



## MEMORANDUM CIRCULAR

No. 09  
Series of 2024

**SUBJECT: REVISED GUIDELINES IN THE PROCESSING AND ISSUANCE OF REGIONAL AND NATIONAL PUBLIC SOLICITATION PERMITS**

### I. RATIONALE

The Department of Social Welfare and Development (DSWD) is mandated to issue solicitation permits to any person, corporation, organization, or association desiring to solicit or receive contributions for charitable or public welfare purposes at the regional offices, in the purview of the Presidential Decree No.1564, series of 1978, also known as the Solicitation Permit Law. This mandate has expanded to national scope with the issuance of Executive Order No. 24, series of 2001, entitled "Delegating to the Department of Social Welfare and Development the Authority to grant Authorization for the Conduct of National Fund Raising Campaign" wherein it granted the DSWD Secretary the final authority to approve or disapprove requests for the conduct of national fundraising campaigns.

With the emergence of digital platforms, the Philippine Government is prioritizing the acceleration of digital transformation in the government through the Philippine Development Plan 2023-2028. Hence, the Department continues to streamline and strengthen its regulatory services through these guidelines to ensure effective and efficient service delivery to its clients and beneficiaries.

### II. LEGAL BASES

The legal bases of these guidelines are the following:

1. **Republic Act (RA) No. 11032, otherwise known as the "Ease of Doing Business and Efficient Government Services Delivery Act of 2018"**, refers to the declared policy of the state to promote integrity, accountability, proper management of public affairs and public property as well as to establish effective practices aimed at efficient delivery of government services and prevention of graft and corruption. The Act provides that all offices and agencies that provide government services are hereby mandated to regularly undertake cost compliance analysis, time and motion studies, undergo evaluation and improvement of their transaction systems and procedures and reengineer the same if deemed necessary to reduce bureaucratic red tape and processing time.
2. **RA No. 10847, otherwise known as an "Act Lowering the Age Requirement for Applicants taking the Board Examination for Social Workers, providing for Continuing Social Work Education, and Upgrading the Sundry Provisions Relative to the Practice of Social Work"**. The Act provides that no Social Welfare and Development Agency (SWDA), as defined herein, shall operate and be accredited as such unless it shall first have registered and secured a license with the Department of Social Welfare and Development which shall then issue the corresponding registration certificate and license to operate: Provided, that existing social welfare and development agencies at the time of approval of this Act shall

have a period of one (1) year within which to secure the corresponding certificate of registration and license to operate.

Further, it provides that the applicant must show in a duly certified financial statement that at least seventy percent (70%) of its funds are disbursed for direct social work services.

3. **Memorandum Circular (MC) No. 12, series of 2015, or the “Guidelines on Fees and Charges”**, set the application fee for national solicitation to Php1,000.00 and regional solicitation to Php500.00.
4. **Inter-Country Adoption Board Resolution No. 054-46 series of 2010, “(Addendum to the Policy on Photolisting of Children on the Internet)”**, states that uploading advertisements on the Internet using Filipino Children as a means to solicit donations is prohibited.
5. **Executive Order (EO) No. 24, series of 2001, otherwise known as the “Delegating to DSWD the Authority to Grant Authorization for the Conduct of National Fundraising Campaigns”**, delegates to the DSWD Secretary the final authority to approve or disapprove requests for the conduct of national fundraising campaigns and provides that the validity of campaign shall not exceed one (1) year.
6. **EO No. 292, otherwise known as “The Administrative Code of 1987”**, sets forth the standards, guidelines, and practices within the executive branch of the government, and establishes the various cabinet-level offices falling within the executive branch, including the DSWD where:
  - 6.1. **Title XVI, Chapter 1 (General Provisions), Section 3 (Powers and Functions)**, Item 13 states that "to accomplish DSWD mandate and objectives, it shall regulate fund drives, public solicitations and donations for charitable or welfare purposes"
  - 6.2. **Title XVI, Chapter 9 (Fund Drive), Section No. 20** states that any person, corporation, organization, or association desiring to solicit or receive contributions for charitable or public welfare purposes shall first secure a permit from the Regional Offices of the Department. Upon filing a written application for a permit in the form prescribed by the Department, the Regional Director or his/her duly authorized representative may in his/her discretion, issue a permanent or temporary permit or disapprove the application. In the interest of the public, he or she may at his/her discretion, renew or revoke any permit issued under Act 4075.
7. **Presidential Decree No. 1564, otherwise known as the Solicitation Permit Law**, mandates any person, corporation, organization, or association desiring to solicit or receive contributions for charitable or public welfare purposes to first secure a permit from the Regional Offices of the DSWD.

### III. OBJECTIVES

These guidelines aim to strengthen policies and regulations for Public Solicitation conducted within the Philippines, to wit:

1. Streamline the regulatory process in applying for Public Solicitation Permit;
2. Regulate and enhance standards for all solicitation activities conducted by a person, corporation, organization, or association for charitable and public welfare purposes;
3. Provide penalties and sanctions for those applicants who violate the policies and procedures set by these guidelines;
4. Monitor solicitation activity to ensure efficient facilitation of solicited funds to its beneficiaries; and
5. Provide procedures and guidelines in processing solicitation permits online and digitally with the use of the DSWD Harmonized Electronic License and Permit System (HELPS).

#### IV. DEFINITION OF TERMS

The following terms as defined shall be adopted in these guidelines:

1. **Administrative Expenses** – the costs incurred to support the management and the conduct of solicitation activity. These include honorarium/fee of staff hired in the conduct of solicitation activity, rental of the venue, processing fee for the issuance of solicitation permits, cost of mailing, printing of letters of appeal, and other solicitation paraphernalia.
2. **Applicant** – any person, group, corporation, organization, or association desiring or intending to conduct solicitation activities for charitable or public welfare purposes.
3. **Beneficiaries** – refers to the public and those who are poor, vulnerable, and disadvantaged sectors or entities that shall benefit from the proceeds of the conducted public solicitation. They are persons, families, groups, or communities in distress and difficult situations. They may include but are not limited to the following:
  - a. Abandoned, neglected, orphaned, voluntarily committed, abused, and exploited children, street children, children with disabilities, children in conflict with the law, children in need of special protection, children in cultural communities, and children victims of disasters/calamities or armed conflict;
  - b. Out of School Youth (OSY) and other youth with special needs;
  - c. Women in especially difficult circumstances (WEDC);
  - d. Persons with Disabilities (PWDs);
  - e. Senior Citizens or Older Persons;
  - f. Internally displaced individuals, families, groups, or communities due to developmental projects, armed conflicts, or disasters/calamities;
  - g. Individuals, families, groups, and communities who are in crisis situations due to the existence of state local, or national emergency (i.e., Pandemic, Disaster, or Calamity)
  - h. Individuals with chronic ailment/disease that requires extensive and long-term medication;
  - i. Indigenous Person/People in Crisis Situation;
  - j. Poor or dysfunctional families in depressed communities; and
  - k. Rebel returnees and families who are victims of armed conflict situation

Beneficiaries may also be centers, institutions, organizations or agencies providing social welfare and development (SWD) programs and services duly registered, licensed, or accredited by the DSWD. They may be represented by

the head of the organization or agency in any documents that may be required by the guidelines on public solicitation.

Beneficiaries who are in a group or in a community may be represented by their group or community leader or chosen representative in any documents that may be required by these guidelines. Likewise, the Local Government Unit (e.g., barangays, cities/municipalities) may also represent the community beneficiaries as applicable.

4. **Blacklisting** - refers to the process of disqualifying an applicant to apply perpetually for a Public Solicitation if a case filed against them has been served and removing their name from the DSWD database.
5. **Certificate of Registration and License to Operate (CRLTO)** - refers to the Certificate issued by the DSWD authorizing Social Welfare and Development Agencies (SWDAs) to operate.
6. **Chronic Ailment/Disease** - ailment/disease that persists for a long period of time (more than one year) and requires extensive medications.
7. **Charitable purpose/s** - refers to the intent to provide services for the improvement of the quality of life of the beneficiaries. These may include but are not limited to the promotion of health, education, peace, social welfare, environmental protection, and disaster relief and rehabilitation response.
8. **Donor** - refers to a person, group, corporation, organization, association, or any other entity who has chosen to donate funds in a solicitation or fundraising activity. Likewise, donations from foreign donors/entities shall be documented and reported to the DSWD as applicable.
9. **DSWD Harmonized Electronic License and Permit System (HELPS)** - refers to the online system of the DSWD where applicants of its regulatory services may submit applications
10. **Government Agencies** - refer to any of the various units of the government, including a department, bureau, office, instrumentality, government-owned or controlled corporation, or a local government or a distinct unit therein.
11. **National Public Solicitation Permit** - refers to the solicitation permit that is nationwide in coverage, issued by the DSWD Secretary.
12. **National Public Solicitation** - refers to the fundraising activity that covers more than one (1) region or nationwide.
13. **Non-Government Organizations, agencies, or associations including Civil Society Organizations (CSOs) Government** - an organization that generally is formed independent from government desiring to engage in solicitation activities for social welfare purposes.
14. **Non-profit corporation** - an organization formed to serve the public good rather than purely for the creation of profit itself who desires to solicit or receive contributions from the public for social welfare purposes

15. **Organized Group** - composed of several persons or individuals forming a group, or a combination of groups who are formally organized and registered with the Securities and Exchange Commission (SEC), filing an application for a solicitation permit is under the category of corporation, organization, or association. The filing of an application for a solicitation permit depends on whoever leads the group and is held most accountable.
16. **Person** - an individual who seeks to conduct a public solicitation permit provided that he/she shall be endorsed by either their barangay or a SWDA.
17. **Photolisting** - uploading of picture/s and personal information of beneficiaries in various media for the purposes of soliciting funds, unless with the written consent of such person.
18. **Program Expenses** - refers to the direct or indirect cost of implementation/provision of programs and services to the intended beneficiaries of the solicitation activity.
19. **Public Solicitation** - refers to any project or activity intended to generate funds from the general public for public welfare and charitable purposes. It may also be solicitation activities for persons, groups, organizations/agencies, and or communities in need, other than one's self.
20. **Public Welfare Purpose/s** - refers to any activity or project relative to health, education, peace, social welfare and protection, environmental safety, rights, security and safety of citizens and similar circumstances or conditions.
21. **Regional Public Solicitation Permit** - refers to the solicitation permit that is regionwide in coverage, issued by the DSWD Regional Director.
22. **Regional Public Solicitation** - refers to the fundraising activity conducted within one region.
23. **Revocation** - refers to the cancellation of the issued solicitation permit to a person, corporation, organization, or association.
24. **Social Welfare and Development Agencies (SWDA)** - refers to a non-stock, non-profit corporation, organization or association, implementing or intending to implement either directly or indirectly social welfare and development programs and services in the Philippines, and assessed as having the capacity to operate administratively, technically, and financially. Its clients may include but not limited to the poor, disadvantaged, and vulnerable individuals, groups, families and communities.
25. **Solicited Funds or Proceeds** - refers to the funds generated during the fundraising activity. Solicited funds should be voluntarily given, and according to the will and desire of the donor. It shall in no way be compelling or with a set amount.
26. **State of Calamity** - refers to a condition involving mass casualty and/or major damages to property, disruption of means of livelihoods, roads, and normal way of life of people in the affected areas as a result of the occurrence of natural or human-induced hazard officially declared by the appropriate authority stated in

Section 16 of RA No. 10121 otherwise known as the Philippine Disaster Risk Reduction and Management Act of 2010.

27. **State of Public Health Emergency** – refers to the authority of the Secretary of the Department of Health to declare epidemics of national and/or international concerns, except when the same threatens national security, by which the President of the Republic of the Philippines shall declare a State of Public Health Emergency and mobilize governmental and nongovernmental agencies to respond to the threat stated in Section 7 of RA No. 11332, otherwise known as the Mandatory Reporting of Notifiable Diseases and Health Events of Public Health Concern Act of 2018.
28. **Suspension** - refers to the temporary cessation of authority to conduct fundraising activities not to exceed three (3) months as a form of penalty for violation of any of the provisions stated in these guidelines. When under suspension, an organization or agency is prohibited from conducting any fundraising/solicitation activity.
29. **Temporary Solicitation Permit** - refers to a permit (national or regional) issued to any person, group, corporation, organization, or association responding to a disaster or calamity upon the declaration of a State of Calamity/State of Public Health Emergency.
30. **Verified Complaint** - refers to a written complaint containing an oath or attestation of the truthfulness of the facts therein alleged in accordance with the affiant's personal knowledge and belief.

## V. GENERAL POLICIES

The following policies shall be observed relative to the regulation of solicitation from the public:

1. All applicants must apply through the DSWD HELPS and shall be treated as “new users”, regardless if these are new applicants for public solicitation permits or have been previously issued with permits;
2. All applications for public solicitation must be submitted electronically through the DSWD HELPS. In case the DSWD HELPS is unavailable, an official announcement from the DSWD Standards Bureau (SB) regarding the system failure shall be issued. During this period, applicants can still submit their application via SB’s official email address with the attached duly accomplished application form and requirements including the proof of payment of the processing fee from the DSWD’s authorized payment merchants. The application form and templates can be downloaded from the DSWD website or by requesting a copy or assistance from the SB/Field Office (FO);
3. Should there be a system failure, a walk-in application may be accepted provided that aside from the system failure, a State of Calamity/State of Public Health Emergency is declared. Applicants may submit their application documents to the concerned FO or through the official SB email. Staff from the FO shall assist the applicant in forwarding the said documents to the SB who shall assess and process the application;

4. Amendments to the permits will also be made through the DSWD HELPS.
5. The DSWD Logo shall not be used in any public solicitation paraphernalia. Only the valid DSWD ePermit number and QR code shall be used; and
6. When the internet, digital, or social media platform is being used as the methodology of the solicitation activity, a national solicitation permit shall be issued with a maximum validity period of one year.

