



Republic of the Philippines

DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT

DILG-NAPOLCOM Center, EDSA corner Quezon Avenue, West Triangle, Quezon City  
http://www.dilg.gov.ph



## GUIDELINES ON ENGAGEMENTS WITH CIVIL SOCIETY ORGANIZATIONS

Memorandum Circular No. 2018-89  
June 11, 2018

### 1.0 PREFATORY STATEMENT

- 1.1 Section 23, Article II of the 1987 Constitution states that the participation of non-governmental, community-based and other sectoral organizations shall be encouraged by the State.
- 1.2 Section 67 of Republic Act No. 10964 (General Appropriations Act of 2018) allows national government agencies to partner with civil society organizations (CSOs) in implementing certain programs and projects. The 2018 GAA also provides that the transfer of government funds to a CSO is allowed, provided that, the CSO is accredited by the national government agency and selected in accordance with all applicable rules and regulations.
- 1.3 In building the long-term foundation of good governance, it is important to develop and strengthen collaborative relationships between the government and civil society. Recognizing the importance of having an active, informed, and capacitated civil society in upholding a culture of good governance, the Department of the Interior and Local Government (DILG), has opened spaces for CSOs to participate in the planning, implementation, monitoring and evaluation of its initiated programs and projects.
- 1.4 CSOs, in many areas, are found to be effective in enabling services especially in the poorest and marginalized communities. As they are closely connected to local communities, CSOs can be effective partners in bringing people together to achieve common development agenda and mobilize support for government programs and projects in more efficient ways.
- 1.5 This Memorandum Circular is issued to prescribe the general guidelines and conditions for CSO engagements and to establish a mechanism for the DILG to engage CSOs.

### 2.0 COVERAGE

- 2.1 This Memorandum Circular shall cover CSOs that would be engaged by the DILG to jointly implement Department programs and projects, with or without the use of government funds.
- 2.2 This Memorandum Circular shall only involve the accreditation of CSOs by the DILG and the mechanisms by which the DILG will engage CSOs. The conditions in the transfer and liquidation of government funds, if any, shall be covered by the agreement between the Bureau or PMO and the accredited CSO. The liquidation, utilization and audit of transferred funds, shall be in accordance with the existing Commission on Audit (COA) Circular No. 2007-001<sup>1</sup>.

<sup>1</sup> "Revised Guidelines in the Granting, Utilization, Accounting and Auditing of the Funds Released to Non-Governmental Organizations/People's Organizations (NGOs/POs)" dated October 25, 2007

### 3.0 DEFINITION OF TERMS

- 3.1 *Civil Society Organization (CSO)* – refers to a non-state and non-profit association that works to improve society and the human condition. Basic types of CSOs include non-governmental organization, civic organization, cooperative, social movement, professional group and business group.<sup>2</sup>
- 3.2 *Department* – refers to the Department of the Interior and Local Government. The terms “Department” and “DILG” are used interchangeably in this Circular.
- 3.3 *Bureau or PMO* – refers to the office that handles the implementation of DILG programs and projects.
- 3.4 *Accreditation* – the process by which the DILG officially authorizes a CSO to be an eligible partner in implementing a Department-initiated program or project with or without the use of government funds. The accreditation is the instrument by which the Department determines the intent, judicial personality, and basic information of the organization and its officers and members.
- 3.5 *Applicant* – a CSO applying for accreditation or certification with the DILG to be an implementing partner of a Department-initiated program or project, with or without the use of government funds.
- 3.6 *Sanggunian-accredited CSOs* – refers to local CSOs that are accredited by a Sanggunian, for a term, for purposes of representation to local special bodies.
- 3.7 *Certificate of Accreditation* – refers to the authorization issued by the DILG, through its National, Regional, and Provincial Accreditation Committees to an eligible CSO to be an implementing partner of DILG programs and projects.
- 3.8 *Certification* – refers to the authorization issued by DILG, through its National, Regional, and Provincial Accreditation Committees to eligible Sanggunian-accredited CSOs and CSOs registered by the SEC, CDA, DOLE, and HLURB and/or accredited by other government agencies, to be an implementing partner of DILG programs and projects.

### 4.0 AREAS FOR ENGAGEMENT

The CSO is a critical partner that can play various roles and wide range of functions in the implementation of the Department’s programs and activities. As such, in the engagement with civil society, appropriate programming arrangements and support mechanisms shall be put in place to ensure the achievement of the desired development results.

