



DSWD

Department of Social Welfare and Development

MEMORANDUM CIRCULAR

NO. 26

Series of 2020

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

I. RATIONALE

Under the General Appropriations Act (GAA) for the Fiscal Years 2014 to 2020, government agencies may transfer public funds only to Civil Society Organizations (CSOs) accredited by such agencies. These CSOs will implement projects and/or programs or use the received government funds as beneficiary. The Department of Social Welfare and Development (DSWD), through the Standards Bureau, has been strictly implementing the accreditation to all CSOs either receiving or using funds.

In 2017, DSWD issued Memorandum Circular No. 17, series of 2017, known as the Amended Guidelines on the Accreditation of Civil Society Organizations as Beneficiaries of DSWD Projects and/or Programs, which established the standards and simplified the procedures for the accreditation of CSO Beneficiaries. This was enhanced in 2018 when Memorandum Circular No. 8, series of 2018, known as the Amending Memorandum Circular No. 17 series of 2017 or the Amended Guidelines on the Accreditation of Civil Society Organizations as Beneficiaries of DSWD Projects and/or Programs, was issued that aimed to update the composition of Field Office- CSO Accreditation Committee (FO-AC) in view of the implementation of the Administrative Order No.1, series of 2018, known as the Functional Structure of the DSWD Field Offices, and Administrative Order No. 2, series of 2018, known as the Strengthening the DSWD Central Office. However, one of the challenges encountered during the accreditation process is convening all the members of the Accreditation Committee. Hence, the accreditation process for SLP Organized beneficiaries took longer than the set timeline affecting the main objective of the Program, which is to provide immediate livelihood assistance to its program participants.

With the passage of the Republic Act No. 11032, known as the Ease of Doing Business and Efficient Government Service Delivery Act of 2018 that mandated all agencies to promote integrity, accountability, proper management of public affairs and public property aimed at an efficient turnaround of the delivery of government services, the Standards Bureau and the Sustainable Livelihood Program-National Program Management Office (SLP-NPMO) have streamlined and simplified the application for eligibility and accreditation of CSO Beneficiary. Thus, to expedite the accreditation process and issuance of the Certificate of Accreditation (CoA), the Standards Section (SS) shall no longer join the SLP-Regional Program Management Office (SLP-RPMO) during the regional review of the submitted project proposals. The SLP-RPMO shall provide the certified true copy of the Certificate of Eligibility (CoE) and the endorsement of SLP Associations with CoE to the SS for review.

These Guidelines is intended only for the SLPAs applying for accreditation as beneficiaries using the DSWD funds. For other applicants from other DSWD programs who will apply for accreditation as beneficiaries using DSWD funds, the MC no. 17 series of 2017 and MC no. 8 series of 2018 shall still be applied.

II. LEGAL BASES

A. National Issuances

1. **General Appropriations Act, FY 2020, General Provisions, Sec. 65**, *“Fund Transfers to Civil Society Organizations. A government agency may transfer public funds to a Civil Society Organization (CSO)...”*
2. **General Appropriations Act 2019, section 71 of General Provisions**, *“Fund Transfers to Civil Society Organizations”*
3. **Republic Act No. 11032** known as the *“Ease of Doing Business and Efficient Government Service Delivery Act of 2018”*
4. **Republic Act No. 10121 (known as the Philippine Disaster Risk Reduction and Management Act of 2010) Section 3**, *on definition of CSOs*
5. **Republic Act 7160 (known as the Local Government Code), Chapter IV, Section 36**, *“Assistance to People's and Non-Governmental Organizations. - A local government unit may, through its local chief executive and with the concurrence of the Sanggunian concerned, provide assistance, financial or otherwise, to such people's and non-governmental organizations for economic, socially-oriented, environmental, or cultural projects to be implemented within its territorial jurisdiction.”*
6. **1987 Philippine Constitution, Article II, Section 23**, *“The State shall encourage non-governmental, community-based, or sectoral organizations that promote the welfare of the nation.”*
7. **1987 Philippine Constitution, Article XIII, Section 16**, *“The right of the people and their organizations to effective and reasonable participation at all levels of social, political, and economic decision-making shall not be abridged. The State shall, by law, facilitate the establishment of adequate consultation mechanisms.”*

B. DSWD Issuances

1. **Memorandum Circular No. 22, series of 2019, Section 3.1.4**. *“Comprehensive Guidelines on the Implementation of the Sustainable Livelihood Program” – Chapter IV, Article C, Section 3 Sub-Section 3.1.4. entitled “Processing and validity of the Certificate of Eligibility (CoE) and Certificate of Accreditation (CoA)”*
2. **Memorandum Circular 17, series of 2018 (known as Revised Guidelines Governing the Registration, Licensing of Social Welfare and Development (SWD) Agencies and Accreditation of SWD Programs and Services), Section IV**, *“Coverage. This guideline covers all public and private agencies and organizations engaged or planning to engage in providing direct or indirect SWD programs and services.”*

