

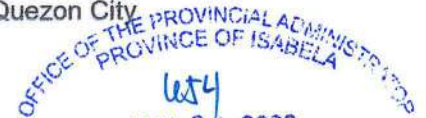
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JAN 24 2022

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MEMORANDUM CIRCULAR

No: 2022-005

TO : ALL HEADS OF DILG BUREAUS, PROJECT MANAGEMENT OFFICES, REGIONAL AND PROVINCIAL OFFICES, CIVIL SOCIETY ORGANIZATIONS, AND OTHERS CONCERNED

SUBJECT : GUIDELINES ON THE ACCREDITATION OF CIVIL SOCIETY ORGANIZATIONS TO CO-IMPLEMENT DILG PROGRAMS AND PROJECTS

DATE : JAN 21 2022

1.0 Background

- 1.1. Section 23, Article II of the 1987 Constitution states that the participation of non-governmental, community-based and other sectoral organizations shall be encouraged by the State.
- 1.2. Section 34 of the Local Government Code of 1991 (Republic Act No. 7160) mandates local government units (LGUs) to promote the establishment and operation of people's organizations, non-governmental organizations, and the private sector, to become active partners in the pursuit of local autonomy, and to directly involve them in the plans, programs, projects, or activities of the LGU. Similarly, national government agencies (NGAs) have been consistently authorized under the applicable annual General Appropriations Act (GAA) to partner with civil society organizations (CSOs) in implementing certain programs and projects. In accordance with the applicable GAA, the NGA may be authorized to transfer government funds to a CSO duly accredited by the said NGA and selected in accordance with all applicable rules and regulations.

- 1.3. In building the long-term foundation of good governance, it is important to develop and strengthen collaborative relationships between the government and civil society. Recognizing the importance of having an active, informed, and capacitated civil society in upholding a culture of good governance, the Department of the Interior and Local Government (DILG), has opened spaces for CSOs to participate in the planning, implementation, monitoring and evaluation of its initiated programs, projects, and activities (PPAs).
- 1.4. CSOs, in many areas, are found to be effective in enabling services especially in the poorest and marginalized communities. As they are closely connected to local communities, CSOs can be effective partners in bringing people together to achieve common development agenda and mobilize support for government programs and projects in more efficient ways.
- 1.5. In 2018, the Department issued Memorandum Circular No. 2018-79 entitled Revised Guidelines on the Implementation of Federalism-Related Information Advocacy Campaign Activities, which prescribes guidelines for the accreditation of CSOs for Federalism-Related Campaign Activities and Memorandum Circular No. 2018-89 entitled Guidelines on Engagements with CSOs, which prescribes general guidelines for the accreditation of CSOs. Since 2018, few CSOs have been accredited by the Department to co-implement its PPAs. CSOs and DILG Regional Offices have also raised issues and concerns on the accreditation and certification processes that led to confusion for both CSOs and Regional Offices.
- 1.6. This Memorandum Circular is issued to prescribe, update, and harmonize the general guidelines, conditions, and mechanisms for all Department engagements with CSOs.

2.0 Coverage

- 2.1. This Memorandum Circular shall cover all CSOs that intend to co-implement DILG PPAs with or without the use of government funds.
 - 2.1.1. CSOs intending to access public funds in any of the areas for engagement must apply for accreditation or certification with the Department.

2.2. This Memorandum Circular shall only involve the accreditation and certification of CSOs by the DILG and the mechanisms by which the DILG will engage CSOs. The specific conditions in the transfer and liquidation of DILG funds, if any, shall be covered by the program or project guidelines issued by the Bureau/PMO or by the formal agreement between the Bureau/PMO and the Accredited or Certified CSO. Provided that, all liquidation, utilization, and audit of transferred funds, shall be in accordance with the existing Commission on Audit (COA) Circular No. 2007-001¹.

2.2.1. Bureaus and PMOs requiring CSO engagement in the implementation of their programs and projects shall formulate and issue the program or project guidelines (Annex O) that will identify and prescribe the rules and conditions that will guide their respective engagements with CSOs. Such guidelines shall be issued within three (3) months from the effectivity of this Circular for existing programs and projects, or within three (3) months from its commencement, for new programs and projects, and shall be disseminated to the Secretariats of the DILG National, Regional, and Provincial Accreditation Committees.

