



**Office of the President of the Philippines**  
**OFFICE OF THE PRESIDENTIAL ADVISER ON THE PEACE PROCESS**

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**Memorandum Circular No. 20-001**  
**Series of 2020**

**Subject:                    AMENDMENT OF THE MEMORANDUM CIRCULAR NO. 001, S. 2019 “GUIDELINES ON ACCREDITATION OF CIVIL SOCIETY ORGANIZATIONS (CSOs) AS IMPLEMENTERS OF OPAPP PROGRAMS, PROJECTS OR ACTIVITIES”**

**Section 1.** Section VIII on Criteria for Accreditation and Documentary Requirements is hereby amended to read as follows:

Section VIII. The CSO must qualify to the criteria enumerated hereunder and must submit the following documentary requirements satisfying the criteria in order to accredited:

**A. Criteria for Accreditation**

1. CSO must have proven legal existence;
2. CSO must have an identified membership and leadership and defined organizational structure;
3. 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;
4. CSO must not have any Director, Trustee, Officer of 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 funding or implementing the program or project to be implemented by the CSO;
5. CSO must have proven track record and good standing in implementing peacebuilding programs, projects and/or activities in conflict-affected communities;
6. CSO must have a good track record with International Donor Partners for projects financed by the same, if it has received funds therefrom; and
7. CSO has good relationship with local government units where CSO projects (both funded by Government Agencies and International Donor Partners) are/were implemented.

**B. Documentary Requirements**

1. Duly Accomplished **APPLICATION FORM (ANNEX A)** containing details on:
  - a. Complete name of the CSO, including any other name by which the CSO has been or is currently known;
  - b. Principal address of the CSO, and the addresses of any branches or satellite offices;

- c. Contact number and details of the CSO;
- d. Date of filing of the application;
- e. Name and signature of the individual applying on behalf of the CSO;
- f. Geographical Area(s) of Activity in which the CSO has experience;
- g. Technical Area(s)/Expertise of Activity in which the CSO has experience;
- h. Government Agency(ies) from which the CSO expects to receive public funds;
- i. Organizational Thrusts<sup>1</sup>;
- j. Advocacy/ies<sup>2</sup>;
- k. Sector/s of Engagement<sup>3</sup>;
- l. Membership in a network and/or association of (umbrella) CSOs<sup>4</sup>;
- m. Affiliated CSOs<sup>5</sup>;
- n. Engagement in any Local Governance Initiative<sup>6</sup>;
- o. Engagement in any peace-building initiative<sup>7</sup>;
- p. Tax Identification Number of CSO Head<sup>8</sup>;

2. **DOCUMENTARY REQUIREMENTS CHECKLIST (ANNEX A-1)**

3. **CERTIFICATION UNDER OATH (ANNEX B)** that –

- a. The individual filing of the application has been duly authorized by the CSO to do so on its behalf;
- b. All documents submitted in support of the application are authentic and genuine;
- c. All statements in the Application Form and in the supporting documents are true and correct; and
- d. The CSO 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.

4. **AUTHORIZATION (ANNEX C)** for –

- a. The OPAPP to inspect the premises of the office(s) of the CSO, as well as the site of any past or present project or program of the CSO; and
- b. Any concerned person to disclose to the OPAPP any fact material to the validation of any information provided by the CSO in its application for accreditation or in any of the documents submitted in support thereof.

5. Certified true copy of **RESOLUTION** of the CSO’s governing board authorizing the CSO to apply for accreditation and the individual actually filing the application to act on behalf of the CSO;

6. Certified true copy of **CERTIFICATE OF REGISTRATION** with the SEC, CDA or DOLE, as the case may be;

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<sup>1</sup> Additional information