## **A. COVERAGE AND EXEMPTIONS**

### **a. Coverage**

These guidelines shall only cover regulation, issuance, and monitoring of regional and national public solicitation activities for monetary donations conducted in the country by any national government agencies (NGAs), government-owned and controlled corporations (GOCCs), state universities and colleges (SUCs), public schools, local government units (LGUs) and other government agencies, individuals, CSOs including faith-based organizations, people's organizations, NGOs, academe, associations and similar organizations, chapters and affiliates of similar international organizations operating in the Philippines whether physically or via online platforms to include the usage of the international payment gateways (i.e., paypal, amazon pay, etc.) for charitable and public welfare purposes. However, those public solicitation conducted by foreign countries with Filipino donors shall not be covered by these guidelines.

Local (Provincial/City/Municipal) public solicitation operations shall be governed by the policies and regulations of the LGU. Thus, solicitation permissions or fundraising operations within the local jurisdiction must be authorized by the concerned Local Chief Executive (LCE) in accordance with RA No. 7160 or the Local Government Code of 1991.

### **b. Exemptions**

The following shall be exempted from securing public solicitation permits:

1. Organizations, agencies, and corporations created by laws that specifically confer them with authority to solicit for charitable, and/or public welfare purposes such as but not limited to United Nations (UN) Agencies, instruments, and missions as covered by the UN Charter;
2. Solicitation activities for religious purposes that are conducted by the members of the congregation within religious sanctuaries (e.g., construction of church, mosque, or any structure for worship; evangelization or propagation of faith; welfare program of the church or congregation to their members);

However, religious organizations conducting solicitation activities for charitable and public welfare activities shall be required to secure a solicitation permit from the DSWD.

3. Solicitation activities conducted within and among officemates, clan members, social/civic groups, or associations such as alumni associations, fraternities, or sororities;
4. Solicitation activities conducted by and within schools/universities/colleges for purposes of supporting scholars and infrastructure projects;
5. Caroling during Christmas seasons and other religious festivities;
6. Request for support of a person from government agencies such as but not limited to DSWD and LGUs assistance programs whose mandate includes providing support or financial assistance such as but not limited to medical assistance, educational assistance, transportation assistance, and burial assistance; and
7. Fundraising activities conducted by the Sangguniang Barangay for Barangay Projects in accordance with Section 391 of RA No. 7160, undertaken only in one city or municipality as per Book III, Title II, Chapter 3 of RA No. 7160.

## **B. METHODS OF PUBLIC SOLICITATION**

Public Solicitation shall only be conducted on the following means, whether physical or online:

- (a) Written request such as letters of appeal, envelopes, cards, and other similar forms;
- (b) Mass media campaign through television, cinema, radio, magazines, newspapers, billboards, and other similar forms;
- (c) Distribution, circulation, publication, or posting of written advertisement or other similar forms;
- (d) Rummage sales and sale of goods including souvenir items;
- (e) Benefit shows including concerts, fashion shows, and other forms of entertainment;
- (f) Fun runs, marathon, cycling, and other forms of sports activities;
- (g) Popularity contests, beauty pageants, and other events which requires the contestants to conduct public solicitations;
- (h) Tickets, Ballots, Cards & Similar Forms;
- (i) Photos or Painting Exhibits & Similar Forms;
- (j) Text Messages and Social Media (e.g., Facebook, X, Instagram, TikTok, Viber, etc.);
- (k) Donation boxes, coin banks, and other similar forms; and
- (l) Other methodologies that may be allowed by the DSWD, the PSWDO, the CSWDO, or the MSWDO.



All paraphernalia to be used must bear the issued DSWD ePermit number, approved validity period, area of coverage, and control number (if applicable).

### C. PROHIBITED ACTIVITIES

The following solicitation activities are prohibited under these guidelines:

1. Solicitation activities or anything that insinuates donation from the public or of any form or methodology without the necessary solicitation permit issued by the DSWD;
2. Solicitation beyond the allowed coverage area as indicated in the approved solicitation permit;
3. Solicitation activities using expired/tampered permits and/or fraudulent documents;
4. Solicitation activities of SWDAs that are intended to finance the construction or improvement of any infrastructure projects that claim service payments (e.g., private schools and hospitals), and use of collected funds for the programs/services that are not within the coverage of the issued DSWD CRLTO;
5. For a person or agency issued with a solicitation permit to utilize solicited funds to programs, projects, or activities other than those declared in their application;
6. Solicitation activities for charitable and public welfare purposes involving unlawful means such as games of chance or schemes amounting to illegal gambling (i.e., bingo and other card games, cockfights, raffle bearing prizes conducted without the necessary permit from concerned government agencies such as Department of Trade and Industry and Philippine Amusement and Gaming Corporation);
7. Photolisting or the uploading of picture/s and personal information of beneficiaries in various media for the purposes of soliciting funds, unless with the written consent of such person. If involving minors, ensure that photos of children are taken from a distance, taken in close range but with a black cover in the eyes;
8. Posting of Fund Raising-Activity design on social media platforms without the corresponding authority or permit being displayed on the lower portion of the activity design. Further, live broadcast of fundraising activities is also prohibited without the permit number being displayed or flashed on the screen to provide reasonable assurance that the said fundraising is legitimate and legally acceptable in accordance with the standards set by the DSWD;
9. Exploitative/unfair mobilization of clients/beneficiaries in the solicitation activity;
10. The sale of goods from foreign donors that were donated to individuals, groups, organizations, or institutions and facilitated for exemption from the payment of government taxes and dues in accordance with RA No. 10863, otherwise known as the "Customs Modernization and Tariff Act"; and
11. Disbursement of solicited funds not in accordance with the prescribed 70:30 ratio (not less than 70% for the implementation of fund campaign programs, projects, and activities and not exceeding 30% for the administrative costs).

## **D. ELIGIBLE ENTITIES FOR THE ISSUANCE OF SOLICITATION PERMIT**

The following are eligible to apply for a national or regional public solicitation permit:

1. Person/Individual;
2. Organized Groups;
3. Non-profit corporations;
4. NGOs, agencies, or associations including CSOs;
5. Government Agency; and
6. SWDAs with valid CRLTO

## **E. PHOTOLISTING POLICY**

The following policies shall be observed relative to the regulation of solicitation activities:

1. Solicitation paraphernalia should highlight the organization/agency's thrusts, activities and successes rather than the personal lives of the beneficiaries;
2. The solicitation paraphernalia should protect and not portray a demeaning condition of the intended beneficiaries in order to influence the public to provide donations;
3. Photos of child/children, senior citizens, persons with disability or other beneficiaries may be allowed for use if the following conditions are met:
  - a. Waiver/s must be secured from the concerned beneficiary/beneficiaries in capturing and using their personal information and their photos. If minor, waiver must be accomplished by the parents or legal guardian;
  - b. Photos of the beneficiaries are taken from a distance;
  - c. Focuses on the action of the beneficiaries, especially for children, and not on the subject's face; and
  - d. Use of censored images to protect the identity of beneficiaries (i.e., covered/blurred image, use of shadow images, etc.) especially if the beneficiary/ies is/are child/children.
4. The following are the prohibited images and must not be used even if with consent from the beneficiaries:
  - a. Photos that portrays the demeaning condition of the beneficiary/ies; and
  - b. Photos that highlight the face of the beneficiary/ies instead of the action that has been provided.

## **F. PROCESSING OF APPLICATIONS FOR SOLICITATION PERMIT**

### **1. APPLICATION PROCEDURES**

#### **a. For New Applicants**

- 1) Applicants for both regional and national fundraising permits must enroll through the DSWD HELPS in order to open an account, however, applicants with existing DSWD HELPS accounts do not need to register a new account.

- 2) Application requirements and form stated in Annexes A and B must be submitted electronically through the DSWD HELPS.

SWDAs with valid DSWD CRLTO shall accomplish the application form and upload a notarized declaration form via the DSWD HELPS to facilitate the issuance of their public solicitation permit.

Application for a temporary solicitation permit shall only be processed during a State of Calamity/State of Public Health Emergency.

- 3) The DSWD HELPS will automatically generate electronic payment orders. The corresponding processing fee of P500.00 (for regional solicitation permit) or P1,000.00 (for national solicitation permit) must be paid through the Landbank of the Philippines' Link.BizPortal and other designated payment service providers. The processing cost is non-refundable and shall be charged whether the application is approved or disapproved.

Should the application be disapproved, the applicant has thirty (30) calendar days to re-apply free of charge. However, after the given timeline and no re-application is received, the processing fee will be applied again upon application.

- 4) Processing fees for regional or national solicitation permits during a state of national or regional calamity/state of public health emergency and during calamity amidst state of national or regional calamity/state of public health emergency shall be waived in favor of the applicant.
- 5) The DSWD SB shall review the documentary requirements as to its completeness and compliance.
- 6) Under normal situations, the processing time of each application assessed with complete and compliant documents is seven (7) working days, upon submission of the application in the DSWD HELPS.

During the State of Calamity/State of Public Health Emergency, the processing time of each application assessed with complete and compliant documents is three (3) working days, upon submission of the application in the DSWD HELPS.

Only applicants who have submitted the complete requirements shall be processed by the DSWD.

- 7) Once the completeness and compliance of the application are determined by the Standards Bureau, the Public Solicitation Permit shall be approved and signed as follows:
  - For regional public solicitation permit - by the RD of the concerned DSWD FO;
  - For national public solicitation permit - by the DSWD Secretary.

- 8) Approved and duly signed Public Solicitation Permit whether national or regional shall be issued to the applicant through the DSWD HELPS. The electronic permit with security features such as a unique Quick Response (QR) code and system-generated permit number shall be used in the issuance of the said permits.

**b. For Renewal**

- 1) Applicants may apply for renewal through the DSWD HELPS. The applicant shall access their account and follow item nos. 2-7 of the previous Section on Application Procedures for new applicants.
- 2) Applicants may apply for a renewal of their solicitation permit for the same coverage, program, or activity and/or beneficiaries.
- 3) Application for renewal may be facilitated if the entity has utilized 70% of its total accumulated funds provided that (a) an action plan on the disbursement of the 30% unutilized funds subject for monitoring and (b) undertaking for the submission of the post-facilitation requirements after fully utilizing the accumulated funds.
- 4) SWDA's application for renewal will only be processed if they have a valid CRLTO.
- 5) Application for renewal of temporary solicitation permit shall only be processed during a State of Calamity/State of Public Health Emergency.

To prevent the cessation of their solicitation activities, the agency may submit prior to the expiration of their permit an Undertaking to submit the post-facilitation requirements for them to file for renewal of their permit. *(Please refer to either item A or B of VII. Post Facilitation Process of the guidelines)*

**2. VALIDITY OF THE ISSUED SOLICITATION PERMIT**

Solicitation Permit shall be valid according to the following provisions:

- a. Issued solicitation permit shall be valid within the specified validity period, methodology, area/s, and coverage in the Philippines. It shall not extend outside the country even though the target beneficiaries are Filipinos. Solicitation activities through the internet traversing international boundaries shall be subject to the laws of the concerned country;
- b. It shall be valid if used by the person, corporation, organization, or association issued with the solicitation permit. If used by any other person, organization, or agency without prior agreement and not connected with the person/organization issued with the permit, shall render the solicitation permit invalid and shall be confiscated;
- c. A regional or national public solicitation permit under normal situations shall not exceed one (1) year; and
- d. A temporary public solicitation permit, whether regional or national, during a State of Calamity/State of Public Health Emergency shall not

exceed six (6) months or shall be valid until it expires, even after the State of Calamity/State of Public Health Emergency is lifted.

### 3. AMENDMENT OF ISSUED PUBLIC SOLICITATION PERMITS

Issued solicitation permits shall be amended according to the following provisions:

- a. A person, organization, or agency may apply for an amendment of their solicitation permit if there is an additional or change of applicant's personal information, beneficiaries, coverage, methodology, program, project or service to be delivered;
- b. In order to facilitate the amendment of the issued solicitation permit, the concerned person, organization or agency shall accomplish the Amendment Form indicating the added/changed coverage, methodology, programs and services to be delivered and/or targeted beneficiaries to the DSWD HELPS;
- c. The DSWD SB shall then facilitate the issuance of the amended solicitation permit, which shall have the same validity period as the previously issued permit;
- d. An applicant with a valid permit may apply for amendment only twice within the validity of its permit; and
- e. Amendments shall be facilitated for public solicitation permits with a remaining validity period of not less than two (2) months.

### 4. APPLICATION FOR TEMPORARY SOLICITATION PERMIT

- a. Applicant may apply for Temporary Solicitation Permit during a State of Calamity/State of Public Health Emergency with validity that shall not exceed six (6) months.
- b. Applicant with valid regular permit may apply for a Temporary solicitation permit specific to disaster response.
- c. Applicant may submit an undertaking to comply with other necessary documents during application for Temporary Solicitation Permit.

## VI. MANAGEMENT OF FUNDS

Solicited funds or proceeds shall be utilized according to the following provisions:

- A. In adherence to the set standards of fund utilization, the ratio of seventy percent (70%) for the program and thirty percent (30%) for administrative expenses must be met. Utilization of funds shall be based on an approved application. The 70:30 ratio refers to not less than 70% for the implementation of fund campaign programs, projects, and activities and not exceeding 30% for the administrative costs);
- B. Funds collected during public solicitation are to be deposited in a designated bank account at a banking institution regulated by the Banko Sentral ng Pilipinas. Funds shall be deposited in the name of the person, corporation, organization, or association to whom the permit was issued. Otherwise, a comprehensive Book of Proceeds indicating names,

addresses, and contact numbers of donors and names and addresses of beneficiaries including the programs and services received, shall be made available during monitoring visits;

- C. In emergency situations, solicited funds immediately utilized for the delivery of programs and services shall also be listed in the Book of Proceeds;
- D. Solicited funds readily consumed in buying medicines and other medical requirements by a person ailing of a chronic ailment shall be liquidated with the List of Donors indicating the amount of their donation, their corresponding addresses and contact numbers, a copy of medical certificate/abstract or conducted treatment procedures certified by the attending physician, and receipts issued for the medicines and other medical requirements/procedures;
- E. All solicited funds shall be properly acknowledged by the receiving agency except for solicitations involving sales of tickets, cards or envelopes, other e-payment or e-donations platforms (e.g., GCash, Paymaya) in which case sold tickets, cards, envelopes or confirmation slip shall serve as acknowledgment receipts.

