



Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
DILG-NAPOLCOM Center, EDSA corner Quezon Avenue, Quezon City
www.dilg.gov.ph

MEMORANDUM CIRCULAR

No. 2025-022

TO : ALL BUREAUS AND PMOs, DILG REGIONAL AND PROVINCIAL DIRECTORS, AND CIVIL SOCIETY ORGANIZATIONS

SUBJECT : AMENDMENT TO DILG MC 2022-005, GUIDELINES ON THE ACCREDITATION OF CIVIL SOCIETY ORGANIZATIONS TO CO-IMPLEMENT DILG PROGRAMS AND PROJECTS

DATE : MAR 04 2025

1.0 Background

- 1.1. Section 23, Article II of the 1987 Constitution states that the participation of non-governmental, community-based and other sectoral organizations shall be encouraged by the State.
- 1.2. Section 34 of the Local Government Code of 1991 (Republic Act No. 7160) mandates local government units (LGUs) to promote the establishment and operation of people's organizations, non-governmental organizations, and the private sector, to become active partners in the pursuit of local autonomy, and to directly involve them in the plans, programs, projects, or activities of the LGU. Similarly, national government agencies (NGAs) have been consistently authorized under the applicable annual General Appropriations Act (GAA) to partner with civil society organizations (CSOs) in implementing certain programs and projects. In accordance with the applicable GAA, the NGA may be authorized to transfer government funds to a CSO duly accredited by the said NGA and selected in accordance with all applicable rules and regulations.
- 1.3. The Philippine Development Plan 2023-2028 further emphasizes the importance of deepening participatory governance and fostering an open, inclusive environment through enhanced CSO involvement. Advocating for collaborative relationships between the government and civil society, and recognizing the value of an active, informed, and empowered civil society in upholding a culture of good governance, the Department of the Interior and Local Government (DILG) has created

spaces for CSOs to participate in the planning, implementation, monitoring, and evaluation of its programs, projects, and activities (PPAs).

- 1.4. CSOs, in many areas, are found to be effective in enabling services especially in the poorest and marginalized communities. As they are closely connected to local communities, CSOs can be effective partners in bringing people together to achieve a common development agenda and mobilize support for government programs and projects in more efficient ways.
- 1.5. In 2022, the Department issued Memorandum Circular No. 2022-005, entitled "Revised Guidelines on the Accreditation of Civil Society Organizations to Co-Implement DILG Programs and Projects," which prescribes the guidelines for the accreditation and engagement of CSOs in co-implementing DILG programs, projects, and activities (PPAs). While there has been a notable increase in the number of CSOs accredited by the Department, recent laws¹ and guidelines will be adopted to ensure compliance with statutory laws and requirements.
- 1.6. This Memorandum Circular is issued to prescribe, update, and harmonize the general guidelines, conditions, and mechanisms for all Department engagements with CSOs.

2.0 Coverage

- 2.1. This Memorandum Circular shall cover all CSOs that intend to co-implement DILG PPAs with or without the use of government funds.
 - 2.1.1. CSOs intending to access public funds in any of the areas for engagement must apply for accreditation with the Department.
- 2.2. This Memorandum Circular shall only involve the accreditation of CSOs by the DILG and the mechanisms by which the DILG will engage CSOs. The specific conditions in the transfer and liquidation of DILG funds, if any, shall be covered by the program or project guidelines issued by the concerned operating unit (OU) or by any formal agreement between the concerned OU and the Accredited CSO. Provided that, all liquidation, utilization, and audit of transferred funds, shall be in accordance with the existing Commission on Audit (COA) Circular No. 2007-001².
 - 2.2.1. Bureaus, PMOs, and Operating Units requiring CSO engagement in the implementation of their programs and

¹ Republic Act No. 11032, "Ease of Doing Business and Efficient Government Service Delivery Act of 2018" approved on May 28, 2018

² "Revised Guidelines in the Granting, Utilization, Accounting and Auditing of the Funds Released to Non-Governmental Organizations/People's Organizations (NGOs/POs)" dated October 25, 2007

projects must create and issue specific guidelines (Annex N). These guidelines shall provide an outline on the rules and conditions for engaging CSOs. Such guidelines shall be issued within three (3) months from the effectivity of this Circular for existing programs and projects, or within three (3) months from the commencement of new programs and projects. Once accomplished, these guidelines shall be disseminated to the Secretariats of the DILG National, Regional, and Provincial Accreditation Committees.

- 2.2.2. For cooperatives seeking to be a CSO partner of the Department, concerned representatives shall submit a Certificate of Registration and Certificate of Compliance issued by the Cooperative Development Authority (CDA) together with the accreditation requirements as stated herein.

3.0 Definition of Terms

- 3.1. *Civil Society Organization (CSO)* – refers to a non-state and non-profit association that works to improve society and the human condition. Basic types of CSOs include non-governmental organization, people's organization, civic organization, cooperative, social movement, professional group and business group³. In this Memorandum Circular, the terms "CSO" and "organization" are used interchangeably.
- 3.2. *Department* – refers to the Department of the Interior and Local Government. The terms "Department" and "DILG" are used interchangeably in this Circular.
- 3.3. *Operating Units* – refers to the office that handles the implementation of DILG PPAs.
- 3.4. *Applicant* – a CSO applying for accreditation with the DILG to be an implementing partner of a Department-initiated PPA, with or without the use of government funds.
- 3.5. *Formal Agreement* - written agreement (i.e., Memorandum of Understanding, Terms of Reference, or Memorandum of Agreement) between the CSO and the Bureau/PMO/Operating Unit depending on the Type of Engagement as described in Section 5.0 of this Circular
- 3.6. *Accreditation* – the process by which the DILG officially authorizes a CSO to be an eligible partner in implementing a Department-initiated PPA with or without the use of government funds. The accreditation process is the instrument by which the DILG determines the intent,

³ This definition is adopted from DILG Memorandum Circular No. 2019-72 (2019 Accreditation of Civil Society Organizations and Selection of Representatives to the Local Special Bodies) dated May 22, 2019; for the definition of the basic types of CSOs, please refer to Section 3.0 of the same Memorandum Circular

capability, judicial personality, and basic information of the organization and its officers and members.

- 3.7. *Accreditation Certificate*— refers to the authorization issued by the DILG, through its National, Regional, and Provincial Accreditation Committees to an eligible CSO that is a) not yet registered with or accredited by any government unit, agency or certified by the Philippine Council of NGO Certification (PCNC), or b) registered with other government unit or agency but not yet accredited by any government unit or agency, to be an implementing partner of DILG PPAs.
- 3.8. *Accredited Partner CSO* – refers to an Applicant that has passed the Accreditation criteria and requirements stated in this Circular and has been issued a DILG Accreditation Certificate, hereby establishing its eligibility to co-implement DILG PPAs with or without the use of DILG funds.
- 3.9. *Certificate of Completion* – an official document issued by the concerned Bureau/PMO/Operating Unit to an Accredited Partner CSO stating that the CSO has duly fulfilled the terms, conditions, and specifications stated in its formal agreement with the Department.
- 3.10. *Certificate of Participation* - an official document issued by the Bureau/PMO/Operating Unit to a CSO, whether accredited or not, stating that the CSO has duly engaged in a volunteer capacity in PPAs conducted by the Department.

4.0 Areas for Engagement

The CSO is a critical partner that can play various roles and a wide range of functions in the implementation of the Department's PPAs. As such, in the engagement with civil society, appropriate programming arrangements and support mechanisms shall be put in place to ensure the achievement of the desired development results.

- 4.1. The areas wherein CSOs may engage with the DILG include the following:

- 4.1.1. **Providing Feedback on PPAs**

- CSOs may join in any of the feedback mechanisms that shall be established by the Department, e.g., LGU Compliance Assessment and Manila Bayani Awards and Incentives, Third Party Monitoring (TPM), ADAC Performance Audit, and Dagyaw: Town Hall Meetings.

- Also, the CSOs can directly give feedback to project implementers on the project status of various nationally and

locally funded projects such as, but not limited to, projects reflected in the SubayBAYAN database.

4.1.2. Pushing for various advocacies

CSOs may contribute to the advancement and localization of the Open Government Partnership (OGP), advocate for the passage of a local ordinance on Freedom of Information (FOI), participate in the consultation pertaining to Constitutional Reform, participate in initiatives of the local Anti-Drug Abuse Council (ADAC), support the Philippine Development Plan (PDP) and the attainment of the Sustainable Development Goals (SDG) and get involved in the local disaster preparedness program, among others.

4.1.3. Formulating plans, policies and issuances

CSOs may participate in consultations or fora for the formulation of plans, policies, guidelines, and issuances. The CSOs can also be involved in policy dialogues in local governance, law and order and public safety.

4.1.4. Implementing capacity development programs and other activities

CSOs may implement capacity development programs for other CSOs to ensure their active and meaningful participation in various local special bodies and committees and in the conduct of monitoring and evaluation. They may also implement capability building programs to strengthen LGUs' capacity to improve their performance in the implementation of programs and delivery of basic services. CSO involvement may also include, but is not limited to, the conduct of researches, surveys, studies, assessments, monitoring and evaluation.

- 4.2. The DILG will not accept proposals that are not anchored on any of the existing PPAs of the Department. The list of PPAs that CSOs can choose to engage in shall be posted on the DILG and CSO/PPPP Website. Meanwhile, DILG Regional and Provincial offices may adopt or develop their own list of DILG PPAs relative to what is being implemented in their respective jurisdictions. Provided, that these PPAs shall be encoded in the CSO Accreditation Portal. They shall endorse their list of PPAs through the Endorsement of List of PPAs (Annex S).
- 4.3. The list of DILG PPAs as listed in Annex I will be updated every semester, and shall be disseminated via a Memorandum signed by the National Accreditation Committee Chair or his/her representative.
- 4.4. In case a bureau, regional office or PMO will implement a new program or project which will involve CSOs, it shall immediately inform their respective DILG Accreditation Committee Secretariats and request for its inclusion in the list of DILG PPAs that are open to CSO engagements.

5.0 Types of Engagement

5.1. Voluntary work

CSOs may engage with the Department on a voluntary basis without incurring any costs to the government to provide feedback on PPAs; support in pushing for various advocacies; assist in formulating plans, policies and issuances; and implement PPAs.

CSOs may still engage with the Department in a voluntary capacity in any of the areas for engagement without being accredited and will be issued a Certificate of Participation (Annex R) after having completed their engagement. Having accreditation, however, allows the CSO to enter into formal agreements with the concerned Operating Unit.

5.2. Voluntary work with cost

CSOs may also engage with the Department to assist or participate in a volunteer capacity and shall be reimbursed for applicable cost to provide feedback on PPAs, support in pushing for various advocacies, assistance in formulating plans, policies and issuances, and implementation of capacity development programs.

The reimbursable costs may be given for any of the following expenses: (a) actual transportation expenses; (b) per diems; (c) honoraria; and (d) other incidental expenses incurred in the performance of duties. All expenses, however, shall be subject to all relevant existing budgeting, accounting, and COA auditing rules and regulations.

5.3. Provision of goods and services

CSOs may also act as providers of goods and/or services for which they will receive remuneration or payment. Their services may be procured for purposes including providing feedback on programs and projects, advancing various advocacy initiatives, formulating plans, policies, and issuances, or implementing capacity development programs and other related activities.

In this context, all applicable rules and regulations per Section 35, Article IV, of Republic Act No. 12009 or the New Government Procurement Act, as well as similar general provisions, shall be strictly observed.

6.0 Accreditation of Civil Society Organizations

6.1. Accreditation Committees

- 6.1.1. The DILG shall create a National Accreditation Committee (NAC), a Regional Accreditation Committee (RAC) in every region, and a Provincial Accreditation Committee (PAC) in every

province, that will perform the functions of the DILG as stated in this Memorandum Circular.

6.1.2. The National Accreditation Committee shall be composed of the following:

Chairperson:	Secretary, Department of the Interior and Local Government or his/her authorized representative;
Vice-Chairperson:	Director, Bureau of Local Government Supervision;
Members:	Director, Bureau of Local Government Development;
	Director, Office of Project Development Services;
	Director, National Barangay Operations Office; and
	Representative, Legal and Legislative Liaison Service.

If there is a need to verify the documents submitted by the applicant CSO, representatives from the concerned operating units shall attend all meetings related to the applications for PPAs handled by their respective offices.

6.1.3. The Civil Society Organizations/People's Participation Partnership Program – Program Management Office (CSO/PPPP PMO) shall serve as the Secretariat to the National Accreditation Committee.

6.1.4. The Regional Accreditation Committee shall be composed of the following:

Chairperson:	Regional Director;
Vice-Chairperson:	Assistant Regional Director;
Members:	Provincial Director/s in the areas where the applicant intends to operate (for applicants from non-Highly Urbanized Cities) and/or the City Director in the Highly Urbanized City where the applicant intends to operate;

Chief, Monitoring and Evaluation Division;

Chief, Capability Development Division;

Chief, Finance and Administrative Division;

Chief, Project Development and Monitoring Unit; and

Representative, Legal Services Unit.

If there is a need to verify the documents submitted by the applicant CSO, representatives from the concerned operating units shall attend all meetings related to the applications for PPAs handled by their respective offices.

6.1.5. The Regional Director shall designate a Secretariat to the Regional Accreditation Committee, which shall be composed of at least three (3) members.