<sup>2</sup> Ibid

<sup>3</sup> Ibid

<sup>4</sup> Ibid

<sup>5</sup> Ibid

<sup>6</sup> Ibid

<sup>7</sup> Ibid

<sup>8</sup> Ibid

7. Where applicable, certified true copy of **SECONDARY REGISTRATION, LICENSE OR PERMIT** (e.g. Certificate of Registration issued by the DSWD for Social Welfare and Development Agencies);
8. Certified true copy of the latest **ARTICLES OF INCORPORATION** or **ARTICLES OF COOPERATION**, as the case may be, and **BY-LAWS**;
9. Certified true copies of **GENERAL INFORMATION SHEETS** for the past three (3) years (issued by the SEC);
10. 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 or DOLE**, as the case may be;
11. Certified true copy of valid and current **BUSINESS LICENSE** issued by the LGU;
12. Certified true copy of valid and current **CERTIFICATE OF REGISTRATION** issued by the BIR;
13. Certified true copy of **AUDITED FINANCIAL REPORTS/STATEMENTS**, as filed with the BIR, for the past three (3) years showing the financial sustainability of the CSO;
14. Certified true copy of **ANNUAL INCOME TAX RETURNS**, as filed with the BIR, for the past three (3) years;
15. Original **SWORN CERTIFICATION (ANNEX D)**, issued by the Chief Executive Officer or equivalent officer of the CSO, stating:
  - a. Other related businesses, if any, of the directors, trustees, officers or key personnel of the CSO, and the extent of ownership therein;
  - b. That the CSO is not in default or delay in liquidating any funds received from any Government Agency;
  - c. 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:
    - i. Any OPAPP official involved in the processing of its accreditation, or,
    - ii. Any of the officials of the Government Agency(ies) from which the CSO expects to receive public funds.
  - d. That neither the CSO nor any of its past or present directors, trustees, officers or key personnel has been blacklisted by any Government Agency;
  - e. 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.
16. **LIST OF PROJECTS AND PROGRAMS (ANNEX E)** previously implemented or currently being implemented by the CSO for which the CSO received funds from any Government Agency, certified under oath by the responsible officer of the CSO, particularly indicating:
  - a. The title of the project or program;
  - b. Brief description of the project or program;
  - c. Name of the Government Agency from which the CSO received public funds;
  - d. The total amount received from the Government Agency for said project or program;
  - e. The remaining unliquidated portion of said amount, if any;
  - f. Amount of CSO funds counterpart, if any;
  - g. The date of the commencement of the project or program;
  - h. The status of the project or program;
  - i. If already completed, the date of completion of the project or program.
17. **LIST OF PROJECTS AND PROGRAMS (ANNEX F)**, other than those already included in the previous list (i.e., those for which the CSO did not receive any public funds from any Government Agency), 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:
- a. The title of the project or program;
  - b. A brief description of the project or program;
  - c. Name of the private business/entities from which the CSO received the fund
  - d. Total amount received from private business/entities;
  - e. Amount of CSO funds counterpart, if any;
  - f. The date of the commencement of the project or program;
  - g. The status of the project or program;
  - h. If already completed, the date of completion of the project or program.
18. Original **SWORN CERTIFICATION (ANNEX G)** issued not more than three (3) months before the date of application by the **Head or the designated/authorized representative of each Government Agency** appearing in the List in ANNEX E mentioned above, stating:
- a. The projects and programs that the CSO implemented or is implementing for the Government Agency, including:
    - i. Title and brief description of the project or program;
    - ii. Total amount received from Government Agency;
    - iii. Remaining unliquidated portion of the amount received from government agency, if any;
    - iv. Amount of CSO funds counterpart, if any;
    - v. Date of commencement of the project or program;
    - vi. Status of the project or program;
    - vii. Date of completion of the project or program, if completed.
  - b. That the CSO is not in default in liquidating any funds received from the Government Agency;
  - c. That the CSO has no derogatory record with the Government Agency.
19. **SIGNED ACCOMPLISHMENT REPORTS** of CSO on projects or programs implemented and currently implementing and photographs of projects completed with indication of amounts and source of funds
20. Written **INTERNAL POLICY** of the CSO on monitoring and evaluation system to ensure that public funds received are used for the intended purpose.
21. **LOCATION SKETCH** of the principal address of the CSO
22. **PHOTOGRAPHS** of the principal and satellite offices of the CSO
23. **ORGANIZATIONAL CHART** showing the following:
- a. Clear description of roles
  - b. Current holders of the positions with corresponding signature
  - c. List or number of personnel
24. **DATA SHEET (ANNEX H)** with the names, addresses, contact details and photographs of the current directors, trustees, officers and key personnel of the CSO
25. Certified true copy of **SWORN CERTIFICATE OF AFFILIATION (ANNEX I)** issued by the responsible officer of any umbrella organization, federation, coalition and the like, to which the CSO may belong, if applicable
26. Certified true copy of **VALID GOVERNMENT-ISSUED IDS** of at least three (3) highest CSO officials
27. **CERTIFICATION** from the Philippine Council for NGO Certification, if applicable<sup>9</sup>;
28. **CERTIFICATION OF NO DEROGATORY RECORD (ANNEX J)** from International Donor Partners for the last three (3) years<sup>10</sup>;

