSO applicants who have successfully passed the accreditation process and issue letters of non-accreditation to applicant CSOs that did not pass the accreditation process. The Secretary shall be the signatory of the Certificates of Accreditation and the letters of non-accreditation.

6. Delivery and Documentation

- a. The Secretariat shall facilitate the delivery of the Certificate of Accreditation or Letter of non-accreditation to the CSO.
- b. All accredited CSOs and the dates of issuance and expiration of accreditation and other relevant information shall be published in the OPAPP website 3 days from the issuance of the Certificate of Accreditation.
- c. The Secretariat shall maintain a database and safekeep all records and documents submitted in relation to the CSO accreditation process including OPAPP validation and assessments, minutes of the meetings, and issued Certificates of Accreditation and Letters of non-accreditation.

Annex F provides flow chart of these processes for reference.

I. REVOCATION OF ACCREDITATION¹⁷

1. Grounds for Revocation

A Certificate of Accreditation may be revoked on the basis of any of the following grounds:

- a. Misrepresentation in, falsification of, any document submitted in support of the application for accreditation.
- b. Failure by the CSO, during the validity period of the Certificate of Accreditation, to comply with the terms of reference stated on an agreement with OPAPP involving the transfer of government or public funds, including default or delay in liquidating any funds received from any national government agency.
- c. Violation by the CSO, during the validity period of the Certificate of Accreditation, of any law, rule or regulation involving the use of government or public funds received from OPAPP.

¹⁷ Adapted from DSWD Memorandum Circular No. 05, s. 2015

- d. Bankruptcy and insolvency of the CSO.
- e. Revocation, cancellation or expiration of the principal or any secondary registration of the CSO, or of any material license or permit required by the CSO to operate.

2. Revocation Proceedings

- a. **Initiation.** Revocation Proceedings shall be initiated when the Committee discovers or receives an Official Report or Sworn Complaint from any individual/organization alleging any of the above-stated grounds for revocation.
 - b. **Explanation.** Within three (3) working days from the initiation of the Revocation of Proceedings, the Committee shall send a Notice to the concerned CSO informing them about the complaint and the respective ground. The CSO shall be given three (3) working days from receipt of Notice to respond to the complaints through a Sworn Explanation.
 - c. **Hearing.** Within five (5) working days from receipt of the Sworn Explanation, the Committee may hold a Hearing inviting thereto the following:
 - i. The author of the Official Report or Sworn Complaint if the Revocation Proceedings were initiated by the complainant, or the Secretariat if the Revocation Proceedings were initiated by the discovery of the Committee, to present evidence and arguments in favor of the revocation
 - ii. The concerned CSO – to present evidence and arguments against revocation
 - iii. Any other resource person/s, as may be deemed necessary, to provide additional information material to the proceedings
 - iv. If the CSO belongs to a group, network, federation, coalition and the like , a representative from such, to act as an observer
 - d. **Recommendation.** Within five (5) working days from the Hearing, or from determination that a Hearing is not necessary, or from expiration of the period to file the Sworn Explanation, if no such Sworn Explanation was filed, the Committee shall transmit its findings and recommendation/s to the Secretary.
 - e. **Resolution.** Within three (3) working days, from receipt of the recommendation/s of the Committee, the Secretary shall issue a Resolution to either:
 - i. Dismiss the complaint against the CSO if there is no ground for revocation; or,
 - ii. Revoke the Certificate of Accreditation if there is strong evidence for such.
- The Resolution shall be final and executory upon the receipt by the CSO of the Resolution.
- f. **Notice.** In case of revocation of the Certificate of Accreditation, the Committee, through the Secretariat, shall inform the Partner Agencies, internal units and field offices, of such revocation through a Notice within five (5) working days from issuance of the Resolution by the Secretary. The revocation and other pertinent details thereof shall also be noted in the CSO database and posted on the OPAPP website.
 - g. **Disqualification and blacklisting.**
 - i. A CSO whose Certificate of Accreditation is revoked for the first time shall be disqualified from applying for accreditation for a period of one (1) year from date of revocation.

- ii. If the ground for the revocation of accreditation is misrepresentation or falsification or violation of any law, rule or regulation involving the use of government or public funds, the CSO shall be blacklisted and perpetually disqualified from applying for accreditation.
- iii. A CSO whose Certificate of Accreditation of the CSO is revoked for the second time shall be blacklisted and perpetually disqualified for accreditation.