3. **Memorandum Circular No. 17, series of 2017, "Amended Guidelines on the Accreditation of Civil Society Organizations as Beneficiaries of DSWD Projects and/or Programs"**

III. OBJECTIVES

These Guidelines seek:

1. To enhance the set standards and simplify the procedures for the accreditation of DSWD-Organized Beneficiary CSO from SLP while maintaining vigilance over potential misuse of DSWD funds, which would make DSWD projects and programs more accessible to individuals who are bound by common interests;
2. To comply with the EODB requirements in the processing of documents that will ensure fast and efficient delivery of DSWD programs and/or projects.

IV. COVERAGE

These Guidelines shall cover only the accreditation of Beneficiary CSOs organized by the Department through SLP.

The selection of CSOs as beneficiaries, actual transfer of funds and the utilization of grants are not covered by these Guidelines, but shall be covered by the SLP's appropriate program or project Guidelines.

For other applicants from other DSWD programs who will apply for accreditation as beneficiaries using DSWD funds, the MC no. 17 series of 2017 and MC no. 8 series of 2018 shall still be applied.

V. DEFINITION OF TERMS

For the purpose of these guidelines, the following terms are defined:

1. **Accreditation:** This refers to the process of assessing CSO applicants who received Certificates of Eligibility through SLP to implement their project/program in compliance to the Department's set of standards prior to the release of funds
2. **Certificate of Accreditation (CoA):** This refers to a certification issued to CSO applicants who complied with all documentary requirements and criteria as beneficiary of DSWD programs/projects. The CoA duly signed by the Field Office Director will only be issued and facilitated by the FO-Standards Section to CSO Applicants after the issuance of the Certificate of Eligibility has been presented by the program management office. The CoA has a validity period of three (3) years for specified approved project/s in the Certificate.

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3. **Certificate of Eligibility (CoE):** This refers to a certification signed by the Regional Program Coordinator (RPC) of SLP Regional Program Management Office (SLP-RPMO) certifying that the CSO Applicant has complied with the processes and requirements of SLP.
4. **CSO Applicant:** This refers to a CSO applying with the DSWD to be accredited as Beneficiary CSO
5. **DSWD-Organized Beneficiary CSO:** This refers to a group or association, composed of individuals identified by the DSWD as beneficiaries of the same DSWD project or program, formed through the initiative, or with the assistance, of the DSWD as part of the design and mandated processes of such project or program. This shall only cover the accreditation of Beneficiary CSOs organized by the Department through SLP.
6. **Regional Program Coordinator (RPC):** This refers to the head of the SLP Regional Program Management Office
7. **SLP-RPMO:** This refers to the Sustainable Livelihood Program-Regional Program Management Office of the Field Offices
8. **SLP Regional Review Committee (RRC):** This refers to a team chaired by the Regional Program Coordinator with three (3) technical staff members from SLP-RPMO who will be responsible for reviewing SLP Mungkahing Proyekto and all its attachments. An "Endorsement of SLPAs with CoE" shall be prepared by the RRC, which enumerates the name of the projects, address, and the amount of proposed/needed budget for the proposals that were approved by the RRC. This shall serve as one of the references of the Standards Section for the issuance of CoA.
9. **SS:** This refers to Standards Section of the Field Offices

VI. REQUIREMENTS FOR ACCREDITATION OF BENEFICIARY CSOs

The following are the requirements for accreditation of DSWD-Organized Beneficiary CSO:

1. Certified true copy of the Certificate of Eligibility issued by the SLP-RPMO
2. Endorsement of SLPAs with CoE signed by the RPC (to include the project/s approved, address of the SLPA, and the budget approved for the project)

VII. ACCREDITATION PROCEDURES

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

All DSWD-Organized Beneficiary CSO Applicants under SLP shall be issued a signed Certificate of Eligibility (CoE) by the SLP-RPMO.

A certified true copy of the CoE with the Endorsement of SLPAs with CoE signed by the RPC will be endorsed to the SS once the RRC has thoroughly reviewed the submitted documents pertinent to the application.

The certified true copy CoE and Endorsement of SLPAs with CoE signed by the RPC shall attest that the applicant CSO has met all the requirements of the SLP.

2. Review of the requirements by SS

The SS shall review the endorsed documents from the SLP-RPMO within two (2) working days. If the applicant has met all the requirements, the SS will sign the Endorsement of SLPAs with CoE, which was initially signed by the RPC. This will be the basis for the issuance of the Certificate of Accreditation (CoA).