6.1.6. The Provincial Accreditation Committee shall be composed of the following:

Chairperson: Provincial Director;

Members: Program Manager;

Cluster Heads Representative; and

Project Development and Monitoring Head

6.1.7. The Provincial Director shall designate a Secretariat to the Provincial Accreditation Committee, which shall be composed of at least three (3) members.

6.1.8. The Regional and Provincial accreditation committees shall be responsible for policy dissemination and the call for applications to CSOs willing to co-implement DILG PPAs within their respective regions and provinces.

6.2. **Accreditation Criteria**

A CSO must comply with all of the following criteria to be accredited:

- 6.2.1. Must be composed of directors, officers, and/or members who have the eligibility, competency, and capability to co-implement PPAs of the Department;
- 6.2.2. Must have a good track record and good standing in all government agencies from which the CSO has had previous partnerships with and must not be in default or in delay in liquidating any government funds received from any government agency, if applicable; and
- 6.2.3. Must not have any Director, Trustee, Officer, or key personnel related within the fourth civil degree of consanguinity or affinity to any DILG official or personnel involved in the processing of its accreditation or in the funding or implementation of the PPA being applied for by the CSO.

6.3. Accreditation Requirements

Interested CSOs may submit the Fully-Accomplished Application Form (Annex A) and the following requirements through in-person or electronic means through the following link: <https://csopppp.dilg.gov.ph/cso-app>

6.3.1. For Voluntary Engagements

- 6.3.1.1. Fully-accomplished Application (Annex A);
- 6.3.1.2. Letter of intent to apply for Accreditation (Annex J);
- 6.3.1.3. Certificate Under Oath (Annex K); and
- 6.3.1.4. Organizational Chart of the CSO.

6.3.2. For Voluntary Engagements with Government Cost

- 6.3.2.1. Fully-accomplished Application (Annex A);
- 6.3.2.2. Letter of intent to apply for Accreditation (Annex J);
- 6.3.2.3. Certification Under Oath (Annex K);
- 6.3.2.4. Organizational Chart of the CSO;
- 6.3.2.5. Data Sheet of the CSO containing the names, positions, and updated contact details of its current directors, trustees, officers and key personnel;
- 6.3.2.6. Annual Accomplishment Report for the immediately preceding year or Brochure or Profile of the CSO;
- 6.3.2.7. Copy of Resolution of the CSO's governing board authorizing the CSO to apply for DILG accreditation and the individual filing the application on its behalf, authorizing the DILG and Commission on Audit to inquire into CSO's bank account/s in case of department investigations, pursuant to Republic Act No. 1405 or the Bank Secrecy Law, and authorizing the DILG to publish details regarding the project or program, including the publication of quarterly reports,

in accordance with the applicable provisions of Republic Act No. 10173 or the Data Privacy Act of 2012 (Annex L);

- 6.3.2.8. Certified true copy of the Certificate of Registration from any of the following agencies: SEC, CDA, DOLE, or DHSUD, including the latest General Information Sheet or Articles of Incorporation/Partnership, as applicable;
- 6.3.2.9. Certified true copies of Audited Financial Reports/Statements and Annual Income Tax Returns, as filed with the BIR, for the past three (3) years. For CSOs which have been in operation for less than three years: Financial Statement or Report signed by the executive officers of the organization, for the year/s it has been in operation, and indicating therein other information such as the source(s) of funds;
- 6.3.2.10. Original Sworn Certification, issued by the chief executive officer or equivalent officer of the CSO, stating that the CSO is not in default or delay in liquidating any funds received from any government agency, that neither the CSO nor any of its past or present directors, trustees, officers, or key personnel has been blacklisted by any government agency, or is a defendant, respondent or accused in any civil, administrative or criminal case arising from or involving the use of public funds received by the CSO (Annex L); and
- 6.3.2.11. Original Certificate of Good Standing issued not more than three (3) months before the date of application, by the responsible officer or any umbrella organization, federation, coalition, to which the CSO may belong, if applicable.

6.3.3. For Provider of Goods and Services

- 6.3.3.1. Fully-accomplished Application (Annex A);
- 6.3.3.2. Letter of intent to apply for Accreditation (Annex J);
- 6.3.3.3. Certification Under Oath (Annex L);
- 6.3.3.4. Organizational Chart of the CSO;

- 6.3.3.5. Data Sheet of the CSO containing the names, positions, and updated contact details of its current directors, trustees, officers and key personnel;
- 6.3.3.6. Annual Accomplishment Report for the immediately preceding year or Brochure or Profile of CSO;
- 6.3.3.7. Copy of Resolution of the CSO's governing board authorizing the CSO to apply for DILG accreditation and the individual filing the application on its behalf, authorizing the DILG and/or Commission on Audit to inquire into CSO's bank account/s in case of department investigations, pursuant to Republic Act No. 1405 or the Bank Secrecy Law, and authorizing the DILG to publish details regarding the project or program, including the publication of quarterly reports, in accordance with the applicable provisions of Republic Act No. 10173 or the Data Privacy Act of 2012 (Annex M);
- 6.3.3.8. Certified true copy of the Certificate of Registration from any of the following agencies: SEC, CDA, DOLE, or DHSUD, including the latest General Information Sheet or Articles of Incorporation/Partnership, as applicable;
- 6.3.3.9. Certified true copies of Audited Financial Reports/Statements and Annual Income Tax Returns, as filed with the BIR, for the past three (3) years;
- 6.3.3.10. Original Sworn Certification, issued by the chief executive officer or equivalent officer of the CSO, stating that the CSO is not in default or delay in liquidating any funds received from any government agency, that neither the CSO nor any of its past or present directors, trustees, officers, or key personnel has been blacklisted by any government agency, or is a defendant, respondent or accused in any civil, administrative or criminal case arising from or involving the use of public funds received by the CSO (Annex L);
- 6.3.3.11. Original Certificate of Good Standing issued not more than three (3) months before the date of application, by the responsible officer or any umbrella organization, federation, coalition, to which the CSO may belong, if applicable;
- 6.3.3.12. Original Certification of No Derogatory Record, or its equivalent issued by any of the following agencies: SEC, CDA, DOLE, or DHSUD; and

6.3.3.13. Original Sworn Certification, issued not more than three (3) months before the date of application, by the head of the government agency and local chief executive appearing in the Application Form, stating the PPA that the CSO implemented or is implementing with the government agency, and that the CSO has no derogatory record with the government agency.

6.3.4. As the process of accreditation is one of the identified frontline services of the Department, all requests shall be accompanied by a Citizen's Charter Request Form, which may be obtained via the DILG Website.

6.3.5. CSOs with existing accreditation from the Department may acquire additional accreditation for other DILG PPAs, provided they apply at the same accreditation level, their requirements remain valid, and they submit a Letter of Intent outlining the DILG PPA they wish to co-implement.

Their application, however, shall undergo the same evaluation process of the concerned accreditation committees and Operating Units.

6.3.6. Meanwhile, CSOs with existing valid accreditation from other NGAs or their local sanggunian, or certification from the PCNC, shall only submit the following:

6.3.5.1. Fully-accomplished Application or Form A (Annex A);

6.3.5.2. Letter of intent to apply for Certification (Annex K); and

6.3.5.3. Certificate of Valid Accreditation signed by the NGA or LGU from which they have an existing valid accreditation or Certification from the Philippine Council for NGO Certification (PCNC).

Depending on the validity of their submitted documents and the evaluation result, the organization may still be requested to submit additional requirements under Item 6.4.3 of this Circular.

6.4. **Accreditation Process**

CSOs intending to engage with the Department in any of its PPAs shall be guided by the following procedure:

6.4.1. *Filing of Applications* – The Applicant must submit complete documentary requirements, either in-person or thru the CSO Accreditation Portal, to the concerned Accreditation Committees:

National Accreditation Committee – for CSOs intending to co-implement DILG PPAs in provinces, cities, municipalities in more than one (1) region;

Regional Accreditation Committee - for CSOs intending to co-implement DILG PPAs in HUCs, or in multiple provinces, cities, municipalities within a single region; and

Provincial Accreditation Committee – for CSOs intending to co-implement DILG PPAs in one (1) or more cities or municipalities within the same province only.

6.4.2. *Initial Assessment and Evaluation* – This is the evaluation of the application in terms of the correctness of information and completeness of the requirements provided by the Applicant. The concerned Secretariat shall evaluate the application documents submitted by the Applicant.

- a) If the documents are incomplete, the concerned Secretariat shall, within two (2) working days upon receipt of the application, return the application form (Form A) and inform the Applicant of the deficiencies using the Notes/Remarks section of Form A and give the attached checklist to the Applicant to serve as their guide.
- b) If the documents are complete, the Secretariat shall, within three (3) working days upon receipt of application, assign a Document Number and Control Number to the Application Form and endorse the application to the concerned Bureau/PMO in cases of National Accreditation; or the Operating Unit/Program Manager in cases of Regional or Provincial Accreditation, whichever is applicable, including all the submitted requirements for final evaluation. The Secretariat shall also inform the Applicant via email or other form of communication of their complete submission and the endorsement to the concerned Operating Unit.

6.4.3. *Final Evaluation* – Upon receiving the complete documents from the relevant Secretariat, the Operating Unit will evaluate the Applicant's eligibility and capability to co-implement the DILG PPA they are applying for, following their specific program or project guidelines. This evaluation will take place within 5 to 10 working days, including the conditions as provided below:

The Operating Unit may request additional documents from the Applicant and conduct interviews with individuals or agencies that have had significant transactions with the Applicant, either in the past or present.

Shall the Operating Unit determine that more documents are needed for a thorough evaluation, they shall inform and notify the Secretariat using Form B (Annex B). The Secretariat will then inform the Applicant of the additional requirements using Form B.1 (Annex C). After this, the concerned Bureau/PMO will communicate the evaluation results to the Secretariat using Form B (Annex B).

6.4.4. *Final Action* - Within two (2) working days from the receipt of Form B from the concerned Bureau/PMO/Operating Unit, the Secretariat shall take final action on the application:

6.4.4.1. For disapproved applications, the Secretariat shall prepare the Declination Notice or Form B.2 (Annex D), to be signed by the Secretariat Head, informing the Applicant of the denial and the grounds therefor. The Secretariat shall attach a copy of the Declination Notice to the original Application Form.

6.4.4.2. For approved applications from the Bureau/PMO/Operating Units, the Secretariat shall use Form C (Annex E) to recommend the final action to the Accreditation Committee, together with the Accreditation Certificate (Annex F) for the signature of the Accreditation Committee Chairperson. Separate Accreditation Certificate shall be issued for applications to different PPAs and Types of Engagements.

With reference to Sec. 9 of RA 11032, EODB Law, the number of required signatories for the approval of the Certificate of Accreditation shall be limited to a maximum of three (3).

6.4.5. The entire accreditation process may take between seven (7) and twenty (20) days, depending on the complexity of the submitted documents, starting from the receipt of the application.

7.0 Formalization of Engagement

This only applies to CSOs that have undergone the Accreditation process.

7.1. For CSOs that shall be involved in a volunteer capacity without any cost to the government:

7.1.1. The DILG Secretary or his representative at the national level, the Regional Director at the regional level and HUCs, or the Provincial Director at the provincial, city, and municipal levels,

shall sign a Memorandum of Understanding (MOU) to formalize and set the terms and conditions of the partnership with the CSO.

7.1.2. All Bureaus/PMOs/Operating Units with PPAs requiring the voluntary engagement of CSOs are encouraged to submit a sample MOU with the Accredited Partner CSO (Annex O), which shall be disseminated to the respective Secretariat of the National, Regional, and Provincial Accreditation Committees. The MOU shall define the nature and extent of the partnership, identify the specific roles and responsibilities of each party, and the implementation timeline of the specific DILG PPA.

7.2. For CSOs that shall be involved in a volunteer capacity with cost to the government:

7.2.1. The DILG Secretary or his representative at the national level, the Regional Director at the regional level and HUCs, or the Provincial Director at the provincial, city, and municipal levels, shall issue a Terms of Reference (TOR) (Annex P) to formalize and set the conditions of the partnership with the CSO that shall be engaged.

7.2.2. All Bureaus/PMOs/Operating Units with PPAs requiring the engagement of CSOs in a voluntary with cost manner are encouraged to submit a sample TOR (Annex P) with the Accredited Partner CSO, which shall be disseminated to the respective Secretariat of the National, Regional, and Provincial Accreditation Committees. The TOR shall define the scope of work, specific qualifications, expected outputs, and the implementation timeline and compensation and/or honoraria of the CSO member/s that shall be involved in the conduct of the specific DILG PPA. The release of honoraria and traveling expenses to these CSOs shall be in accordance with the existing COA Circular No. 2007-001 dated October 25, 2007.