J. RENEWAL OF ACCREDITATION

CSOs shall undergo the same process as with the first accreditation as stipulated in the provisions of these guidelines. The required documents for renewal of accreditation are as follows:

- a. Duly accomplished **APPLICATION FORM**;
- b. Copy of the current and valid **CERTIFICATE OF ACCREDITATION** issued by OPAPP;
- c. Certified true copy of **GENERAL INFORMATION SHEET** for the past year;
- d. Original **CERTIFICATION OF NO DEROGATORY RECORD**, or its equivalent, issued not more than three (3) months before the date of application by the SEC, DSWD, DTI, DILG, NAPC, DA, or DOLE, as the case may be;
- e. Certified true copy of valid and current **BUSINESS LICENSE** issued by the LGU;
- f. Certified true copy of **AUDITED FINANCIAL REPORT/STATEMENT**, as filed with the BIR for the past year showing the financial sustainability of the CSO;
- g. Certified true copy of **ANNUAL INCOME TAX RETURN**, as filed with the BIR for the past year;
- h. **LIST OF PROGRAMS AND PROJECTS** previously implemented for the past year or currently being implemented by the CSO for which the CSO received public funds from any National Government Agency, certified under oath by the responsible officer of the CSO, particularly indicating:
 - i. The title of the project or program
 - ii. The National Government Agency from which the CSO received public funds
 - iii. The total amount received from the National Government Agency for said project or program
 - iv. The remaining unliquidated portion of said amount, if any
 - v. The date of the commencement of the project or program
 - vi. The status of the project or program
 - vii. If already completed, the date of completion of the project or program
- i. Original **SWORN CERTIFICATE** issued by the executive director or equivalent officer of the CSO.
- j. Original **SWORN CERTIFICATION** issued not more than three (3) months before the date of application by the Head of each Government Agency appearing in the **LIST OF PROGRAMS AND PROJECTS** (“h”) mentioned **above**.
- k. Original **CERTIFICATE OF GOOD STANDING** issued not more than three (3) months before the date of application by the responsible officer of any organization, network, federation, coalition and the like, to which the CSO belongs, if applicable.
- l. Original **SWORN CERTIFICATE** issued by the executive director or equivalent officer of the CSO stating that there has been no material change in the past year in any of the documents submitted in support of the original application for accreditation or in any of the information appearing therein, and if there has been a material change, that the updated documents are being submitted with the application for renewal of accreditation.
- m. **UPDATED DOCUMENTS** (documents submitted by the Applicant in support of the original application for accreditation but not listed above, in which there has been a material change in the past year).

K. MONITORING, REPORTING AND VALIDATION

The OPAPP shall conduct the following activities to ensure the effectiveness and quality of the CSO Accreditation Process and the judicious use of public funds transferred to accredited CSOs selected as implementing partners or beneficiaries:

1. **CSPP-MEAL System.** OPAPP-Accredited CSOs will be required to regularly provide OPAPP reports following pertinent CSPP-MEAL components: quarterly reports for context, implementation, transparency and accountability, and annual reports for outcomes.
2. **CSO Database and Website.** The OPAPP shall maintain a comprehensive database on accredited CSOs in its internal server, as well as, those CSOs whose certificate of accreditation is revoked and the reasons thereof. It shall also maintain a section in its website for posting the list of its accredited CSOs and shall update such list quarterly or as may be necessary.
3. **Spot Checks.** The OPAPP may form joint validation teams to conduct unannounced visits to validate any statement or information in submitted documents and reports of the CSOs even after being accredited.
4. **Quarterly Reporting.** The OPAPP shall include in its quarterly reports to oversight agencies the list of OPAPP-accredited CSOs and status of their respective implementation including fund utilization.
5. **Program Review and Evaluation Workshops.** The OPAPP may invite implementing CSOs to report on the progress of programs implemented, share good practices and outcome stories, and issues and challenges dealt with.

L. MISCELLANEOUS PROVISIONS

If any provision of this Order is declared invalid, the other provisions not affected thereby shall remain valid and subsisting.

This Order shall take effect immediately upon approval and publication in the OPAPP website.

Issued this _____, Pasig, Philippines.