If the requirements are found to be incomplete, the application requirements shall be returned to SLP-RPMO for compliance by submitting the needed document/s within two (2) working days.

3. Issuance of Certificate of Accreditation (CoA)

- a. If the Beneficiary CSO Applicant has met all requirements, the SS shall prepare the CoA immediately after the review of the requirements. This will be endorsed, along with the signed Endorsement of SLPAs with CoE, to the Office of the Field Office (FO) Director. The Field Office Director or his/her Officer-in-Charge shall issue the CoA as Beneficiary CSO within two (2) working days.
- b. The SS shall officially inform the CSO Applicant, through SLP-RPMO, of the final action or decision of the FO Director.
- c. The signed CoA shall be forwarded by SS to SLP-RPMO for the latter's onward submission to the Cash Unit for the preparation of checks of SLPAs.
- d. After the preparation of checks, the signed CoA may be awarded to the CSO by the SS in a fitting ceremony or the accredited CSO can also opt to pick-up the signed CoA or have it sent through courier.

4. Appeals

If the application for Accreditation is denied, the CSO Applicant may appeal the denial before the FO Director within ten (10) working days from receipt of the notice of denial by filing a memorandum of appeal stating the grounds of its appeal. This should be resolved within seven (7) working days.

If the appeal will not be resolved within the FO level, the notice of appeal will be forwarded to the Office of the Secretary by the SS through SB within seven (7) working days, with complete records of application and the reason for non-resolution at the FO level.

The Secretary shall decide the appeal within seven (7) working days from receipt of the forwarded notice of appeal from the FO.



VIII. Posting of Notice and Invitation to Submit Derogatory Records

Upon receipt of the signed CoA, the SS shall post selected information of the CSO applicant (i.e., complete name and address of CSO) in conspicuous places within the DSWD FO Compound. The SS shall also request the FO-ICTMU to post the same in the DSWD FO website and DSWD website. This shall be posted for the period that the CSO Beneficiary has been issued with the CoA, for public information.

The SS may receive Derogatory Reports against a CSO Beneficiary at any period that the CSO Beneficiary has a valid CoA. Sworn reports of derogatory records must be submitted/sent to the DSWD FO- Standards Section or through its official e-mail address.

If a Derogatory Report is received, the SS shall endorse the report to the SLP-RPMO for appropriate action. The SS must be furnished with the response or action taken by the SLP-RPMO within three (3) working days from receipt thereof to take action whether to cancel the issued CoA or not.

IX. VALIDITY OF THE CERTIFICATE OF ACCREDITATION

The CoA of Beneficiary shall be valid for a period of three (3) years from the date of issuance unless revoked earlier.

X. MONITORING VISIT

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

As part of the continuing verification and monitoring, accredited CSOs are subject to regular submission of report of all material changes (i.e. changes in the program name, address) and updating of accreditation documents to SLP, on which the latter will furnish the SS a copy of the report.

If an irregularity, falsehood, or forgery is found during the announced or spot monitoring vis-à-vis accreditation application documents submitted, the SS shall send SLP-RPMO a report of the findings and will require SLP-RPMO an explanation not later than three (3) working days from receipt of report.

XI. GROUNDS FOR REVOCATION

The CoA of a Beneficiary CSO may be revoked on any of the following grounds:

1. Recommendation from SLP-RPMO for revocation of CoE due to misrepresentation in, or falsification of, any document submitted in support of the application for accreditation;
2. Failure by the Beneficiary CSO, during the validity period of the CoA, to comply with the terms of reference stated in the agreement with DSWD involving the transfer of funds, and;
3. Violation by the Beneficiary CSO, during the validity period of the CoA, of any law, rule, or regulation involving the utilization of DSWD funds.
4. A submitted derogatory report received was found to be true.

XII. REPEALING CLAUSE

All orders, issuances, rules and regulations or parts thereof inconsistent with this Memorandum Circular are hereby repealed accordingly.

XIII. EFFECTIVITY

This Memorandum Circular shall take effect upon the completion of the required publication either in the Official Gazette, or in a newspaper of general circulation, or filing at the University of the Philippines Law Center.

Issued on 22nd day of October 2020, Quezon City, Philippines.



ROLANDO JOSELITO D. BAUTISTA
Secretary

Department of Social Welfare and Development

Annex:

(The Annex shall be subjected to enhancement/revision as necessary, to be approved by the Undersecretary concerned.)