7.3. For CSOs that shall be engaged in implementing Department PPAs as providers of goods and services:

7.3.1. The following persons shall be authorized to sign the Memorandum of Agreement (MOA) to formalize and set the conditions of the partnership with the CSO that shall be engaged:

7.3.1.1. The SILG, or his authorized representative, for DILG projects and/or programs intended to be implemented in multiple provinces, cities, municipalities in more than one (1) region;

- 7.3.1.2. The Regional Director for DILG projects and/or programs intended to be implemented in HUCs, or in multiple provinces, cities, municipalities within a region; and
 - 7.3.1.3. The Provincial Director for DILG projects and/or programs intended to be implemented in one (1) or more cities or municipalities within the same province only.
 - 7.3.2. All Bureaus/PMOs/Operating Units with PPAs requiring the engagement of CSOs as providers of goods and services are encouraged to submit a sample MOA with the Accredited Partner CSO (Annex O), which shall be disseminated to the respective Secretariat of the National, Regional, and Provincial Accreditation Committees. The MOA shall define the nature and extent of the partnership, identify the specific roles and responsibilities of each party, the implementation timeline of the specific DILG PPA, include provisions for remuneration or honoraria, payment for travel expense and appropriate allowable per diems, of the CSO member/s that shall be involved in the conduct of activities relating to the specific DILG PPA they were authorized to engage in. It shall also provide the guidelines on the disbursement and utilization of funds and other funding requirements, if any.
 - 7.3.3. The liquidation, utilization and audit of transferred funds, shall be subjected to existing laws and applicable accounting and auditing rules and regulations.
 - 7.3.4. The Accredited Partner CSO shall keep and maintain financial and accounting records of any government funds given by the DILG. Likewise, the partner Bureau/PMO shall keep and maintain financial and accounting records of any government funds given to the CSO.
- 7.4. The Accredited Partner CSO shall nominate their organization's representative/s who shall directly engage with the DILG in the implementation of the PPA they were authorized to co-implement. No other individual from the organization shall engage with the implementation of the PPA unless nominated by the Accredited Partner CSO and duly authorized by the DILG through the concerned Operating Unit, and/or the concerned Provincial or Regional Director.
- 7.5. The concerned Operating Unit is encouraged to organize a meeting (online or in person) with the accredited CSO with the following suggested agenda: 1) leveling of expectations in terms of roles, 2) provide the partner CSO with detailed information on the

Bureau/PMO/Operating Unit's programs, 3) introduction of focal persons, and 4) other matters that will be agreed upon.

- 7.6. The concerned Operating Unit shall closely monitor the project implementation and shall ensure compliance with the provisions stated in the MOU, TOR, or in the MOA, and in this Circular.

8.0 Coverage and Validity

- 8.1. An Accreditation Certificate shall only be used by the Accredited Partner CSO in the implementation of the approved DILG PPA as indicated therein and shall only cover the geographical area specified therein.
- 8.2. An Accreditation Certificate shall only be valid for a period not exceeding five (5) years from the date of issuance subject to revocation, based on the grounds stated in Section 10.1 of this Circular. The concerned Accreditation Committee shall conduct a year-end assessment of Accredited Partner CSOs, in coordination with partner Bureaus/PMOs/ Operating Units.
- 8.3. Upon the end of the validity of the formal agreement with the organization, the Operating Unit shall issue a Certificate of Completion to the Accredited Partner CSO (Annex Q).

9.0 Renewal of Accreditation

- 9.1. Within a period not earlier than sixty (60) days prior to the expiration of its Accreditation, the Accredited Partner CSO may apply for renewal by submitting the following requirements:
 - 9.1.1. Letter of Intent to renew Accreditation;
 - 9.1.2. Updated Organizational Chart of the CSO, if applicable;
 - 9.1.3. Updated Data Sheet of the CSO containing the names, positions, and updated contact details of its current directors, trustees, officers and key personnel, if applicable;
 - 9.1.4. List of PPAs of the CSO, for the duration of the validity of its Accreditation, whether or not utilizing government funds;
 - 9.1.5. Summary report on engagements with DILG offices for the duration of the validity of its Accreditation; and
 - 9.1.6. Certificate of Completion or Letter of Recommendation from the previous partner Bureau/PMO.
- 9.2. *Evaluation and Verification* - The concerned Secretariat shall assess the application for renewal of the Accredited Partner CSO based on the track record of the CSO with other Bureaus/PMOs/Operating Units in the Department, and its eligibility and potential capability to continue engaging in PPAs of the Department. The Secretariat may coordinate

with other Bureaus/PMOs and other government agencies to verify the track record of the Accredited Partner CSO.

- 9.3. *Final Action* – Within three (3) working days after the conduct of the evaluation and verification, the concerned Secretariat shall take final action on the application.

9.3.1. If the application for renewal is declined, a Declination Notice shall be issued informing the Applicant of the denial and the grounds therefor.

9.3.2. If the Applicant meets all the criteria, the DILG Secretary or his/her authorized representative, the concerned Regional Director, or Provincial Director shall grant the renewal and sign the Certificate of Accreditation.

- 9.4. CSOs with existing valid accreditation from the Department, pursuant to DILG MC 2022-005 dated June 21, 2022, may still enter into formal agreements with other Operating units, upon submission of a Letter of Intent.

- 9.5. CSOs with existing valid accreditation from the Department, pursuant to DILG MC 2022-005 dated June 21, 2022, may apply for renewal of their accreditation upon submission of the requirements stated under Section 6.3 of this Circular.

10.0 Declination and Revocation of Accreditation

- 10.1. The Department may revoke the accreditation of an organization due to, but not limited to, any of the following grounds:

10.1.1. Non-compliance with any of the provisions of the agreement entered into between this Department, through its concerned Bureau/PMO, Regional or Provincial Office, and the CSO;

10.1.2. Violation by the CSO, during the validity period of the Certificate of Accreditation, of any existing accounting and auditing laws, rules and regulations;

10.1.3. Unauthorized use of the name and/or logo of the Department and other unscrupulous activity that will affect the integrity of the Department;

10.1.4. Conduct of activities that are not aligned with the Bureau/PMO/Operating Unit's existing programs and type of engagements;

- 10.1.5. Conduct of activities without adherence to local laws, including compliance with the minimum public health standards in the locality; and
 - 10.1.6. Engaging primarily in, or using the organization primarily for, partisan political activities which include actions and statements that support or oppose specific political parties or candidates. This encompasses campaigning, advocating for a party's agenda, or placing party interests above unbiased and broad public concerns.
- 10.2. CSOs that have had their Accreditations revoked shall not be eligible for re-application and shall not be considered for future DILG engagements.
- 10.3. Meanwhile, the Department may decline an application of any organization due to, but not limited to, any of the following grounds:
- 10.3.1. Submission of invalid, outdated, or incomplete requirements as indicated in Section 6.3;
 - 10.3.2. Noncompliance with the eligibility criteria as provided under Section 6.2 of this policy
 - 10.3.3. A history of engaging in partisan political activities, including actions and statements that support or oppose specific political parties or candidates, as specified in item 10.1.6 of this Circular;
 - 10.3.4. Misalignment of the CSO's nature of work with the applied program and type of engagement;
 - 10.3.5. Where the expertise of the CSO does not match what is required for the implementation of the PPA they wish to co-implement."
- 10.4. Except for applications denied due to engagement in, or a history of engaging in, partisan political activities, CSOs whose applications have been declined on other grounds may reapply for future engagements, provided they properly comply with the criteria and guidelines stated herein.

11.0 Reporting

- 11.1. The RAC and PAC shall, within the first month from the effectivity of this Circular, submit to the NAC the list of names, positions, and contact details of the members of the Secretariats to the RAC and PAC. The RAC and PAC shall update the NAC of any changes to the compositions of the Secretariats, as applicable. Only the names of the Secretariats endorsed to the BLGS shall have access to the reviewing panel/function of the CSO Accreditation Portal

- 11.2. The Bureau/PMO in the DILG Central Office, the PMO and/or Program Manager in the Regional and Provincial Offices shall report to the NAC, RAC, and PAC, respectively. They shall submit copies of all agreements entered into with the partner CSOs during the immediately preceding month, within the first five (5) working days of every month to the appropriate Accreditation Committee.
- 11.3. The concerned Bureau/PMO, and/or Program Manager, shall also submit a Semestral Report to update the NAC, RAC, or the PAC of the status of the partnership with the partner CSO (Annex G).
- 11.4. The RAC and PAC shall prepare the lists of Accredited Partner CSOs at their respective levels for posting on their respective DILG official regional websites and for endorsement to the BLGS. These lists shall be updated every quarter, specifically not later than the 5th working day of the month following the end of the quarter. The NAC Secretariat shall then prepare the list of Accredited Partner CSOs for posting on the DILG official website.
- 11.5. The RAC and PAC, through their respective Secretariats, shall prepare Quarterly Reports on funds transferred to partner CSOs in their respective regions and provinces, including a summary of updates on the status of all partnerships, and submit to the NAC Secretariat for consolidation within the first ten (10) days of the ensuing quarter (Annex H).
- 11.6. The NAC, through the Secretariat, shall prepare quarterly reports on funds transferred to partner CSOs and submit them to the Department of Budget and Management, the Speaker of the House of Representatives, the President of the Senate of the Philippines, the House Committee on Appropriations, and the Senate Committee on Finance, no later than the 10th day of the ensuing month. These quarterly reports shall also be posted on the DILG official website.

12.0 Repealing Clause

All existing issuance issued by the DILG or parts thereof which are inconsistent herewith are hereby superseded.

13.0 References

- 13.1. DILG Memorandum Circular 2022-005 Guidelines on the Accreditation of Civil Society Organizations to Co-Implement DILG Programs and Projects (dated January 21, 2022)
- 13.2. General Appropriations Act of 2024 (Republic Act No. 11975)
- 13.3. National Expenditure Program FY 2025

- 13.4. Guidelines for Accreditation of Civil Society Organizations as Implementing Entities of Government or Public Funds (Commission on Audit-Department of Budget and Management-Department of Social Welfare and Development Joint Resolution No. 2014-001 dated December 5, 2014)
- 13.5. Revised Guidelines in the Granting, Utilization, Accounting and Auditing of the Funds Released to Non-Governmental Organizations/People's Organizations (Commission on Audit Circular No. 2007-001 dated October 25, 2007)
- 13.6. DILG Memorandum Circular No. 2019-72 (2019 Accreditation of Civil Society Organizations and Selection of Representatives to the Local Special Bodies) dated May 22, 2019
- 13.7. Republic Act No. 11032, "Ease of Doing Business and Efficient Government Service Delivery Act of 2018"
- 13.8. Republic Act No. 12009, "New Government Procurement Act"

14.0 Annexes

- Annex A: Form A (Application Form) and Checklist of Requirements
- Annex B: Form B (PMO's Evaluation Form)
- Annex C: Form B.1 (Request for Additional Documents)
- Annex D: Form B.2 (Declination Notice)
- Annex E: Form C (Recommendation of Issuance of Certificate)
- Annex F: Template for Certificate of Accreditation
- Annex G: Template for Semestral Reporting of Bureaus/PMOs
- Annex H: Template for Quarterly Reporting of RAC and PAC
- Annex I: List of DILG PPAs Requiring CSO Engagement
- Annex J: Sample Letter of Intent to Apply for Accreditation
- Annex K: Sample Certification Under Oath – Application
- Annex L: Sample Certification Under Oath – No Derogatory Record
- Annex M: Sample Board Resolution – Application
- Annex N: Template for Bureaus/PMOs' Specific Guidelines on Engagements with CSOs
- Annex O: Sample Partnership Agreement (MOU/MOA) of Bureau/PMO with CSO
- Annex P: Sample Guide for Terms of Reference of Bureau/PMO with CSO
- Annex Q: Template for Certificate of Completion from Partner Bureau/ PMO
- Annex R: Template for Certificate of Participation from Partner Bureau/PMO
- Annex S: Template for the Endorsement of List of PPAs
- Annex T: Template for Post-Evaluation Report

15.0 Effectivity

These guidelines shall take effect fifteen (15) days after publication on the official DILG website.

16.0 Feedback

Further information, queries, and comments regarding this Memorandum Circular must be directed to the Bureau of Local Government Supervision, with address at 25th Floor, DILG-NAPOLCOM Center, EDSA corner Quezon Avenue, Quezon City, 1104, through the following contact information: (02) 8876-3454 local 4201, and email address accreditation.dilg@gmail.com, for appropriate action.

17.0 Approving Authority


JUANITO VICTOR C. REMULLA
Secretary



BLGS-2024-10-07-021
BLGS/DTT/MRF/JDC/AAMB/bdt



Republic of The Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT

Accreditation/Certification of Civil Society Organizations to Engage with the DILG

Revised 2021.0.3

Control Number

Document Control

Annex A: Form A (Application Form) and Checklist of Requirements

Form A Application

¹ Full Name of Organization	
² Acronym	³ No. of Years in Operation:
⁴ Principal Address	⁵ Address(es) of Satellite Office(s)/Branch(es), if applicable
⁶ Website or Social Media Page (Optional)	⁷ Email Address
⁸ Contact Person and Designation	⁹ Contact Number(s)

¹⁰ Does your organization have an existing valid accreditation/certification/registration with any government agency or local government or the PCNC? <input type="radio"/> Yes Specify: _____ <input type="radio"/> No	¹¹ Which type of engagement does your organization wish to apply for? (Check only one.) <input type="radio"/> Voluntary Work <input type="radio"/> Voluntary Work with Cost <input type="radio"/> Provider of Goods and Services
-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

¹² What is the geographic area that your proposed engagement intends to cover?

