

INSTITUTIONAL DEVELOPMENT DIVISION - STANDARDS UNIT

Head of Unit – MRS. LEAH MYLEN L. LUCERO, SWO IV

ISSUANCE OF SOLICITATION PERMIT FOR LOCAL FUND DRIVES

I. ABOUT THE SERVICE

Promotes the involvement of persons, corporations, organizations in various activities and projects for the empowerment and development of the life of marginalized and disadvantaged sectors of the society. DSWD allows these entities to raise funds from the public for charitable and public welfare purposes in compliance to the provisions of Pres. Dec. No. 1564.

II. WHO CAN AVAIL OF THE SERVICE

National Government Agencies (NGAs), Government Owned and Controlled Corporations (GOCCs), State Universities/Colleges and person, corporation, organization or association duly registered with SEC or with other government agencies which grant legal juridical personality by virtue of registration desiring to undertake charitable or public welfare purposes as well as to solicit or receive contributions from the public

III. REQUIREMENTS

For National Government Agencies

1. Duly accomplished application form signed by the head of the agency
2. Certified list of agency employees or partner agencies
3. Project Proposal approved by the Head of the Agency
4. Work and Financial Plan
5. Acknowledgment/written agreement signifying the intended beneficiaries

For NGOs and Individuals

1. Duly accomplished application form
2. Certification of status of operation and updated certification from SEC on the validity of their registration
3. Copy of registration, license or accreditation certificate issued by DSWD
4. List and profile of current governing board members
5. Approved and notarized board resolution to conduct a fund-raising campaign
6. Work and Financial Plan
7. Endorsement of certification from appropriate agency allowing the applicant to undertake solicitation
8. Fund Utilization Report of its proceeds and expenditures

IV. FEES/CHARGES:

Local fund raising campaign – Php **500.00**

National fund raising campaign – Php **1,000.00**

V. SCHEDULE OF AVAILABILITY OF SERVICE:

Monday – Friday – 8:00 AM – 5:00 PM

VI. HOW TO AVAIL OF THE SERVICE

Step	Applicant/client	Office Activity	Duration of Activity	Person/s –in-Charge
1	Head of organization or authorized representative submits documents at the Records Unit	Receives documents submitted by applicants	1 min.	Esberto Pimentel
2	Files application at the Standards Unit	Assess and evaluate the validity of the documents submitted Advice the applicant to pay the Solicitation Permit Fee	15 mins	Leah Mylen L. Lucero Alicia C.Nisperos Alma C. Gonzales Shirlyn Deloeg
3	Pays the Permit Fee at the Cashier's Unit	Cashier accepts payment and issues Official Receipt	2 mins.	Vida M.Caluza Fredalyn Vendillo
4		Forwards application to the Office of the Regional Director for approval	3 mins.	Leah Mylen L. Lucero
5		Approves Solicitation Permit	5 mins.	RD Marcelo Nicomedes Castillo ARD Marlene Febes D. Peralta
6	Client/applicant receives the Solicitation Permit	Issues the Solicitation Permit	Within the day	Leah Mylen L. Lucero Alicia C.Nisperos Alma C. Gonzales Shirlyn Deloeg