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<sup>9</sup> Required by PAPRU

<sup>10</sup> Ibid

29. **LIST OF PROJECTS IMPLEMENTED FOR THE INTERNATIONAL DONOR PARTNERS (ANNEX K)** 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 Million<sup>11</sup>;
30. **ENDORSEMENT/CERTIFICATION (ANNEX L)** from the local chief (executive)/Mayor or his/her duly (authorized) representative indicating the projects implemented and the CSO's accomplishments highlighting their contribution to peace and development of the area.<sup>12</sup>

**Section 2.** Section J on Renewal of Accreditation is hereby amended to read as follows:

**“J. Renewal of Accreditation**

CSOs shall be 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:

1. Duly accomplished **APPLICATION FORM (ANNEX A)**;
2. Copy of the current and valid **CERTIFICATE OF ACCREDITATION** issued by OPAPP;
3. Certified true copy of **GENERAL INFORMATION SHEET** (issued by SEC) for the past year;
4. 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 or if affiliated to, if applicable;
5. Original **CERTIFICATE OF GOOD STANDING** (Issued by SEC not more than three months before the date of application;
6. Certified true copy of valid and current **BUSINESS LICENSE** issued by the LGU;
7. Certified true copy of **AUDITED FINANCIAL REPORT/STATEMENT**, as filed with the BIR for the past year;
8. Certified true copy of **ANNUAL INCOME TAX RETURN**, as filed with the BIR for the past year;
9. Original **SWORN CERTIFICATION (ANNEX D)**, issued by the Chief Executive Officer or equivalent officer of the CSO, stating:
  - a. Other related businesses, if any, of the directors, trustees, officers or key personnel of the CSO, and the extent of ownership therein;
  - b. That the CSO is not in default or delay in liquidating any funds received from any Government Agency;
  - c. 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:
    - i. Any OPAPP official involved in the processing of its accreditation, or,
    - ii. Any of the officials of the Government Agency(ies) from which the CSO expects to receive public funds.
  - d. That neither the CSO nor any of its past or present directors, trustees, officers or key personnel has been blacklisted by any Government Agency;
  - e. 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.

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<sup>11</sup> Ibid

<sup>12</sup> Ibid

10. **LIST OF PROGRAMS AND PROJECTS (ANNEX E)** 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:
  - a. The title of the project or program;
  - b. Brief description of the project or program;
  - c. The Government Agency from which the CSO received public funds
  - d. The total amount received from the Government Agency for said project or program;
  - e. The remaining unliquidated portion of said amount, if any;
  - f. Amount of CSO funds counterpart, if any;
  - g. The date of the commencement of the project or program;
  - h. The status of the project or program;
  - i. If already completed, the date of completion of the project or program.
11. Original **SWORN CERTIFICATION (ANNEX G)** issued not more than three (3) months before the date of application, by the Head or the designated/authorized representative of each National Government Agency appearing in the list mentioned (“No. 10”) above;
12. Original **SWORN CERTIFICATION** 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 any of the information appearing therein, and if there has been material change, that the updated documents are being submitted with the application for renewal of accreditation;
13. **UPDATED DOCUMENTS** (those not listed above but which have material change in the past year).”