¹³ Which best describes the modality of your proposed engagement? <table border="0"><tr><td><input type="checkbox"/> Advocacy Work</td><td><input type="checkbox"/> Cooperative Development</td></tr><tr><td><input type="checkbox"/> Policy Formulation</td><td><input type="checkbox"/> Development of Local Enterprises</td></tr><tr><td><input type="checkbox"/> Delivery of Basic Services</td><td><input type="checkbox"/> Environment Protection</td></tr><tr><td><input type="checkbox"/> Disaster Risk Reduction and Management</td><td><input type="checkbox"/> Agriculture and Fisheries</td></tr><tr><td><input type="checkbox"/> Rescue, Relief and Rehabilitation Operations</td><td><input type="checkbox"/> Rural Industrialization</td></tr><tr><td><input type="checkbox"/> Peace and Order Activities</td><td><input type="checkbox"/> Infrastructure Projects</td></tr><tr><td><input type="checkbox"/> Planning, Budgeting and Monitoring and Evaluation</td><td><input type="checkbox"/> Social Services (not usually provided by the private sector)</td></tr><tr><td><input type="checkbox"/> Livelihood Development</td><td><input type="checkbox"/> Others (specify): _____</td></tr></table>	<input type="checkbox"/> Advocacy Work	<input type="checkbox"/> Cooperative Development	<input type="checkbox"/> Policy Formulation	<input type="checkbox"/> Development of Local Enterprises	<input type="checkbox"/> Delivery of Basic Services	<input type="checkbox"/> Environment Protection	<input type="checkbox"/> Disaster Risk Reduction and Management	<input type="checkbox"/> Agriculture and Fisheries	<input type="checkbox"/> Rescue, Relief and Rehabilitation Operations	<input type="checkbox"/> Rural Industrialization	<input type="checkbox"/> Peace and Order Activities	<input type="checkbox"/> Infrastructure Projects	<input type="checkbox"/> Planning, Budgeting and Monitoring and Evaluation	<input type="checkbox"/> Social Services (not usually provided by the private sector)	<input type="checkbox"/> Livelihood Development	<input type="checkbox"/> Others (specify): _____
<input type="checkbox"/> Advocacy Work	<input type="checkbox"/> Cooperative Development															
<input type="checkbox"/> Policy Formulation	<input type="checkbox"/> Development of Local Enterprises															
<input type="checkbox"/> Delivery of Basic Services	<input type="checkbox"/> Environment Protection															
<input type="checkbox"/> Disaster Risk Reduction and Management	<input type="checkbox"/> Agriculture and Fisheries															
<input type="checkbox"/> Rescue, Relief and Rehabilitation Operations	<input type="checkbox"/> Rural Industrialization															
<input type="checkbox"/> Peace and Order Activities	<input type="checkbox"/> Infrastructure Projects															
<input type="checkbox"/> Planning, Budgeting and Monitoring and Evaluation	<input type="checkbox"/> Social Services (not usually provided by the private sector)															
<input type="checkbox"/> Livelihood Development	<input type="checkbox"/> Others (specify): _____															

¹⁴ What is the proposed duration of your engagement? (Max. 5 years)												
FROM <table border="1"><tr><td>MM</td><td>DD</td><td>YYYY</td></tr><tr><td></td><td></td><td></td></tr></table> TO <table border="1"><tr><td>MM</td><td>DD</td><td>YYYY</td></tr><tr><td></td><td></td><td></td></tr></table>	MM	DD	YYYY				MM	DD	YYYY			
MM	DD	YYYY										
MM	DD	YYYY										

¹⁵ Specify the DILG program or project that your organization wants to be involved in. (Please see the DILG Website for reference (https://www.dilg.gov.ph/ – Reports and Resources > Resources and Downloads > List of CSO Engagement)

¹⁶ Briefly explain how you want to engage with the selected program or project?

¹⁷ How does your engagement contribute to the achievement of the goals of the program or project?

(b) Enumerate the geographic areas of activity in which your organization has operated in the past five (5) years, if applicable.

¹⁹ Enumerate your organization's partnerships with government agencies and/or local governments. (Within the past 5 years).

[illegible]

²⁰ Enumerate your organization's partnerships with other non-government entities such as local or foreign NGOs and international development organizations. (Within the past five [5] years, if applicable).

[illegible]

²¹ Which local special body (LSB) is/was your organization a member of? (Within the last five [5] years, if applicable).

[illegible]

Name and Position/Designation	Signature	Date

TO BE ACCOMPLISHED BY ACTION OFFICER		
Type <input type="radio"/> Accreditation <input type="radio"/> Certification		
Notes/Remarks 		
Action Officer	Signature	Date

TO THE APPLICANT

Kindly go through a self-assessment of the following requirements for your application. Please do not submit Form A without performing the said self-assessment.

Please submit your application documents to the concerned DILG office, or through <https://www.tinyurl.com/DILG-CSO-Apply>. To facilitate the processing your application, kindly label your documents based on the numbers assigned to each of the items below.

Checklist of Requirements

FOR VOLUNTARY ENGAGEMENTS

- | | | |
|--------------------------|---|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | 1 | Fully-accomplished Application (Form A) |
| <input type="checkbox"/> | 2 | Letter of Intent to Apply for Accreditation (Annex J) |
| <input type="checkbox"/> | 3 | CERTIFICATION UNDER OATH (Annex K) stating the following:
a. That the individual filing the application and whose name and signature appears in the Application Form has been duly authorized by the CSO to do so on its behalf;
b. That all the documents submitted in support of the application are genuine and authenticated;
c. That all information in the Application Form and in the supporting documents are true and correct;
d. That the CSO authorizes the DILG or its authorized representatives to conduct, if needed, ocular inspection of their office/s and to conduct interviews with any representative from their organization or previous partner; and
e. That the CSO fully understands and agrees to abide by all the provisions stated in the <u>DILG Memorandum Circular 2022-005</u> (Guidelines on the Accreditation of Civil Society Organizations to Co-implement DILG Programs and Projects) |
| <input type="checkbox"/> | 4 | Organizational Chart of the CSO |

ADDITIONAL REQUIREMENTS FOR VOLUNTARY ENGAGEMENTS

- | | | |
|--------------------------|----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | 5 | Data Sheet of the CSO containing the names, positions, and updated contact details of its current directors, trustees, officers and key personnel |
| <input type="checkbox"/> | 6 | Annual Accomplishment Report for the immediately preceding year or Brochure or Profile of CSO |
| <input type="checkbox"/> | 7 | Copy of Resolution of the CSO's governing board authorizing the CSO to apply for accreditation and the individual filing the application on its behalf, authorizing the DILG and/or COA to inquire into the CSO's bank account/s in case of investigation, and authorizing the DILG to publish details regarding the project or program, including the publication of quarterly reports (Annex L) |
| <input type="checkbox"/> | 8 | Certified true copy of the Certificate of Registration from any of the following agencies: SEC, CDA, DOLE, and HLURB, including the latest General Information Sheet or Articles of Incorporation/Partnership, as applicable |
| <input type="checkbox"/> | 9 | For CSOs that have been in operation for three (3) years or more, Certified true copies of Audited Financial Reports/Statements and Annual Income Tax Returns, as filed with the BIR, for the past three (3) years |
| <input type="checkbox"/> | 10 | For CSOs that have been in operation for less than three (3) years, Financial Statements/Reports for the year/s it has been in operation for CSOs which have been in operation for less than three (3) years |
| <input type="checkbox"/> | 11 | Original Sworn Certification, issued by the chief executive officer or equivalent officer of the CSO, stating that the CSO is not in default or delay in liquidating any funds received from any Government Agency, that neither the CSO nor any of its past or present directors, trustees, officers or key personnel has been blacklisted by any Government Agency, or is a defendant, respondent or accused in any civil, administrative or criminal case arising from or involving the use of public funds received by the CSO (Annex L) |
| <input type="checkbox"/> | 12 | Original Certificate of Good Standing issued not more than three (3) months before the date of application, by the responsible officer of any umbrella organization, federation, coalition, to which the CSO may belong, if applicable |

TO THE APPLICANT

Kindly go through a self-assessment of the following requirements for your application. Please do not submit Form A without performing the said self-assessment.

Please submit your application documents to the concerned DILG office, or through <https://www.tinyurl.com/DILG-CSO-Apply>. To facilitate the processing your application, kindly label your documents based on the numbers assigned to each of the items below.

Checklist of Requirements

FOR PROVIDERS OF GOODS AND SERVICES

- | | | |
|--------------------------|----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | 1 | Fully-accomplished Application (Form A) |
| <input type="checkbox"/> | 2 | Letter of Intent to Apply for Accreditation (Annex J) |
| <input type="checkbox"/> | 3 | CERTIFICATION UNDER OATH (Annex K) stating the following:
a. That the individual filing the application and whose name and signature appears in the Application Form has been duly authorized by the CSO to do so on its behalf;
b. That all the documents submitted in support of the application are genuine and authenticated;
c. That all information in the Application Form and in the supporting documents are true and correct;
d. That the CSO authorizes the DILG or its authorized representatives to conduct, if needed, ocular inspection of their office/s and to conduct interviews with any representative from their organization or previous partner; and
e. That the CSO fully understands and agrees to abide by all the provisions stated in the <u>DILG Memorandum Circular 2022-005</u> (Guidelines on the Accreditation of Civil Society Organizations to Co-implement DILG Programs and Projects) |
| <input type="checkbox"/> | 4 | Organizational Chart of the CSO |
| <input type="checkbox"/> | 5 | Data Sheet of the CSO containing the names, positions, and updated contact details of its current directors, trustees, officers and key personnel |
| <input type="checkbox"/> | 6 | Annual Accomplishment Report for the immediately preceding year or Brochure or Profile of CSO |
| <input type="checkbox"/> | 7 | Copy of Resolution of the CSO's governing board authorizing the CSO to apply for accreditation and the individual filing the application on its behalf, authorizing the DILG and/or COA to inquire into the CSO's bank account/s in case of investigation, and authorizing the DILG to publish details regarding the project or program, including the publication of quarterly reports (Annex L) |
| <input type="checkbox"/> | 8 | Certified true copy of the Certificate of Registration from any of the following agencies: SEC, CDA, DOLE, and HLURB, including the latest General Information Sheet or Articles of Incorporation/Partnership, as applicable |
| <input type="checkbox"/> | 9 | Certified true copies of Audited Financial Reports/Statements and Annual Income Tax Returns, as filed with the BIR, for the past three (3) years. |
| <input type="checkbox"/> | 10 | Original Sworn Certification, issued by the chief executive officer or equivalent officer of the CSO, stating that the CSO is not in default or delay in liquidating any funds received from any Government Agency, that neither the CSO nor any of its past or present directors, trustees, officers or key personnel has been blacklisted by any Government Agency, or is a defendant, respondent or accused in any civil, administrative or criminal case arising from or involving the use of public funds received by the CSO (Annex L) |
| <input type="checkbox"/> | 11 | Original Certificate of Good Standing issued not more than three (3) months before the date of application, by the responsible officer of any umbrella organization, federation, coalition, to which the CSO may belong, if applicable |
| <input type="checkbox"/> | 12 | Original Certification of No Derogatory Record or its equivalent issued by any of the following agencies: SEC, CDA, DOLE, and HLURB |
| <input type="checkbox"/> | 13 | Original Sworn Certification issued not more than three (3) months before the date of application, by the Head of each Government Agency and Local Chief Executive appearing in the Application Form, stating the programs and projects that the CSO implemented or is implementing with the Government Agency and that the CSO has no derogatory record with the Government Agency |



Republic of The Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT

**Accreditation/Certification of Civil Society
Organizations to Engage with the DILG**
Revised 2021.0.3

Control Number
Document Control

Form B PMO's Evaluation Form

ACTION	
<input type="radio"/> Approved	
<input type="radio"/> Declined	
Reason(s) for Declination	
<input type="radio"/> Request for Additional Documents	
Title and Description of Documents	
Other Remarks/Recommendation to the Secretariat	
Evaluated by: PMO Focal Person	Noted by: PMO Head / Bureau Director
Date:	Date:

COMPLIANCE TO ADDITIONAL DOCUMENTS	
Documents Submitted	
FINAL ACTION <input type="radio"/> Approved <input type="radio"/> Declined	
Evaluated by: PMO Focal Person	Noted by: PMO Head / Bureau Director
Date:	Date:



Republic of The Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT

**Accreditation/Certification of Civil Society
Organizations to Engage with the DILG**

Revised 2018.0.2

Control Number

Document Control

Form B.1 Request for Additional Documents

NAME OF ORGANIZATION

REQUESTING OFFICE

Program Management Office concerned

Upon evaluation by PMO concerned with the engagement you are applying for, the additional documents stated below are being requested. Processing of your organization's application will be put on hold until the documents requested are received by the Secretariat.

[NAME]

Head, CSO Accreditation Secretariat

Date


**Accreditation/Certification of Civil Society
 Organizations to Engage with the DILG**

Revised 2021.0.3

Control Number

Date Received:

Received By:

Form B.2 Declination Notice

Full Name of Organization	
Contact Person and Designation	Contact Number(s)
Principal Address	Address(es) of Satellite Office(s)/Branch(es), if applicable
<input type="radio"/> Eligible to re-apply after [state conditionalities] <input type="radio"/> Not eligible to re-apply due to reasons for declination stated therefor	

[NAME]

Head, CSO Accreditation Secretariat/RD/PD



Republic of The Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT

**Accreditation/Certification of Civil Society
Organizations to Engage with the DILG**

Revised 2021.03

Document Control

Form C Recommendation for Issuance of Certificate

The following CSO application(s) for co-implementation of DILG programs and projects is/are hereby approved and recommended by the CSO Accreditation Committee for the issuance of Certificates of Accreditation

Summary					
Control Number	Name of Organization	Type of Engagement	C / A	Validity (Geographic Location, Duration)	DILG Program or Project

SUBMITTED BY

[NAME]
Head, CSO Accreditation Secretariat

APPROVED BY THE NATIONAL CSO ACCREDITATION COMMITTEE

MEMBERS

[NAME OF REPRESENTATIVE] Designation, Office/Unit	[NAME OF REPRESENTATIVE] Designation, Office/Unit
[NAME OF REPRESENTATIVE] Designation, Office/Unit	[NAME OF REPRESENTATIVE] Designation, Office/Unit
[NAME OF REPRESENTATIVE] Designation, Office/Unit	[NAME OF REPRESENTATIVE] Designation, Office/Unit

VICE-CHAIRPERSON

NAME
Designation, Office

CHAIRPERSON

NAME
Designation, Office



Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT - LEVEL
DILG-NAPOLCOM Center, EDSA corner Quezon Avenue, West Triangle, Quezon City

Certificate of Accreditation

This is to certify that, having satisfactorily complied with all the requirements and criteria for accreditation pursuant to DILG Memorandum Circular No. 2025-022, dated March 04, 2025, the

(Name of CSO, Acronym)
Full Address

is hereby authorized to engage in the implementation of the

Program
(Area of Partnership)

in

(Areas of Engagement as applicable, recommended and approved)

as an accredited partner CSO.

