

**UNDERTAKING TO COMPLY WITH THE REQUIREMENTS ON
PUBLIC SOLICITATION PERMIT**

I/We _____ (name/s) _____, with postal address at _____, that for and in consideration of my/our application to solicit or receive contributions for charitable and public welfare purposes during state of national emergency or calamity, hereby undertake to comply with the following Department of Social Welfare and Development (DSWD) requirements, to wit:

- One (1) Original Copy of Endorsement or Certification from the Barangay Local Government Unit. It is in a form of a Barangay endorsement or certification stating therein that the applicant is a certified resident of the Barangay and the specific purpose of securing the Endorsement or Certification is in relation for his/her application for Solicitation Permit along charitable or public welfare purposes for targeted beneficiaries, related to the State of National Emergency of Calamity.
- Endorsement letter of the group that he/she is representing with
- Photocopy of two (2) sets of Government Issued Identification Card (ID)
- One (1) Original Copy of Endorsement or Certification from any but not limited to the following agencies that allow/s applicant to undertake solicitation activities in their agency's jurisdiction, as applicable: Director of Private Schools, Schools Superintendent of Public School, Head or authorized representative of National Government Agencies (NGAs), Head or authorized representative of Local Government Unit (LGU), Bishop/Parish Priest/Minister or Head of Sect or Denomination, Endorsement letter from DSWD registered and licensed SWDA or the LSWDO/LGU – if it allows the individual applicant to raise funds under its name, *as applicable*
- One (1) Original Copy of Fund Utilization Report (Annex 12), of proceeds and expenditures sworn by the person/individual issued with Solicitation Permit or Head of the endorsing LGU, if applying for renewal of permit/authority.
- Sample of additional specific requirements for each methodology to be used, such as: Ticket, Ballots, Cards and similar forms; Donation Boxes, Coin Banks and other similar forms; Benefits show such as fashion show, concert and similar activities; Photo or Painting Exhibits and similar activities; Written request such as envelopes, letters of appeal, greeting cards and similar forms; text messages and other types of solicitation using electronic devices such e-mails, social media platforms; mass media campaign through radio, television, cinema, magazines, newspapers, billboards and other similar forms; sport activities for a cause such as fun run, marathon, cycling and similar activities; rummage sale, garage sale, sale of goods and other similar forms. **Each public solicitation paraphernalia should indicate the DSWD Permit Number and its validity date.**

THAT I shall submit said requirements to (indicate specific DSWD Office e.g. Standards Bureau or Field Office) within sixty (60) days upon the expiration of their issued solicitation permit.

THAT non-submission of the listed requirements within the said period would be grounds for non-approval of my succeeding application for authority to conduct fund raising activities.

THAT the total solicited funds shall be utilized and distributed to the intended beneficiaries in accordance with the approved project proposal and shall follow the disbursement ratio of not less than 80% for programs cost and not more than 20% for administrative cost.

THAT I shall adhere to the Post Facilitation Processes per DSWD's existing rules and guidelines.

THAT I vouch that I have no derogatory record that may cloud doubt or judgement to the solicitation activities that I will undertake.

Certified Correct

(Signature over Printed Name of the Applicant Individual)

Date

Instruction to the assessor: Put a check mark in the tick box if the applicant needs to comply/submit the requirement, put an "x" mark if the applicant already submitted the requirement.