SECRETARY CARLITO G. GALVEZ, JR.
Presidential Adviser on Peace, Reconciliation and Unity

ANNEXES

1. **Annex A:** Application Form
2. **Annex B:** Template of Sworn Certification of No Default or Delay in Liquidating any Funds Received from any Government Agency and Donor Agency and No Consanguinity or Affinity with OPAPP Officials
3. **Annex C:** Template of Certification of No Derogatory Record from National Government Agency/ies (NGAs) for Previous Projects or Programs implemented
4. **Annex D:** Template of Certification of No Derogatory Record from International Donor Agency/ies for the last 3 years
5. **Annex E:** Template of Letter of Endorsement from Local Government Chief Executive/Mayor indicating the projects implemented and accomplishments of the CSO
6. **Annex F:** Flow chart of the CSO Accreditation process

ANNEX A

CHECKLIST OF REQUIREMENTS AND ASSESSMENT TOOL FOR THE ACCREDITATION OF CIVIL SOCIETY ORGANIZATION (CSO) AS BENEFICIARY OR IMPLEMENTER OF OPAPP'S PROGRAMS, PROJECTS AND ACTIVITIES

I. STATUS OF APPLICATION

- New application
- Renewal: Previously Issued OPAPP CSO
 Certification No.: _____
 Date of Issuance: _____
 Date of Expiration: _____

- Date Filed by CSO: _____
 Date Received by OPAPP: _____

II. IDENTIFYING INFORMATION

1. Name of CSO: _____
2. Principal Address: _____
3. CSO Head and Designation: _____
4. Telephone/Mobile/Fax Number/s: _____
5. Email Address: _____
6. Website: _____
7. Programs and Services: _____

Technical Areas of Activity	Geographical Areas of Coverage (Refer to Application Form)	Target Clientele (please indicate specific sector)

III. REQUIRED DOCUMENTS FOR CSO ACCREDITATION

Documentary Requirements: Please put a check whether the requirements are complied with or not. If available, indicate under findings/observation whether such document contains complete information or other concerns need to be improved.

Requirements that CSO need to accomplish and submit	Compliance		Findings/Observations
	Yes	No	
1. Application Form (Annex E) with complete attachments			
2. Operational management			

structure which should include: <ul style="list-style-type: none"> ○ Clear description of roles ○ Current holders of the positions with corresponding signatures ○ Address, contact numbers and length of service in CSO of current holders ○ List or number of personnel 			
3. Clear certified true copy of valid government-issued IDs of at least three (3) highest CSO officials			
4. Certification of Registration from at least one of the following: SEC, DSWD, CDA, DOLE, DTI, DILG, NAPC			
5. Certified true copy of the latest Articles of Incorporation or Articles of Cooperation, as the case may be and by-laws			
6. Location sketch of the principal address of the CSO			
7. Photographs of the principal and satellite offices of the CSO			
8. Certification of no derogatory record from government agencies for previous projects or programs implemented in their behalf			
9. Certification of no derogatory record from International Donor Agencies for previous projects or programs implemented			
10. Endorsement from Local Government Executive/Mayor indicating the projects implemented			

and accomplishments			
11. Original SWORN CERTIFICATION of the CSO: <ul style="list-style-type: none"> ○ That none of its incorporators is related by consanguinity or affinity to the fourth civil degree to the officials of OPAPP ○ That the CSO is not in default or delay in liquidating any funds received from any government agency 			
The following documents issued in the past three (3) years:			
12. Audited financial statements and reports			
13. Work and financial plan and sources and details of proponents equity			
14. Disclosure of CSO for other related business			
15. Signed accomplishment reports of CSO on projects or programs implemented and currently implementing			
16. List and/or photographs of projects completed with indication of source of funds			
17. Certificates of accomplishment			
18. Awards received			
Requirements that OPAPP needs to generate:			
19. Validation report on the CSO Address and Area of Operations complete with photographs and geographic identification (geo-tag)			
20. Certification of OPAPP Committee on CSO Accreditation that no OPAPP official is related within the fourth civil degree			

of consanguinity or affinity with the CSO Director, Trustee, Officer or other key personnel			
21. Report on social preparation conducted by OPAPP, if CSO is beneficiary of grant of financial assistance			

ANNEX B

CSO APPLICATION FORM

This form should be accomplished digitally. The signatory should place initials on all pages, except the page requiring complete signature, in blue ink.

Complete Name of Organization		# of Years in Operation	
Complete Address <i>(if applicable, include complete address of branch/satellite offices)</i>		# of Members	
Contact Information			
Landline and Fax Number			
Landline and Fax Number of branch/satellite office/s <i>(if any)</i>			
Mobile Number/s			
Mobile Number/s of branch/satellite office/s <i>(if any)</i>			
Email Address			
Email Address of branch/satellite offices <i>(if any)</i>			
Other names the Organization is currently known <i>(if any)</i>			
Organizational Thrusts	Vision:		
	Mission:		
	Goals/Objectives:		
Advocacy/s	1.	# of Years in Advocacy	
	2.		
	3.		
Sector/s of Engagement	1.	# of Years in Sectoral Engagement	
	2.		
	3.		