Anonymous donors may be considered if the donation of a specific donor is less than Php500,000.00. Should the donation be greater than the said amount, the donation must be deposited in the entities' bank account;

- F. For government agencies, proceeds from the fundraising activity shall be accounted for in the book of account of the recipient agency in accordance with the government accounting and auditing rules and regulations. Proceeds must be utilized for the intended beneficiaries of solicitation or fundraising activities;
- G. If the ailing person beneficiary of solicitation activity passed away during the validity of the permit, the endorsing SWDA or LGU shall submit an Incident Report to the DSWD SB within 30 calendar days with the corresponding Action Plan for the disbursement of the unutilized solicited funds; and
- H. If the solicitation activity was unceremoniously terminated or discontinued for whatever reason during the validity period of the issued permit, the person, organization, or agency shall submit a justification for the termination of the solicitation activity along with the disbursement plan for the solicited funds which shall be based on the submitted project proposal or work and financial plan, or the applicable post facilitation requirements as stated in Section VII of these guidelines.

## **VII. POST FACILITATION PROCESSES**

- A. The person issued with a permit shall, within sixty (60) days after the expiration of the authority to conduct the fund campaign, submit the following reports to the SB through the DSWD HELPS:

1. Fund Utilization Report (FUR) (Annex J) sworn by the person/individual issued with a solicitation permit or head of the endorsing LGU/SWDA. It shall be supported by the medical certificate/abstract duly certified by the attending physician and receipts issued in buying medicines and/or the conducted medical procedure;
  2. List of donors, their corresponding addresses and contact numbers, and the amount of donation/s in accordance with the provisions of RA 10173 or the Data Privacy Act of 2012, as applicable;
  3. If a permit is unused, a sworn justification for not pursuing the fund campaign within the validity period and that the solicitation permit was not utilized shall be provided; and
  4. Notarized Declaration Form (Annex C).
- B. The SWDA, corporation, organization, or association to whom the permit is issued shall, within sixty (60) days after the expiration of the said permit, submit the following to the SB through the DSWD HELPS:
1. FUR (Annex J), in accordance with the National Government Auditing System if the soliciting entity is a government agency, or sworn to by the agency head and treasurer if the soliciting entity is a non-government organization. Said FUR shall be included in the Audited Annual Financial Report, which shall be submitted through the DSWD HELPS one hundred and twenty (120) days after the end of every fiscal year;
  2. List of donors, their corresponding addresses, contact numbers, and the amount of donation/s, as applicable and in accordance with the provisions of RA No. 10173;
  3. List of individual beneficiaries, their corresponding addresses, contact numbers, and the amount and type of assistance received in accordance with the provisions of RA No. 10173;
  4. List of groups, centers, organizations, associations, or agencies that benefited from the proceeds of solicitation activity as represented by their Head, President/Leader, Chairman of the Board, etc., their addresses and contact numbers in accordance with the provisions of RA No. 10173; and
  5. If the permit is unused, the following shall be submitted to the SB:
    - 5.1. Justification for not pursuing the fund campaign within the validity period; and
    - 5.2. Sworn Statement/Certification from the Representative of the Group or Head of the Agency that such permit for the proposed solicitation activity was not used/utilized.
- C. If the person, corporation, organization, or association was granted with a renewed permit under Section V. General Policies, Item F. 1. b.3., and was not able to comply with the complete and compliant post-reportorial requirements on the given deadline, their permit shall automatically be revoked, and shall not be allowed to apply for a permit unless the said requirements have been complied with.

- D. If the solicited funds are not fully distributed/utilized per approved application, the person, corporation, organization, or association to whom the permit was issued shall submit a status report of the funds monthly until all the solicited funds are utilized but not more than the sixty (60) days period. The post-facilitation requirements must be complied after full utilization of funds. Failure to utilize/distribute solicited funds even after the six (6) months grace period, shall be a ground for non-renewal of the solicitation permit.
- E. **Report on Excess Funds** - if the solicited funds of the person, corporation, organization, or association exceeded their target amount or have accumulated excess funds, said person, corporation, organization, or association shall submit a utilization plan for the excess funds or a report on the utilization of excessed funds at least 60 days prior expiration of the permit. Non-submission of the utilization plan or report for excess funds shall be a ground for non-renewal of solicitation permits.

## VIII. FORFEITURE OF PROCEEDS

All donations or solicited funds from unauthorized public solicitation shall, after conviction, be forfeited in favor of the government or the DSWD registered, licensed, and/or accredited SWDAs.

## IX. MONITORING OF SOLICITATION ACTIVITIES

For the interest of the general public, the DSWD shall exercise its regulatory powers and monitor the solicitation activities of entities issued with solicitation permits. It shall send notification letters through e-mail or courier and exhaust all means of communication to the concerned party requiring compliance with monitoring and post-facilitation requirements.

Its duly authorized staff or representative shall have the authority to access or request documents and verify the authenticity of any report submitted.

Monitoring visits may be conducted by the DSWD authorized staff or representative within the validity of the Public Solicitation Permit.

Non-compliance with the monitoring provisions shall be penalized in accordance with Section XII of these guidelines.

Monitoring shall also include the following:

- A. The DSWD FOs where the solicitation activity shall be conducted whether regular or temporary, shall monitor and validate the said solicitation activity/ies. A monitoring report shall be prepared by the assigned technical staff within seven (7) working days after the validation;
- B. DSWD SWDAs with valid regional public solicitation permits shall be monitored by the DSWD FOs. Should the DSWD SWDA conduct a public solicitation activity without the necessary permit, the concerned FO shall send up to three (3) notices to the said SWDA, a copy furnished to the SB.



If the SWDA still does not comply, even after the receipt of three (3) notices, the concerned DSWD FO shall then send a report to the SB which shall then review the CRLTO of the SWDA;

- C. A person issued with a regional solicitation permit shall be monitored by the endorsing LGU that has the responsibility and tasks of monitoring the person's solicitation activity and submission of the post-facilitation requirements through the DSWD HELPS;
- D. The corporation, organization or association shall, for each solicitation activity, maintain and preserve a comprehensive and accurate book of accounts or ledger of solicited funds which shall be available upon request of the DSWD. Should proceeds reach P500,000.00 and above, the financial statement/report shall be audited by an external auditor, a certified public accountant, or for a government agency, by the agency's accountant;
- E. The DSWD CO through the SB shall post on a monthly basis, the updated list of persons, organizations, or agencies issued with permits at the DSWD Websites. Likewise, those persons, organizations, or agencies with suspended and/or revoked solicitation permits;
- F. Submission of periodic reports on the solicitation activity of a person, corporation, organization, or association shall be according to the provisions of Section VII - Post Facilitation Processes of these Guidelines; and
- G. Other concerns during monitoring of solicitation activities:
  - 1. The funds raised were used/are being used as indicated in the Project Proposal.
  - 2. That status and monthly reports that support the utilization of unutilized or excess funds shall be made available.
  - 3. That there are duly signed distribution sheets, payroll, acknowledgment receipts, and photo documentation of the completed project or program.

## **X. INFORMATION DISSEMINATION**

The DSWD CO and FOs shall include in their information, education, and communication (IEC) materials important and salient provisions of these guidelines which shall be disseminated to all parties concerned. They shall endeavor to include such in all of their advocacy programs, activities, and services according to the following:

- A. Through the DSWD FOs, Intermediaries, and/or the Tri-Media Advocates, promote the provisions of the Solicitation Permit Law and this Guidelines including penal provisions to deter illegal solicitation activities;
- B. The DSWD FOs, SWDAs, and its network shall be provided with the approved copy of this Circular;
- C. The DSWD through its official website ([www.dswd.gov.ph](http://www.dswd.gov.ph)) and the DSWD FOs through their official websites shall inform the public of the name/s of persons, groups, corporations, organizations, or associations issued with

- solicitation permits including those whose permits have been canceled, suspended, revoked and/or blacklisted, on a monthly basis;
- D. The DSWD shall develop IEC materials (i.e., flyers, brochures, videos, etc.) or shall maintain close coordination with its Digital Media Service (DMS) to continuously communicate to the public various aspects of fund campaigns. On the other hand and as necessary, the DSWD FO shall translate said IEC materials into localized IEC materials adopting their vernacular; and
  - E. The DMS shall assist the SB while the Regional Information Officer (RIO) shall be assisted by the Standards Section Staff of the FOs in the development of IEC materials and in the conduct of information dissemination activities.

## XI. HANDLING OF COMPLAINTS AND VIOLATIONS

- A. On Reports of Violations and Unpermitted Public Solicitations, the DSWD through the SB shall immediately respond to reports of illegal/unpermitted public solicitations. The SB shall act on said reports and verify its authenticity. Once verified, it shall be handled according to the following provisions:
  - 1. If a complaint is filed against a registered and/or licensed SWDA, said SWDA shall be handled under the provisions of the existing DSWD guidelines;
  - 2. Complaint/s may be filed either personally, by registered mail, or through the official email address of SB. Anonymous complaints shall be considered only if it is of public knowledge, are supported by clear evidence, or are readily verifiable. As earlier stated, the concerned DSWD SB staff shall immediately act on said complaints and verify their authenticity;
  - 3. All complaints shall be handled by the SB. Should other CO Office, Bureaus, and Services (OBSUs) and FO receive complaint, they may:
    - a. provide technical assistance to the person/entity to directly send the complaint to SB; or
    - b. endorse the complaint/violation through a memo to the SB.
  - 4. As verified, the complaint against a person, group, corporation, organization or association shall be encouraged to be in writing and to be signed by the complainant;
  - 5. SB shall send notices/letters to those being complained of upon receipt of the verified complaint and shall exhaust all means of communication (i.e., phone calls, e-mails, etc.). Such notices/letters shall give them the opportunity to explain their side and to comply with the requirements of the public solicitation;
  - 6. Appropriate legal action shall be taken if no response is received within seven (7) days after the 3rd and last notice was sent;
  - 7. The DSWD Legal Services (LS) in collaboration with the SB shall cause the filing of legal action and prosecution of a person, group, corporation, organization or association found violating P.D. 1564 or these guidelines;
  - 8. To further operationalize this particular provision, the following action shall be taken by the SB:
    - a. A maximum of three (3) official notices shall be served on the person, group, corporation, organization or association found violating the law and these guidelines. The notices shall be served through registered

mail and/or electronic mail (e-mail). Notices/letters shall be sent as follows:

1st Notice - seven (7) working days after receipt of the verified complaint.

2nd Notice - 7 working days after receipt of the 1st notice

3rd and Last Notice - 7 working days after receipt of the 2nd notice.

- b. The concerned person, corporation, organization, or association shall be given 7 working days to respond or give attention to the served notice. Otherwise, 2nd and 3rd notices shall be served.

In between each official notice, the SB shall also communicate with the violating party through other means of communication such as but not limited to phone calls and emails; and

- c. In case of non-response to the served 3rd and Last Notice, the case shall be referred to the DSWD's LS.

- B. On failure to comply with the post-facilitation and monitoring requirements, the DSWD, through the SB, shall implement sanctions and penalties as stated in Section XII - Penal Provisions of these Guidelines against persons, corporations, organizations, or associations who were issued with permits but did not comply with the post-facilitation and/or monitoring requirements.

## **XII. PENAL PROVISIONS**

The following actions shall be taken accordingly for violation of Presidential Decree (PD) 1564 and/or these guidelines:

- A. Any person found violating the provisions of PD 1564 shall upon conviction, suffer the penalty of imprisonment of not more than 1 year or a fine of not more than P1,000.00 or both such imprisonment and fine, at the discretion of the court. However, if the offending party is a group, corporation, organization, or association, the penalty shall be imposed upon the guilty officer/s. And, if such guilty officer/s is/are alien, he/she/they shall be deported after serving a sentence without further proceedings;
- B. Below are the administrative sanction/s that shall be imposed on entities found violating these Guidelines:

### **1. Non-renewal**

This penalty shall be imposed on entities who were found to be violating the following:

- a. Non-observance of the prescribed utilization ratio 70:30 ratio (not less than 70% for the implementation of fund campaign programs, projects and activities and not exceeding 30% for the administrative costs).
- b. Failure to submit Utilization Plan or Utilization Report for identified Excess Funds.

- c. Non-submission or incomplete submission of post-facilitation requirements .
- d. Failure to distribute solicited funds even after the six (6) months grace period.
- e. Utilization of funds not in accordance with the submitted application form.

This penalty shall only be lifted once the entity has been able to comply/clear with the violations stated above.

## **2. Suspension**

This penalty shall be imposed on entities who were found to be violating the following:

- a. Failure to adhere to the conditions stipulated in the solicitation permit e.g. solicitation activities beyond the area of coverage or violation on the mode of solicitation as indicated in the approved permit.
- b. Printing of tickets and other paraphernalia of the solicitation activity more than the declared number without the approval of the DSWD

Entities who shall be penalized under this category shall mean a temporary cessation of authority to conduct fundraising activities not to exceed three (3) months unless otherwise lifted sooner.

The entity penalized with suspension may write an appeal to the DSWD Cluster Head supervising SB indicating its adherence to these Guidelines, attached the revised activity proposal (if applicable).

## **3. Revocation**

This penalty shall be imposed to entities who were found to be mobilizing clients/beneficiaries as part of the strategy or mechanism in the solicitation activity that is not stated in the application form/activity proposal.