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<sup>2</sup> This definition is adapted from DILG Memorandum Circular No. 2016-97 (2016 Accreditation of Civil Society Organizations and Selection of Representatives to the Local Special Bodies) dated July 19, 2016; for the definition of the basic types of CSOs, please refer to Section 5.0 of the same Memorandum Circular

**4.1** The areas that CSOs may engaged with the DILG include the following:

**4.1.1** Feedbacking on programs and projects.

CSOs may join in any of the feedback mechanisms that shall be established by the Department, e.g. Community-Based Monitoring Program (CBMP) and Third Party Evaluation of the Local Government Support Fund-Assistance to Municipalities (LGSF-AM) and Local Development Council sub-project monitoring.

Also, the CSOs can directly give feedback to project implementers on the project status of various nationally funded projects such as, but not limited to, Performance Challenge Fund (PCF), Assistance to Municipalities (AM), Salintubig and, Conditional Matching Grant to the Provinces (CMGP).

**4.1.2** Pushing for various advocacies

CSOs may contribute to the implementation of commitments to the Open Government Partnership (OGP) and Participatory Governance cluster, advocate for the passage of a local ordinance on freedom of information (FOI), participate in the consultation pertaining to Federalism, participate in initiatives of the local Anti-Drug Abuse Council (ADAC), support the Philippine Development Plan (PDP) and the attainment of the Sustainable Development Goals (SDG) and get involve in the local disaster preparedness program, among others.

**4.1.3** Formulating plans, policies and issuances

CSOs may participate in consultations or fora for the formulation of plans, policies, guidelines and issuances. The CSOs can also be involved in policy dialogues in local governance, law and order and public safety.

**4.1.4** Implementing capacity development programs and other activities

CSOs may implement capacity development programs for other CSOs to ensure their active and meaningful participation in various local special bodies and committees and in the conduct of monitoring and evaluation. They may also implement capability building programs to strengthen LGUs' capacity to improve their performance in the implementation of programs and delivery of basic services.

CSO involvement may also include, but not limited to, the conduct of researches, survey, studies, assessments, monitoring and evaluation.

**4.2** The DILG will not accept proposals that are not anchored to any of the existing programs and projects of the Department. Please refer to Annex D for the list of programs and projects that CSOs can choose to engage in.

- 4.3 The list of DILG programs and projects, as listed in Annex D, will be updated at the end of every semester.

## 5.0 TYPES OF ENGAGEMENT

The following are the different types of engagement with CSOs:

### 5.1 Voluntary work

The Department can engage the CSO in a volunteer capacity without any cost to the government to provide feedback on programs and projects; support in pushing for various advocacies; assist in formulating plans, policies and issuances; and implement programs, projects or activities.

### 5.2 Voluntary work with cost

The CSO can also be engaged to assist or participate in a volunteer capacity but shall be reimbursed for applicable cost to provide feedback on programs and projects, support in pushing for various advocacies and assistance in formulating plans, policies and issuances.

The applicable cost/s shall be subject to existing budgeting, accounting, and auditing rules and regulations and given for any of the following expenses: (a) actual transportation expenses; (b) per diems; (c) honoraria; and, (d) other incidental expenses incurred in the performance of duties.

### 5.3 Provider of goods and/or services

The CSO can serve as a provider of goods and/or services with remuneration or payment for the services rendered. Their services can be procured either to provide feedback on programs and projects, push for various advocacies, formulate plans, policies and issuances, or implement capacity development programs and/or other activities. In this regard, applicable rules and regulations pursuant to Appendix 14<sup>3</sup> of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184 and similar general provisions shall be observed.

## 6.0 ACCREDITATION OF CIVIL SOCIETY ORGANIZATIONS

### 6.1 ACCREDITATION COMMITTEES

- 6.1.1 The DILG shall create a National Accreditation Committee (NAC), a Regional Accreditation Committee (RAC) in every region, and a Provincial Accreditation Committee (PAC) in every province that will perform the functions of the DILG as stated in this Memorandum Circular.

<sup>3</sup> Guidelines on Non-Governmental Organization Participation in Public Procurement.

**6.1.2** The National Accreditation Committee shall be composed of the following:

Chairperson: Secretary, Department of the Interior and Local Government  
Vice-Chairperson: Director, Bureau of Local Government Supervision  
Members: Director, Bureau of Local Government Development  
Director, Office of Project Development Services  
Director, National Barangay Operations Office  
Representative, Legal and Legislative Liaison Service  
Representative, Internal Audit Service  
Representative, Local Government Academy  
Representative, Commission on Audit

Representatives from the Bureaus and PMOs shall attend all meetings wherein the application concerns their handled program and/or project.