Area of Operation	1.	# of Years in Areas of Operation	
	2.		
	3.		
Regular and/or Special Programs, Projects and Activities, Cost, Program and Project Coverage, Brief profile of Programs, Projects and Activities <i>Provide top three (3) and short description.</i>	1.	# of Personnel assigned per Program, Project, Activity	
	2.		
	3.		
Names of Members of the Board Trustees <i>With information on professional background.</i>	1.	# of years as member of Board of trustee	
	2.		
	3.		
	4.		
	5.		
Membership in a network and/or association of (umbrella) CSOs <i>Prioritize networks/associations related to Peace-building, Transparency and Accountability, Good Governance, Constructive Engagement with Government</i>	1.	# of years of Membership	
	2.		
	3.		
Affiliated CSOs <i>Provide background on engagement and prioritize CSOs related to Peace-building, Transparency and Accountability, Good Governance,</i>	1.	# of years of Engagement	
	2.		
	3.		

<i>Constructive Engagement with Government</i>			
Engagement in any Local Governance Initiative	<input type="checkbox"/> Formulation/Review of Plan/Budget	# of years of Engagement	
	<input type="checkbox"/> Research, Data Collection, Validation and/or Analysis		
	<input type="checkbox"/> Capacity development of LGU personnel		
	<input type="checkbox"/> Social Preparation of local communities/people's organizations		
	<input type="checkbox"/> Implementation of programs, projects and/or activities		
	<input type="checkbox"/> Monitoring and Evaluation of programs, projects and/or activities		
	<input type="checkbox"/> Others, please specify: _____		
Engagement in any Peace-building Initiative	<input type="checkbox"/> PAMANA Third Party Monitoring (TPM)	# of years of Engagement	
	<input type="checkbox"/> Peacemaking and Conflict Resolution (i.e. Dialogues, Community Consultations, etc.)		
	<input type="checkbox"/> Peace-building and Development Programs (i.e. implementation of PAMANA projects, capacity building, community organizing, etc.)		
	<input type="checkbox"/> Integration of Former Rebels (i.e. CLIP, e-CLIP, etc.)		
	<input type="checkbox"/> Peace Advocacy (Peace Month Celebration Activities, I Am For Peace Campaign, Peace Education, etc.)		
	<input type="checkbox"/> Monitoring and Evaluation of Peace-building Programs		
	<input type="checkbox"/> Others, please specify: _____		
Government Agency/ies from which the Organization expects to receive public funds	1. 2. 3.		
Business Permit	No.		
	Valid Until		
Principal Registration	Agency (SEC, CDA)		
	No.		
	Date Registered		

Secondary Registration	Agency		
	No.		
	Date Registered		
Name of Head			Designation
Contact Person			
Tax Identification No. of CSO Head			

ANNEX B-1

Attach to this Application Form the following documents and input the corresponding details

SUPPORTING DOCUMENT	DATE OF ISSUANCE / DOCUMENT DATE	NUMBER OF PAGES/ SHEETS
Operational management structure which should include: <ul style="list-style-type: none"> ○ Clear description of roles ○ Current holders of the positions with corresponding signatures ○ Address, contact numbers and length of service in CSO of current holders ○ List or number of personnel 		
Data Sheet with the names, addresses, contact details and photographs of the current directors, trustees, officers and key personnel of the CSO <i>(Must also submit as attachment to the data sheet the clear photocopies of valid government-issued IDs of all listed current directors, trustees, officers and key personnel)</i>		
Certification of Registration from at least one of the following: SEC, DSWD, CDA, DOLE, DTI, DILG, NAPC Specify issuing office: _____		
Certified true copy of Resolution of the CSOs governing board authorizing the CSO to apply for accreditation and the individual actually filing the application to act on behalf of the CSO.		
Authenticated Copy of Articles of Incorporation/ Cooperation and By-Laws		
Location sketch of the principal address of the CSO		
Photographs of the principal and satellite offices of the CSO (Printed and electronic copies)		
Certified true copy of Certificate of Affiliation issued by the responsible officer of any umbrella organization, federation, coalition and the like, to which the CSO may belong, if applicable.		
Audited financial statements		
Work and financial plan and sources and details of proponents equity		
Disclosure of CSO for other related business		
Certification from Philippine Council for NGO Certification, if any		