3.0 Definition of Terms

3.1. *Civil Society Organization (CSO)* – refers to a non-state and non-profit association that works to improve society and the human condition. Basic types of CSOs include non-governmental organization, people's organization, civic organization, cooperative, social movement, professional group and business group². In this Memorandum Circular, the terms "CSO" and "organization" are used interchangeably.

3.2. *Department* – refers to the Department of the Interior and Local Government. The terms "Department" and "DILG" are used interchangeably in this Circular.

3.3. *Bureau or Program Management Office (PMO)* – refers to the office that handles the implementation of DILG PPAs.

¹ "Revised Guidelines in the Granting, Utilization, Accounting and Auditing of the Funds Released to Non-Governmental Organizations/People's Organizations (NGOs/POs)" dated October 25, 2007

² This definition is adapted from DILG Memorandum Circular No. 2019-72 (2019 Accreditation of Civil Society Organizations and Selection of Representatives to the Local Special Bodies) dated May 22, 2019; for the definition of the basic types of CSOs, please refer to Section 3.0 of the same Memorandum Circular

- 3.4. *Applicant* – a CSO applying for accreditation or certification with the DILG to be an implementing partner of a Department-initiated PPA, with or without the use of government funds.
- 3.5. *Formal Agreement* - written agreement (i.e., Memorandum of Understanding, Terms of Reference, or Memorandum of Agreement) between the CSO and the Bureau/PMO depending on the Type of Engagement as described in Section 5.0 of this Circular
- 3.6. *Accreditation* – the process by which the DILG officially authorizes a CSO to be an eligible partner in implementing a Department-initiated PPA with or without the use of government funds. The accreditation process is the instrument by which the DILG determines the intent, capability, judicial personality, and basic information of the organization and its officers and members.
- 3.7. *Accreditation Certificate*— refers to the authorization issued by the DILG, through its National, Regional, and Provincial Accreditation Committees to an eligible CSO that is a) not yet registered with or accredited by any government unit, agency or certified by the Philippine Council of NGO Certification (PCNC), or b) registered with other government unit or agency but not yet accredited by any government unit or agency, to be an implementing partner of DILG PPAs.
- 3.8. *Certification* – refers to the authorization issued by the DILG, through its National, Regional, and Provincial Accreditation Committees to eligible CSOs with existing valid accreditation from other NGAs, their local sanggunian, or Certification from the PCNC to be an implementing partner of DILG PPAs.
- 3.9. *Accredited Partner CSO* – refers to an Applicant that has passed the Accreditation criteria and requirements stated in this Circular and has been issued a DILG Accreditation Certificate, hereby establishing its eligibility to co-implement DILG PPAs with or without the use of DILG funds.
- 3.10. *Certified Partner CSO* - refers to an Applicant that has passed the Certification criteria and requirements stated in this Circular and has been issued a DILG Certification, hereby establishing its eligibility to co-implement DILG PPAs with or without the use of DILG funds.

- 3.11. *Certificate of Completion* – an official document issued by the concerned Bureau/PMO to an Accredited or Certified Partner CSO stating that the CSO has duly fulfilled the terms, conditions, and specifications stated in its formal agreement with the Department.
- 3.12. *Certificate of Participation* - an official document issued by the Bureau/PMO to a CSO, whether accredited, certified or not, stating that the CSO has duly engaged in a volunteer capacity in PPAs conducted by the Department.

4.0 Areas for Engagement

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

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

4.1.1. Feedbacking on PPAs

CSOs may join in any of the feedback mechanisms that shall be established by the Department, e.g., Community-Based Monitoring Program (CBMP), Third Party Evaluation of the Local Government Support Fund-Assistance to Municipalities (LGSF-AM), Local Development Council sub-project monitoring, DevLive, and Dagyaw: Town Hall Meetings.

Also, the CSOs can directly give feedback to project implementers on the project status of various nationally and locally funded projects such as, but not limited to, projects reflected in the SubayBAYAN database.

4.1.2. Pushing for various advocacies

CSOs may contribute to the implementation of commitments to the Open Government Partnership (OGP) and Participatory Governance cluster, advocate for the passage of a local ordinance on freedom of information (FOI), participate in the consultation pertaining to Constitutional Reform and/or

Federalism, participate in initiatives of the local Anti-Drug Abuse Council (ADAC), support the Philippine Development Plan (PDP) and the attainment of the Sustainable Development Goals (SDG) and get involved in the local disaster preparedness program, among others.