**6.1.3** The Bureau of Local Government Supervision - Local Government Relations Division shall serve as the Secretariat to the National Accreditation Committee.

**6.1.4** The Regional Accreditation Committee shall be composed of the following:

Chairperson: Regional Director  
Vice-Chairperson: Assistant Regional Director  
Members: Provincial Director (where the applicant operates)  
Chief, Monitoring and Evaluation Division  
Chief, Capability Development Division  
Chief, Finance and Administrative Division  
Chief, Project Development and Monitoring Unit  
Representative, Legal Services Unit  
Representative, Commission on Audit

Representatives from the PMOs shall attend all meetings wherein the application concerns their handled program and/or project.

**6.1.5** The Regional Director shall designate a Secretariat to the Regional Accreditation Committee.

**6.1.6** The Provincial Accreditation Committee shall be headed by the Provincial Director and shall be composed of the Program Managers, Cluster Heads Representative, Project Development and Monitoring Unit.

**6.1.7** The Provincial Director shall designate a Secretariat to the Provincial Accreditation Committee.

## **6.2 ACCREDITATION CRITERIA**

A CSO must comply with all of the following criteria to be accredited:

- 6.2.1** Must be composed of individuals that are experts in the technical area being applied for;
- 6.2.2** Must have a good track record and good standing in all government agencies from which the CSO has had previous partnerships or has received government funds from;
- 6.2.3** Must not have any Director, Trustee, Officer, or key personnel related within the fourth civil degree of consanguinity or affinity to any DILG 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; and
- 6.2.4** Must not be in default or in delay in liquidating any government funds received from any government agency.

## **6.3 ACCREDITATION PROCESS**

CSOs intending to engage with the Department in any of its programs and projects but are not yet registered with or accredited by any government unit or agency shall be guided by the following procedure:

- 6.3.1** *Filing of Application.* The CSO shall fully accomplish the application form (Annex A) indicating in its application the DILG programs and/or projects wherein the organization wants to be involved in together with all the applicable requirements (Annex B or Annex C), and submit their application to the:

National Accreditation Committee – for CSOs intending to co-implement Department programs or projects in multiple provinces, cities, municipalities in more than one (1) region.

Regional Accreditation Committee - for CSOs intending to co-implement Department programs or projects in highly urbanized cities, or in one (1) or more provinces, cities, municipalities within a region.

Provincial Accreditation Committee – for CSOs intending to co-implement with the Department in one (1) or more cities or municipalities within a province within a region.

- 6.3.2** *Assessment and Evaluation.* The concerned Secretariat shall check the completeness and correctness of the application documents submitted by the Applicant. If the application documents are incomplete, the concerned

Secretariat shall, within one (1) working day, return the application form and inform the Applicant of the deficiencies.

**6.3.3** *Final Evaluation.* Within ten (10) working days from the receipt of complete documents, the concerned Secretariat shall complete its evaluation together with the members of the Bureau or PMO and/or Program Manager handling the DILG-initiated program or project being applied for by the Applicant.

**6.3.3.1** The Bureau or PMO and/or Program Manager, shall assess and recommend to the concerned Secretariat the Applicant that is an eligible and capable partner in the implementation of their program or project in terms of its technical expertise.

**6.3.3.2** The concerned Secretariat, with the recommendation of the Bureau or PMO and/or Program Manager, may require the Applicant to submit additional documents in support of documents already submitted and may also conduct interviews with any person with past or present substantial dealings with the Applicant.

**6.3.3.3** Based on the final evaluation, the concerned Secretariat shall recommend proper action and prepare the Certificate of Accreditation or Declination Notice.

**6.3.4** *Final Action.* Within seven (7) working days from the completion of the evaluation, the concerned Secretariat shall take final action on the application:

**6.3.4.1** If the Applicant fails to meet any of the criteria, a Declination Notice shall be issued informing the Applicant of the denial and the grounds therefor.

**6.3.4.2** If the Applicant meets all of the criteria, the DILG Secretary, the concerned Regional Director, or Provincial Director shall grant the application and sign the Certificate of Accreditation.

