

**DOCUMENTARY REQUIREMENTS FOR ACCREDITATION OF SWA'S PROGRAMS AND SERVICES (SENIOR CITIZENS CENTER)**

Requirements	Type of Application	
	New	Renewal
<b>A. Basic Documents</b>		
1. Duly Accomplished and Notarized Application Form	✓	✓
2. Securities and Exchange Commission (SEC) Registration/Constitution and By-Laws/Local Ordinance or Resolution	✓	✓
<b>B. Documents Establishing Track Record and Good Standing</b>		
3. Duly signed Work and Financial Plan for current and succeeding year / LGU approved budget for the year	✓	✓
4. Annual Accomplishment Report for the past year	✓	✓
5. Audited Financial Report of the previous year. Audited Financial Report submitted to SEC and/or Bureau of Internal Revenue (BIR) shall be accepted, and/or financial report based on the DSWD template shall also be submitted. For those SWDAs with a total revenue of less than Php600,000.00, an unaudited financial statement prepared by the Financial Officer and concurred by the Head of Agency may suffice	✓	✓
<b>B. Documents Establishing Corporate Existence and Regulatory Compliance</b>		
6. Copy of the valid safety certificates namely: <ul style="list-style-type: none"> <li>a. Occupancy permit (only for new buildings) or Annual Building Inspection Certificate (for old buildings)</li> <li>b. Fire Safety Inspection Certificate</li> <li>c. Water Potability Certificate or Sanitary Permit</li> </ul>	✓	✓

**Notes:** For purposes of compliance with RA 11032, The Ease of Doing Business Act, those documentary requirements earlier submitted during the registration and licensing processes that are also required for accreditation and no changes was made as attested by the applicant organization, shall be deemed acceptable during the accreditation application process. Similarly, during the renewal process of accreditation, on top of the basic documents and those documents that are valid only for one year, and those needed to be updated shall be required. Details of these shall be stated in the manual of operation.