4.1.3. Formulating plans, policies and issuances

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

4.1.4. Implementing capacity development programs and other activities

CSOs may implement capacity development programs for other CSOs to ensure their active and meaningful participation in various local special bodies and committees and in the conduct of monitoring and evaluation. They may also implement capability building programs to strengthen LGUs' capacity to improve their performance in the implementation of programs and delivery of basic services.

CSO involvement may also include, but is not limited to, the conduct of researches, surveys, studies, assessments, monitoring and evaluation.

- 4.2. The DILG will not accept proposals that are not anchored on any of the existing PPAs of the Department. Please refer to Annex J for the list of PPAs that CSOs can choose to engage in. The DILG Regional and Provincial offices may adopt or develop their own list of DILG PPAs relative to what is being implemented in their respective jurisdictions.
- 4.3. The list of DILG PPAs as listed in Annex J, will be updated at the end of every year.
- 4.4. The Bureau, Region or PMO that will implement a new program or project which will involve CSOs, shall immediately inform their respective DILG Accreditation Committee Secretariats and request for its inclusion in the list of DILG PPAs that are open to CSO engagements.

5.0 Types of Engagement

5.1. Voluntary work

The CSO may engage with the Department in a volunteer capacity without any cost to the government to provide feedback on PPAs; support in pushing for various advocacies; assist in formulating plans, policies and issuances; and implement PPAs.

CSOs may still engage with the Department in a volunteer capacity in any of the areas for engagement without being accredited or certified and will be issued a Certificate of Participation (Annex R) after having completed its engagement. Having accreditation or certification, however, allows the CSO to enter into formal agreements with the concerned Bureau/ PMO.

5.2. Voluntary work with cost

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

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

5.3. Provider of goods and services

The CSO may also serve as a provider of goods and/or services with remuneration or payment for the services rendered. Their services can be procured either to provide feedback on PPAs, push for various advocacies, formulate plans, policies and issuances, or implement capacity development programs and/or other activities. In this regard, applicable rules and regulations pursuant to Appendix 14 of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184 and similar general provisions shall be observed.

6.0 Accreditation of Civil Society Organizations

6.1. Accreditation Committees

6.1.1. The DILG shall create a National Accreditation Committee (NAC), a Regional Accreditation Committee (RAC) in every region, and a Provincial Accreditation Committee (PAC) in every province, that will perform the functions of the DILG as stated in this Memorandum Circular.

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

Chairperson: Secretary, Department of the Interior and Local Government

Vice-Chairperson: Director, Bureau of Local Government Supervision

Members: Director, Bureau of Local Government Development

Director, Office of Project Development Services

Director, National Barangay Operations Office

Representative, Legal and Legislative Liaison Service

Representative, DILG Resident Commission on Audit

Representatives from the Bureaus and PMOs shall attend all meetings wherein the application concerns PPAs being handled by their respective offices.

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

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

Chairperson: Regional Director

Vice-Chairperson: Assistant Regional Director

Members: Provincial Director/s wherein the applicant intends to operate (for non-Highly Urbanized City [non-HUC] applicants) and/or City Director in the HUC wherein the applicant intends to operate

Chief, Monitoring and Evaluation Division

Chief, Capability Development Division

Chief, Finance and Administrative Division

Chief, Project Development and Monitoring Unit

Representative, Legal Services Unit

Representative, Commission on Audit

Representatives from the Bureaus or PMOs shall attend all meetings wherein the application concerns PPAs being handled by their respective offices.

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

6.1.6. The Provincial Accreditation Committee shall be headed by the Provincial Director and shall be composed of the Program Managers, Cluster Heads Representative (where the applicant intends to operate), and Project Development and Monitoring Unit Head.

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

6.2. Accreditation Criteria

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

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

6.3. Accreditation Requirements

Interested CSOs may submit the following requirements through in-person or electronic means through the following link: <https://tinyurl.com/DILG-CSO-Apply>.