Signed accomplishment reports of CSO on projects or programs implemented and currently implementing		
List and/or photographs of projects completed with indication of source of funds		
Original Certificate of Good Standing issued not more than three (3) months before the date of application by the responsible officer of any umbrella organization, federation, coalition and the like, to which the CSO may belong, if applicable.		
Certificates of accomplishment		
Awards received, if applicable		
Certification of no derogatory record from government agencies		
Certification of no derogatory record from International Donor Agencies		
Endorsement from Local Government Executive/Mayor indicating the projects implemented and accomplishments		
Sworn affidavit of the CSO that none of its incorporators is related by consanguinity or affinity to the fourth civil degree to the officials of OPAPP and that the CSO is not in default or delay in liquidating any funds received from any government agency		

I/We hereby declare that all statements given above and are true and correct and that all documents attached for the purpose of this application are authentic and genuine.

Signature over Printed Name of Head of CSO
(Please use blue ink for the signature)

Date Accomplished

ANNEX B-2

CERTIFICATION UNDER OATH

I, (Name of CSO Head or Authorized Representative), (Nationality), of legal age designated as (Position), of (Registered Name of CSO), do hereby certify that the above stated individual filing this application is duly authorized to represent the organization in its behalf and that the organization is aware of, understands, and agrees to abide by the *Guidelines for Accreditation of Civil Society Organizations as Implementing Entities of Government or Public Funds.C*

I/WE HEREBY DECLARE UNDER THE PEANALTIES OF PERJURY THAT THE FOREGOING ATTESTATIONS ARE TRUE AND CORRECT.

(Signature over Printed Name of the CSO Head or Authorized Representative)

(Date)

SUBSCRIBE AND SWORN to before me this ____ day of _____ (year), affiant has satisfactorily proven his identity to me through his valid Identification No. _____, with his/her picture and signature appearing therein. That he/she personally swears that he/she is the same person who personally signed the foregoing Sworn Certification before me and acknowledged that he executed the same.

NOTARY PUBLIC

Doc No. ____;
Page No. ____;
Book No. ____;
Series of (year)

ANNEX B-3

AUTHORIZATION

This is to authorize the Office of the Presidential Adviser on the Peace Process (OPAPP), to which this organization is applying for accreditation, to conduct, as part of its verification process in accrediting civil society organizations, to which, this organization submits thereto: (a) inspect the premises of our office/s, (b) review necessary documents related to past or present projects or programs being implemented by the organization (c) and inspect the site of said projects and programs.

Also, any concerned person/s from this organization are authorized to disclose to the OPAPP any fact material to the validation of any information provided relative to this application for accreditation or in any documents submitted in support thereof.

This authorization is hereby issued for the purpose of the application for accreditation from OPAPP of this organization.

*Name and Signature of CSO Head
or Authorized Representative*

Date

ANNEX B-4

DATA SHEET TEMPLATE (Current CSO directors, trustees, officers and key personnel)

Name:		<i>Photo (2x2)</i>
Position and Designation:		
Contact Details:		
Contact Number/s		
Email Address/es:		
Address:		
Experience:		

Name:		<i>Photo (2x2)</i>
Position and Designation:		
Contact Details:		
Contact Number/s		
Email Address/es:		
Address:		
Experience:		

ANNEX B-5

CERTIFICATE OF AFFILIATION

This is to certify that _____ *(Name of Applicant CSO)* _____, with legal address at _____, is a legitimate member of the _____ *(Name of Umbrella Organization/Federation/Coalition)* _____ from _____ *(Period of Membership)* _____.

This certification is presented for whatever legal purpose it may serve.

(Name and Signature of Head of Lead Convener)

(Date)

SUBSCRIBE AND SWORN to before me this ____ day of _____ (year), affiant has satisfactorily proven his identity to me through his valid Identification No. _____, with his/her picture and signature appearing therein. That he/she personally swears that he/she is the same person who personally signed the foregoing Sworn Certification before me and acknowledged that he executed the same.

