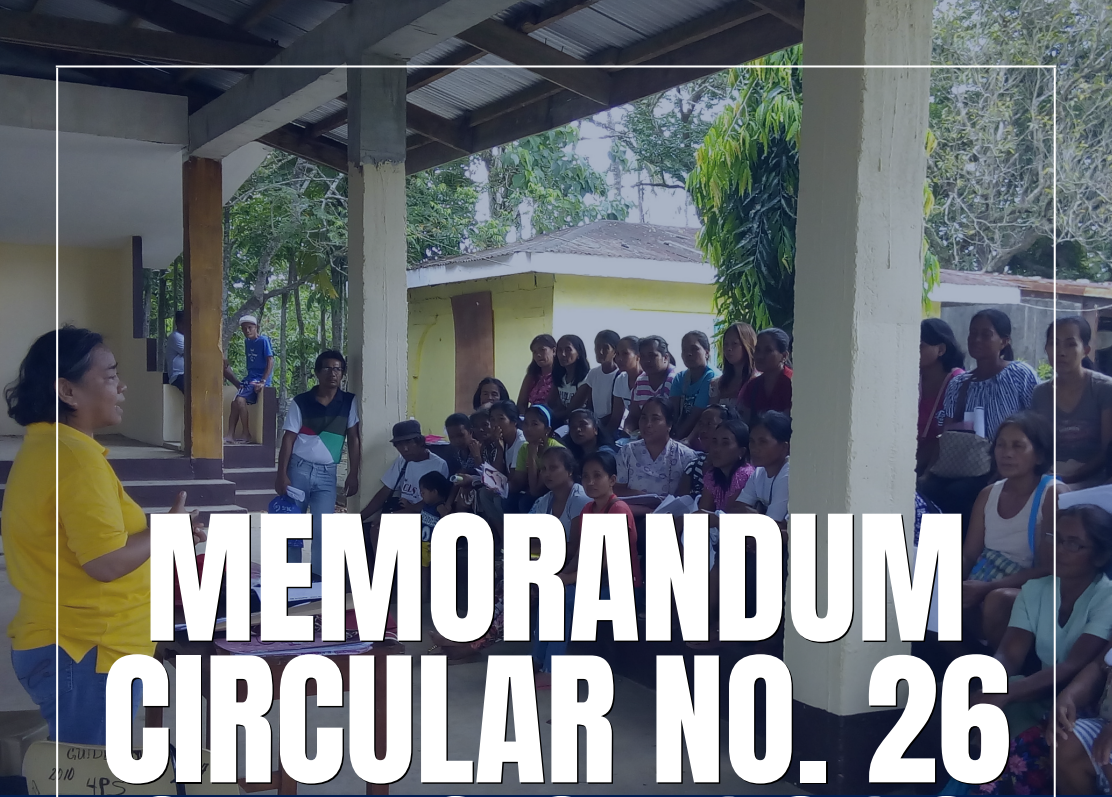




MEMORANDUM CIRCULAR NO. 26 SERIES OF 2020

*GUIDELINES IN THE ACCREDITATION OF
CIVIL SOCIETY ORGANIZATIONS (CSOs)
ORGANIZED BY THE SUSTAINABLE
LIVELIHOOD PROGRAM AS
BENEFICIARIES USING DSWD FUNDS.*



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GUIDELINES IN THE ACCREDITATION OF CIVIL SOCIETY ORGANIZATIONS (CSOs) ORGANIZED BY THE SUSTAINABLE LIVELIHOOD PROGRAM AS BENEFICIARIES USING DSWD FUNDS.

This Guidelines seek to enhance the set standards and simplify the procedures for accreditation of DSWD-Organized Beneficiary CSO from SLP while maintaining vigilance over the potential misuse of DSWD funds.

WHO ARE THE DSWD SLP-ORGANIZED BENEFICIARY CSO ?

This refers to a group or association composed of individuals identified by the DSWD as beneficiaries of the same DSWD project or program, formed through the initiative, or with the assistance, of the DSWD as part of the design and mandated processes of such project or program. This shall only cover the accreditation of Beneficiary CSOs organized by the Department through Sustainable Livelihood Program or SLP.



WHAT ARE THE REQUIREMENTS?

1

Certified True Copy of the Certificate of Eligibility (CoE) issued by the Sustainable Livelihood Program - Regional Program Management Office (SLP-RPMO).

2

Endorsement of Sustainable Livelihood Program Association (SLPAs) with CoE signed by the Regional Program Coordinator (*to include the project/s approved, address of the SLPA, and the budget approved for the project*)



ACCREDITATION PROCEDURES:

1 Endorsement of requirements of the applicant to the DSWD-Field Office (FO) - Standards Section (SS).

2 Review of the Requirement by SS

3 Issuance of Certificate of Accreditation (CoA) - If the Beneficiary CSO Applicant has met all requirements, the SS shall prepare the CoA after review of the requirements.

4 APPEALS:



If the application for Accreditation is denied, the applicant may appeal the denial before the Field Office Director within ten (10) working days from receipt of notice of denial by filing a Memorandum of Appeal stating the grounds of its appeal.

POSTING OF NOTICE AND INVITATION TO SUBMIT DEROGATORY RECORDS:



The DSWD Field Office (FO) Standards Section (SS) posts selected information of the CSO applicant in conspicuous places within the DSWD FO Compound.

Sworn reports of derogatory records may be submitted to the DSWD FO SS through its official email address.



GROUNDS FOR REVOCATION:

The Certificate of Accreditation (CoA) of a DSWD SLP-Organized Beneficiary CSO may be revoked on any of the following grounds:



Misrepresentation in, or falsification of, any document submitted in support of the application for accreditation.



Failure, during the validity period of the CoA, to comply with the terms of reference stated in the agreement with DSWD involving the transfer of funds.



Violation, during the validity period of the CoA, of any law, rule, or regulation involving the utilization of DSWD funds.



A submitted derogatory report received was found to be true.

HOW ARE DSWD SLP-ORGANIZED BENEFICIARY CSO BEING MONITORED?



A representative from the Standards Section will conduct announced or spot monitoring activities to accredited DSWD SLP-Organized Beneficiary CSOs to ensure sustained compliance of CSO with accreditation standards and requirements, and to provide technical assistance, if necessary.



Accredited CSOs are subject to regular submission of report of all material changes and updating of accreditation documents to SLP.



**THREE (3) YEARS
VALIDITY OF
CERTIFICATE**

**VALIDITY OF
CERTIFICATE**

The Certificate of Accreditation of the DSWD SLP-Organized Beneficiary CSO shall be valid for a period of **THREE (3) YEARS** from the date of issuance unless revoked earlier.





STANDARDS BUREAU

DSWD Building, Constitution Hills, Batasan Complex,
Quezon City, PH 1126

Phone: (632) 8951-7125/8931-3181

sb@dswd.gov.ph



**Maagap at
Mapagkalingang
Serbisyo!**

#BawatBuhayMahalagaSaDSWD

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or visit our social media accounts and website at:*



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