The entity penalized with revocation must forfeit all solicited funds to the clients/beneficiaries with the DSWD supervising the actual turn-over of funds. Should the entity apply for a new permit, the entity may write an appeal to the DSWD Secretary subject for approval before submitting application documents.

## **4. Blacklisting**

This penalty shall be imposed on entities who were found to be violating the following despite one (1) notice sent by the DSWD:

- a. Solicitation of funds without permit; or
- b. Solicitation of funds with an expired permit.

This penalty shall be imposed indefinitely to entities found to be committing the violations above. Further, a case shall be filed against entities penalized with blacklisting.

## 5. Other penalty

### a. Revocation and Non-renewal

This penalty shall be imposed to entities who were found to be violating the following:

- Failure to provide measures to remedy the cause of suspension despite of two (2) notices; or
- Non-compliance to monitoring provisions.

### b. Revocation and Blacklisting

- Submission of fraudulent or falsified documents;
- A verified complaint by an aggrieved party arising from damages or injury directly attributable to the execution of the activity for which the permit was issued; or
- Violation of the Photolisting Policy and posting of personal information of clients/beneficiaries in any media including social media.

c. Allegations or complaints against a SWDA or other entity with permit that has corresponding impossible penalties of *suspension, revocation, or blacklisting* with regard to public solicitation must be submitted in writing to the SB. The SB shall promptly review the allegations to determine if they merit further investigation within ten (10) working days from the receipt of the complaint by the SB. If the SB decides to proceed with an investigation, the concerned SWDA or entity shall be promptly notified in writing of the allegations, providing details of the alleged violations. The notification shall include a request for a written response from the SWDA or concerned regulated entity. The SWDA or entity shall be given 10 working days to respond to the allegations upon receipt of notice from the SB. Failure to respond within the stipulated timeframe may result in the SB proceeding based on the available information.

## XIII. FORMS, TOOLS AND TEMPLATES

As delegated by the Secretary, the concerned Undersecretary supervising the SB shall have the authority to approve the prescribed forms, tools, and templates, and as necessary, instruct the SB to revise the same.

Likewise, as necessary, the concerned Undersecretary/Cluster Head shall have the authority to issue Advisories or Clarificatory Memoranda on Public Solicitation to address emerging issues in the regulation of public solicitation, issuance of solicitation permits, and monitoring of solicitation activities in coordination with the Office of the Secretary, the DSWD FOs and other concerned DSWD OBSUs.

## XIV. REPEALING CLAUSE

This issuance shall revoke specific provisions stated and other similar guidelines and/or issuance inconsistent herewith.

**XV. SEPARABILITY CLAUSE**

In the event that any provision of this Circular is being held invalid or unconstitutional, other unaffected provisions shall remain valid.

**XVI. TRANSITORY POLICY**

A valid public solicitation permit issued under the DSWD MC No. 05, series of 2021, shall be considered valid until its expiration date as indicated in the said permit. Post-reportorial requirements under the same MC shall also be complied with.

All pending applications before the effectivity of this Circular shall still follow the guidelines set in MC No. 05, series of 2021.

All applications after the effectivity of this Circular shall be processed through the DSWD HELPS as provided for in these guidelines.

**XVII. EFFECTIVITY**

This Circular shall take effect within fifteen (15) days after publication in the Official Gazette or in a newspaper of general circulation.

Issued in Quezon City, Metro Manila.

  
**REX GATCHALIAN**

Secretary

Date: 07 MAR 2024

**ANNEXES:**

- Annex A - Documentary Requirements List
- Annex B - Application Form
- Annex C - Declaration Form for SWDA and Person/Individual
- Annex D - Declaration Form for Other Organizations/Associations/Corporations
- Annex E - Amendment Form
- Annex F - Assessment Form
- Annex G - Undertaking for Temporary Permit
- Annex H - Undertaking for Renewal
- Annex I - Pledge of Commitment
- Annex J - Fund Utilization Report
- Annex K - Sample SWDA/Barangay Certification
- Annex L - Monitoring Tool
- Annex M - Sample Solicitation Permit
- Annex N - Process Flow

**Certified True Copy**

  
**WILLIAM V. GARCIA, JR.**  
OIC-Division Chief

Records and Archives Mgt. Division

08 APR 2024

### Annex A. Documentary Requirements List (Regional or National Public Solicitation)

Requirements	Regular	Temporary	Renewal
<b>SWDA with valid CRLTO</b>			
1. Fund Utilization Report (Annex J) of Proceeds and Expenditures			✓
2. Notarized Declaration Form (Annex C)	✓	✓	✓
<b>Organized Groups</b>			
1. For new applicants: Certified True Copy (CTC) of Certificate of Registration with SEC which has jurisdiction to regulate the group, and Articles of Incorporation.	✓	✓	
SEC Certificate of No Derogatory			✓
2. Copy of the General Information Sheet (GIS) duly received by SEC or any similar document from a regulatory government agency that has jurisdiction to regulate the applying organization or agency	✓	✓	✓
3. Notarized Declaration Form for Other Organizations/ Associations/Corporations (Annex D)	✓	✓	✓
4. Written agreement or any similar document signifying the intended beneficiary/ies concurrence as recipient of the fundraising activities.  <i>For children beneficiaries, only the parent/s of the child/ren or maternal/paternal relative/s may sign the document on behalf of the child.</i>  <i>Beneficiaries who are in a group or community may be represented by their group/community leader or chosen representative in this agreement.</i>	✓	✓	✓
5. If applicable, endorsement or Certification from any but not limited to the following agencies allowing the applicant to undertake solicitation in their agency's jurisdiction such as:  a. Director of Private Schools b. School Superintendent of Public Schools c. Head or authorized representative of National Government Agencies (NGAs)	✓	✓	✓

Requirements	Regular	Temporary	Renewal
d. Head or authorized representative of Local Government Units (LGUs) e. Bishop/Parish Priest/Minister or Head of any Sect or Denomination f. Others			
6. Pledge of Commitment (Annex I)	✓	✓	✓
7. Fund Utilization Report (Annex J) of proceeds and expenditures			✓
8. Undertaking to comply with the requirements on PSP (Applicable only during State of Calamity/State of Public Health Emergency or for application of Temporary Solicitation Permit, and once during Renewal)		✓	✓
<b>Non-profit corporations/Non-government organizations/associations (including Civil Society Organizations)</b>			
1. For new applicants: Certified True Copy (CTC) of Certificate of Registration with SEC which has jurisdiction to regulate the group, and Articles of Incorporation.	✓	✓	
2. SEC Certificate of No Derogatory			✓
3. Copy of the General Information Sheet (GIS) duly received by SEC or any similar document from a regulatory government agency that has jurisdiction to regulate the applying organization or agency	✓	✓	✓
4. Notarized Declaration Form for Other Organizations/Associations/Corporations (Annex D)	✓	✓	✓
5. Written agreement or any similar document signifying the intended beneficiary/ies concurrence as recipient of the fundraising activities.  <i>For children beneficiaries, only the parent/s of the child/ren or maternal/paternal relative/s may sign the document on behalf of the child.</i>  <i>Beneficiaries who are in a group or community may be represented by their group/community leader or chosen representative in this agreement.</i>	✓	✓	✓
6. If applicable, endorsement or Certification from any but not limited to the following agencies allowing the applicant to undertake solicitation in their agency's jurisdiction such as: a. Director of Private Schools b. School Superintendent of Public Schools c. Head or authorized representative of National Government Agencies (NGAs)	✓	✓	✓



Requirements	Regular	Temporary	Renewal
d. Head or authorized representative of Local Government Units (LGUs) e. Bishop/Parish Priest/Minister or Head of any Sect or Denomination f. Others			
7. Pledge of Commitment (Annex I)	✓	✓	✓
8. Fund Utilization Report (Annex J) of proceeds and expenditures			✓
9. Undertaking to comply with the requirements on PSP (Applicable only during State of Calamity/State of Public Health Emergency or for application of Temporary Solicitation Permit, and once during Renewal)		✓	✓
<b>Government Agency</b>			
1. Endorsement or Certification from any but not limited to the following agencies allowing the applicant to undertake solicitation in their agency's jurisdiction such as: a. School Superintendent of Public Schools b. Head or authorized representative of National Government Agencies (NGAs) c. Head or authorized representative of Local Government Units (LGUs) d. Others	✓	✓	✓
2. Notarized Declaration Form for Other Organizations/Associations/Corporations (Annex D)	✓	✓	✓
3. Pledge of Commitment (Annex I)	✓	✓	✓
4. Fund Utilization Report (Annex J) of proceeds and expenditures			✓
5. Undertaking to comply with the requirements on PSP (Applicable only during State of Calamity/State of Public Health Emergency or for application of Temporary Solicitation Permit, and once during Renewal)		✓	✓
<b>Person/Individual</b>			
1. Endorsement Letter from DSWD licensed and accredited SWDA or from the C/MSWDO allowing an individual to solicit funds under their name or responsibility	✓	✓	✓
2. Notarized Declaration Form (Annex C)	✓	✓	✓

Requirements	Regular	Temporary	Renewal
3. Endorsement letter of the group that he/she is representing with	✓	✓	✓
4. If applicable, endorsement or Certification from any but not limited to the following agencies allowing the applicant to undertake solicitation in their agency's jurisdiction such as: a. Director of Private Schools b. School Superintendent of Public Schools c. Head or authorized representative of National Government Agencies (NGAs) d. Head or authorized representative of Local Government Units (LGUs) e. Bishop/Parish Priest/Minister or Head of any Sect or Denomination f. Others	✓	✓	✓
5. Medical Certificate/ Abstract and/or Treatment Protocol certified by the attending physician with corresponding license number) or Hospital's Records Section (if applicable)	✓	✓	✓
6. Duly signed Social Case Study Report (SCSR) and endorsement from the Local Social Welfare and Development Office (LSWDO) (if applicable)	✓	✓	✓
7. Signed Memorandum of Agreement (MOA) between the DSWD and the C/MSWDO of the concerned LGU stating their commitment to monitor the applicant's solicitation activities and to submit post-reportorial requirements to the Standards Bureau	✓	✓	✓
8. Pledge of Commitment (Annex I)	✓	✓	✓
9. Fund Utilization Report (Annex J) of Proceeds and expenditures			✓
10. Undertaking to comply with the requirements on PSP (Applicable only during State of Calamity/State of Public Health Emergency or for application of Temporary Solicitation Permit, and once during Renewal)		✓	✓

<b>REQUIREMENT LIST FOR AMENDMENT</b>	
1. For SWDAs with CRLTO	<ul style="list-style-type: none"> <li>✓Amendment Form</li> <li>✓Notarized Declaration Form</li> </ul>
2. For Organized Groups and Non-profit corporations/Non-government organizations/associations (including Civil Society Organizations)	<ul style="list-style-type: none"> <li>✓Amendment Form</li> <li> <ul style="list-style-type: none"> <li>● <b>For Change of Name/Address</b> <ul style="list-style-type: none"> <li>✓Certified True Copy of Amended Certificate of Registration from SEC or Copy of the Updated General Information Sheet (GIS) duly received by SEC or any similar document from a regulatory government agency that has jurisdiction to regulate the applying organization or agency</li> </ul> </li> <li>● <b>For change of beneficiary</b> <ul style="list-style-type: none"> <li>✓Revised written agreement or similar document signifying the intended beneficiary/ies concurrence as recipient of the fundraising activities</li> </ul> </li> <li>● <b>For Change of Project Proposal Information</b> <ul style="list-style-type: none"> <li>✓Endorsement or Certification from any but not limited to the following agencies allowing the applicant to undertake solicitation in their agency's jurisdiction</li> </ul> </li> </ul> </li> </ul>
3. For Government Agency	<ul style="list-style-type: none"> <li>✓Amendment Form</li> <li>✓Endorsement or Certification from any but not limited to the following agencies allowing the applicant to undertake solicitation in their agency's jurisdiction.</li> </ul>
4. For Person	<ul style="list-style-type: none"> <li>✓Amendment Form</li> <li>✓Notarized Declaration Form</li> <li> <ul style="list-style-type: none"> <li>● For change of name or address                             <ul style="list-style-type: none"> <li>✓Updated Annex K (SWDA/Barangay Certification)</li> </ul> </li> </ul> </li> </ul>

## ANNEX B. APPLICATION FORM FOR PUBLIC SOLICITATION PERMIT

**TO BE FILLED UP BY DSWD**

 Date of Receipt of Application: \_\_\_\_\_ Time of Receipt of Application \_\_\_\_\_  
 Date of Release of the Permit \_\_\_\_\_ Time of Release of the Permit \_\_\_\_\_  
 Tracking No.: \_\_\_\_\_

**A. GENERAL INFORMATION**
**Type of Application**  Regular  Temporary

**Status of Application**  New  Renewal

If renewal, indicate Permit No. \_\_\_\_\_ Date Issued \_\_\_\_\_

**Scope/Coverage**
 National  Regional

If Regional, indicate the regions covered \_\_\_\_\_

**Type of Applicant:**

(Please check the appropriate box)

Government Agency

- Central Office
- Attached Agency
- Regional Office
- Government Owned & Controlled Corporation
- State University/College
- Local Government Unit (LGU)

Private Sector

- Non-government Organization
- Civil Society Organization
- Faith-based Organization
- Social Welfare & Development Agency (SWDA)
- Organized Groups
- Person/Individual
- Others (please indicate) \_\_\_\_\_

**B. APPLICANT INFORMATION**

(If the applicant is an individual) Name of Applicant	Surname	Given Name	Middle Name	Suffix

**Contact Details of the Applicant:** House/Bldg. No. \_\_\_\_\_ Name of Building \_\_\_\_\_ Lot No. \_\_\_\_\_  
 Block No. \_\_\_\_\_ Street \_\_\_\_\_ Barangay \_\_\_\_\_  
 Subdivision \_\_\_\_\_ City/Municipality \_\_\_\_\_  
 Province \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone No.:	Mobile No.:	Email Address:
----------------	-------------	----------------