NOTARY PUBLIC

Doc No. ____;
Page No. ____;
Book No. ____;
Series of (year)

ANNEX B-6

CERTIFICATE OF GOOD STANDING
(As issued by the Securities and Exchange Commission)

ANNEX C
CERTIFICATION

I (Name of Government Agency Head or Authorized Representative), (Nationality), of legal age designated as (Position) of (Name of Government Agency), with registered address located at (Registered Agency Address), do hereby certify the following:

- That (Registered Name of CSO), with business address at (business address of CSO) has been a partner organization of our agency in the implementation of projects and programs using government or public funds since (period of partnership). *(Please fill up Section A for details)*
- That the said CSO is not in default or delay in liquidating any funds received from (Name of Government Agency).
- That the CSO has no derogatory record with (Name of Government Agency).

I hereby declare that the foregoing statements given above are true and correct.

Signature over Printed Name of Head of Agency
or Authorized Representative

Date Accomplished

(Please use blue ink for the signature)

A. LIST OF ON-GOING AND COMPLETED PROJECTS AND PROGRAMS USING GOVERNMENT OR PUBLIC FUNDS FOR
(NAME OF GOVERNMENT AGENCY)

(From FY _____ to FY _____)

Name of the CSO: _____

Address: _____

Title of the Project or Program	Brief Description of the Project or Program	Name of Responsible /Focal Person and Designation	Total Amount Received from Government Agency	Remaining Unliquidated Portion of the Amount Received from Government Agency, if any	Amount of CSO Funds Counterpart, if any	Date of the Commencement of the Project or Program	Status of the Project or Program	Date of Completion of the Project or Program, if completed
A. Completed								
•								
•								
•								
B. On-Going								
•								
•								
•								

I hereby certify that the information specified on this accomplished form are true and complete.

(Signature Over Printed Name of the Government Agency Head or Authorized Representative and Designation)

ANNEX D

CERTIFICATION

I (Name of International Donor Agency Head or Authorized Representative), (Nationality), of legal age designated as (Position) of (Name of International Donor Agency), with registered address located at (Registered Donor Agency's Address), do hereby certify the following:

- That (Registered Name of CSO), with business address at (business address of CSO) has been a partner organization of our agency in the implementation of the projects and programs using donor agency's funds since (period of partnership). *(Please fill up Section A for details)*
- That the said CSO is not in default or delay in liquidating any funds received from (Name of International Donor Agency)
- That the CSO has no derogatory record with (Name of International Donor Agency).

I hereby declare that the foregoing statements given above are true and correct.

Signature over Printed Name of Head of International Donor Agency
or Authorized Representative

Date Accomplished

(Please use blue ink for the signature)

A. LIST OF ON-GOING AND COMPLETED PROJECTS AND PROGRAMS USING GOVERNMENT OR PUBLIC FUNDS FOR
(Name of International Donor Agency)

Name of the CSO: _____

Address: _____

Title of the Project or Program <i>(by order of Program or Project cost)</i>	Brief Description of the Project or Program	Name of Responsible/ Focal Person and Designation	Total Amount Received from Government Agency	Remaining Unliquidated Portion of the Amount Received from Government Agency, if any	Amount of CSO Funds Counterpart, if any	Date of the Commencement of the Project or Program	Status of the Project or Program	Date of Completion of the Project or Program, if completed
A. Completed								
•								
•								
•								
B. On-Going								
•								
•								
•								

I hereby certify that the information specified on this accomplished form are true and complete.

 (Signature Over Printed Name of the International Donor Agency Head or Authorized Representative and Designation)

 (Date)

ANNEX E
ENDORSEMENT

I (Name of Local Government Unit Chief Executive/Authorized Representative), of legal age designated as (Position) of (Name of Local Government Unit), do hereby certify the following:

- That (Registered Name of CSO), with business address at (business address of CSO) has implemented and/or is implementing the following projects and programs during the indicated year sourced from the following entities:

Title of Projects and Programs	Year Implemented	Funding Entity

- That the CSO has no derogatory record with (Name of the Local Government Unit).
- That the CSO has achieved the following accomplishments (Samples):
 - Contributed in the social cohesion of the communities of the LGU
 - Contributed in the local governance initiative of the LGU
 - Contributed in the peacebuilding, security and development of the LGU, etc.

I hereby declare that the foregoing statements given above are true and correct and thus, endorse the accreditation of the (Registered Name of CSO) to be eligible to be a beneficiary or an implementer of OPAPP's programs, projects and activities.

Signature over Printed Name of Local Government Chief Executive
or Authorized Representative

Date Accomplished

(Please use blue ink for the signature)

ANNEX F. PROCESS FLOW FOR CSO ACCREDITATION