In witness whereof, I have hereunto set my hand this ____ day of _____ 20____, at _____, Philippines.

DILG-YEAR-N/R#/PROV-XXX

Control Number

Full Name of Committee Chair
SILG/RD/PD

Validity: DD-MM-YYYY to DD-MM-YYYY

Name of CSO:

Bureau/PMO in Engagement With:

Type of Engagement: Voluntary, Voluntary with Cost, Provider of Goods and Services

Status of Partnership: (Provide a brief description of the engagement with the CSO, and accomplishments of the CSO in implementing the program or project)

For Voluntary Engagement with Cost / Providers of Goods and Services

Purpose	Amount	Remarks

***add rows if necessary*

Name
Budget Officer/Project Focal

Name
Head, Operating Unit

Region/Province:

Total Number of CSOs Engaged:

Name of CSO	DILG PPA	Type of Engagement (Voluntary / Voluntary with Cost / Provider of Goods and Services)	Geographic Area/s of Engagement	Status of Partnership (Provide a brief description of the engagement with the CSO, and accomplishments of the CSO in implementing the program or project)	Total Amount Transferred to CSO (if applicable)	Remarks

*add rows if necessary

Name
Regional/Provincial Focal for CSO Accreditation

Name
Regional/Provincial Director



Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
 DILG-NAPOLCOM Center, EDSA cor. Quezon Avenue, West Triangle, Quezon City
www.dilg.gov.ph

LIST OF DILG PPAS REQUIRING CIVIL SOCIETY ORGANIZATIONS (CSO) ENGAGEMENT

**OU: SUPPORT FOR LOCAL GOVERNANCE PROGRAM (SLGP) PMO
 OFFICE OF THE UNDERSECRETARY FOR LOCAL GOVERNMENT (OUSLG)**

PROGRAM/ PROJECT/ ACTIVITY (PPA)	BRIEF DESCRIPTION	AREAS OF ENGAGEMENT	TYPE OF ENGAGEMENT
IMPLEMENTATION OF EMPOWERMENT PROGRAMS AND INTERVENTIONS FOR CSOs IN LOCAL GOVERNMENTS	Regional Local People's Council (LPC) Forum will be implemented in 16 regions to facilitate peer learning and knowledge exchange among LPC members. Individuals from civil society organizations (CSOs) will be hired as Resource Person/s, with selection taking place at the regional level.	Pushing for various advocacies	Voluntary Work with Cost
	Refresher Course for CSO Desk Officers will be conducted to strengthen the capacity of CSO DOs to address CSO-related issues through updated course materials and updated inventory. Individuals from civil society organizations (CSOs) will be hired as Resource Person/s, with selection taking place at the regional level.	Pushing for various advocacies	Voluntary Work with Cost
	The Capacity development program for CSOs in Local Special Bodies (LSBs) will provide basic knowledge in performing the CSOs' roles in the LSBs. The program will be implemented in all regions after the reconstitution of LSBs.	Pushing for various advocacies	Voluntary Work with Cost

	Individuals from civil society organizations (CSOs) will be hired with selection taking place at the regional level.		
IMPLEMENTATION OF DAGYAW TOWNHALL DIALOGUES	Dagyaw Townhall Meetings shall be conducted in 16 regions through a co-creation process with CSO partners.	Feedbacking on PPAs	Voluntary Work
IMPLEMENTATION OF THE OGP-LOCALIZED PROGRAM	Localization of OGP aims to promote greater civic engagement and enhance the quality of local governance. This initial phase of the program aims to document local government practices and lessons.	Implement capacity development programs and other activities	Service Provider
	Support to various activities of the Philippine Open Government Partnership (PH-OGP)	Pushing for various advocacies	Voluntary Work

OU: **LOCALIZATION OF EO70 (LEO 70) PMO**
OFFICE OF PROJECT DEVELOPMENT SERVICES

PROGRAM/ PROJECT/ ACTIVITY (PPA)	BRIEF DESCRIPTION	AREAS OF ENGAGEMENT	TYPE OF ENGAGEMENT
THIRD-PARTY MONITORING (TPM) OF SDPB-LGSF Note: Accreditation of the CSOs for this purpose is conducted at the regional level	To ensure transparent, accountable, responsive implementation of the Support to the Barangay Development Program (SBDP), the TPM by an accredited non-government entity shall be deployed to provide an independent perspective on project performance and shall augment existing monitoring capacities of the Department.	Feedbacking of PPAs Pushing for Various Advocacies	

OU: **BUREAU OF LOCAL GOVERNMENT SUPERVISION (BLGS)**

PROGRAM/ PROJECT/ ACTIVITY (PPA)	BRIEF DESCRIPTION	AREAS OF ENGAGEMENT	TYPE OF ENGAGEMENT
Local Governance Performance Management Division (LGPMD)			
Seal of Good Local Governance: <i>SGLG is a progressive assessment system that gives distinction to remarkable local government performance across different governance areas.</i>			
SGLG REGIONAL ASSESSMENT	This is the phase of SGLG that includes data gathering, documentary review, and certification at the regional level. Respective DILG Regional Offices organize the regional assessment team and include a representative from an accredited or certified partner CSO or LRI.	Implementing other activities	Voluntary work with cost
SGLG NATIONAL VALIDATION	This is the SGLG Assessment stage conducted to confirm calibration results to support final recommendations. CSO representatives in the LDC are invited during the validation process to provide feedback on how the LGU engages with various stakeholders.	Feedbacking on PPAs	Voluntary work
Manila Bay Clean-up, Rehabilitation, and Preservation Program (MBCRPP) PMO			
BIKE LANE AWARDS	<p>As part of the national campaign for a more sustainable and inclusive transport system in the country, the Active Transport Technical Working Group (TWG) organized the "National Bike Day" Bike Lane Awards to give recognition for LGU accomplishments and innovative practices on the establishment of bike lanes and the promotion of active transportation. The award was opened to all LGUs with existing or ongoing bike lane construction.</p> <p>The Active Transport TWG comprises the DILG, the Department of Transportation (DOTr), the Department of Public Works and Highways (DPWH), and the Department of Health (DOH).</p>	<p>Feedbacking on PPAs</p> <p>Pushing for various advocacies</p>	Voluntary work

FISHERIES COMPLIANCE AUDIT (FISHCA)	<p>Pursuant to the Philippine Fisheries Code, as amended, and the Local Government Code of 1991, the Department has issued Memorandum Circular (MC) No. 2018-059 to ensure that LGUs play an active role in the management of water resources within their areas of jurisdiction and to hold them accountable in the exercise of such powers and functions.</p> <p>And by virtue of Memorandum Circular (MC) No. 2018-147, the Fisheries Compliance Audit (FishCA) was developed and implemented to reinforce LGUs' responsibilities, monitor their compliance with the aforementioned laws, and complement the LGU CA</p>	<p>Feedbacking on PPAs;</p> <p>Formulation of Plans, Policies, and Issuances;</p> <p>Implementation of Capacity Development Programs and Other Activities</p> <p>Pushing for various advocacies</p>	<p>Voluntary engagement</p>
LGU COMPLIANCE ASSESSMENT (LGU CA)	<p>The Department, in collaboration with various NGAs, developed the LGU CA in 2017 to bolster the implementation of the MBCRPP, and keep track of and ensure the compliance of LGUs with pertinent laws, such as those pertaining to the management of liquid waste (LWM), solid waste (SWM), and informal settler families (ISF), and strengthened institutional mechanisms. The Inter-Agency Committees, at both national and regional levels, are responsible for assessing the level of compliance of the LGUs based on the developed Assessment Tool.</p>	<p>Feedbacking on PPAs</p> <p>Formulation of Plans, Policies, and Issuances</p> <p>Implementation of Capacity Development Programs and Other Activities</p> <p>Advancement of Various Advocacies</p>	<p>Voluntary engagement</p>
LGU CA – MANILA BAYANI AWARDS AND INCENTIVES (MBAI)	<p>In fulfillment of the Supreme Court Continuing Mandamus to clean-up, rehabilitate, and preserve Manila Bay, the Department, through the MBCRPP, introduced the Manila BAYani Awards and Incentives to encourage LGUs within the Manila Bay area to comply with pertinent environmental laws that support the rehabilitation of the waterbody.</p>	<p>Feedbacking on PPAs;</p> <p>Formulation of Plans, Policies, and Issuances;</p> <p>Implementation of Capacity Development Programs and Other Activities</p>	<p>Voluntary engagement</p>

	Through this, the Department recognizes the LGUs that have shown exemplary performance in the implementation of their mandates and responsibilities under such laws. Through this institutionalized rewards system, the MBI enjoins LGUs to develop their creativity in coming-up with innovative strategies for environmental management.	Advancement of Various Advocacies	
ADOPT-A-WATERWAY PROGRAM	<p>As part of the efforts of the Department in realizing the objectives of the Manila Bay Rehabilitation Program, its Regional Offices and attached agencies and offices are enjoined to adopt identified water bodies for their sustainable management and development. The engagement for this initiative is open to interested CSOs.</p> <p>This initiative highlights the State policy to establish a collaborative effort among and between the national government, local government units, non-government organizations, and the private sector in protecting the environment and addressing the needs of the community. It gives importance to a multi-sectoral approach and the demand for progressive means of working through the engagement of civil society, the private sector, and individuals.</p>	Advancement of Various Advocacies	Voluntary engagement
CLEAN-UP ACTIVITIES		Advancement of Various Advocacies	Voluntary engagement
MANILA BAY DAY	Awarding ceremony held by MBCRPP for LGUs with outstanding contributions to the rehabilitation of Manila Bay.	Implementation of Capacity Development Programs and Other Activities	Provider of goods and services
BARANGAY ENVIRONMENTAL COMPLIANCE AUDIT	The audit aims to assess the compliance of barangays to pertinent provisions of Republic Act (RA) No. 9003 or the	Implementation of Capacity Development Programs and Other Activities	Provider of goods and services

	<p>Ecological Solid Waste Management Act of 2000.</p> <p>It focuses on the organizational capacity of barangays, implementation of policies on solid waste management and RA 9003, and the functionality of barangay material recovery facilities.</p>		
Policy Compliance and Monitoring Division: Philippine Anti-Illegal Drugs Strategy (PADS)			
ANTI-DRUG ABUSE COUNCIL (ADAC) PERFORMANCE AUDIT	The annual ADAC Performance Audit shall be conducted to ensure that local ADACs are organized and functional with their respective mandated per DILG-DDB JMC 2028-01.	Formulation plans, policies, and issuances	Voluntary work
FULL DISCLOSURE POLICY PROGRAM	An FDP Compliance Certificate is given to an LGU upon request for various purposes.	Attestation to the FDP Compliance Certificate	Voluntary work
Recognition and Awards Division: Lupong Tagapamayapa Incentives Awards (LTIA)			
LTIA ASSESSMENT	<p>The Local Government Code of 1991 underscores the commitment of the Department of the Interior and Local Government (DILG) to grant economic and other incentives to lupons that demonstrate exemplary performance and commendable contributions to the promotion of Katarungang Pambarangay (KP) objectives.</p> <p>The LTIA Assessment is implemented to determine the best performing Lupon based on the criteria set by the National Awards Committee.</p>	<p>Feedbacking on programs and projects</p> <p>Implementation of Capacity Development Programs and Other Activities</p>	Voluntary work

Local Government Relations Division: Strengthening Peace and Order Councils (SPOC)			
TABLETOP ASSESSMENT FOR REGIONAL PEACE AND ORDER COUNCILS (RPOCS) BY THE NATIONAL AUDIT TEAMS (NAT)	<p>The POC Performance Audit is an annual program of the Department which aims to: a) assess the performance of Regional, Provincial, City and Municipality on their functionality; b) identify the innovations conducted and create platform for evaluation, assessment and sharing of best practices between and among the POC and POCs Secretariats.</p> <p>Pursuant to DILG MC 2024-025, which shall be updated for the 2025 assessment, the CSOs are among the NAC members and shall perform the following tasks: a) assess, deliberate and evaluate documents of RPOCs submitted through the POC audit system; b) approve the final results from the Regional, Provincial (RACs and PACs), and endorse the same through resolutions; c) formulate recommendations and possible interventions to POCs for further policy development based on the POC audit results.</p>	<p>Pushing for various advocacies</p>	<p>(a) Voluntary work with cost</p> <p>**A Department Order is being issued annually to constitute the NAC. Specified therein that in recognition of the services rendered, payment of honorarium shall be authorized, subject to the availability and usual accounting and auditing rules and regulations.</p>

