



ACCREDITATION OF CIVIL SOCIETY ORGANIZATIONS (CSOS)



About the Service:

The Office of the Sangguniang Bayan grants Accreditation to a Civil Society Organization (CSO) after meeting all the set criteria and requirements for membership in the Local Special Bodies of the LGU.

Office/ Division	Sangguniang Bayan Office
Classification	Highly Technical
Type of Transaction	G2C- Government to Citizens
Who may avail	All registered associations and organizations in the Municipality of Calauan

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Letter of Application	Applicant seeking accreditation
Duly Accomplished Application Form for Accreditation	Sangguniang Bayan Office
Duly Approved Board Resolution manifesting a decision to seek accreditation	Applicant seeking accreditation
Certificate of Registration (SEC / DOLE / CDA, or other agencies whatever is applicable)	From the provincial or regional office of the applicable agency
Brief Profile, proof of existence and operation in the Municipality for at least 1 year	Applicant seeking accreditation
Barangay Certificate	From the Office of the Punong Barangay of their respective Barangay
Copy of Constitution and By-laws or Article of Incorporation	Applicant seeking accreditation
Program of activities planned for the year following the date of application for accreditation	Applicant seeking accreditation
Financial Statement at the minimum, signed by the Executive Officers of the Organization	Applicant seeking accreditation
Annual Accomplishment Report	Applicant seeking accreditation
List of current officers and members of good standing	Applicant seeking accreditation

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Sign in the client logbook and then secure list of requirements from the service provider and accomplish all the needed requirements	1. Provide the applicant/ client the list of requirements and instruct / advise the client to accomplish required documents	None	5 minutes	SB Secretariat
2. Submit Letter of Application and duly accomplished application form together with all the required documents	2. Receives application and check the completeness of requirements and affix the date, time and signature of the receiving personnel	None	10 minutes	SB Secretariat
	3. Include the matter in the Calendar of Business > Referred to the concerned Committee (1 st reading)	None	1 Session day	SB Secretary, Committee on Rules, Ethics and Privileges, Presiding Officer



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3.Clients attend committee meeting/ hearing	4. Conduct Committee Meeting	None	1-2 hours	Committee on Cooperative, Livelihood and Accreditation
	5. Renders Committee Report	None	1 session day	Committee on Cooperative, Livelihood and Accreditation
	6. Include proposed measure for second reading for proper deliberation of the body	None	1 session day	Committee on Cooperative, Livelihood and Accreditation, All SB Members, Presiding Officer, SB Secretary
	7. Include measure for 3 rd and final reading	None	1 session day	All SB Members, Presiding Officer, SB Secretary
	8. Finalization of the approved copies of resolution	None	1 – 2 Hours	SB Secretary
	9.Signing of Approved Copies of Resolution	None	1-2 days depending on the availability of the signatories	SB Members and presiding Officer
	10.Transmit copies of the Resolution to the Office of the Mayor for Final Approval	None	10 minutes	SB Secretary/ SB Staff
	11.Upon return of the approved resolution from the Office of the Mayor, notify the client to secure copy of resolution and certificate of accreditation (and payment of fees for first time applicants)	None	5 minutes	SB Secretariat
4. Upon notification, client should proceed to SB Office to secure copy of the approved Resolution & Certificate of Accreditation.	12. Instruct the Client to sign in the logbook and provide payment slip to first time applicants Prepare copy of resolution and the duly signed certificate of accreditation	None	10 minutes	SB Secretariat
5. Pay Accreditation fee to the treasury office	13. Accept payment and issue the Official Receipt	P 500.00 (one time accreditation payment for new applicants only)	15 minutes	Revenue Collection Clerk Municipal Treasury Office
6. Return to SB Office and present the Official Receipt and Obtain the approved and duly signed Resolution and Certificate of Accreditation.	14. Record the Official Receipt and Issue the approved and duly signed Resolution and Certificate of Accreditation		10 minutes	SB Secretariat
END OF TRANSACTION			Maximum of 30 working days from the receipt therein	