6.3.1. For Voluntary Engagements

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

6.3.2. For Voluntary Engagements with Government Cost

- 6.3.2.1.** Fully-accomplished Application or Form A (Annex A);
- 6.3.2.2.** Letter of intent to apply for Accreditation (Annex K);
- 6.3.2.3.** Certification Under Oath (Annex L);
- 6.3.2.4.** Organizational Chart of the CSO;
- 6.3.2.5.** Data Sheet of the CSO containing

- the names, positions, and updated contact details of its current directors, trustees, officers and key personnel;
- 6.3.2.6.** Annual Accomplishment Report for the immediately preceding year or Brochure or Profile of the CSO;
- 6.3.2.7.** Copy of Resolution of the CSO's governing board authorizing the CSO to apply for DILG accreditation and the individual filing the application on its behalf, authorizing the DILG and/or Commission on Audit to inquire into CSO's bank account/s in case of department investigations, pursuant to Republic Act No. 1405 or the Bank Secrecy Law, and authorizing the DILG to publish details regarding the project or program, including the publication of quarterly reports, in accordance with the applicable provisions of Republic Act No. 10173 or the Data Privacy Act of 2012 (Annex N);
- 6.3.2.8.** Certified true copy of the Certificate of Registration from any of the following agencies: SEC, CDA, DOLE, or HLURB, including the latest General Information Sheet or Articles of Incorporation/Partnership, as applicable;
- 6.3.2.9.** Certified true copies of Audited Financial Reports/Statements and Annual Income Tax Returns, as filed with the BIR, for the past three (3) years. For CSOs which have been in operation for less than three years: Financial Statement or Report signed by the executive officers of the organization, for the year/s it has been in operation, and indicating therein other information such as the source(s) of funds;
- 6.3.2.10.** Original Sworn Certification, issued by the chief executive officer or equivalent officer of the CSO, stating that the CSO is not in default or delay in liquidating any funds received from any government agency, that neither the CSO nor any of its past or present directors, trustees, officers, or key personnel has been blacklisted by any government agency, or is a defendant, respondent or accused in any civil, administrative or criminal case arising from or involving the use of public funds received by the CSO (Annex M); and

- 6.3.2.11.** Original Certificate of Good Standing issued not more than three (3) months before the date of application, by the responsible officer or any umbrella organization, federation, coalition, to which the CSO may belong, if applicable.

6.3.3. For Provider of Goods and Services

- 6.3.3.1.** Fully-accomplished Application or Form A (Annex A);
- 6.3.3.2.** Letter of intent to apply for Accreditation (Annex K);
- 6.3.3.3.** Certification Under Oath (Annex L);
- 6.3.3.4.** Organizational Chart of the CSO;
- 6.3.3.5.** Data Sheet of the CSO containing the names, positions, and updated contact details of its current directors, trustees, officers and key personnel;
- 6.3.3.6.** Annual Accomplishment Report for the immediately preceding year or Brochure or Profile of CSO;
- 6.3.3.7.** Copy of Resolution of the CSO's governing board authorizing the CSO to apply for DILG accreditation and the individual filing the application on its behalf, authorizing the DILG and/or Commission on Audit to inquire into CSO's bank account/s in case of department investigations, pursuant to Republic Act No. 1405 or the Bank Secrecy Law, and authorizing the DILG to publish details regarding the project or program, including the publication of quarterly reports, in accordance with the applicable provisions of Republic Act No. 10173 or the Data Privacy Act of 2012 (Annex N);
- 6.3.3.8.** Certified true copy of the Certificate of Registration from any of the following agencies: SEC, CDA, DOLE, or HLURB, including the latest General Information Sheet or Articles of Incorporation/Partnership, as applicable;
- 6.3.3.9.** Certified true copies of Audited Financial Reports/Statements and Annual Income Tax Returns, as filed with the BIR, for the past three (3) years.
- 6.3.3.10.** Original Sworn Certification, issued by the chief executive officer or equivalent officer of the CSO, stating that the CSO is not in default or delay in

liquidating any funds received from any government agency, that neither the CSO nor any of its past or present directors, trustees, officers, or key personnel has been blacklisted by any government agency, or is a defendant, respondent or accused in any civil, administrative or criminal case arising from or involving the use of public funds received by the CSO (Annex M);

- 6.3.3.11. Original Certificate of Good Standing issued not more than three (3) months before the date of application, by the responsible officer or any umbrella organization, federation, coalition, to which the CSO may belong, if applicable;
- 6.3.3.12. Original Certification of No Derogatory Record, or its equivalent issued by any of the following agencies: SEC, CDA, DOLE, or HLURB; and
- 6.3.3.13. Original Sworn Certification, issued not more than three (3) months before the date of application, by the head of the government agency and local chief executive appearing in the Application Form, stating the PPA that the CSO implemented or is implementing with the government agency, and that the CSO has no derogatory record with the government agency.