**Section 3.** This Memorandum Circular may be further modified, amended, supplemented, or repealed, as may be deemed necessary and proper by the Office.

**Section 4.** If any provision of this Circular is declared invalid, the other provisions not affected thereby shall remain valid and subsisting.

This Circular 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

**ANNEX A**

**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.

**I. Status of Application**

- New Application
  - Renewal: Previously issued with OPAPP CSO Accreditation
- Certification No: \_\_\_\_\_  
 Date of Issuance: \_\_\_\_\_  
 Date of Expiration: \_\_\_\_\_

Date Filed by CSO: \_\_\_\_\_  
 Date Received by OPAPP: \_\_\_\_\_

**II. CSO Information**

Complete Name of Organization		# of Years in Operation	
		# of Members	
Other names the Organization is currently known (if any)			
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.		
Technical Area/s of Operation/Technical Expertise	1.	# of Years Performing	
	2.		
	3.		
Area of Operation	1.	# of Years in Areas of Operation	
	2.		
	3.		
Membership in a network and/or association of (umbrella) CSOs <i>(Prioritize networks/associations related to Peace-building, Transparency and</i>	1.	# of years of Membership	
	2.		

<i>Accountability, Good Governance, Constructive Engagement with Government)</i>	3.		
<i>Affiliated CSOs (Provide background on engagement and prioritize CSOs related to Peace-building, Transparency and Accountability, Good Governance, Constructive Engagement with Government)</i>	1.	# of years of Engagement	
	2.		
	3.		
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 (If applicable)	Agency		
	No.		
	Date Registered		
Name of Head			
Contact Person			Designation
Tax Identification No. of CSO Head			
Main Office	Physical Address:		
	Landline:		
	Fax Number:		
	Mobile Number:		
	Email Address:		
Field Office/s Address (if any)	1.	Contact Details	
	2.		
	3.		

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Name and signature of the individual applying on behalf of the CSO

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Date accomplished

**ANNEX A-1**

**DOCUMENTARY REQUIREMENTS CHECKLIST**

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

SUPPORTING DOCUMENT	DATE OF ISSUANCE / DOCUMENT DATE	NUMBER OF PAGES/ SHEETS
<p>1. <b>CERTIFICATION UNDER OATH (ANNEX B)</b> that –</p> <ul style="list-style-type: none"> <li>○ The individual filing of the application has been duly authorized by the CSO to do so on its behalf;</li> <li>○ All documents submitted in support of the application are authentic and genuine;</li> <li>○ All statements in the Application Form and in the supporting documents are true and correct; and</li> <li>○ The CSO 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.</li> </ul>		
<p>2. <b>AUTHORIZATION (ANNEX C)</b> for –</p> <ul style="list-style-type: none"> <li>○ The OPAPP to inspect the premises of the office(s) of the CSO, as well as the site of any past or present project or program of the CSO; and</li> <li>○ Any concerned person to disclose to the OPAPP any fact material to the validation of any information provided by the CSO in its application for accreditation or in any of the documents submitted in support thereof.</li> </ul>		
<p>3. Certified true copy of <b>RESOLUTION</b> of the CSO’s governing board authorizing the CSO to apply for accreditation and the individual actually filing the application to act on behalf of the CSO</p>		
<p>4. Certified true copy of <b>CERTIFICATE OF REGISTRATION</b> with the SEC, CDA or DOLE, as the case may be;</p>		
<p>5. <u>Where applicable</u>, certified true copy of <b>SECONDARY REGISTRATION, LICENSE OR PERMIT</b> (e.g. Certificate of Registration issued by the DSWD for Social Welfare and Development Agencies);</p>		
<p>6. Certified true copy of the latest <b>ARTICLES OF INCORPORATION</b> or <b>ARTICLES OF COOPERATION</b>, as the case may be, and <b>BY-LAWS</b>;</p>		
<p>7. Certified true copies of <b>GENERAL INFORMATION SHEETS</b> for the past three (3) years (issued by the SEC);</p>		