**(If the applicant is a government agency or a private sector organization)**

**Name of the agency/organization** \_\_\_\_\_

**Address and Contact Details of the agency/organization**

House/Bldg. No. \_\_\_\_\_ Name of Building \_\_\_\_\_ Lot No. \_\_\_\_\_

Block No. \_\_\_\_\_ Street \_\_\_\_\_ Barangay \_\_\_\_\_

Subdivision \_\_\_\_\_ City/Municipality \_\_\_\_\_

Province \_\_\_\_\_ ZIP Code \_\_\_\_\_

Telephone No. \_\_\_\_\_

Name of the Agency/ Organization Head	Surname	Given Name	Middle Name	Suffix

**Contact Details of the Agency Head:**

Address:

House/Bldg. No. \_\_\_\_\_ Name of Building \_\_\_\_\_ Lot No. \_\_\_\_\_

Block No. \_\_\_\_\_ Street \_\_\_\_\_ Barangay \_\_\_\_\_

Subdivision \_\_\_\_\_ City/Municipality \_\_\_\_\_

Province \_\_\_\_\_ ZIP Code \_\_\_\_\_

Telephone No.: \_\_\_\_\_ Mobile No.: \_\_\_\_\_ Email Address: \_\_\_\_\_

Name of Individual or Agency/Organization Representative Filing the Application	Surname	Given Name	Middle Name	Suffix

**Designation of the representative in the agency/organization** \_\_\_\_\_

**Contact Details of the representative:**

Address:

House/Bldg. No. \_\_\_\_\_ Name of Building \_\_\_\_\_ Lot No. \_\_\_\_\_

Block No. \_\_\_\_\_ Street \_\_\_\_\_ Barangay \_\_\_\_\_

Subdivision \_\_\_\_\_ City/Municipality \_\_\_\_\_

Province \_\_\_\_\_ ZIP Code \_\_\_\_\_

Telephone No.: \_\_\_\_\_ Mobile No.: \_\_\_\_\_ Email Address: \_\_\_\_\_

**C. INFORMATION ON THE PUBLIC SOLICITATION PROPOSAL**

**Methodologies or Activities to be Conducted (tick box):**

- Tickets, Ballots, Cards & Similar Forms *(Please specify the target range: ie. 100-120 tickets, 5-10 ballots etc..)*
- Donation Boxes, Coin Banks & Similar Forms *(Please specify the target range per method)*
- Benefit Shows (concerts, fashion shows, and other forms of entertainment) *(Please specify the target range per method)*
- Photos or Painting Exhibits & Similar Forms *(Please specify the target range per method)*
- Written Requests (Letters of Appeal, Envelopes, Greeting Cards & Similar Forms) *(Please specify the target range per method)*
- Distribution, circulation, publication, or posting of written advertisement or other similar forms; *(Please specify the target range per method)*
- Mass Media campaign (Radio, Television, Cinema, Magazines, Newspapers, Billboards & Similar Forms) *(Please specify the target range per method)*
- Sports Activities (Fun Runs, Marathons, Cycling & Similar Activities) *(Please specify the target range per method)*
- Sale of Goods (Rummage Sale, Garage Sale & Similar Forms) *(Please specify the target range. per method)*
- Text Messages and Social Media (Facebook, X, Instagram, TikTok) *(Please specify the target range per method)*
- Popularity contests, beauty pageants, and other events which requires the contestants to conduct public solicitations *(Please specify the target range. per method)*
- Other methodologies that may be allowed by the DSWD, the PSWDO, the CSWDO, or the MSWDO *(Please specify the target range. per method)*

**Projected Total Amount to be Raised (PhP) \_\_\_\_\_**

<b>Purpose/Objective of the Solicitation Activity</b>		
<b>Target Date (Period) for the Public Solicitation</b>	<b>Start Date (mm/dd/yyyy)</b>	<b>End Date (mm/dd/yyyy)</b>

<b>Target Beneficiaries</b>		
<b>Type</b>	<b>Number of Beneficiaries</b>	<b>Target Areas</b>

Upon submission of this application, I hereby certify that the foregoing information/statement is to my knowledge, true, correct, complete, and updated.

\_\_\_\_\_  
**SIGNATURE OF APPLICANT/AGENCY HEAD**

**ANNEX C. DECLARATION FORM FOR PUBLIC SOLICITATION**  
**(For SWDA and Person/Individual)**

I \_\_\_\_\_, hereby declare that:

1. The applicant is currently not directly or indirectly representing or receiving donation or payment from any tobacco product manufacturer or wholesaler or any parent, affiliate, or subsidiary of a tobacco product manufacturer or wholesaler, or any person, interest group, advocacy organization, law firm, advertising agency or other business organization that represents the interest of the tobacco industry;
2. The applicant is free from any financial liability/obligation from past and current partnerships with the DSWD that involve transfer of funds;
3. All personal data, as defined under the Data Privacy Law of 2012 and its implementing rules and regulations, along with account transaction information or records with the Department of Social Welfare and Development may be processed, profiled, or shared with requesting parties or for the purpose of any court, legal process, examination, inquiry, and audit or investigation of any authority; and
4. I hereby authorize the DSWD to inspect the premises of the office as part of its monitoring activities.

Furthermore, I declare under penalty of perjury, that all information provided in my application is true and correct to the best of my knowledge and are based on authentic records submitted to the Department of Social Welfare and Development. Supplying false or misleading information or producing falsified documents shall be grounds for appropriate legal action against me and will result in the revocation of the issued certificate.

\_\_\_\_\_  
**SIGNATURE OVER PRINTED NAME**

\_\_\_\_\_  
**DESIGNATION / POSITION / TITLE**

**SUBSCRIBED AND SWORN TO** before me this \_\_\_\_ day of \_\_\_\_ 20\_\_ in \_\_\_\_\_.

Doc No. \_\_\_\_\_  
Page No. \_\_\_\_\_  
Book No. \_\_\_\_\_  
Series of \_\_\_\_\_

**NOTARY PUBLIC**



### ANNEX D. DECLARATION FOR OTHER ORGANIZATIONS/ASSOCIATIONS/CORPORATIONS

WHEREAS, \_\_\_\_\_  
(Name of Corporation/Organization/Association)

Resolve to raise funds for the \_\_\_\_\_  
(State objectives/purposes)

**RESOLVED**, as it is hereby resolved, that each and every one of the Officers pledge to assume full responsibility for all contributions and funds received. That we will limit the administrative expenses incident in the holding of the fund drive to no more than thirty percent (30%) of the gross income and/or the balance of not less than seventy percent (70%) to be appropriated for the said project.

**RESOLVED**, that no person involved in the fund raising shall get any share from the proceeds to be derived therefrom and that only lawful means shall be employed during the fund drive.

**RESOLVED** finally, to authorize \_\_\_\_\_ as the sole  
(Name of Authorized Representative/s)  
Representative of the organization to represent in the filling-up of necessary applications with the DSWD Standards Bureau.

**IN VIEW OF THE ABOVE**, the following persons are the only authorized agents who will be involved in the conduct of the solicitation/fund drive.

<b>Name of Authorized Solicitors/Agents/ Partner Agencies</b>	<b>Business Address</b>	<b>Email Address</b>	<b>Contact Numbers</b>	<b>Nationality</b> (if foreign, pls. indicate BID clearance/working visa number and date)

**RESOLVED FURTHER**, that the following are hereby declared:

1. If the applicant is a SWDA, its SWDA Head, officials, and the members of the Board of Trustees are currently not directly or indirectly representing or receiving donation or payment from any tobacco product manufacturer or wholesaler or any parent, affiliate, or subsidiary of a tobacco product manufacturer or wholesaler, or any person, interest group, advocacy organization, law firm, advertising agency or other business organization that represents the interest of the tobacco industry;
2. The applicant is free from any financial liability/obligation from past and current partnerships with the DSWD that involve transfer of funds;
3. All personal data, as defined under the Data Privacy Law of 2012 and its implementing rules and regulations, along with account transaction information or records with the Department of Social Welfare and Development may be processed, profiled, or shared with requesting parties or for the purpose of any

court, legal process, examination, inquiry, and audit or investigation of any authority; and

4. I/the agency/organization hereby authorize the DSWD to inspect the premises of the office as part of its monitoring activities.

**RESOLVED**, that the following are the governing board officers/members of the agency and shall be held responsible for the conduct of the solicitation activity:

<b>GOVERNING BOARD OFFICERS/MEMBERS</b>		<b>Position</b>	<b>Nationality</b> (if foreign, pls. indicate BID clearance/working visa number and date)	<b>Residential Address</b>	<b>Email Address</b>	<b>Contact Numbers</b>
<b>Full Name</b>	<b>Signature</b>					

**RESOLVED FINALLY**, that I/the agency/organization declare under penalty of perjury, that all information provided in my application is true and correct to the best of my knowledge and are based on authentic records submitted to the Department of Social Welfare and Development. Supplying false or misleading information or producing falsified documents shall be grounds for appropriate legal action against me and will result in the revocation of the issued certificate.

**Approved by:**

**Certified Correct**

\_\_\_\_\_  
Chairman/President of the Board

\_\_\_\_\_  
Corporate Secretary

SUBSCRIBED AND SWORN to before me the undersigned Notary Public for and in \_\_\_\_\_, this \_\_\_\_\_ Day of \_\_\_\_\_ at \_\_\_\_\_ by \_\_\_\_\_ with Community Tax Certificate no. \_\_\_\_\_ issued at \_\_\_\_\_ on \_\_\_\_\_.

**NOTARY PUBLIC**

## ANNEX E. AMENDMENT FORM

*Note: This form is not for sale.*

### TO BE FILLED UP BY DSWD

Date of Receipt of Application (mm/dd/yyyy):  
 Time of Receipt of Application (hh:mm:ss):  
 Date of Release of the Permit (mm/dd/yyyy):  
 Time of Release of the Permit (hh:mm:ss):  
 Tracking No.:


The following are the information that can be amended/changed/updated:

1. Applicant's Information
  - a. Person
  - b. Non-government Organization, Civil Society Organizations, Faith-based Organization, Social Welfare & Development Agency (SWDA), Organized Groups
2. Beneficiaries
3. Coverage
4. Methodology
5. Program Project or Service to be delivered

### 1. APPLICANT'S PERSONAL INFORMATION

a. Person (Last Name, Given Name, Suffix, Middle Name)

#### Address and Contact Details of the agency/organization

House/Bldg. No.	Name of Building	Lot No.	Block No.	Street Name	Subdivision	Barangay
-----------------	------------------	---------	-----------	-------------	-------------	----------

Subdivision	City/Municipality	Province	ZIP Cod
-------------	-------------------	----------	---------

Telephone No.

b. Non-government Organization, Civil Society Organization, Faith-based Organization, Social Welfare Development Agency (SWDA), Organized Groups

Name of the agency/organization:

**Address and Contact Details of the agency/organization**

House/Bldg. No.    Name of Building    Lot No.    Block No.    Street Name    Subdivision    Barangay

Subdivision    City/Municipality    Province    ZIP Cod

Tell No.	Mobile No.	Email Address:
----------	------------	----------------

Head of the Agency (*Last Name, Given Name, Suffix, Middle Name*)

Tell No.	Mobile No.	Email Address:
----------	------------	----------------

Representative of the Agency ( <i>Last Name, Given Name, Suffix, Middle Name</i> )	Designation
---	-------------

**Address and Contact Details**

House/Bldg. No.    Name of Building    Lot No.    Block No.    Street Name    Subdivision    Barangay

Subdivision    City/Municipality    Province    ZIP Cod

Tell No.	Mobile No.	Email Address:
----------	------------	----------------

**2. BENEFICIARIES**

Type	Number of Beneficiaries

**3. COVERAGE**

From	To
------	----

**4. METHODOLOGY**

Tickets, Ballots, Cards & Similar Forms	<u>(Please specify the target no.: ie. 100 tickets, 5 ballots etc..)</u>
Donation Boxes, Coin Banks & Similar Forms	<u>(Please specify the target no. per method)</u>
Benefit Shows (concerts, fashion shows, and other forms of entertainment)	<u>(Please specify the target no. per method)</u>
Photos or Painting Exhibits & Similar Forms	<u>(Please specify the target no. per method)</u>
Written Requests (Letters of Appeal, Envelopes, Greeting Cards & Similar Forms)	<u>(Please specify the target no. per method)</u>
Distribution, circulation, publication, or posting of written advertisement or other similar forms;	<u>(Please specify the target no. per method)</u>
Mass Media campaign (Radio, Television, Cinema, Magazines, Newspapers, Billboards & Similar Forms)	<u>(Please specify the target no. per method)</u>
Sports Activities (Fun Runs, Marathons, Cycling & Similar Activities)	<u>(Please specify the target no. per method)</u>
Sale of Goods (Rummage Sale, Garage Sale & Similar Forms)	<u>(Please specify the target no. per method)</u>
Text Messages and Social Media (Facebook, X, Instagram, TikTok)	<u>(Please specify the target no. per method)</u>
Popularity contests, beauty pageants, and other events which requires the contestants to conduct public solicitations	<u>(Please specify the target no. per method)</u>
Other methodologies that may be allowed by the DSWD, the PSWDO, the CSWDO, or the MSWDO	<u>(Please specify the target no. per method)</u>

**5. Program/Project or Service to be delivered**

**Projected Total Amount to be Raised (PhP)** \_\_\_\_\_

**Purpose/  
Objective of the  
Solicitation  
Activity**

\_\_\_\_\_

**Targeted Date  
(Period) for the  
Public  
Solicitation**

**Start Date (mm/dd/yyyy)**

**End Date (mm/dd/yyyy)**

\_\_\_\_\_

\_\_\_\_\_

**Targeted Beneficiaries**

Type	Number of Beneficiaries	Target Areas

Upon submission of this application, I hereby certify that the foregoing information/statement is to my knowledge, true, correct, complete, and updated.