## **7.0 ISSUANCE OF CERTIFICATION**

**7.1** Sanggunian-accredited CSOs and CSOs registered by the SEC, CDA, DOLE, and HLURB and/or accredited by other government agencies are deemed eligible to engage in the implementation of DILG programs and projects upon satisfying the following conditions:

**7.1.1** Must have a valid Certificate of Registration or Accreditation, or a Sanggunian-issued Certificate of Accreditation valid only for the current term; and

**7.1.2** Must have the technical expertise needed to implement the DILG program or project being applied for.

**7.2** Sanggunian-accredited CSOs and CSOs registered by the SEC, CDA, DOLE, and HLURB and/or accredited by other government agencies shall be guided by the following procedure:

**7.2.1** *Submission of Letter of Intent* – The Applicant must submit a Letter of Intent indicating the specific DILG program or project they intend to engage in, a fully-accomplished Application Form (Annex A), a certified true copy of their Certificate of Registration or Accreditation, and a Letter of Endorsement from the concerned City/Municipal Local Government Operations Officer (C/MLGOO) in the case of Sanggunian-accredited CSOs. These must be submitted to the following:

National Accreditation Committee – for CSOs intending to co-implement Department programs or projects in multiple provinces, cities, municipalities in more than one (1) region.

Regional Accreditation Committee - for CSOs intending to co-implement Department programs or projects in highly urbanized cities, or in one (1) or more provinces, cities, municipalities within a region.

Provincial Accreditation Committee – for CSOs intending to co-implement with the Department in one (1) or more cities or municipalities within a province within a region.

**7.2.2** *Evaluation* – the concerned Secretariat shall assess the eligibility and capability of the Applicant in the implementation of DILG program or project being applied for.

**7.2.3** *Final Action* – Within three (3) working days after the conduct of the evaluation, the concerned Secretariat shall take final action on the application.

**7.2.3.1** If the Applicant proved to be an eligible implementing-partner, the concerned Regional Director or Provincial Director shall issue a Certification allowing the Applicant to engage in the implementation of the DILG program or project being applied for.

**7.2.3.2** If the Applicant did not satisfy the criteria, the Regional Director or Provincial Director shall issue a Declination Notice. For reasons other than the non-compliance with any of the criteria identified in item 8.1 of this Circular, the Accreditation Committees shall endorse the matter to the National Accreditation Committee for further evaluation and proper action.



## **8.0 FORMALIZATION OF ENGAGEMENT**

**8.1** For CSOs that shall be involved on a volunteer capacity without any cost to the government:

**8.1.1** The DILG Secretary or his representative at the national level, the Regional Director at the regional level and highly urbanized cities, or the Provincial Director at the provincial, city, and municipal levels, shall sign a Memorandum of Understanding (MOU) to formalize and set the terms and conditions of the partnership with the CSO.

**8.1.2** The MOU shall define the nature and extent of the partnership, identify the specific roles and responsibilities of each party, and the implementation timeline of the specific DILG program or project.

**8.2** For CSOs that shall be involved on a volunteer capacity with cost to the government:

**8.2.1** The DILG Secretary or his representative at the national level, the Regional Director at the regional level and highly urbanized cities, or the Provincial Director at the provincial, city, and municipal levels, shall issue a Terms of Reference (TOR) to formalize and set the conditions of the partnership with the CSO that shall be engaged.

**8.2.2** The TOR shall define the scope of work, specific qualifications, expected outputs, and the implementation timeline and compensation and/or honoraria of the CSO member/s that shall be involved in the conduct of the specific DILG program or project. The release of honoraria and travelling expense to these CSOs shall be in accordance with the existing COA Circular No. 2007-001 dated October 25, 2007.

**8.3** For CSOs that shall be engaged in implementing Department programs or projects using government funds:

**8.3.1** The DILG Secretary or his representative at the national level, the Regional Director at the regional level and highly urbanized cities, or the Provincial Director at the provincial, city, and municipal levels, shall sign a Memorandum of Agreement (MOA) to formalize and set the conditions of the partnership with the CSO that shall be engaged.

**8.3.2** The MOA shall define the nature and extent of the partnership, identify the specific roles and responsibilities of each party, the implementation timeline of the specific DILG program or project, include provisions for remuneration or honoraria, payment for travel expense and appropriate allowable per diems, of the CSO member/s that shall be involved in the conduct of activities relating to the specific DILG program or project they were authorized to engage in. It shall also provide the guidelines on the disbursement and utilization of funds and other funding requirements, if any. These, and the liquidation, utilization and audit of transferred funds, shall be in accordance with the existing COA Circular No. 2007-001 dated October 25, 2007.

**8.3.3** The partner CSO shall keep and maintain financial and accounting records of any government funds given by the DILG. Likewise, the DILG shall keep and maintain financial and accounting records of any government funds given to the CSO.