6.3.4. CSOs with existing valid accreditation from other NGAs or their local sanggunian, or certification from the PCNC, shall only submit the following: a) Fully-accomplished Application or Form A (Annex A); b) Letter of intent to apply for Certification (Annex K); and c) Certificate of Valid Accreditation signed by the NGA or LGU from which they have an existing valid accreditation, or Certification from the PCNC. Depending on the validity of their submitted documents and the result of the evaluation, the organization may still be requested to submit additional requirements pursuant to Item 6.4.3 of this Circular.

6.4. Accreditation Process

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

6.4.1. Filing of In-Person Applications – The Applicant must submit complete documentary requirements to the concerned Accreditation Committee:

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

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

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

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

- a) If the documents are incomplete, the concerned Secretariat shall, within two (2) working days, return the application form (Form A) and inform the Applicant of the deficiencies using the Notes/Remarks section of Form A and give the attached checklist to the Applicant to serve as their guide.
- b) If the documents are complete, the Secretariat will assign a Document Number and Control Number to the Application Form and endorse the application to the concerned Bureau/PMO, including all the submitted requirements for final evaluation.

6.4.3. Final Evaluation – within five (5) working days from the receipt of complete documents from the concerned Secretariat, the concerned Bureau/PMO, guided by their respective program or project guidelines, shall complete its evaluation of the applicant's eligibility and capability to co-implement the DILG PPA being applied for.

The Bureau/PMO may require the Applicant to submit additional documents and may also conduct interviews with any person or agency with past or present substantial dealings with the Applicant.

In situations wherein the Bureau/PMO believes that it needs additional documents to fully evaluate, it shall advise the Secretariat using Form B (Annex B). In turn, the Secretariat shall advise the Applicant through the use of Form B.1 (Annex C) of the request for additional requirements.

Within three (3) working days, after the submission of the additional requirements or the conduct of interviews, the concerned Bureau/PMO shall inform the Secretariat of the result of the evaluation using Form B (Annex B).

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

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

The Secretariat shall attach a copy of the Declination Notice to the original Application Form.

6.4.4.2. For Bureau/PMO-approved applications, the Secretariat shall use Form C (Annex E) to recommend the final action to the Accreditation Committee, together with the Accreditation Certificate (Annex F) or Certification (Annex G) for the signature of the Accreditation Committee Chairperson.

The Secretariat shall release the signed Certificate of Accreditation or Certification to the Applicant.

7.0 Formalization of Engagement

This only applies to CSOs which have undergone the Accreditation or Certification process.

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

7.1.1. The DILG Secretary or his representative at the national level, the Regional Director at the regional level and HUCs, or the Provincial Director at the provincial, city, and municipal levels, shall sign a Memorandum of Understanding (MOU) to formalize and set the terms and conditions of the partnership with the CSO.

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

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

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

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

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

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

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

7.3.1.2. The Regional Director for DILG projects and/or programs intended to be implemented in HUCs, or in multiple provinces, cities, municipalities within a region; and

7.3.1.3. The Provincial Director for DILG projects and/or programs intended to be implemented in one (1) or more cities or municipalities within the same province only.

7.3.2. All Bureaus/PMOs with PPAs requiring the engagement of CSOs as providers of goods and services are encouraged to submit a sample MOA with the Accredited or Certified Partner CSO (Annex P), which shall be disseminated to the respective Secretariat of the National, Regional, and Provincial Accreditation Committees. The MOA shall define the nature and extent of the partnership, identify the specific roles and responsibilities of each party, the implementation timeline of the specific DILG PPA, include provisions for remuneration or honoraria, payment for travel expense and appropriate allowable per diems, of the CSO member/s that shall be involved in the conduct of activities relating to the specific DILG PPA they were authorized to engage in. It shall also provide the guidelines on the disbursement and utilization of funds and other funding requirements, if any. These, and the liquidation, utilization and audit of transferred funds, shall be in accordance with the existing COA Circular No. 2007-001 dated October 25, 2007.

- 7.3.3.** The Accredited or Certified Partner CSO shall keep and maintain financial and accounting records of any government funds given by the DILG. Likewise, the partner Bureau/PMO shall keep and maintain financial and accounting records of any government funds given to the CSO.
- 7.4.** The Accredited or Certified Partner CSO shall nominate their organization's representative/s who shall directly engage with the DILG in the implementation of the PPA they were authorized to co-implement. No other individual from the organization shall engage with the implementation of the PPA unless nominated by the Accredited or Certified Partner CSO and duly authorized by the DILG through its Bureau/PMO, and/or the concerned Provincial or Regional Director.
- 7.5.** The concerned Bureau/PMO shall closely monitor the project implementation and shall ensure compliance with the provisions stated in the MOU, TOR, or in the MOA, and in this Circular.