\_\_\_\_\_  
**SIGNATURE OF APPLICANT/AGENCY HEAD**

## ANNEX F. ASSESSMENT FORM FOR APPLICATION OF REGIONAL/NATIONAL PUBLIC SOLICITATION PERMIT

### I. APPLICATION INFORMATION

**Type of Application**     Regular     Emergency

**Status of Application**     New     Renewal

If renewal, indicate Permit No. \_\_\_\_\_ Date Issued: \_\_\_\_\_

**Scope/Coverage**                      National              Regional

If Regional, indicate the regions covered \_\_\_\_\_

**Type of Applicant:**

(Please check the appropriate box)

Government Agency

- Central Office
- Attached Agency
- Regional Office
- Government Owned & Controlled Corporation
- State University/College
- Local Government Unit (LGU)

Private Sector

- Non-government Organization
- Civil Society Organization
- Faith-based Organization
- Social Welfare & Development Agency
- Groups
- Individual (Person)
- Others (please indicate) \_\_\_\_\_

### II. APPLICANT INFORMATION

**Name of the agency/organization:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Contact Number:** \_\_\_\_\_

**Name of the Agency/ Organization Head**

\_\_\_\_\_

**III. DOCUMENTARY REQUIREMENTS:** (Please put check as appropriate and indicate findings /observations)

Requirements	Available		Findings/Observation
	Yes	No	
1. Duly Accomplished Online Application Form			
2. Notarized Declaration Form			
3. For new applicants: Certified True Copy (CTC) of Certificate of Registration with SEC which has jurisdiction to regulate the group, and Articles of Incorporation.  For renewal: SEC Certificate of No Derogatory			
4. Copy of the General Information Sheet (GIS) duly received by SEC or any similar document from a regulatory government agency that has jurisdiction to regulate the applying organization or agency			
5. Written agreement or any similar document signifying the intended beneficiary/ies concurrence as recipient of the fundraising activities.  <i>For children beneficiaries, only the parent/s of the child/ren or maternal/paternal relative/s may sign the document on behalf of the child.</i>  <i>Beneficiaries who are in a group or community may be represented by their group/community leader or chosen representative in this agreement.</i>			
6. Endorsement Letter from DSWD licensed and accredited SWDA or from the C/MSWDO allowing an individual to solicit funds under their name or responsibility			
7. Endorsement or Certification from any but not limited to the following agencies allowing the applicant to undertake solicitation in their agency's jurisdiction such as: a. Director of Private Schools b. School Superintendent of Public Schools			



<ul style="list-style-type: none"> <li>c. Head or authorized representative of National Government Agencies (NGAs)</li> <li>d. Head or authorized representative of Local Government Units (LGUs)</li> <li>e. Bishop/Parish Priest/Minister or Head of any Sect or Denomination</li> <li>f. Others</li> </ul>			
<p>8. Medical Certificate/ Abstract and/or Treatment Protocol certified by the attending physician with corresponding license number) or Hospital's Records Section</p>			
<p>9. Duly signed Social Case Study Report (SCSR) and endorsement from the Local Social Welfare and Development Office (LSWDO)</p>			
<p>10. Signed Memorandum of Agreement (MOA) between the DSWD and the C/MSWDO of the concerned LGU stating their commitment to monitor the applicant's solicitation activities and to submit post-reportorial requirements to the Standards Bureau</p>			
<p>11. Approved and notarized board resolution or other written authorization for the solicitation activity which shall ensure strict Compliance to the standard ratio of fund utilization (Annex K) or Pledge of Commitment for Individuals (Annex G)</p>			
<p>12. Fund Utilization Report (Annex H) of proceeds and expenditures</p>			
<p>13. Undertaking to comply with the requirements on PSP (Applicable only during State of Calamity/State of Public Health Emergency or for application of Temporary Solicitation Permit)</p>			

**IV. SUMMARY OF FINDINGS/ASSESSMENT** (Use separate sheet as needed)

---



---



---



---



---

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**V. RECOMMENDATIONS:**

For Issuance:

Based on the above findings, \_\_\_\_\_  
(Name of Person/Corporation/Organization/Association)

is for issuance of a public solicitation permit for a period of \_\_\_\_\_  
(duration of fund raising activity) in \_\_\_\_\_ (area/s of coverage) for the

following purpose/s

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

Solicitation shall be done through the following methodologies:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

For Non-Issuance:

In order to facilitate the issuance of public solicitation permit, the

\_\_\_\_\_ shall comply the  
(Name of Person/Corporation/Organization/Association)

following within \_\_\_\_\_ days/months:

- \_\_\_\_\_
- \_\_\_\_\_

- \_\_\_\_\_
- \_\_\_\_\_

**Assessed by:**

\_\_\_\_\_  
(Signature over Printed Name of SB Staff & Designation)

\_\_\_\_\_  
(Date)

**Reviewed / Endorsed by:**

\_\_\_\_\_  
(Signature over Printed Name of SB Division Chief)

\_\_\_\_\_  
(Date)

**Endorsed / Approved by:**

\_\_\_\_\_  
(Signature over Printed Name of SB Bureau Director)

\_\_\_\_\_  
(Date)

**If approved, concurred by:**

\_\_\_\_\_  
(Signature over Printed Name of Head of SCBG Cluster or  
Regional Director)

\_\_\_\_\_  
(Date)

Note: Please use additional sheet/s, if necessary.

### ANNEX G. UNDERTAKING FOR TEMPORARY PERMIT

I/We \_\_\_\_\_ (name/s),  
with postal address at \_\_\_\_\_,  
that for and in consideration of my/our application to solicit or receive contributions for charitable and public welfare purposes during a state of (national or regional) calamity/State of Public Health Emergency, hereby undertake to comply with the following Department of Social Welfare and Development (DSWD) requirements, to wit:

<b>REQUIREMENTS</b>	
	<ul style="list-style-type: none"> <li>● <b>SWDA with valid CRLTO</b></li> </ul>
	1. Fund Utilization Report (Annex J) of proceeds and expenditures ( <i>for renewal</i> )
	2. Notarized Declaration Form (Annex C)
	<ul style="list-style-type: none"> <li>● <b>Person/Individual</b></li> </ul>
	1. Endorsement Letter from DSWD licensed and accredited SWDA or from the C/MSWDO allowing an individual to solicit funds under their name or responsibility
	2. Notarized Declaration Form (Annex C)
	3. Endorsement letter of the group that he/she is representing with
	4. If applicable, endorsement or Certification from any but not limited to the following agencies allowing the applicant to undertake solicitation in their agency's jurisdiction such as: <ol style="list-style-type: none"> <li>a. Director of Private Schools</li> <li>b. School Superintendent of Public Schools</li> <li>c. Head or authorized representative of National Government Agencies (NGAs)</li> <li>d. Head or authorized representative of Local Government Units (LGUs)</li> <li>e. Bishop/Parish Priest/Minister or Head of any Sect or Denomination</li> <li>f. Others</li> </ol>

	5. Medical Certificate/ Abstract and/or Treatment Protocol certified by the attending physician with corresponding license number) or Hospital's Records Section
	6. Duly signed Social Case Study Report (SCSR) and endorsement from the Local Social Welfare and Development Office (LSWDO)
	7. Signed Memorandum of Agreement (MOA) between the DSWD and the C/MSWDO of the concerned LGU stating their commitment to monitor the applicant's solicitation activities and to submit post-reportorial requirements to the Standards Bureau
	8. Pledge of Commitment for Individuals (Annex I)
	<ul style="list-style-type: none"> <li>• <b>Organized Groups</b></li> </ul>
	1. For new applicants: Certified True Copy (CTC) of Certificate of Registration with SEC which has jurisdiction to regulate the group, and Articles of Incorporation.
	2. Declaration Form for Other Organizations/ Associations/Corporations (Annex D)
	3. Copy of the General Information Sheet (GIS) duly received by SEC or any similar document from a regulatory government agency that has jurisdiction to regulate the applying organization or agency
	4. Written agreement or any similar document signifying the intended beneficiary/ies concurrence as recipient of the fundraising activities.
	5. Endorsement or Certification from any but not limited to the following agencies allowing the applicant to undertake solicitation in their agency's jurisdiction such as: <ul style="list-style-type: none"> <li>a. Director of Private Schools</li> <li>b. School Superintendent of Public Schools</li> <li>c. Head or authorized representative of National Government Agencies (NGAs)</li> <li>d. Head or authorized representative of Local Government Units (LGUs)</li> <li>e. Bishop/Parish Priest/Minister or Head of any Sect or Denomination</li> <li>f. Others</li> </ul>
	<ul style="list-style-type: none"> <li>• <b>Non-profit corporations/ Non-government organizations/ associations (including Civil Society Organizations)</b></li> </ul>
	1. For new applicants: Certified True Copy (CTC) of Certificate of Registration with SEC which has jurisdiction to regulate the group, and Articles of Incorporation
	Copy of the General Information Sheet (GIS) duly received by SEC or any similar document from a regulatory government agency that has jurisdiction to regulate the applying organization or agency
	2. Declaration Form for Other Organizations/ Associations/Corporations

	(Annex D)
	3. Written agreement or any similar document signifying the intended beneficiary/ies concurrence as recipient of the fundraising activities.
	4. Endorsement or Certification from any but not limited to the following agencies allowing the applicant to undertake solicitation in their agency's jurisdiction such as: <ul style="list-style-type: none"> <li>a. Director of Private Schools</li> <li>b. School Superintendent of Public Schools</li> <li>c. Head or authorized representative of National Government Agencies (NGAs)</li> <li>d. Head or authorized representative of Local Government Units (LGUs)</li> <li>e. Bishop/Parish Priest/Minister or Head of any Sect or Denomination</li> <li>f. Others</li> </ul>
	<ul style="list-style-type: none"> <li>• <b>Government Agency</b></li> </ul>
	1. Endorsement or Certification from any but not limited to the following agencies allowing the applicant to undertake solicitation in their agency's jurisdiction such as: <ul style="list-style-type: none"> <li>a. Director of Private Schools</li> <li>b. School Superintendent of Public Schools</li> <li>c. Head or authorized representative of National Government Agencies (NGAs)</li> <li>d. Head or authorized representative of Local Government Units (LGUs)</li> <li>e. Bishop/Parish Priest/Minister or Head of any Sect or Denomination</li> <li>f. Others</li> </ul>
	2. Declaration Form for Other Organizations/ Associations/Corporations (Annex D)

**THAT** I shall submit said requirements to the Standards Bureau technical staff as requested during the monitoring visit within the validity period of the issued solicitation permit.

**THAT** non-submission of the listed requirements within the said period would be grounds for non-approval of my succeeding application for authority to conduct fund raising activities.

**THAT** the total solicited funds shall be utilized and distributed to the intended beneficiaries in accordance with the approved projected total amount to be raised and shall follow the disbursement ratio of not less than 70% for program cost and not more than 30% for administrative cost.

**THAT** I shall adhere to the Post Facilitation Processes per DSWD's existing rules and guidelines.

**THAT** I vouch that I have no derogatory record that may cloud doubt or judgment to the solicitation activities that I will undertake.

***Certified Correct***

\_\_\_\_\_  
(Signature over Printed Name of the Applicant Individual)

\_\_\_\_\_  
Date

**ANNEX H. UNDERTAKING FOR RENEWAL**

I/We \_\_\_\_\_ (name/s),  
with address at \_\_\_\_\_ that for  
and in consideration of my/our application for renewal of public solicitation permit, hereby  
undertake to:

- \_\_\_ (a) I have utilized at least 70% of the total accumulated funds of \_\_\_\_\_ from  
the solicitation activity conducted and shall accomplish action plan for the remaining  
unutilized funds (not more than 30%) subject for monitoring and/or;
- \_\_\_ (b) comply with the post facilitation requirements after fully utilizing the accumulated  
funds.

• **ACTION PLAN**

**TOTAL UNUTILIZED FUNDS (not more than 30%) : Php : \_\_\_\_\_**

Title of the Activity	Purposes	Methodologies to be used	Target Date/ Period of Activity	Target Area/s	Target Beneficiaries		Allocated Amount to be Utilized
					Type	No.	
						<b>TOTAL:</b>	

• **POST FACILITATION REQUIREMENTS**

<b>REQUIREMENTS</b>	
	<ul style="list-style-type: none"> <li>• <b>PERSON/INDIVIDUAL</b></li> </ul>
	<ol style="list-style-type: none"> <li>1. Fund Utilization Report (FUR) (Annex J) sworn by the person/individual issued with a solicitation permit or head of the endorsing LGU/SWDA.               <ul style="list-style-type: none"> <li>- supported by the medical certificate/abstract duly certified by the attending physician and receipts issued in buying medicines and/or the conducted medical procedure.</li> </ul> </li> </ol>



	2. List of donors, their corresponding addresses and contact numbers, and the amount of donation/s
	3. If a permit is unused, sworn justification for not pursuing the fund campaign.
	4. Notarized Declaration Form (Annex C)
	<ul style="list-style-type: none"> <li>• <b>SWDA, CORPORATION, ORGANIZATION, OR ASSOCIATION</b></li> </ul>
	1. FUR (Annex H), in accordance with the National Government Auditing System if the soliciting entity is a government agency, or sworn to by the agency head and treasurer if the soliciting entity is a non-government organization
	2. List of donors, their corresponding addresses, contact numbers, and the amount of donation/s.
	3. List of individual beneficiaries, their corresponding addresses, contact numbers, and the amount and type of assistance received
	4. List of groups, centers, organizations, associations, or agencies that benefited from the proceeds of solicitation activity as represented by their Head, President/Leader, Chairman of the Board, etc., their addresses and contact numbers
	5. If the permit is unused: <ul style="list-style-type: none"> <li>5.1. Justification for not pursuing the fund campaign within the validity period;</li> <li>5.2. Sworn Statement/Certification from the Representative of the Group or Head of the Agency</li> </ul>

**THAT** the total unutilized funds shall be properly utilized and distributed to the intended beneficiaries within the set timeline in accordance with the accomplished action plan.