**8.4** The partner CSO shall nominate their organization's representative/s who shall directly engage with the DILG in the implementation of the program or project they were authorized to engage in. No other individual from the organization shall engage with the implementation of the program or project unless nominated by the partner CSO and duly authorized by the DILG through its Bureau or PMO and/or Program Manager, the concerned Regional Director, or concerned Provincial Director.

**8.5** The concerned Bureau or PMO and/or Program Manager shall closely monitor the project implementation and shall ensure the compliance with the provisions stated in the MOU, TOR, or in the MOA, and in this Memorandum Circular.

## **9.0 COVERAGE AND VALIDITY**

**9.1** A Certificate of Accreditation and a Certification shall only cover the geographical area and shall only be used in the implementation of the DILG programs and/or projects stated therein.

**9.2** A Certificate of Accreditation and a Certification shall only be valid for a period not exceeding three (3) years from the date of issuance subject to renewal or revocation depending on the result of the year-end assessment that will be conducted by the appropriate Accreditation Committee and through the recommendation from the partner Bureau or PMO.

**9.3** In cases wherein a DILG-accredited or certified CSO or a certified Sanggunian-accredited CSO have completed the implementation of programs and/or projects still have a valid Certificate of Accreditation or Certification, and wants to engage again with the Department in projects and programs not stated in their Certificate of Accreditation or Certification, the CSO may submit a letter of intent addressed to the NAC, RAC, or PAC together with a Letter of Recommendation or Certificate of Completion from the previous partner Bureau or PMO. Said request shall be subject to the evaluation of the concerned Secretariat and the approval of the appropriate Accreditation Committee.

## **10.0 REVOCATION OF ACCREDITATION AND CERTIFICATION**

**10.1** Non-compliance with any of the provisions of the agreement entered into between this Department, through its concerned Bureau or PMO, Provincial Office or, Regional Office, and a CSO may be a sufficient ground for revoking the Accreditation or Certification.

**10.2** Violation by the CSO, during the validity period of the Certificate of Accreditation or Certification, of any law, rule or regulation involving the use and liquidation of

government funds received from any National Government Agency may also be a ground for revocation.

- 10.3** CSOs that have had their Accreditations or Certifications revoked shall not be eligible for re-application and shall not be considered for future DILG engagements.

## **11.0 REPORTING**

- 11.1** The Bureau or PMO in the DILG Central Office, the PMO and/or Program Manager in the Regional and Provincial Offices shall report to the NAC, RAC, and PAC, respectively. They shall submit copies of all agreements entered into with the partner CSOs during the immediately preceding month, within the first five (5) working days of every month to the appropriate Accreditation Committee.

- 11.2** The concerned Bureau or PMO, and/or Program Manager, shall also submit a Semestral Report to update the NAC, RAC, or the PAC of the status of the partnership with the partner CSO.

- 11.3** The RAC and the PAC, through their Secretariat, shall prepare Quarterly Reports on funds transferred to partner CSOs in their respective regions and provinces, including a summary of updates on the status of all partnerships, and submit to the NAC Secretariat for consolidation.

- 11.4** The NAC, through the Secretariat, shall prepare Quarterly Reports on funds transferred to partner CSOs and submit to the Speaker of the House of Representatives, the President of the Senate of the Philippines, the House Committee on Appropriations and the Senate Committee on Finance. These Quarterly Reports shall be posted in the DILG official website.

## **12.0 REFERENCES**

- 12.1** General Appropriations Act of 2018 (Republic Act No. 10964)
- 12.2** 2016 Accreditation of CSOs and Selection of Representatives to the Local Special Bodies (Department of the Interior and Local Government Memorandum Circular No. 2016-97 dated July 19, 2016)
- 12.3** Guidelines for Accreditation of Civil Society Organizations as Implementing Entities of Government or Public Funds (Commission on Audit-Department of Budget and Management-Department of Social Welfare and Development Joint Resolution No. 2014-001 dated December 5, 2014)
- 12.4** Revised Guidelines in the Granting, Utilization, Accounting and Auditing of the Funds Released to Non-Governmental Organizations/People's Organizations (Commission on Audit Circular No. 2007-001 dated October 25, 2007)

### 13.0 ANNEXES

Annex A: Application Form

Annex B: Checklist of Requirements (CSO Partnership with government cost)

Annex C: Checklist of Requirements (CSO Partnership without government cost)

Annex D: List of DILG Programs and Projects

Annex E: Template for the Certificate of Accreditation and Certification

### 14.0 EFFECTIVITY

These guidelines shall take effect fifteen (15) days after publication in the official DILG website.