8. Original <b>CERTIFICATION OF NO DEROGATORY RECORD</b> , or its equivalent, issued not more than three (3) months before the date of application by the <b>SEC, CDA or DOLE</b> , as the case may be;		
9. Certified true copy of valid and current <b>BUSINESS LICENSE</b> issued by the LGU;		
10. Certified true copy of valid and current <b>CERTIFICATE OF REGISTRATION</b> issued by the BIR;		
11. Certified true copy of <b>AUDITED FINANCIAL REPORTS/STATEMENTS</b> , as filed with the BIR, for the past three (3) years showing the financial sustainability of the CSO;		
12. Certified true copy of <b>ANNUAL INCOME TAX RETURNS</b> , as filed with the BIR, for the past three (3) years;		
13. Original <b>SWORN CERTIFICATION (ANNEX D)</b> , issued by the Chief Executive Officer or equivalent officer of the CSO, stating: <ul style="list-style-type: none"> <li>○ Other related businesses, if any, of the directors, trustees, officers or key personnel of the CSO, and the extent of ownership therein;</li> <li>○ That the CSO is not in default or delay in liquidating any funds received from any Government Agency;</li> <li>○ 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: <ul style="list-style-type: none"> <li>i. Any OPAPP official involved in the processing of its accreditation, or,</li> <li>ii. Any of the officials of the Government Agency(ies) from which the CSO expects to receive public funds.</li> </ul> </li> <li>○ That neither the CSO nor any of its past or present directors, trustees, officers or key personnel has been blacklisted by any Government Agency;</li> <li>○ 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</li> </ul>		
14. <b>LIST OF PROJECTS AND PROGRAMS (ANNEX E)</b> previously implemented or currently being implemented by the CSO for which the CSO received funds from any <b>Government Agency</b> , certified under oath by the responsible officer of the CSO		

<p>15. <b>LIST OF PROJECTS AND PROGRAMS (ANNEX F)</b>, other than those already included in the previous list (i.e., those for which the CSO did not receive any public funds from any Government Agency), 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,</p>		
<p>16. Original <b>SWORN CERTIFICATION (ANNEX G)</b> issued not more than three (3) months before the date of application by the <b><u>Head or the designated/authorized representative of each Government Agency</u></b> appearing in the List mentioned above, stating:</p> <ul style="list-style-type: none"> <li>○ The projects and programs that the CSO implemented or is implementing for the Government Agency, including: <ul style="list-style-type: none"> <li>▪ Title and brief description of the project or program;</li> <li>▪ Total amount received from Government Agency;</li> <li>▪ Remaining unliquidated portion of the amount received from government agency, if any;</li> <li>▪ Amount of CSO funds counterpart, if any;</li> <li>▪ Date of commencement of the project or program;</li> <li>▪ Status of the project or program;</li> <li>▪ Date of completion of the project or program, if completed.</li> </ul> </li> </ul>		
<p>17. Signed accomplishment reports of CSO on projects or programs implemented and currently implementing and photographs of projects completed with indication of amounts and source of funds</p>		
<p>18. Written <b>INTERNAL POLICY</b> of the CSO on monitoring and evaluation system to ensure that public funds received are used for the intended purpose.</p>		
<p>19. <b>LOCATION SKETCH</b> of the principal address of the CSO</p>		
<p>20. <b>PHOTOGRAPHS</b> of the principal and satellite offices of the CSO</p>		
<p>21. <b>ORGANIZATIONAL CHART</b></p>		
<p>22. <b>DATA SHEET (ANNEX H)</b> with the names, addresses, contact details and photographs of the current directors, trustees, officers and key personnel of the CSO</p>		
<p>23. Certified true copy of <b>SWORN CERTIFICATE OF AFFILIATION (ANNEX I)</b> issued by the responsible</p>		

