

CONFORME LETTER

Dear Maam/Sir _____:

We wish to inform you that we have favorably approved your application for local/national fund drive campaign with Permit/Authority No. _____, valid from _____ to _____ based on the following standards operating procedures:

1. Authority is granted to DSWD to access documents and premises to verify that the conditions of this permit are being met;
2. The authority to solicit is non-transferable and can only be used on the approved period/duration, methodology to be used are within the area covered by the application. Any changes in the address, methodologies being used and area of coverage, among others shall be immediately reported in writing;
3. At least one month before the expiry date of permit, the concerned DSWD Office shall be informed on the schedule of inventory/accounting of solicited funds. The latter shall witness the inventory and/or accounting of collected funds (applicable to donation box, coin banks and similar modes);
4. The total solicited funds shall be utilized and distributed to the intended beneficiaries in accordance with the approved work and financial plan;
5. Within sixty (60) days after the expiry date of permit, the following shall be submitted to the concerned DSWD-Field Office:
 - a) Notarized Fund Utilization Report

For non-government organization/agency or individual, notarized fund utilization report of its proceeds and expenditures sworn by the Agency Head and Treasurer or concerned individual who had applied for the said permit. For registered NGOs, said fund utilization report should be included in its Audited Annual Financial Report which shall be submitted to the concerned DSWD Field Office copy furnish Standards Bureau;

- b) List of donors and their corresponding addresses and contact numbers and amount of donations, as applicable;
 - c) List of beneficiaries (either individual, LGU and/or institution) and the amount or types of assistance extended and their corresponding addresses and contact numbers (if applicable);
 - d) Expired original certificate authorizing the conduct of regional/national fund campaign;
6. The total solicited funds shall be utilized and distributed to the intended beneficiaries in accordance with the approved project proposal and shall follow the utilization ratio of not less than 80% for program expenses and not more than 20% for administrative expenses;
 7. If the solicited funds are not yet fully distributed or utilized, a status report of the funds shall be submitted to concern DSWD Office within the said sixty (60) days until all the solicited funds are utilized, as the case may be. Then, the NGO or individual shall submit the post reportorial requirements as indicated in Item 5 of this conforme;
 8. The distribution shall be in close coordination with the concerned DSWD Field Office
 9. The Solicitation Permit Number and the corresponding validity and expiry date of the permit shall be reflected in all public solicitation paraphernalia.

We look forward to your compliance with the above to maximize the use of solicited donations.

Very truly yours,

Director/Officer-In-Charge
Standards Bureau/DSWD Field Office

Conforme:

Head of Agency/Authorized Representative