### 15.0 APPROVING AUTHORITY

  
EDUARDO M. AÑO  
Officer-in-Charge

   
DILG-OSEC 07012016-21124

### 16.0 FEEDBACK

Further information, queries, and comments regarding this Memorandum Circular must be directed to the Bureau of Local Government Supervision-Local Government Relations Division, with address at 25<sup>th</sup> floor, DILG-NAPOLCOM Center, EDSA corner Quezon Avenue, Quezon City, 1104, through the following contact information: (02) 925-1153 and (02) 928-9181, and email address [nacsecretariat.dilg@gmail.com](mailto:nacsecretariat.dilg@gmail.com), for appropriate action.

DATE RECEIVED:

CONTROL NO.:

## ANNEX A

### APPLICATION FORM

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Complete name of CSO: \_\_\_\_\_

Acronym: \_\_\_\_\_

Principal address: \_\_\_\_\_

Address of Satellite Offices/Branches: \_\_\_\_\_

Contact number (required): \_\_\_\_\_ Email address (required): \_\_\_\_\_

Website: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Contact number: \_\_\_\_\_

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*Please be guided by DILG MC No. 2018- \_\_\_ in accomplishing this part.*

Types of Engagement (You may choose more than one type of engagement, i.e. voluntary/voluntary with cost/provider of goods and services):

Voluntary work

Technical Area/s of Activity in which the CSO has expertise on (check as ma:

- Advocacy Work
- Policy Formulation
- Delivery of Basic Services
- Disaster Risk Reduction and Management
- Rescue, Relief and Rehabilitation Operations
- Peace and Order Activities
- Participation in Government Planning, Budgeting and Monitoring and Evaluation
- Livelihood Development
- Cooperative Development
- Development of Local Enterprises
- Environment Protection
- Agriculture and Fisheries
- Rural Industrialization
- Construction, Maintenance and Management of Infrastructure Projects
- Social Services in areas that would not be ordinarily undertaken by the Private Sector
- Others (specify): \_\_\_\_\_

Voluntary work with cost

Technical Area/s of Activity in which the CSO has expertise on:

- Advocacy Work
- Policy Formulation
- Delivery of Basic Services
- Disaster Risk Reduction and Management
- Rescue, Relief and Rehabilitation Operations
- Peace and Order Activities
- Participation in Government Planning, Budgeting and Monitoring and Evaluation
- Livelihood Development
- Cooperative Development

- Development of Local Enterprises
- Environment Protection
- Agriculture and Fisheries
- Rural Industrialization
- Construction, Maintenance and Management of Infrastructure Projects
- Social Services in areas that would not be ordinarily undertaken by the Private Sector
- Others (specify): \_\_\_\_\_

Provider of goods and/or services

Technical Area/s of Activity in which the CSO has expertise on:

- Advocacy Work
- Policy Formulation
- Delivery of Basic Services
- Disaster Risk Reduction and Management
- Rescue, Relief and Rehabilitation Operations
- Peace and Order Activities
- Participation in Government Planning, Budgeting and Monitoring and Evaluation
- Livelihood Development
- Cooperative Development
- Development of Local Enterprises
- Environment Protection
- Agriculture and Fisheries
- Rural Industrialization
- Construction, Maintenance and Management of Infrastructure Projects
- Social Services in areas that would not be ordinarily undertaken by the Private Sector
- Others (specify): \_\_\_\_\_

Specify the DILG Programs and/or Projects wherein your organization wants to be involved in:

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Briefly explain how you want to engage with the project and in what way your organization can contribute to its implementation (required):

Enumerate the geographical area/s of activity in which the CSO has operated: \_\_\_\_\_

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Enumerate partnership/s with other government agencies and/or LGUs:

NAME OF GOVERNMENT AGENCY/LGU	NAME OF PROGRAM/PROJECT	Total amount received	STATUS OF PROJECT			REMARKS
			COMPLETED	ON-GOING	PENDING	

Enumerate partnership/s with non-government entities such as foreign or local NGOs, international quasi-government entities such as UNDP, AUSAID, etc.:

NAME OF INSTITUTION	NAME OF PROGRAM/PROJECT	Total amount received	STATUS OF PROJECT			REMARKS
			COMPLETED	ON-GOING	PENDING	

Identify membership in Local Special Bodies:

- Local Development Council
- Local School Board
- Local Health Board
- Local peace and order Council
- Others: \_\_\_\_\_

Name and signature of individual applying in behalf of the CSO:

\_\_\_\_\_  
 (Signature over Printed Name/  
 Position in the Organization)

## ANNEX B

**CHECKLIST OF REQUIREMENTS** (for CSOs that shall be engaged as provider of goods and services)

- CERTIFICATION UNDER OATH stating the following:
  - a) That the individual filing the application, whose name and signature appears in the Application Form has been duly authorized by the CSO to do so on its behalf;
  - b) That all the documents submitted in support of the application are genuine and authenticated;
  - c) That all information in the Application Form and in the supporting documents are true and correct;
  - d) That the CSO authorizes the DILG or its authorized representatives to conduct, if needed, an ocular inspection of their office/s and to conduct interviews with any representative from their organization or previous partners; and
  - e) That the CSO fully understands and agrees to abide by all the provisions stated in the DILG Memorandum Circular 2018- \_\_\_\_ (Guidelines on Engagements with Civil Society Organizations).
- Certified true copy of the Certificate of Registration from SEC, CDA, DOLE, as the case may be.
- Copy of Resolution of the CSO's governing board authorizing the CSO to apply for accreditation and the individual filing the application on its behalf.
- Organizational Chart of the CSO and a Data Sheet of the CSO containing the names, addresses, updated contact details and photographs of its current directors, trustees, officers and key personnel.
- Original Certification of No Derogatory Record, issued not more than three (3) months before the date of application by the SEC, CDA or DOLE, as the case may be.
- Certified true copies of Audited Financial Reports/Statements and Annual Income Tax Returns, as filed with the BIR, for the past three (3) years.
- Original Sworn Certification, issued by the chief executive officer or equivalent officer of the CSO, stating that the CSO is not in default or delay in liquidating any funds received from any Government Agency, that neither the CSO nor any of its past or present directors, trustees, officers or key personnel has been blacklisted by any Government Agency, or 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.
- Original Sworn Certification, issued by the chief executive officer or equivalent officer of the CSO, stating that the CSO does not have any directors, trustees, officers and key personnel related within the fourth civil degree of consanguinity or affinity to any DILG official involved in the processing of their application for accreditation, or any official of the government agency funding or implementing the program or project to be implemented.
- Original Sworn Certification, issued not more than three (3) months before the date of application, by the Head of each Government Agency and Local Chief Executive appearing in the Application Form, stating the programs and projects that the CSO implemented or is implementing with the Government Agency and that the CSO has no derogatory record with the Government Agency.
- Written Internal Policy of the CSO on monitoring and evaluation system to ensure that public funds received are used for its intended purpose.
- Certified true copy of Certificate of Affiliation issued by the responsible officer of any umbrella organization, federation, coalition, to which the CSO may belong, if applicable.
- 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, to which the CSO may belong, if applicable.
- Photocopy of profiles of at least three (3) individuals in the organization that have technical expertise in the program or project being applied for.
- Certificates of Recognition and/or other commendations awarded to the CSO may be attached.



## ANNEX C

**CHECKLIST OF REQUIREMENTS** (for CSOs that shall be engaged in a volunteer capacity)

- CERTIFICATION UNDER OATH stating the following:
  - a) That the individual filing the application and whose name and signature appears in the Application Form has been duly authorized by the CSO to do so on its behalf;
  - b) That all the documents submitted in support of the application are genuine and authenticated;
  - c) That all information in the Application Form and in the supporting documents are true and correct;
  - d) That the CSO authorizes the DILG or its authorized representatives to conduct, if needed, ocular inspection of their office/s and to conduct interviews with any representative from their organization or previous partner; and
  - e) That the CSO fully understands and agrees to abide by all the provisions stated in the DILG Memorandum Circular 2018- \_\_\_\_ (Guidelines on Engagements with Civil Society Organizations).
- Certified true copy of the Certificate of Registration from SEC, CDA, DOLE, if available.
- Organizational Chart of the CSO and a Data Sheet of the CSO containing the names, addresses, updated contact details and photographs of its current directors, trustees, officers and key personnel.
- Copy of Resolution of the CSO's governing board authorizing the CSO to apply for accreditation and the individual filing the application on its behalf.
- Original Sworn Certification, issued by the chief executive officer or equivalent officer of the CSO, stating that the CSO does not have any directors, trustees, officers and key personnel related within the fourth civil degree of consanguinity or affinity to any DILG official involved in the processing of their application for accreditation, or any official of the government agency funding or implementing the program or project to be implemented.
- 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, to which the CSO may belong, if applicable.
- Certificates of Recognitions and/or other commendations awarded to the CSO may be attached.