officer of any umbrella organization, federation, coalition and the like, to which the CSO may belong, <u>if applicable</u>		
24. Certified true copy of <b>VALID GOVERNMENT-ISSUED IDS</b> of at least three (3) highest CSO officials		
25. <b>CERTIFICATION</b> from the Philippine Council for NGO Certification, <u>if applicable</u> <sup>13</sup> ;		
26. <b>CERTIFICATION OF NO DEROGATORY RECORD (ANNEX J)</b> from International Donor Partners for the last three (3) years <sup>14</sup> ;		
27. <b>LIST OF PROJECTS IMPLEMENTED FOR THE INTERNATIONAL DONOR PARTNERS (ANNEX K)</b> 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 Million <sup>15</sup> ;		
28. <b>ENDORSEMENT/CERTIFICATION (ANNEX L)</b> from the local chief (executive)/Mayor or his/her duly (authorized) representative indicating the projects implemented and the CSO's accomplishments highlighting their contribution to peace and development of the area. <sup>16</sup>		

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

\_\_\_\_\_  
Signature over printed name of the individual applying on behalf of the CSO  
(Please use blue ink for the signature)

\_\_\_\_\_  
Date Accomplished

<sup>13</sup> Required by PAPRU

<sup>14</sup> Ibid

<sup>15</sup> Ibid

<sup>16</sup> Ibid

**ANNEX B**

**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; all documents submitted in support of the application are authentic and genuine; all statements in the Application Form and in the supporting documents are true and correct; 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 of Public Funds*.

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

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*Signature over Printed Name of the CSO Head or Authorized Representative*

**SUBSCRIBE AND SWORN** to before this \_\_\_ day of \_\_\_\_\_(year), affiant has satisfactorily proven his identity to me through this 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 C

### AUTHORIZATION

I, (Name of CSO Head or Authorized Representative), (Nationality), of legal age designated as (Position), of (Registered name of CSO), authorize the Office of the Presidential Adviser on the Peace Process (OPAPP), to which the 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) inspection of the premises of our office/s, as well as, the site of any of our past or present project or program, and b) authorize 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 D**

**CERTIFICATION**

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

- That (Registered Name of CSO) is not in default or delay in liquidating any funds received from any Government party/agency;
- That none of the incorporators, organizers, directors, trustees, officers or key personnel of the (Registered Name of CSO) is an agent of, or is related within the fourth civil degree of consanguinity or affinity to:
  - o Any OPAPP official involved in the processing of its accreditation, or,
  - o Any of the officials of the Government Agency(ies) from which the (Registered Name of CSO) expects to receive public funds.
- That neither (Registered Name of CSO) nor any of its past or present directors, trustees, officers or key personnel has been blacklisted by any Government Agency;
- That neither (Registered Name of 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;

Other related business, if any, of the directors, trustees, officers, or key personnel of the CSO, and the extent of ownership therein;

Name of Business	Type	Extent of Ownership (e.g., Owner / Proprietor / Investor, etc.)

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

\_\_\_\_\_

Signature over Printed Name of Head of CSO or Authorized Representative

\_\_\_\_\_

Date Accomplished

*(Please use blue ink for signatures)*



**ANNEX E**

**LIST OF ONGOING AND COMPLETED PROJECT AND PROGRAM FUNDED BY PUBLIC FUNDS**

(From F.Y. \_\_\_\_\_ to F.Y. \_\_\_\_\_)

Name of the CSO: \_\_\_\_\_

Address: \_\_\_\_\_

Title of Project or Program	Brief description of the project or program	Name of Government Agency from which the CSO received public funds	Total amount received from Government Agency for said project of program	Remaining unliquidated portion of the amount received from Government Agency, if any	Amount of CSO funds counterpart, if any	Date of commencement of the project or program	Status of the project or program	Date of (expected) completion of the project/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 CSO Head or Authorized Representative)*

