



Accreditation of Civil Society Associations/ Organizations

Accreditation of Local Special Bodies is necessary in order for an association or organization to be included in a Local Special Body whose function is to formulate plans for the community's development.

Office or Division:	Office of the Sangguniang Bayan
Classification:	Complex
Type of Transaction:	G2C - Government to Citizen
Who may avail:	Residents
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Request Letter for Legislative Action signed by the Chairman/President of the Organization	The organization requesting the action
2. Duly Accomplished Form for Accreditation signed by the Secretary and the Chairman/President of the Organization	Secretary to the Sangguniang Bayan
3. Board Resolution adopting the Application for Accreditation and Designating its Authorized Principal and Alternate Representatives	The organization requesting the action
4. Certificate of Registration issued by the CDA/SEC/DOLE	From the Office of the Cooperative Development Authority (CDA), Securities and Exchange Commission (SEC), Department of Labor and Employment (DOLE)
5. List of Current Officers and Members signed by the Secretary and the Chairman/President of the Organization	The organization requesting the action
6. Original Sworn Statement stating that the CSO is an independent, non-partisan organization	Notary Public
7. Annual Accomplishment Report signed by the Secretary and the Chairman/President of the Organization	The organization requesting the action
8. Financial Statement signed by the Treasurer and the Chairman/President of the Organization	The organization requesting the action
9. Profile indicating the purposes and objectives of the organization	The organization requesting the action
10. Copy of the Minutes of the Meetings of the organization	The organization requesting the action
11. Constitution and Bylaws and Ratification of the CBL Signed by the Secretary, the Board Members and all Ratifying Members	The organization requesting the action
12. For CSO's applying to be members of the Local School or Health Boards, Photocopy of profiles of at least three (3) individuals in the organization that will verify their involvement in the health or education sector	The organization requesting the action



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the Application for Accreditation with all the requirements listed above	1. Receive the request	None	5 Minutes	<i>SB Secretary Sangguniang Bayan Office</i>
	1.1 Enter the application to the logbook	None		
	1.2 Include the request in the calendar for the reading of the regular session	None		
2. Wait for the schedule of committee hearing	2. Referral to the respective Committees concerned	None	7 Days	<i>The Presiding Officer</i>
	2.1 Reviews, research and study on the particular subject legislative measure	None		<i>Committees responsible for the request</i>
3. Attend Committee Hearing, Public Hearing	3. Conduct Committee meeting, public hearing and/or consultation with stakeholders	None	1 Day	<i>Committees concerned</i>
	3.1 Prepare Committee Report to be calendared for appropriate action	None		<i>SB Secretary Sangguniang Bayan Office</i>
4. Wait for the Certificate of Accreditation	4. With no more issues concerning the request, it will be passed to the Sangguniang Bayan for Final Reading and Approval	None	1 Day	<i>Committees concerned</i>
	4.1 Prepare Committee Report to be calendared for appropriate action	None	1 Day	<i>SB Secretary Sangguniang Bayan Office</i>
	4.2 Prepare Resolution/Ordinance for Signature	None	3 Days	<i>Office of the Vice Mayor Office of the Mayor</i>
5. Accept Certificate of Issuance	5. Issue Certificate of Accreditation to the Applicant	None	3 Minutes	<i>SB Secretary Sangguniang Bayan Office</i>
TOTAL:		None	13 Days and 8 Minutes	