

**APPLICATION FOR ACREDITATION OF NGOs, POs and COOPEERATIVES
(LOCAL SPECIAL BODIES)**

REQUIREMENTS:

1. Duly accomplished Application Form for Accreditation (SB Form No. 02 – Accreditation);
2. Board Resolution;
3. Certificate of Registration issued by _____;
4. List of Current Officers and Members;
5. CY _____Annual Accomplishment Report;
6. CY _____Financial Statement;
7. Profile indicating the purposes and objectives of our organization;
8. Copy of the Minutes CY _____ Meeting of the organization.

PROCESS OF APPLICATION

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Proceed to SB Office for the requirements	After short briefings and discussion its requirements, the client will be given application form (SB Form No. 01 and 02 – Accreditation)	None	5 mins	Vergie M. Vergara – Acting Secretary to the SB
Accomplish the forms and submit the requirements to the Office of the SB Secretary.	The SB Staff will assess the requirements; Receive the application form; and calendar for referral to the Committee on NGOs, POs and Cooperative		10 mins	Vergie M. Vergara – Acting Secretary to the SB SB Member/Committee on NGOs, POs and Cooperative
Wait for 1 week upon referral to the Committee	Approved and sign by the Committee		5 minutes	SB Members
Get the Certification and Resolution Approving the Application for Accreditation	SB Staff prepare the documents		3 mins	Vergie M. Vergara – Acting Secretary to the SB