**THAT** I shall submit said post-facilitation requirements to the Standards Bureau through the DSWD HELPS after fully utilizing the accumulated funds within the set timeline.

**THAT** non-submission of the listed requirements within the said period would be grounds for automatic revocation of my renewed permit and I shall not be allowed to apply for a permit unless the said requirements have been complied with.

**THAT** I vouch that I have no derogatory record that may cloud doubt or judgment to the solicitation activities that I will undertake.

**Certified Correct**

\_\_\_\_\_  
 (Signature over Printed Name of the Applicant Individual)

\_\_\_\_\_  
 Date

**ANNEX I. PLEDGE OF COMMITMENT**

I/We \_\_\_\_\_ of legal age, with postal address at \_\_\_\_\_, that for and in consideration of my/our application to solicit or receive contributions for public welfare purposes pursuant to the provisions of the Solicitation Permit Law (PD 1564) hereby commit the following:

**THAT** I/We shall assume full responsibility for all contributions and funds received and shall limit the administrative expenses incident in the holding of the fund drive to no more than thirty percent (30%) of the gross income and the balance of not less than seventy percent (70%) will be appropriated for the said project.

**THAT** no person involved in the fundraising shall get any share from the proceeds to be derived therefrom and that only lawful means shall be employed during the fund drive.

**IN VIEW OF THE ABOVE**, the following persons are the only authorized agents who will be involved in the conduct of the solicitation/fund drive.

<b>Name of Authorized Solicitors/Agents/ Partner Agencies</b>	<b>Business Address</b>	<b>Email Address</b>		<b>Contact Numbers</b>	<b>Nationality</b> (if foreign, pls. indicate BID clearance/working visa number and date)

**Certified Correct**

\_\_\_\_\_  
(Signature over Printed Name of the Agency Head or Authorized Representative) \_\_\_\_\_ Date

### ANNEX J. FUND UTILIZATION REPORT

Date: \_\_\_\_\_

- 1. Name of Person / Corporation / Organization / Association: \_\_\_\_\_
- 2. Business Address: \_\_\_\_\_
- 3. Contact Number/s: \_\_\_\_\_
- 4. Special Account No. and Depository Bank: \_\_\_\_\_
- 5. Solicited Funds (pls. use of separate sheet if necessary)

Title of the Activity	Purposes	Methodologies Used for Solicitation Activity	Date of Solicitation Activities Conducted	Area where the Solicitation Activities Conducted	Funds Generated		Beneficiaries of the Solicited Funds			
					Projected Amount to be Raised	Actual Solicited Amount	Number and Type	Target Areas	Amount Received	Status

6. Expenditures: (Pls. use separate sheet if necessary)

Total Amount Solicited Funds: Php \_\_\_\_\_

Particulars	Amount	%
<b>A. Program Concerns</b> (The 70% of the total funds to be generated which are allocated or the expenses incurred in the direct or indirect provision of services to the beneficiary including implementation of relevant programs and services)		
<b>Sub-total</b>		
<b>B. Administrative Concerns</b> (The 30% of the funds to be generated which were allocated for the cost incurred to support the management and operation of the conduct of the solicitation activity. This includes the application fee for a solicitation permit, cost of mailings, printing of letters of appeal, and other).		
<b>Sub-total</b>		
<b>GRAND TOTAL</b>		

Balances of Solicited Funds

PHP \_\_\_\_\_

**Prepared and Certified Correct by:**

\_\_\_\_\_  
(Signature over Printed Name of the Treasurer  
& Position Title / Designation)

\_\_\_\_\_  
(Date)

**Approved by:**

\_\_\_\_\_  
(Signature over Printed Name & Position Title  
of the Head of the Agency)

\_\_\_\_\_  
(Date)

## ANNEX K. SAMPLE SWDA/BARANGAY CERTIFICATION

### TO WHOM IT MAY CONCERN:

This is to certify that \_\_\_\_\_ of legal age is a certified  
(Name of Person)

resident/endorsee of this Barangay/SWDA and the specific purpose of securing the Endorsement or Certification is in relation to his/her application for a solicitation permit along charitable or public welfare purposes for targeted beneficiaries, related to the State of Calamity/State of Public Health Emergency

This certification is being issued upon the request of the above-named person for the purpose/s stated above.

Issued this \_\_\_\_\_ of \_\_\_\_\_ 2024, at Barangay/Name of SWDA  
\_\_\_\_\_.

\_\_\_\_\_  
Name and Signature of SWDA Representative/Barangay Chairman

## ANNEX L. MONITORING TOOL FOR PUBLIC SOLICITATION PERMIT

### I. SOLICITOR INFORMATION

Name of the person/corporation/agency/organization: \_\_\_\_\_

*If person, name of endorsing LGU/SWDA:* \_\_\_\_\_

Address: \_\_\_\_\_

Contact Number: \_\_\_\_\_

*If agency/organization, Name of the Agency Head:* \_\_\_\_\_

### II. DETAILS OF APPROVED PUBLIC SOLICITATION ACTIVITY:

a. Solicitation Permit Number:	
b. Scope of Solicitation Activity (Regional/National):	
c. Type of Solicitation Activity (Regular/Temporary):	
d. Validity Period:	
e. Approved Methodology/ies	
f. Intended Beneficiaries:	
g. Target Amount to be Raised:	

### III. GUIDE QUESTIONS:

1. How much were the current funds generated and its percentage vis-a-vis the target amount to be raised?

\_\_\_\_\_

2. Was the solicitation activity conducted in the period stated in the issued permit?  
 / Yes       / No      If no, please state the reason/s

\_\_\_\_\_

3. What percentage of the current funds generated were utilized for the project?  
\_\_\_\_\_
4. What percentage of the current funds generated were allotted for administrative expenses? \_\_\_\_\_
5. Please indicate the actual number of beneficiaries who received assistance from the current funds generated  
\_\_\_\_\_
6. The fundraising activity/ies was/were conducted as planned?  Yes  No  
If no, please state the reasons  
\_\_\_\_\_
7. A verified report of information, which includes the names and addresses of contributors and beneficiaries of the fundraising activity/ies was accomplished and is available during the visit.  Yes  No  
If no, please state the reason/s  
\_\_\_\_\_
8. The number of paraphernalia used in the actual conduct of public solicitation is the same as with the approved application form.  Yes  No  
If no, please state the reason/s  
\_\_\_\_\_
9. The methodology/ies being used in the conduct of fundraising is /are within the permit authority issued?  Yes  No  
If no, state the reason/s  
\_\_\_\_\_

**IV. SUMMARY OF OBSERVATIONS** (Use separate sheet as needed)

---

---

---

---

---

---

---

---

---

---



**V. PLAN OF ACTION:**

<b>Areas for Compliance</b>	<b>Activities</b>	<b>Time Frame</b>	<b>Responsible Person</b>	<b>Resources Needed</b>

**Monitored by:**

\_\_\_\_\_

(Signature over Printed Name of Staff & Designation)

\_\_\_\_\_

(Date)

**Concurred by:**

\_\_\_\_\_

(Name and Signature of Person/Agency Head or  
Authorized Representative)

\_\_\_\_\_

(Date)

*Note: Please use additional sheet/s, if necessary.*

**ANNEX M. SAMPLE SOLICITATION PERMIT**

**STANDARDS BUREAU**  
Batasan Pambansa Complex, Constitution Hills, Quezon City

**PUBLIC SOLICITATION**  
**PERMIT**  
(Non-Transferable)

The Department of Social Welfare and Development (DSWD) authorizes the \_\_\_\_\_  
(Name of Authorized Person/Group/Association/Agency) with  
address at \_\_\_\_\_ to conduct **National/Regional**  
**Regular/Temporary** public solicitation activity in **Regions/Areas of Coverage**. The  
purpose of the solicitation activity is to \_\_\_\_\_ (indicate the purpose of solicitation  
**activity per application**). *Solicitation shall be done through \_\_\_\_\_ (indicate method/s*  
*of solicitation activity)\_\_\_\_\_.*

This authorization takes effect on \_\_\_\_\_ and expires on  
\_\_\_\_\_ unless suspended or revoked before its expiration. This  
authority/solicitation permit is valid only in the **Philippines**.

**REX GATCHALIAN/CONCERNED REGIONAL DIRECTOR (IF  
REGIONAL PUBLIC SOLICITATION)**  
Secretary/Concerned Regional Director

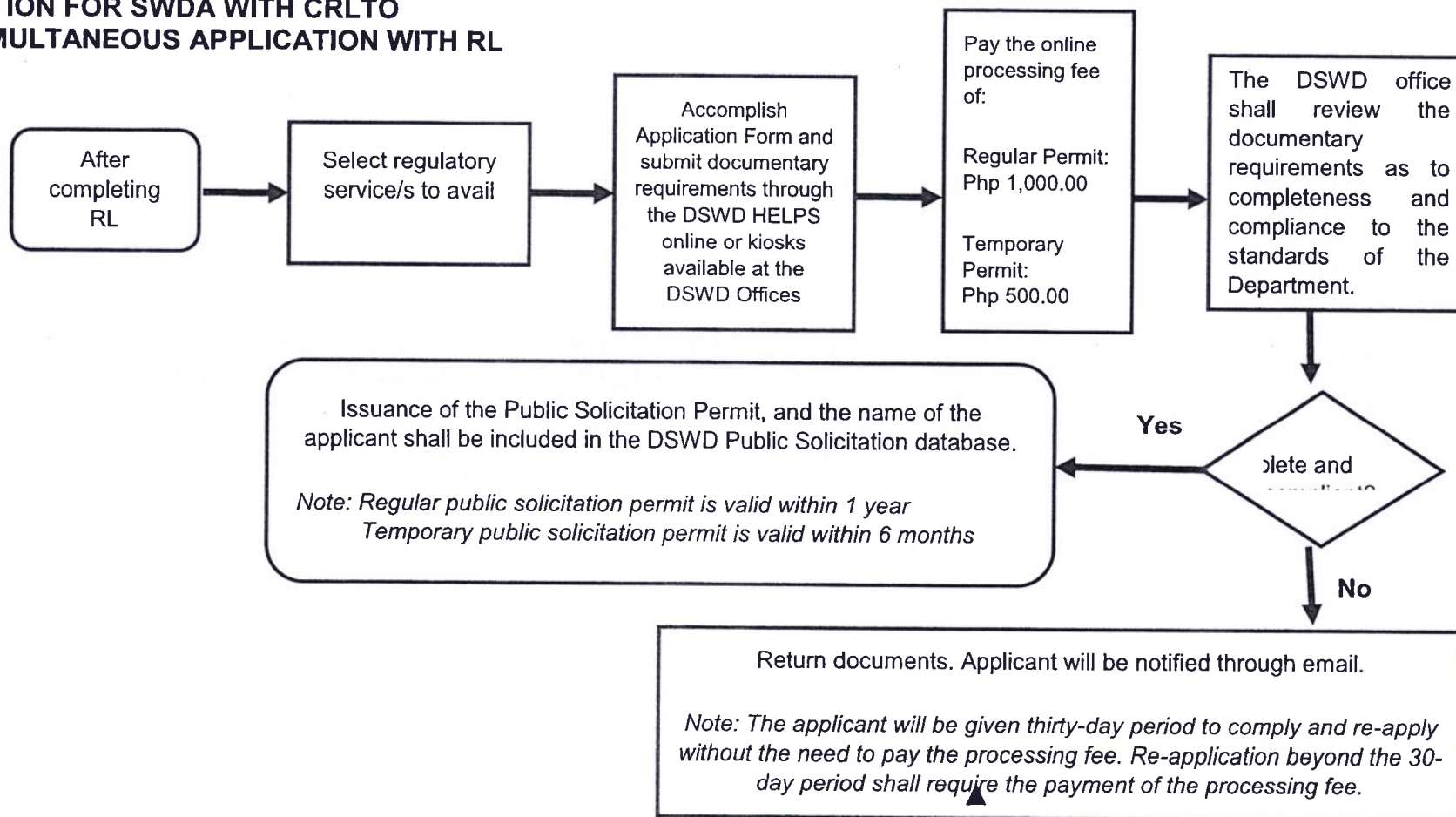
DSWD Solicitation Permit No.: **DSWD-SB-PSP-XXXX-XXX**

*For verification of this Certificate, you may contact the DSWD Standards Bureau  
at the DSWD Central Office, Batasan Pambansa Complex, Constitution Hills, Quezon City,  
with contact numbers (632) 951-7125 and/or (632) 931-3181*