\_\_\_\_\_  
 Date

**ANNEX F**

**CERTIFICATION ON PROGRAMS, PROJECTS AND ACTIVITIES FUNDED BY PRIVATE ENTITIES**

I, (Name of CSO Head or Authorized Representative), (Position) with legal address located at \_\_\_\_\_, hereby certify that (Registered Name of CSO), has the following projects/programs funded by the private businesses and entities *(excluding international and local NGOs)*:

Title of Project or Program	Brief description of the project or program	Name of the private business/entities from which the CSO received the fund	Total amount received from private business/entities	Remaining unliquidated portion of the amount received from private business/entities, if any	Amount of CSO funds counterpart, if any	Date of commencement of the project or program	Status of the project or program	Date of (expected) completion of the project/program, if completed
A. Completed								
B. On-going								

This certification is hereby issued for whatever purpose it may serve.

---

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

---

Date

**ANNEX G**

**CERTIFICATION FROM NATIONAL GOVERNMENT AGENCY**

I, (Name of National Government Agency Head or Authorized Representative), from (Name of NGA), (Position) with legal address located at \_\_\_\_\_, hereby certify that (Registered Name of CSO),

- Is not in default or delay in liquidating any funds received from the (Name of NGA);
- Has no derogatory record with the (Name of NGA);
- And has the following projects/programs funded by the public funds under the (Name of NGA):

Title of Project or Program	Brief description of the project or program	Name of responsible/local 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 commencement of the Project or Program	Status of the project or program	Date of (expected) completion of the project/program, if completed
A. Completed								
B. On-going								

This certification is hereby issued for whatever purpose it may serve.

---

*(Signature Over Printed Name of the NGA Head or Authorized Representative)*

---

Date

**ANNEX H**

**DATA SHEET TEMPLATE**

*(Current CSO Directors, trustees, officers and key personnel)*

<b>Name:</b>		<i>2x2 photo</i>
<b>Position and Designation:</b>		
<b>Contact Details:</b>		
Contact Numbers:		
Email Addresses:		
<b>Address:</b>		
<b>Experience:</b>		

<b>Name:</b>		<i>2x2 photo</i>
<b>Position and Designation:</b>		
<b>Contact Details:</b>		
Contact Numbers:		
Email Addresses:		
<b>Address:</b>		
<b>Experience:</b>		

*Use multiple sheets if needed*

**ANNEX I**

**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 (dd/mm/yyyy-dd/mm/yyyy)).

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

\_\_\_\_\_  
Name and Signature of Head of Lead Convener or Authorized Representative

\_\_\_\_\_  
Date

**SUBSCRIBE AND SWORN** to before this \_\_\_ day of \_\_\_\_\_(year), affiant has satisfactorily proven his identity to me through this 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 J**  
**CERTIFICATION**

I (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 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 (dd/mm/yyyy-dd/mm/yyyy)). (*Please fill up accompanying form specifying on-going and completed projects and programs using government or public funds for details. (ANNEX K)*)
- 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 (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)*

**ANNEX K**

**LIST OF ONGOING AND COMPLETED PROJECT AND PROGRAM FUNDED BY INTERNATIONAL DONOR AGENCY**

(From F.Y. \_\_\_\_\_ to F.Y. \_\_\_\_\_)

Name of the CSO: \_\_\_\_\_

Address: \_\_\_\_\_

Title of Project or Program	Brief description of the project or program	Name of responsible /focal person and designation	Total amount received from International Donor Agency	Remaining unliquidated portion of the amount received from International Donor Agency, if any	Amount of CSO funds counterpart, if any	Date of commencement of the project or program	Status of the project or program	Date of (expected) completion of the project/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 CSO Head or Authorized Representative)*

\_\_\_\_\_  
 Date

**ANNEX L**  
**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:
  - 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)*