Annex A: Process Flow for Accreditation Procedures

Annex B: Process Flow for Appeals



NMM/CVI/AMAGL/MAMO/larp

Certified True Copy:



MYRNA H. REYES

GIS Division Chief

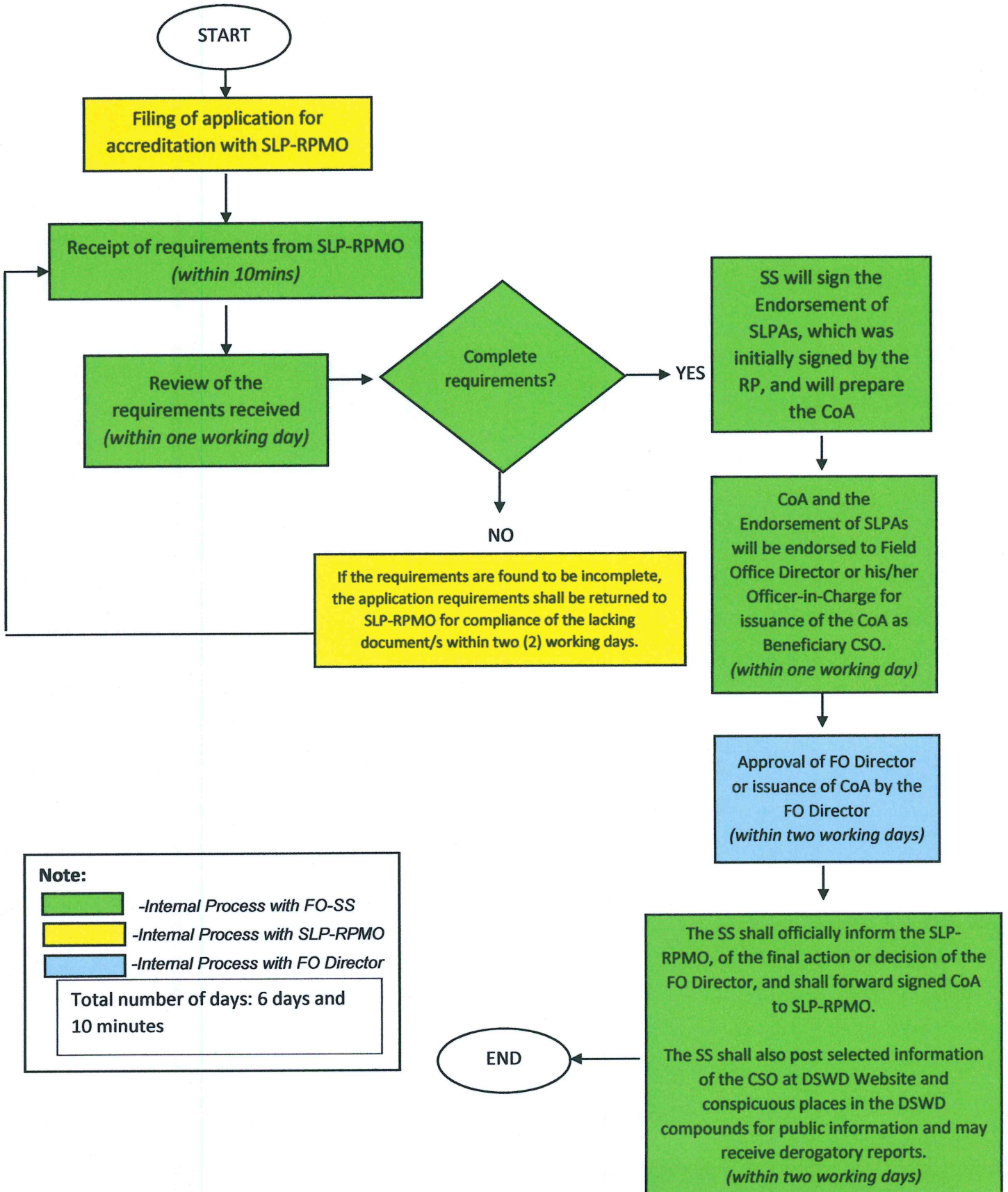
Records and Archives Mgt. Division

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ANNEX A

ACCREDITATION OF CIVIL SOCIETY ORGANIZATIONS (CSO) ORGANIZED BY THE SUSTAINABLE LIVELIHOOD PROGRAM AS BENEFICIARIES USING DSWD FUNDS

PROCESS FLOW
Accreditation Procedures



ANNEX B

ACCREDITATION OF CIVIL SOCIETY ORGANIZATIONS (CSO) ORGANIZED BY THE SUSTAINABLE LIVELIHOOD PROGRAM AS BENEFICIARIES USING DSWD FUNDS

PROCESS FLOW
Appeals