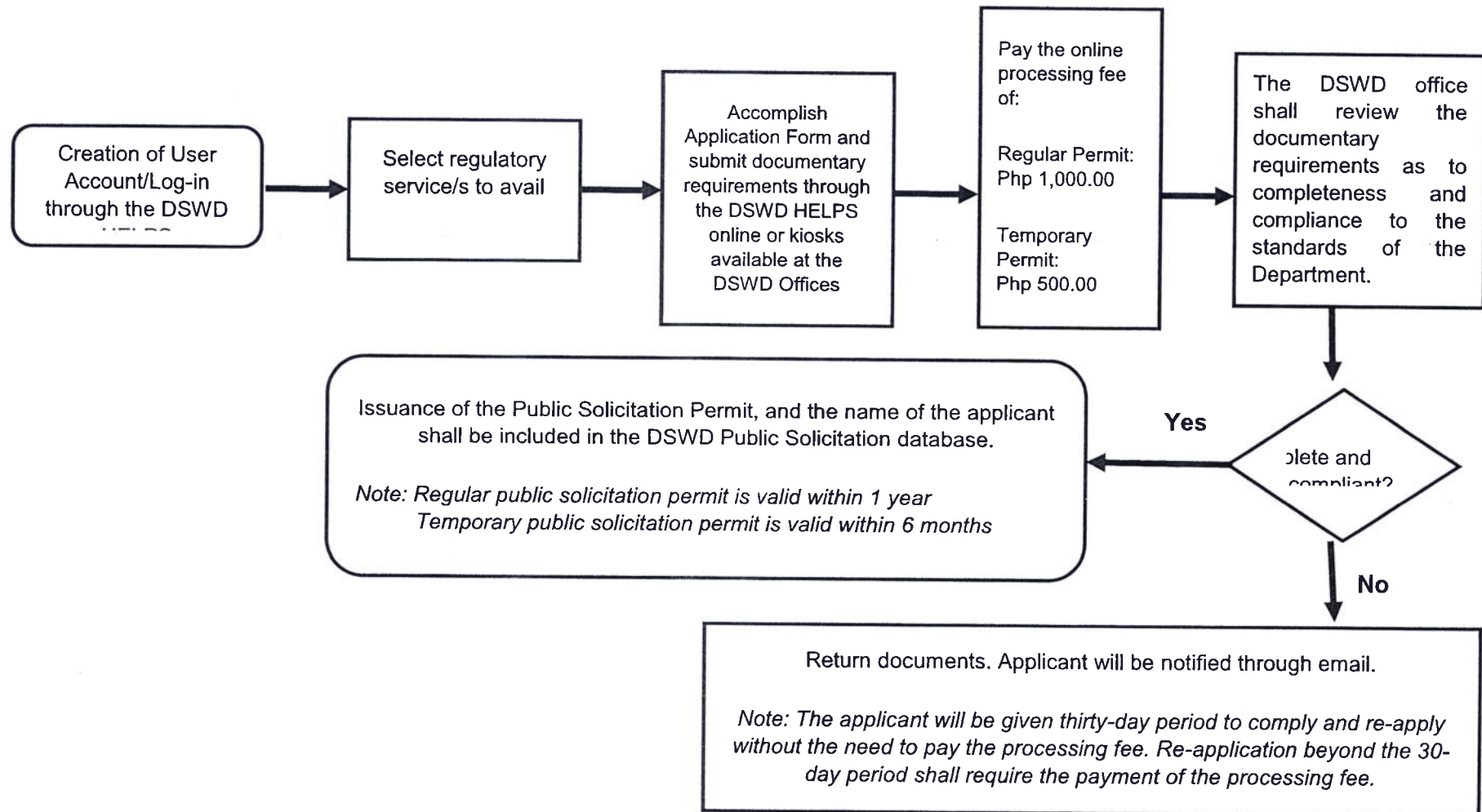
**ANNEX N. PROCESS FLOWCHART FOR PROCESSING OF REGIONAL AND NATIONAL PUBLIC SOLICITATION PERMIT**

**A. APPLICATION FOR SWDA WITH CRLTO**

**a. SIMULTANEOUS APPLICATION WITH RL**



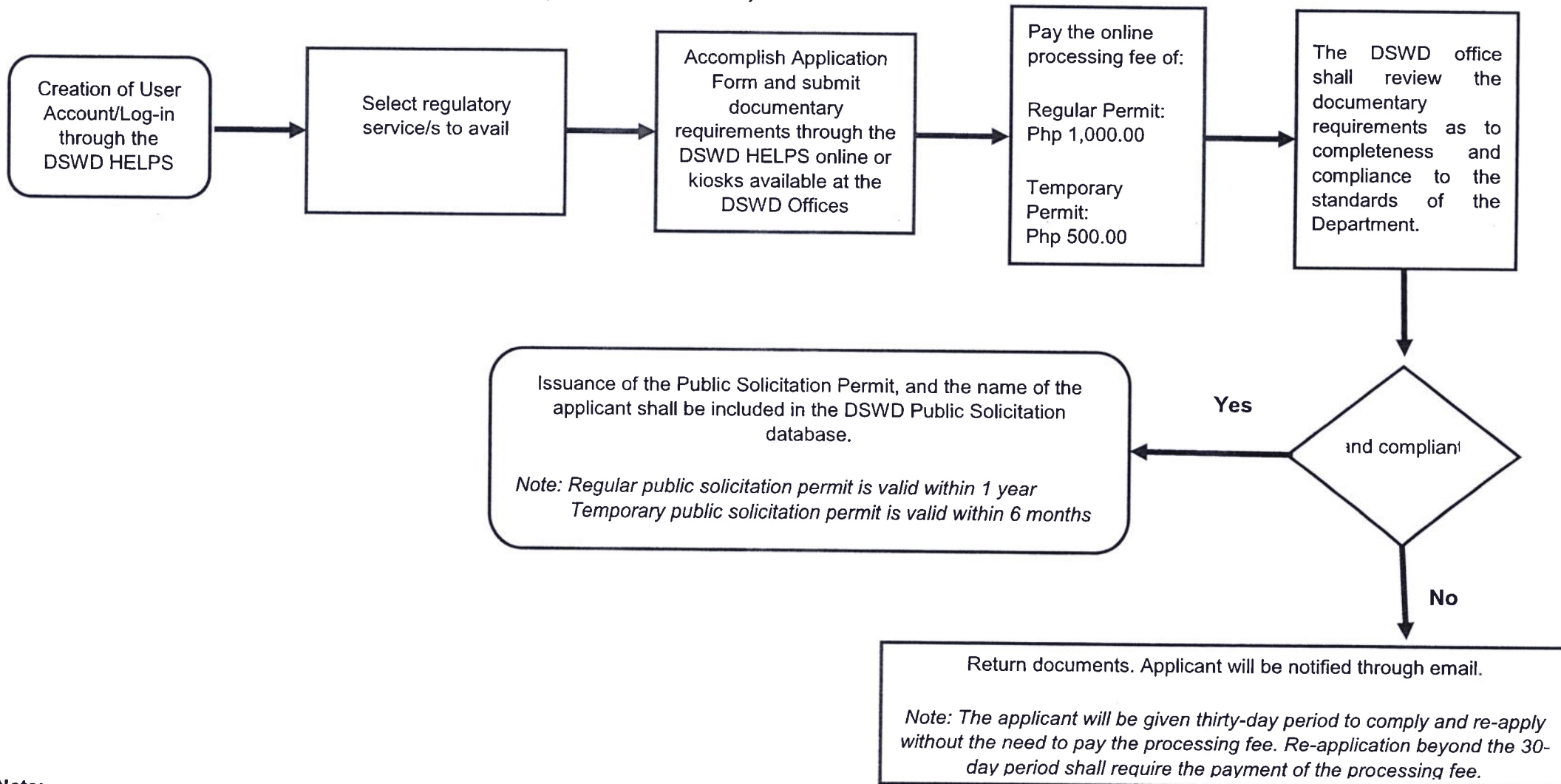
**b. NEW APPLICANT SWDA WITH VALID CRLTO**



**Notes:**

1. Application for regular public solicitation permit shall be facilitated and processed within 7 working days upon receipt of complete application documents; Application for temporary permit shall be facilitated and processed within 3 working days upon receipt of the 3 documentary requirements.
2. Should there be a system failure, walk-in application may be accepted and facilitated provided that aside from the system failure, a State of Calamity is declared.

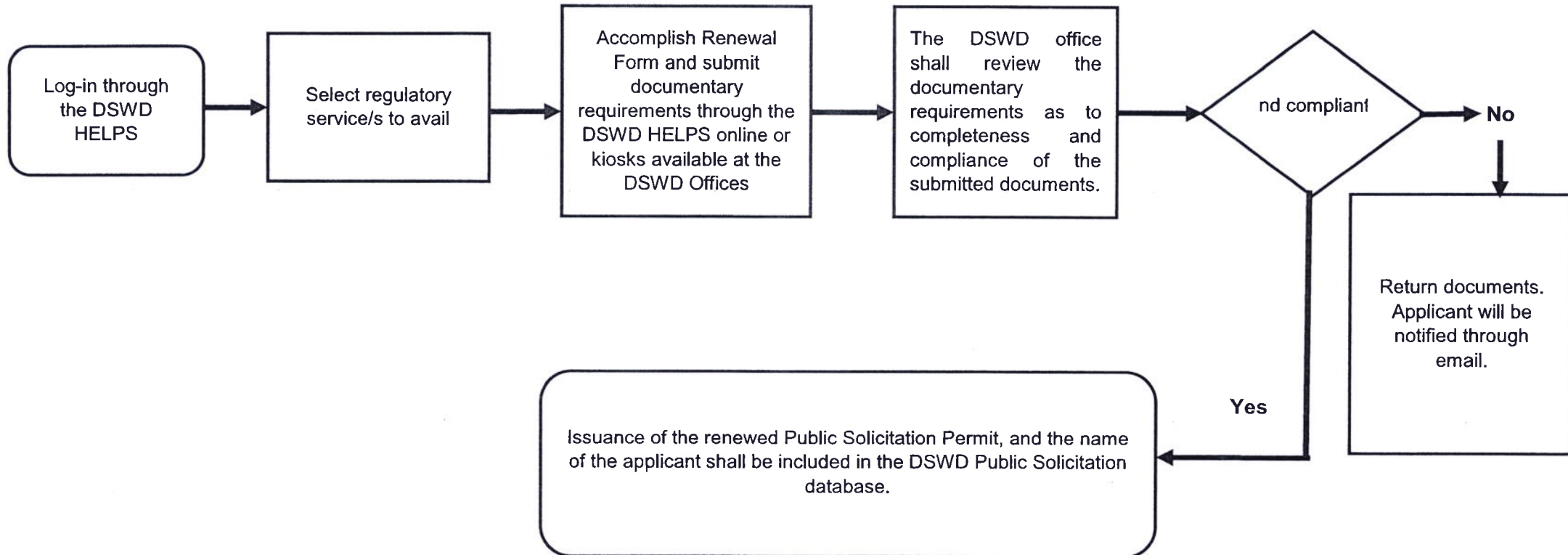
**B. APPLICATION FOR NON-SWDA/PERSON (NEW APPLICANT)**



**Note:**

1. Application for regular public solicitation permit shall be facilitated and processed within 7 working days upon receipt of complete application documents; Application for temporary permit shall be facilitated and processed within 3 working days upon receipt of the 3 documentary requirements.
2. Should there be a system failure, walk-in application may be accepted and facilitated provided that aside from the system failure, a State of Calamity is declared.

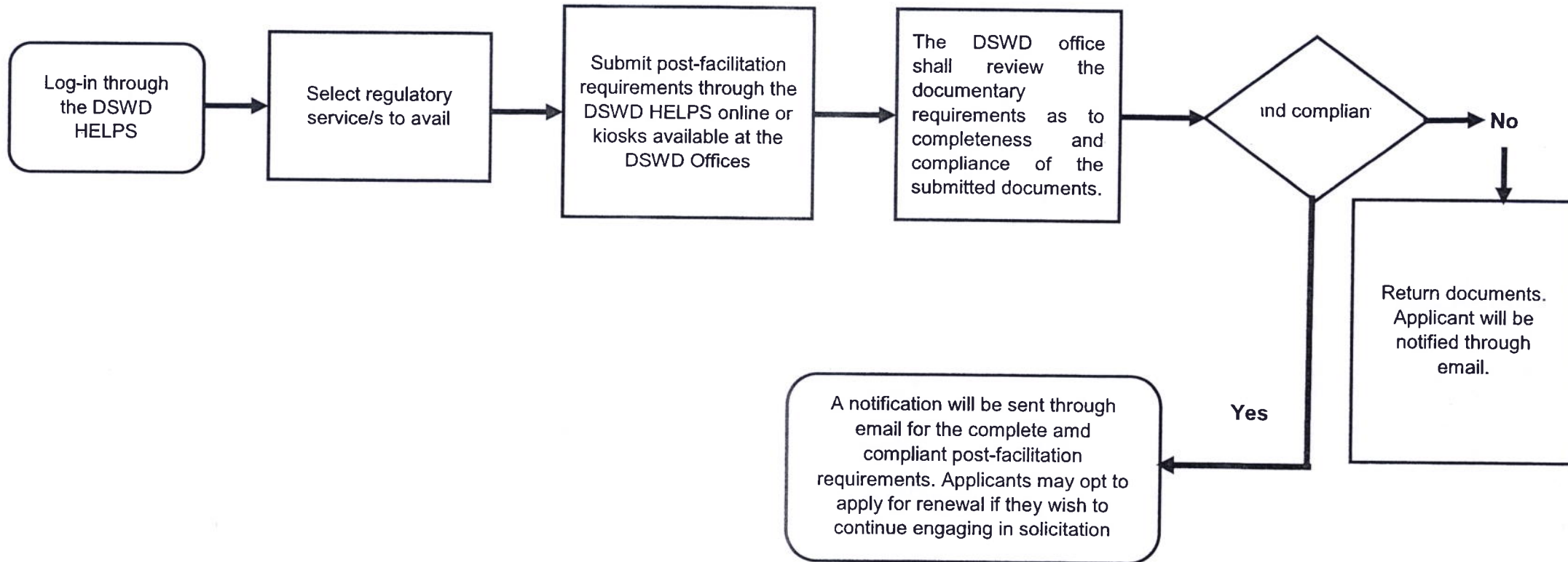
**C. APPLICATION FOR RENEWAL (BOTH SWDA AND NON-SWDA/PERSON)**



**Note:**

1. For SWDA applicants, renewal will only be processed if they have a valid CRLTO.
2. Application for renewal of temporary solicitation permit shall only be processed during a State of Calamity.

### D. SUBMISSION OF POST-FACILITATION REQUIREMENTS (BOTH SWDA AND NON-SWDA/PERSON)



### E. APPLICATION FOR AMENDMENT (BOTH SWDA AND NON-SWDA/PERSON)