OU: NATIONAL BARANGAY OPERATIONS OFFICE (NBOO)

PROGRAM/ PROJECT/ ACTIVITY (PPA)	BRIEF DESCRIPTION	AREAS OF ENGAGEMENT	TYPE OF ENGAGEMENT
IMPROVED CSO PARTICIPATION FOR INCLUSIVE AND RESPONSIVE (I-PAIR) GOVERNANCE	The I-PAIR Governance Project aims to provide a venue for the people's voice to be heard and get them on board in running the government. The project, through the "HUNTAHAN sa BARANGAY" encourages the active participation of CSOs in the barangay-based institutions in planning, budgeting, implementing, and monitoring and evaluation of programs, projects and activities.	Pushing for various advocacies. Implementing capacity development programs and other activities as resource person and facilitator.	Voluntary work
CHILD-FRIENDLY LOCAL GOVERNANCE AUDIT (CFLGA)	The CFLGA is an annual performance-based assessment tool used by the Department of the Interior and Local Government (DILG) to evaluate the performance of local government units (LGUs) in implementing child-friendly governance and programs. CSOs are key members of the Regional/ Provincial / City / Municipal Inter-Agency Monitoring Force that conducts the audit at the local level per DILG-DSWD-DepEd-DOH Joint No. 2019-01 dated August 28, 2019 (Revised CFLGA and Implementation Guideline).	Conduct of performance audit. Pushing for various advocacies on children's rights based on the results of the CFLGA.	Voluntary work
SEAL OF GOOD LOCAL GOVERNANCE FOR BARANGAY (SGLGB)	The Seal of Good Local Governance for Barangay (SGLGB) is a performance assessment and recognition system that aims to give distinction to barangays with remarkable performance across various governance areas. It also intends to encourage barangays to continuously progress in delivering efficient, equitable and quality public	Feedbacking on PPAs. Implementing capacity development programs and other activities (as part of the Assessment Team at the Regional and Provincial Levels).	Voluntary Work

	services. It puts primacy to integrity and good performance as pillars of meaningful local autonomy and development.		
MERGER FOR INCLUSIVE NURTURING DEVELOPMENT OF BARANGAYS (MIND BARANGAYS)	MIND Barangays focuses on the proposed consolidation of small and underdeveloped barangays in the Philippines to support more inclusive and sustainable growth. The primary goal is to improve governance, streamline the allocation of resources, and enhance the delivery of public services. Merging these barangays can help achieve economies of scale, leading to more efficient use of public funds and resources. This recommendation is essential for advancing local development, reducing inequality, and promoting regional progress.	Feedbacking on PPAs Pushing for various advocacies.	Voluntary Work
CONDUCT OF FUNCTIONALITY AUDITS OF BBIS, SUCH AS LOCAL MECHANISMS ON WOMEN AND CHILDREN: LOCAL COMMITTEE ON ANTI-TRAFFICKING AND VIOLENCE AGAINST WOMEN AND CHILDREN (LCAT-VAWC) LOCAL COUNCIL FOR THE PROTECTION OF CHILDREN (LCPC)	<p>The Department, through NBOO, provides for minimum performance indicators to ensure the functionality of local mechanisms on women and children.</p> <p>For LCAT-VAWC CSOs are key members of the Regional/Provincial/City/Municipal Inter-Agency Monitoring Team (IMT) that conducts the functionality audit of LCAT-VAWC per DILG MC No. 2023-181 (Guidelines on the Operationalization of the Local Committee on Anti-Trafficking and Violence Against Women and their Children).</p> <p>For LCPC CSOs are key members of the Regional / Provincial / City / Municipal Inter-Agency Monitoring Force to monitor and evaluate the functionality of LCPC per DILG MC No. 2021-039 dated April 7, 2021</p>	Conduct of functionality audit.	Voluntary work

	(Comprehensive Guidelines for the Establishment, Strengthening, and Monitoring of the LCPC at All Levels and For Other Purposes).		
NBOO - Preventing and Countering Violent Extremism PMO			
GLOBAL COMMUNITY ENGAGEMENT RESILIENCE FUND (GCERF) COUNTRY SUPPORT MECHANISM AND OTHER ENGAGEMENTS	<p>GCERF is the first, multi-stakeholder global fund that works with local civil society organizations and partners to strengthen community resilience to violent extremism. Acknowledging that local communities play an important role in preventing violent extremism.</p> <p>GCERF is committed to working in partnership and consultation with governments, civil society, and the private sector to address local drivers of violent extremism.</p> <p>GCERF has been investing in preventing violent extremism programming in BARMM and in Metro Manila and now on its 3rd round of grants with 6 principal recipients and 25 local CSO partners.</p> <p>The Philippines partners with Global Community Engagement and Resilience Fund (GCERF) in 2019 through the PCVE PMO and was designated to lead the Country Support Mechanism.</p>	<p>Feed backing on programs and projects.</p> <p>Pushing for various advocacies.</p>	
Partnership with the CSOs, Academe and International Organizations (IOs) for NAP P/CVE implementation	The DILG recognized the importance local CSOs, International Organizations and academes in the effective implementation of the NAP PCVE, thus the PCVE PMO sustained this partnership and collaboration through continuous engagement.	<p>Feedbacking on programs and projects.</p> <p>Pushing for various advocacies.</p>	

<p>CASCADING OF COMMUNITY- BASED RESTORATION AND RECONCILIATION (CBRR) GUIDEBOOK</p>	<p>Recognizing that Healing and Reconciliation (H&R) should be seen in different levels and approaches and that different stakeholders should need to work on this, a paradigm shift emerged emphasizing the importance of continuity and harmonization of other psychosocial interventions and initiatives of NGAs and CSOs.</p> <p>With the same goal to prepare communities to be receptive to the individuals returning to their communities despite the atrocities or violence experienced –this further defined and evolved to Community-Based Restoration and Reconciliation (CBRR). This transformative approach views recovery not as an isolated individual endeavor, but as a collaborative and collective effort. It builds on a common outcome appreciation that is understood by all. CBRR is one of the commitments and point of convergence of the Department of the Interior and Local Government (DILG) in the National Action Plan on Preventing Countering Violent Extremism (NAP-PCVE).</p> <p>For 2023-2024 – the DILG developed the CBRR Primer and CBRR Guidebook. These are preliminary tool that aims to mainstream H&R in local governance. This shall serve as an orientation training material intended for Local Government Operations Officers (LGOOs), Municipal or Local Social Workers and Development Officers (M/LSWDOs) and other front liners handling and managing cases of Former Rebels and Former Violent Extremists.</p>	<p>Feed backing on programs and projects.</p> <p>Pushing for various advocacies.</p>	
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OU: **OFFICE OF PROJECT DEVELOPMENT SERVICES (OPDS)**

PROGRAM/ PROJECT/ ACTIVITY (PPA)	BRIEF DESCRIPTION	AREAS OF ENGAGEMENT	TYPES OF ENGAGEMENT
THIRD-PARTY MONITORING	The TPM program aims to enhance transparency and accountability in the implementation of locally funded projects by involving civil society organizations (CSOs). It evaluates governance processes, project implementation, and results, ensuring that projects meet standards and public expectations.	<p>Program Development - Input gathering during the development and standardization of TPM tools and methodologies</p> <p>Capacity Building - Participation during the orientation of TPM tools and processes</p> <p>Monitoring Activities - Engagement during evaluation and assessment of project performance</p> <p>Feedback and Consultation - Collaborative discussions on program improvements</p>	<p>Consultancy - Engagement of a CSO consultant to provide expert advice for tool development</p> <p>Workshops - Participation in tool standardization workshops</p> <p>Training Sessions - Attendance during orientation of TPM tools</p> <p>Meetings - Regular consultations and coordination meetings with CSOs to gather feedback</p>
SUPPORT AND ASSISTANCE FUND FOR PARTICIPATORY BUDGETING (SAFPB)	A national program that supports the President's Open Governance Partnership (OGP) to practice good governance, promote and deepen the participatory governance, and to bolster public accountability and integrity. The program also recognizes the strategic importance of Civil Society Organizations (CSOs) in promoting good governance in the delivery of basic services. The Program aims to strengthen the partnership and	<p>Project Identification</p> <p>The local CSO provides inputs in the identification of priority through the Local Development Council, wherein, they are a member. The identified project/s is/are included in the LGUs Local Plans (CDP, LDIP and AIP). The SAFPB requires that the</p>	<p>LDC Member</p> <p>A mandatory member of the Local Development Council as provided in Section 107 of the Local Government Code (LGC).</p>

	collaboration of Local Government Unit and CSOs in delivering basic services.	proposed WaSH project/s shall be culled out from the LGUs LDIP and AIP.	
		Procurement The local CSOs participates in the project's procurement activities as an observer.	Observer The Local CSO is invited to participates in the procurement activities as an observer as provided by R.A 9184
		Project Monitoring The local CSOs through the Local Project Monitoring Committee (LPMC) participates in the monitoring activities conducted for the project/s.	Project Monitors Monitor and evaluate the project of LGU as provided in R.A 7160, EO No. 93 s. 1993, and EO No. 376 s. 1989.

OU: **BUREAU OF LOCAL GOVERNMENT DEVELOPMENT (BLGD)**

PROGRAM/ PROJECT/ ACTIVITY (PPA)	BRIEF DESCRIPTION	AREAS OF ENGAGEMENT	TYPES OF ENGAGEMENT
STRENGTHENING LOCAL GOVERNANCE (STRONGER) FOR FULL DEVOLUTION (LOCAL GOVERNANCE REFORM: REVIEW AND AMENDMENT PROGRAM FOR THE LOCAL GOVERNMENT CODE OF 1991 [LGC REVAMP])	<p>The DILG continues to lobby for amendments to Republic Act No. 7160 or the Local Government Code of 1991 (LGC). This is to address obsolete provisions and attune with current developments in the local governance landscape. In partnership with the Union of Local Authorities of the Philippines (ULAP), a comprehensive review of the LGC will be conducted through a series of desk reviews, consultations, and workshops at the national and subnational levels to gather insights and recommendations, solicit broad-based consensus and support from stakeholders, and package proposed amendments which will be pursued and lobbied in Congress.</p> <p>Building on the insights and lessons from past efforts in the review of the LGC, the DILG and ULAP will be taking a more inclusive, holistic, and strategic approach in terms of how our current effort will proceed. The DILG and ULAP will now work closely with legislative champions in Congress, national government agencies (NGAs), local government unit (LGU) Leagues, civil society organizations (CSOs), private sector, academic institutions, and development partners in the updating and collating of proposed amendments to the LGC.</p>	<p>Pushing for various advocacies</p> <p>Formulating, plans, policies, and issuances</p> <p>implementing capacity development programs and other activities</p>	Voluntary Work

	<p>As a guide to this initiative, the LGC Review Roadmap was developed to lay down the strategies and mechanisms to be utilized to come up with a comprehensive package of proposed amendments to the LGC. This will serve as the framework of the DILG, ULAP, and the co-convenors for the review of the LGC until 2028. A structure is also being proposed to be constituted for the said initiative composed of the DILG and ULAP as Lead Convenors; NGAs, LGU Leagues, CSOs, and private sector as Co-Convenors; and academe and development partners forming the Policy Expert Group to support the convenors.</p>		
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**OPR: CENTRAL OFFICE DISASTER INFORMATION COORDINATING CENTER
(CODIX)**

PROGRAM/ PROJECT/ ACTIVITY (PPA)	BRIEF DESCRIPTION	AREAS OF ENGAGEMENT	TYPE OF ENGAGEMENT
GREEN CLIMATE FUND PROJECT: MULTI-HAZARD IMPACT-BASED FORECASTING AND EARLY WARNING SYSTEM FOR THE PHILIPPINES (GCF-IBFPH)	<p>The GCF-IBFPH project aims to strengthen the collaborative efforts of the Philippine Government in addressing various hazards. This five-year initiative commenced with the signing of a Tripartite Agreement along with the DOST-PAGASA and the Landbank of the Philippines on December 1, 2022. GCF-IBFPH has the following project outcomes:</p> <p>Increased generation and use of climate information in decision-making.</p> <p>Strengthened awareness of climate threats and risk reduction processes and strengthened adaptive capacity, and reduced exposure to climate risks.</p> <p>Strengthened institutional and regulatory systems for climate-responsive planning and development.</p>	<p>Feedbacking on PPAs</p> <p>Formulating of plans, policies, and issuances.</p>	Voluntary Work

[Date]

[Name of Chairperson]

Chairperson, [National/Regional/Provincial] Accreditation Committee

[Office Address of DILG Central/Regional/Provincial Office]

Dear [Secretary/Director _____],

The [NAME OF ORGANIZATION] is a civil society organization that aims to [BRIEFLY STATE THE OBJECTIVES, INITIATIVES, AND VISION/MISSION OF YOUR ORGANIZATION. STATE HOW YOUR ORGANIZATION CAN CONTRIBUTE TO PROGRAMS AND PROJECTS OF THE DEPARTMENT]

Relative to this, we would like to apply to partner with the DILG in [providing feedback to/supporting advocacy efforts/ formulating plans, policies, issuances, implementing capacity development programs] for [Name of DILG Program/Project/Activity] in [Geographic Area of Implementation], [through voluntary engagement/voluntary engagement with cost / as a provider of goods and services], pursuant to DILG MC 2025-022 dated March 4, 2025. Attached herewith are our application form and requirements.

We look forward to working with the DILG in implementing its various programs and projects.

Thank you very much.

