

PROCESSING OF PUBLIC SOLICITATION PERMIT

Promotes the involvement of persons, corporations, organizations in various activities and projects for the empowerment and development of the life of the marginalized and disadvantaged sectors. DSWD allows these entities to raise funds from the public for charitable and public welfare purposes in compliance to the provisions of Presidential Decree 1564.

WHO MAY AVAIL OF THE SERVICE

National Government Agencies (NGAs), Government Owned and Controlled Corporations (GOCCs), State Universities and Colleges (SUCs), person, corporation, organization or association duly registered with SEC or with other 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 contribution from the public.

REQUIREMENTS

For Non-Government Organizations and Government Agencies, Social Welfare and Development Agencies (SWDAs)

- Duty accomplished application form **(DSWD-SB-PS-F-001)** signed by the Agency Head or his/her authorized representative.
- Certified true copy of Certificate of Registration and Articles of Incorporation and by-laws with the SEC or other regulatory government agency **(not applicable for Government Agencies and SWDAs)**
- Updated Certification of Good Standing, or Updated Certificate of Corporate Filing/Accomplished from any of the above mentioned regulatory government agencies which has jurisdiction to regulate applying organization or agency. **(not applicable for Government Agencies)**
- Project Proposal approved by the Head of Agency on the intended public solicitation activity including the work and financial plan on the activity to be undertaken **(DSWD-SB-PS-F-002)**.
- Profile of current governing board members or its equivalent in the corporation, certified by the corporate secretary or any equivalent officer. **(DSWD-SB-PS-F-003)**.
- Notarized written agreement or any similar document signifying of the intended beneficiary/ies concurrence as recipient of the fund raising activities.
- 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 **(DSWD-SB-PS-F-004)** or pledge commitment (for individual) **(DSWD-SB-PS-F-005)**.
- Endorsement or certification **(not applicable for SWDAs)**
- Fund Utilization Report (DSWD-SB-PS-F-007) of its proceeds and expenditures duly certified by its auditor/book keeper, if the soliciting entity is a non-government organization or an individual.

PROCESS FLOW

STEP	APPLICANT/CLIENT	OFFICE ACTIVITY	TIME	PERSON/S-IN-CHARGE
1	Head of Organization or authorized representative submits documents at the Records Unit	Receives documents submitted by applicants	1 min	Records Section
2	Files application at the Standards Unit	Within five (5) working days upon the receipt of the application and documentary requirements, the designated staff of the Standards Unit assess the eligibility of the applicant and evaluate the validity of the documents submitted. Agency visit assessment may also be conducted, if necessary.	.	

		If approved, the designated staff of Standards Unit shall issue the signed certificate to the applicant and provide orientation confirming to the standards operating procedures in the inventory, monitoring and utilization of solicited funds. Endorse a copy of the permit to the concerned agencies that have jurisdiction over the applicant's fund drive activities for their information and reference.		
3	Pays the permit fee at the Cashier's Unit	The applicant shall pay the required processing fee at the cash section which will then issue an official receipt	3min.	Clarivel C. Banzuela
4		If disapproved, five working days after the receipt of application, documents shall be returned to the applicant with a letter citing reasons for disapproval and provide necessary technical assistance to the latter to qualify for the issuance of the permit to conduct fund raising activity.	3min.	
5	Client /applicant receives the Solicitation Permit		1min.	