## ANNEX D

## LIST OF DILG PROGRAMS AND PROJECTS

LOCALLY-FUNDED PROJECTS	OPR
Local Government Support Fund – Assistance to Disadvantaged Municipalities (LGSF-ADM) Program: Local Access Road (LAR) Provision of Potable Water System (DPB) Small Water Impounding Project Evacuation Centers	OPDS (ADM LAR/WSS/ADM others)
Provision of Potable Water Supply – Sagana at Ligtas na Tubig sa Lahat (SALINTUBIG) Program	OPDS
KALSADA/Support to Conditional Matching Grant to Provinces for Road Repair, Rehabilitation and Improvement (CMGP)	OPDS
Building Business Friendly and Competitive LGUs	BLGD
Improve LGU Competitiveness and Ease of Doing Business	BLGD
Performance Challenge Fund (PCF)	BLGD
Mainstreaming Disaster Risk Reduction-Climate Change Adaptation (DRR-CCA) in Local Development Planning	BLGD
Institutionalizing Gender Responsive Local Governance	BLGD
Newly Elected Officials/Barangay Newly Elected Officials (NEO/BNEO)	LGA
Regulatory Simplification for Local Governments (RS4LG)	LGA
Transition to Federalism	LGA
Enhancing LGU Capacity on Climate Change Adaptation and DRRM Framework	LGA
Enhancing LGUs' Capacity on Planning and Implementation of Local Development Projects	LGA
Vigilance to Volunteerism: Program Intensifying People's Engagement in Local Governance (V2V PIPELOG)	LGA
Local Economic Development for Local Government Unit (LED4LGUs)	LGA
Local Climate Change Action Planning (LCCAP)	LGA
Comprehensive Local Integration Program	NBOO
Support to Local Government Program (SLGP)	SLGP-PMO
Seal of Good Local Governance (SGLG)/ Local Governance Performance Management System (LGPMS)	BLGS
Manila Bay Clean-Up	BLGS
Lupong Tagapamayapa Incentives Awards (LTIA)	BLGS
Full Disclosure Policy (FDP)	BLGS
Civil Society Organization-Peoples Participation Partnership Program (CSO-PPPP)	BLGS
Capacitating LGUs on Housing and Resettlement	ISF PMO

**TEMPLATE FOR CERTIFICATE OF ACCREDITATION AND CERTIFICATION**



Republic of the Philippines  
**DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT**  
DILG-NAPOLCOM Center, EDSA corner Quezon Avenue, West Triangle, Quezon City

**CERTIFICATE OF ACCREDITATION**

THIS IS TO CERTIFY THAT, having satisfactorily complied with all the requirements and criteria for accreditation pursuant to DILG Memorandum Circular No. 2018 - \_\_\_\_\_, dated \_\_\_\_\_, the

\_\_\_\_\_  
(Name of Organization)

is hereby authorized to engage in the implementation of the \_\_\_\_\_ in  
(Name of DILG Program or Project)  
the Municipality/City/Province/Region of \_\_\_\_\_ as a partner CSO.

IN WITNESS WHEREOF, I have hereunto set my hand this \_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_, at  
\_\_\_\_\_, Philippines.

\_\_\_\_\_  
(Signature over Printed Name of DILG  
Secretary/RAC/PAC Chairperson)



Republic of the Philippines  
**DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT**  
DILG-NAPOLCOM Center, EDSA corner Quezon Avenue, West Triangle, Quezon City

**CERTIFICATION**

THIS IS TO CERTIFY THAT, the \_\_\_\_\_,  
(Name of Organization)  
a duly-registered/accredited CSO by the \_\_\_\_\_ have satisfactorily  
complied with all the criteria for application as provided in DILG Memorandum Circular No. 2018-\_\_\_\_\_ dated  
\_\_\_\_\_ and is hereby authorized to engage in the implementation of the \_\_\_\_\_

\_\_\_\_\_  
(Name of DILG Program or Project)  
In the Municipality/City/Province/Region of \_\_\_\_\_ as a partner CSO.

IN WITNESS WHEREOF, I have hereunto set my hand this \_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_, at  
\_\_\_\_\_, Philippines.

\_\_\_\_\_  
(Signature over Printed Name of DILG  
Secretary/RAC/PAC Chairperson)