Sincerely,

[Name]

[Position]

CERTIFICATION

I, [FULL NAME], of legal age, [POSITION/DESIGNATION] of the [NAME OF ORGANIZATION], under oath, respectfully state that:

- a) I have been authorized by the [NAME OF ORGANIZATION] Board of Trustees to file the Application form on its behalf;
- b) All the documents submitted in support of the application are genuine and authenticated;
- c) All information in the Application Form and in the supporting documents are true and correct;
- d) The [NAME OF ORGANIZATION] authorizes the Department of the Interior and Local Government (DILG) or its authorized representatives to conduct, if needed, ocular inspection of our office and to conduct interviews with any representative from the [NAME OF ORGANIZATION] or previous partner agencies;
- e) The [NAME OF ORGANIZATION] fully understands and agrees to abide by all the provisions stated in the DILG Memorandum Circular No. 2025-022 entitled, *"Amendment to DILG MC 2022-005, Guidelines on the Accreditation of Civil Society Organizations to Co-implement DILG Programs and Projects"*; and
- f) That the [NAME OF ORGANIZATION] does not have any directors, trustees, officers, and key personnel related within the fourth civil degree of consanguinity or affinity to any DILG official involved in the processing of our application for accreditation or certification, or any official of the government agency funding or implementing the program or project to be implemented.

[FULL NAME]

[POSITION/DESIGNATION]

SUBSCRIBED AND SWORN TO before me this ____ day of _____, 20__ in _____, Affiant exhibiting to me his/her _____ with valid identification no. _____ issued on _____ at _____.

Doc No: _____
Page No: _____
Book No: _____
Series of _____

CERTIFICATION

I, [FULL NAME], of legal age, [Position] of the [NAME OF ORGANIZATION], under oath, respectfully state that:

- a) [NAME OF ORGANIZATION] with registered address located at [FULL OFFICE ADDRESS] is a duly registered entity under the laws of the Philippines;
- b) [NAME OF ORGANIZATION] is not in default or delay in liquidating any funds received from any Government Agency;
- c) None of the incorporators, organizers, directors, trustees, officers or key personnel of [NAME OF ORGANIZATION] is an agent of, or is related within the fourth civil degree of consanguinity or affinity to:
 - 1. Any DILG official involved in the processing of its accreditation; or
 - 2. Any of the officials of the DILG Office from which the [NAME OF ORGANIZATION] expects to receive public funds;
- d) Neither [NAME OF ORGANIZATION] nor any of its past or present directors, trustees, officers or key personnel has been blacklisted by any Government Agency; and
- e) Neither [NAME OF ORGANIZATION] nor any of its past or present directors, trustees, officers or key personnel is a defendant, respondent or accused in any civil, administrative or criminal case arising from or involving the use of public funds received by [NAME OF ORGANIZATION]

[FULL NAME]

[POSITION/DESIGNATION]

SUBSCRIBED AND SWORN TO before me this ____ day of _____, 20__ in _____, Affiant exhibiting to me his/her _____ with valid identification no. _____ issued on _____ at _____.

Doc No: _____
Page No: _____
Book No: _____
Series of _____

BOARD RESOLUTION NO _____

In the **[NAME OF ORGANIZATION]** Special Board Meeting held at [Full Office Address] on [MM/DD/YYYY], attended by the following Board of Trustees present, the following resolution was approved and adopted:

RESOLVED, AS IT IS HEREBY RESOLVED,

- a) That the following are hereby authorized to apply, sign, execute, and deliver the application for accreditation of the **[NAME OF ORGANIZATION]** with the Department of the Interior and Local Government (DILG) in relation to the Organization being a partner Civil Society Organization (CSO), specifically but not limited to the [Name of DILG Program or Project] under terms and conditions deemed beneficial to, and for and on behalf of the Organization
- b) That the **[NAME OF ORGANIZATION]** authorizes the Department and/or Commission on Audit to inquire into CSO's bank account/s in case of department investigations, pursuant to Republic Act No. 1405 or the Bank Secrecy Law;
- c) That the **[NAME OF ORGANIZATION]** authorizes the Department to publish details regarding the project or program, including the publication of quarterly reports, in accordance with the applicable provisions of Republic Act No. 10173 or the Data Privacy Act of 2012;

Name	Position	Signature
	President	_____
	Vice President	_____
	Treasurer	_____

RESOLVED FURTHER, AS IT IS HEREBY RESOLVED, that the above-named representative/s of the Organization is/are authorized and directed to take any action necessary to effectuate the foregoing resolution.

[FULL NAME]
[Board Chairperson or Equivalent]

SUBSCRIBED AND SWORN TO before me this ____ day of _____, 20__ in _____, Affiant exhibiting to me his/her _____ with valid identification no. _____ issued on _____ at _____.

Doc No: _____
Page No: _____
Book No: _____
Series of _____



Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
DILG-NAPOLCOM Center, EDSA cor. Quezon Avenue, West Triangle, Quezon City
www.dilg.gov.ph

MEMORANDUM CIRCULAR

No: _____

TO : DILG REGIONAL AND PROVINCIAL DIRECTORS, AND CIVIL SOCIETY ORGANIZATIONS

SUBJECT : GUIDELINES FOR ENGAGING ACCREDITED AND CERTIFIED PARTNER CSOs IN THE IMPLEMENTATION OF [NAME OF BUREAU OR PMO] PROGRAMS AND PROJECTS

DATE :

1.0 BACKGROUND

- 1.1. Section 23, Article II of the 1987 Constitution states that the participation of non-governmental, community-based and other sectoral organizations shall be encouraged by the State.
- 1.2. Section 34 of Republic Act 7160 or the Local Government Code mandates Local Government Units to promote the establishment and operation of people's and non-governmental organizations to become active partners in the pursuit of local autonomy. Similarly, national government agencies (NGAs) have been consistently authorized under the applicable annual General Appropriations Act (GAA) to partner with civil society organizations (CSOs) in implementing certain programs and projects. In accordance with the applicable GAA, the NGA may be authorized to transfer government funds to a CSO duly accredited by the said NGA and selected in accordance with all applicable rules and regulations

- 1.3. Item 6.4.3 of DILG Memorandum Circular No. 2025-022¹, states that Bureaus and PMOs with programs, projects, and activities (PPAs) requiring CSO engagement shall formulate its own specific guidelines in engaging with Accredited or Certified Partner CSOs.
- 1.4. To ensure comprehensiveness and inclusiveness in its project outputs, the [Name of Bureau or PMO] shall engage CSOs in the implementation of [Name of Program or Project]. CSO engagement for the project is vital as it will [explain how CSO participation will help in the implementation of the program or project].

2.0 SCOPE/COVERAGE

- 2.1. This MC shall cover Accredited or Certified Partner CSOs that would be engaged by the [Name of Bureau or PMO] in the implementation of [Name of Program or Project]. It shall cover the institutional arrangements between the [Bureau or PMO] and the CSO, including the conditions in the transfer and liquidation of government funds, pursuant to Commission on Audit (COA) Circular No. 2007-001².

3.0 DEFINITION OF TERMS

- 3.1. *Civil Society Organization (CSO)* – refers to a non-state and non-profit association that works to improve society and the human condition. Basic types of CSOs include non-governmental organization, people's organization, civic organization, cooperative, social movement, professional group and business group³. In this Circular, the terms "CSO" and "organization" are used interchangeably.
- 3.2. [Bureau or PMO] – refers to the [Name of Bureau or PMO] office that handles the implementation of [Specific DILG programs and projects requiring CSO engagement]. The terms [Bureau or PMO] and [Name of Bureau or PMO] are used interchangeably.

¹ "Amendment to DILG MC 2022-005, Guidelines on the Accreditation of Civil Society Organizations to Co-implement DILG Programs and Projects"

² "Revised Guidelines in the Granting, Utilization, Accounting and Auditing of the Funds Released to Non-Governmental Organizations/People's Organizations (NGOs/POs)" dated October 25, 2007.

³ This definition is adapted from DILG Memorandum Circular No. 2019-72 (2019 Accreditation of Civil Society Organizations and Selection of Representatives to the Local Special Bodies) dated May 22, 2019; for the definition of the basic types of CSOs, please refer to Section 3.0 of the same Memorandum Circular.

- 3.3. *Accreditation* – the process by which the DILG officially authorizes a CSO to be an eligible partner in implementing a Department-initiated program or project with or without the use of government funds. The accreditation is the instrument by which the Department determines the intent, judicial personality, and basic information of the organization and its officers and members.
- 3.4. *Accreditation Committee* – refers to the National, Regional, or Provincial Accreditation Committee, pursuant to DILG MC No. 2022-005.
- 3.5. *Secretariat* – refers to the concerned Secretariat to the National, Regional, or Provincial Accreditation Committee, pursuant to DILG MC No. 2022-005.
- 3.6. *Applicant* – a CSO applying for accreditation or certification with the DILG to be an implementing partner of the [Name of Bureau or PMO]
- 3.7. *Accreditation Certificate* – refers to the authorization issued by the DILG, through its National, Regional, and Provincial Accreditation Committees to an eligible CSO that is a) not yet registered with or accredited by any government unit, agency or certified by the Philippine Council of NGO Certification (PCNC), or b) registered with other government unit or agency but not yet accredited by any government unit or agency, to be an implementing partner of DILG programs and projects.
- 3.8. *Certification* – refers to the authorization issued by the DILG, through its National, Regional, and Provincial Accreditation Committees to eligible CSOs with existing valid accreditation from other national government agencies, their local Sanggunian, or Certification from the PCNC to be an implementing partner of DILG programs and projects.
- 3.9. *Accredited Partner CSO* – refers to an Applicant that has passed the Accreditation criteria and requirements stated in this Circular, and has been issued a DILG Accreditation Certificate, hereby establishing its eligibility to co-implement DILG projects and/or programs with or without the use of DILG funds.
- 3.10. *Certified Partner CSO* - refers to an Applicant that has passed the Accreditation criteria and requirements stated in this Circular, and has been issued a DILG Certification, hereby establishing its eligibility to

co-implement DILG projects and/or programs with or without the use of DILG funds.

- 3.11. [Add other terms related to the specific program or project requiring CSO engagement as necessary]

4.0 GUIDELINES FOR ENGAGEMENT

4.1. AREAS FOR ENGAGEMENT

The [Name of Bureau or PMO] shall engage Accredited or Certified Partner CSOs for the following activities:

- 4.1.1. [Enumerate the PPAs under the Bureau or PMO that are open for CSO engagement. Describe the role of the Accredited/Certified Partner CSO, the expected deliverables, timeline, and other details as necessary. Kindly also specify if the activity will fall under: (a) feedbacking on programs and projects, (b) pushing for various advocacies, (c) formulating plans, policies, and issuances, and (d) implementing capacity development programs and other activities]

4.2. TYPE OF ENGAGEMENT

The Accredited or Certified Partner CSO shall be engaged through / as a [Choose at least one of the following. If there are different arrangements for each area for engagement, kindly specify.]

- Voluntary engagement, with no cost to the government – The organization shall not be provided with any form of remuneration or reimbursement
- Voluntary engagement with cost. The organization may assist or participate in a volunteer capacity but shall be reimbursed for any of the following expenses (the Bureau or PMO may further specify the expenses):
 - o actual transportation expenses
 - o per diems
 - o honoraria
 - o other incidental expenses incurred in the performance of duties
- Provider of goods and services – The organization shall receive remuneration or payment for the services rendered in the

implementation of [Name of Program or Project]. In this regard, applicable rules and regulations pursuant to Appendix 14 of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184 and similar general provisions shall be observed.

4.3. CRITERIA

The [Name of Bureau or PMO] shall only engage with Accredited or Certified Partner CSOs that meet all of the following criteria:

- 4.3.1. Ex. Organization has at least x number of projects completed relating to [area of engagement]
- 4.3.2. Ex. Organization has at least three (3) members who may serve as resource persons in the field of [area of engagement]

4.4. REQUIREMENTS

Applicants shall submit the following requirements to the concerned Accreditation Committee along with the requirements for Accreditation or Certification pursuant to DILG MC No. 2022-005:

- 4.4.1. Ex. Profile of at least three (3) members of the organization who have technical expertise in the [area of engagement]
- 4.4.2. Ex. For Voluntary Engagements: Certification issued by the organization's Secretary/Managing Officer/Administrator attesting to the organization's financial capacity to undertake activities without sourcing funds from participants
- 4.4.3. Ex. For providers of goods and services: Written Internal Policy of the CSO on monitoring and evaluation system to ensure that public funds received are used for its intended purpose

4.5. PROCEDURE

- 4.5.1. Applicants shall submit the requirements stated under Section 4.4 to the corresponding Accreditation Committee, along with the Accreditation or Certification requirements stated in Section 6.3 of DILG MC No. 2022-005.
- 4.5.2. The concerned Secretariat shall endorse the application to the [Bureau or PMO].
- 4.5.3. Upon receiving the documents from the Secretariat, the [Bureau or PMO] shall assess the competency of the organization using the criteria stated in Section 4.3 of this Circular by reviewing the

These guidelines shall take effect fifteen (15) days after publication in the official DILG website.

7.0 FEEDBACK

Further information, queries, and comments regarding this Memorandum Circular must be directed to the [Name of DILG Office], with address at __th floor, DILG-NAPOLCOM Center, EDSA corner Quezon Avenue, Quezon City, 1104, through the following contact information: (02) 8876-3454 local __, and email address _____, for appropriate action.

8.0 APPROVING AUTHORITY

Secretary



Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
DILG-NAPOLCOM Center, EDSA cor. Quezon Avenue, West Triangle, Quezon City
www.dilg.gov.ph

MEMORANDUM OF AGREEMENT / MEMORANDUM OF UNDERSTANDING

KNOW ALL MEN BY THESE PRESENTS:

This [Memorandum of Understanding/Memorandum of Agreement (MOU/MOA)] is made and entered into this _____ day of _____, _____ by and between:

The **DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT (DILG)**, through the [Name of Bureau or PMO], which is mandated to [state the mandate of the Bureau or PMO], with principal office address at [Office Address of CO/RO/PO] and represented herein by [Secretary/Regional/Provincial Director] [FULL NAME OF SILG/RD/PD], and hereinafter referred to as the “**DILG**”;

-and-

The [NAME OF CIVIL SOCIETY ORGANIZATION], an organization with the primary purpose of [state purpose of organization, in relation to activities to be undertaken] with office address at [FULL OFFICE ADDRESS OF ORGANIZATION], herein represented by its [POSITION], [FULL NAME OF PRESIDENT OR EQUIVALENT OF THE ORGANIZATION], and hereafter referred to as the “**Organization**”;

The DILG and the “Organization” shall be herein collectively referred to as the “**Parties**”;

WITNESSETH:

WHEREAS, the **DILG**, pursuant to its mandate to [state mandate of the Department in relation to Bureau or PMO];

WHEREAS, [add other provisions related to activities of Bureau or PMO]

WHEREAS, the [NAME OF CIVIL SOCIETY ORGANIZATION] has been duly [accredited/certified] by the Department pursuant to the requirements and criteria for [accreditation/certification] stated in Memorandum Circular No. 2025-022 entitled *Amendment to DILG MC 2022-005, Guidelines on the Accreditation of Civil Society Organizations to Co-implement DILG Programs and Projects*;

WHEREAS, the **Organization** has signified its intention to conduct activities in support of the [Name of Program or Project];

WHEREAS, the **DILG**, through the [Name of Bureau or PMO] has deemed that the [NAME OF ORGANIZATION] possesses the qualifications, competencies, and proven track record needed to co-implement [Name of Program or Project];

WHEREAS, Section __ of Republic Act No. ____ (General Appropriations Act of 202_) allows national government agencies to partner with civil society organizations (CSOs) and transfer government funds to a CSO, provided that, the CSO is accredited by the national government agency and selected in accordance with all applicable rules and regulations;

NOW, THEREFORE, for and in consideration of the foregoing premises, the Parties hereby agree on the following terms and conditions:

I. ROLES AND RESPONSIBILITIES OF THE PARTIES

A. DILG

The **DILG**, through [Name of Bureau or PMO] shall oversee the overall implementation of the [Name of Program or Project] and shall perform the following:

- i. Orient the **Organization** on the program's objectives, strategies, key messages, and other requirements and mechanics;
- ii. [add other provisions as necessary];
- iii. Process and release the funds/reimbursement to the **Organization** in the amount of [STATE AMOUNT] after submission by the **Organization** of [state documents to be submitted for reimbursement or release of tranche], (if applicable);
- iv. Facilitate the communication and coordination between the **Organization** and the local government unit where an activity shall be conducted;
- v. Direct, recommend or suggest proper or further plan of actions needed to be accomplished by the **Organization** in order to ensure quality, useful and efficient implementation of [Name of Program or Project];
- vi. Monitor the **Organization's** conduct of initiatives related to the [Name of Program or Project], and ensure that it is in accordance with the work plan agreed upon;
- vii. Encourage local government units to take part in activities conducted by the **Organization** in support of the [Name of Program or Project];
- viii. Submit the Fund Utilization Report of the **Organization** to the **DILG** Accounting Division to report the utilization of the fund for recording to the book of accounts (if applicable); and
- ix. Perform other functions as may be mutually agreed upon by the Parties to ensure the success of the [Name of Program or Project].

B. ORGANIZATION

The **Organization**, as an [accredited/certified] organization committed to support the **DILG** in the implementation of the [Name of Program or Project], shall:

- i. Orient its resource persons and members on the terms and conditions of the organization's partnership with the DILG in the implementation of [Name of Program or Project];
- ii. Conduct, in partnership with the DILG, [enumerate specific activities within the program or project] from MM/DD/YYYY to MM/DD/YYYY;
- iii. [add other provisions as necessary, such as submission of documents for payment for travel expense, remuneration and honoraria, and appropriate allowable per diems of the CSO member/s and guidelines on the disbursement and utilization of funds and other funding requirements, if applicable];
- iv. Ensure the conformity of the activities to the set guidelines of the DILG and the work plan agreed upon by the parties;
- v. Disseminate and assist in the circulation of DILG Information, Education, and Communication (IEC) materials on [Name of Program or Project];
- vi. Course all communications, concerns, and request to LGUs through the DILG;
- vii. Keep and maintain financial and accounting records for the fund transfer in accordance with generally accepted accounting principles, and allow examination of financial records by the DILG and the Commission on Audit (COA) for monitoring and audit of the fund utilization (if applicable);
- viii. Inform the DILG, through a formal letter, of any unused balance upon completion of the project and return the corresponding unused amount to the DILG (if applicable);
- ix. Submit to the DILG monthly accomplishment reports and other required data or information within the first 10 days of the ensuing month; and
- x. Perform other functions as may be mutually agreed upon by the parties to ensure the success of the [Name of Program or Project].

II. AMENDMENTS AND WAIVERS

No provision of this Agreement shall be amended, waived, discharged or terminated orally nor may any breach of or default under any of the provisions of this Agreement be waived or discharged orally but (in each case) only by an instrument in writing signed by or on behalf of the party against whom enforcement of the amendment waiver, discharge or termination is sought. Failure by any party to demand strict compliance with any of the terms and conditions herein stipulated shall not be construed as a waiver thereof. Any waiver shall be in writing and signed by the party making the waiver. The rights and remedies herein provided are cumulative and not exclusive of any rights and remedies provided by law or by any other agreement between the parties.

III. NOTICES

The parties hereby agree that that their respective addresses as set forth in page one (1) of this Agreement shall be their respective addresses for purposes of notice and demand, if any, be required under this Agreement or documents and instruments executed pursuant hereto, until and unless another address shall be formally communicated to the other party in writing.

IV. TERMINATION AGREEMENT OR NOTICE

The **DILG** may, based on evidence of failure of the **ORGANIZATION** to comply with the terms of the agreement, had its accreditation or certification revoked due to, but not limited to the grounds stated in Section 10.1 of DILG Memorandum Circular 2025-022, or in the event the **ORGANIZATION** incurs unreasonable delay, inaction, or break of obligation under the [Memorandum of Understanding/Terms of Reference/Memorandum of Agreement], issue a notice of intent to terminate the agreement. The **DILG** shall give not less than fourteen (14) days written notice to the **ORGANIZATION** of intent to terminate the grant in whole or in part. The termination notice shall establish the effective date of the termination of the grant and the amount and date of payment of any sums due either party.

If any dispute or difference of any kind whatsoever shall arise between the parties in connection with the implementation or interpretation of this contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.

V. SEPARABILITY OF PROVISION

If any provision of this Agreement or any document or instrument relevant, executed or delivered pursuant hereto shall be held invalid, the remainder thereof shall not be affected thereby.

VI. EFFECTIVITY CLAUSE

This Memorandum of Agreement shall take effect immediately upon signing hereof and shall remain in full force and effect until [DATE], unless rescinded by either party. **IN WITNESS WHEREOF**, the parties hereto have affixed their respective signatures below on the date and place first above-written.

IN WITNESS WHEREOF, the parties hereto sign this document at _____, Philippines this ____ day of _____, 20__.

For the **DILG**
By:

For the **Organization**
By:

[Name of SILG/RD/PD]
[SILG/RD/PD]

[Full Name of CSO President or Equivalent]
CSO President/Executive Director

WITNESSES:

ACKNOWLEDGMENT

Republic of the Philippines)
Quezon City) S.S.

BEFORE ME, a Notary Public for and in _____, this _____ day of _____ 20__, personally appeared:

NAME	GOVERNMENT ISSUED ID	DATE/PLACE ISSUED
[SILG/RD/PD]	_____	_____
[CSO President or Equivalent]	_____	_____

known to me and to me known to be the same persons who executed the foregoing Agreement and they acknowledged to me that the same is their free and voluntary act and deed and that of the institutions they respectively represent.

WITNESS MY HAND AND SEAL this _____ day of _____ 20__, at the place first above written.

NOTARY PUBLIC

Notarial Commission Serial No. _____
Until _____
PTR No. _____; _____; _____
IBP No. _____; _____; _____
Official Address: _____

Doc. No.
Page No.
Book No.
Series of 20__.



Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
DILG-NAPOLCOM Center, EDSA cor. Quezon Avenue, West Triangle, Quezon City
www.dilg.gov.ph

TERMS OF REFERENCE

[TITLE OF THE ENGAGEMENT, PROGRAM, OR PROJECT]

I. BACKGROUND

State the background of the proposed engagement, program, or project in relation to the mandate of the Department and provide the rationale for the contracting of an accredited/certified CSO partner in the conduct of its implementation.

II. OBJECTIVES

Provide clear, concise, and numbered objectives.

III. DESCRIPTION

Provide a description of the specific component of project implementation or area of engagement wherein the CSO partner shall be involved.

IV. SCOPE OF WORK AND DELIVERABLES

Enumerate the specific outputs and deliverables expected from the CSO partner and stipulate the scope of engagement.

V. IMPLEMENTATION TIMELINE

Plot out the implementation timeline (in calendar days) vis-à-vis the key deliverables and activities of the engagement.

Deliverables	In Charge	Timeframe
Name of key deliverable or activity	Entity responsible	Specify in calendar days the expected duration of the activity/timeframe for accomplishment of deliverables

VI. REQUIRED COMPETENCIES/QUALIFICATIONS

Enumerate the required competencies and minimum qualifications expected from the CSO partner. The qualification requirements should be concrete and evidence-based.

VII. PAYMENT SCHEDULE

Stipulate the payment schedule vis-à-vis the major activities and deliverables.

APPROVED:

Name of Bureau/PMO Head
Designation



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DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
DILG-NAPOLCOM Center, EDSA corner Quezon Avenue, West Triangle, Quezon City

Certificate of Completion

This is to certify that the

Name of CSO

Full Address

has engaged in the implementation of the

Program
(Area of Partnership)

in

the Municipality(ies)/City(ies)/Province(s)/Region(s) of

Names of Municipalities/Cities/Provinces/Regions

as a duly Accredited/Certified Partner CSO from MM/DD/YYYY to MM/DD/YYYY.

Full Name

Bureau Director/PMO Head/RD/PD/



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DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
DILG-NAPOLCOM Center, EDSA corner Quezon Avenue, West Triangle, Quezon City

Certificate of Participation

This is to certify that the

Name of CSO

Full Address

has participated in the implementation of the

Program
(Area of Partnership)

in

the Municipality(ies)/City(ies)/Province(s)/Region(s) of

Names of Municipalities/Cities/Provinces/Regions

as a voluntary Partner CSO from MM/DD/YYYY to MM/DD/YYYY.

Full Name

Bureau Director/PMO Head/RD/PD/



Republic of the Philippines
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DILG-NAPOLCOM Center, EDSA cor. Quezon Avenue, West Triangle, Quezon City
www.dilg.gov.ph

MEMORANDUM

FOR : Secretariat Head

SUBJECT : LIST OF PROGRAMS, PROJECTS, AND ACTIVITIES (PPAs)
REQUIRING CSO PARTICIPATION

DATE : Date

=====

This refers to DILG Memorandum Circular No. 2025-022 entitled *Amendment to DILG MC 2022-005, Guidelines on the Accreditation of Civil Society Organizations to Co-implement DILG Programs and Projects*.

Please find the following projects/activities under this Office, for inclusion to the List of PPAs Requiring CSO Participation/Engagement, and further updating to the CSO Accreditation Application Portal of the Department, to wit:

PPA	Brief Background	Areas of Engagements	Types of Engagements

Thank you.

NAME

Head, Operating Unit



**Accreditation/Certification of Civil Society
Organizations to Engage with the DILG**

Revised 2025.0.2

Control Number

Document Control

Annex T Post-Evaluation Report

¹ Full Name of Organization and Acronym	² Contact Person and Designation						
³ Partner Bureau/PMO							
⁴ DILG program or project that the organization is involved in	⁵ Duration of the engagement FROM <table><tr><td>MM</td><td>DD</td><td>YYYY</td></tr></table> TO <table><tr><td>MM</td><td>DD</td><td>YYYY</td></tr></table>	MM	DD	YYYY	MM	DD	YYYY
MM	DD	YYYY					
MM	DD	YYYY					

⁶ Projects co-implemented with the partner Bureau/PMO				
NAME OF PROGRAM/PROJECT	BRIEF DESCRIPTION	TARGETS	STATUS OF PROJECT	
			COMPLETED	ON-GOING
⁷ Impact of the above-mentioned programs/projects				
NAME OF PROGRAM/PROJECT	IMPACT/ ACHIEVEMENTS	DID IT MEET THE TARGETS?		REMARKS
		YES	NO	
⁸ How did the partnership contribute to the goals of the Department?				

Name and Position/Designation	
For Renewal? <input type="radio"/> Yes <input type="radio"/> No	With Supporting Documents? <input type="radio"/> Yes <input type="radio"/> No Title/s of Documents:
Notes/Remarks	
Signature	Date