8.0 Coverage and Validity

- 8.1.** An Accreditation Certificate and/or Certification shall only be used by the Accredited or Certified Partner CSO in the implementation of the approved DILG PPA as indicated therein and shall only cover the geographical area specified therein.
- 8.2.** An Accreditation Certificate shall only be valid for a period not exceeding five (5) years from the date of issuance subject to revocation, based on the grounds stated in Section 10.1 of this Circular. The concerned Accreditation Committee shall conduct a year-end assessment of Accredited Partner CSOs, in coordination with partner Bureaus/PMOs.
- 8.3.** A Certification shall only be valid for a period not exceeding the validity of the Accreditation of the CSO from other NGAs or their local sanggunian or the Certification from the PCNC. The Certification is subject to revocation, based on the grounds stated in Section 10.1 of this Circular. In cases wherein the CSO has a valid Accreditation from various government entities, the maximum validity of the DILG Certification shall follow the validity of the CSO's existing accreditation that will expire soonest. The concerned Accreditation Committee shall conduct a year-end assessment of Certified Partner CSOs, in coordination with the partner Bureau/PMO.

- 8.4. Upon the end of the validity of the formal agreement with the organization, the Bureau/PMO shall issue a Certificate of Completion to the Accredited or Certified Partner CSO (Annex R).

9.0 Renewal of Accreditation

- 9.1. Within a period not earlier than sixty (60) days prior to the expiration of its Accreditation or Certification, the Accredited or Certified Partner CSO may apply for renewal by submitting the following requirements:
 - 9.1.1. Letter of Intent to renew Accreditation or Certification;
 - 9.1.2. Updated Organizational Chart of the CSO, if applicable;
 - 9.1.3. Updated Data Sheet of the CSO containing the names, positions, and updated contact details of its current directors, trustees, officers and key personnel, if applicable;
 - 9.1.4. List of PPAs of the CSO, for the duration of the validity of its Accreditation or Certification, whether or not utilizing government funds;
 - 9.1.5. Summary report on engagements with DILG offices for the duration of the validity of its Accreditation or Certification;
 - 9.1.6. Certificate of Completion or Letter of Recommendation from the previous partner Bureau/PMO, if applicable.
- 9.2. Certified Partner CSOs whose DILG Certification will expire as a result of expiration of its registration or accreditation with other NGAs, their local sanggunian, or the PCNC may apply for renewal by submitting the requirements stated under Section 9.1, along with the following requirements:
 - 9.2.1. Certification or any equivalent document certifying the existence and operations of the CSO from the Punong Barangay or from the LGU where its office is located;
 - 9.2.2. Copies of the Organization's charter or Constitution and By-Laws, or any other document that may explain the Organization's purpose, aims, and initiatives;
- 9.3. *Evaluation and Verification* - The concerned Secretariat shall assess the application for renewal of the Accredited or Certified Partner CSO based on the track record of the CSO with other Bureaus/PMOs in the Department, and its eligibility and potential capability to continue

engaging in PPAs of the Department. The Secretariat may coordinate with other Bureaus/PMOs and other government agencies to verify the track record of the Accredited or Certified Partner CSO.

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

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

9.4.2. If the Applicant meets all the criteria, the DILG Secretary, the concerned Regional Director, or Provincial Director shall grant the renewal and sign the Certificate of Accreditation or Certification.

- 9.5.** CSOs with existing valid accreditation from the Department, pursuant to DILG MC 2018-89 dated June 11, 2018, may enter into formal agreements with other Bureaus/PMOs, upon submission of a Letter of Intent.

- 9.6.** CSOs with existing valid accreditation from the Department, pursuant to DILG MC 2018-79 dated May 25, 2018, may apply for renewal of their accreditation upon submission of the requirements stated under Section 6.3 of this Circular and other documents that may be required by the Center for Local and Constitutional Reform.

10.0 Revocation Of Accreditation and Certification

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

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

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

- 10.1.3.** Unauthorized use of the name and/or logo of the Department and other unscrupulous activity that will affect the integrity of the Department;
 - 10.1.4.** Conduct of activities without adherence to local laws, including compliance with the minimum public health standards in the locality; and
 - 10.1.5.** Engaging primarily in, or using the organization primarily for, partisan political activities.
- 10.2.** CSOs that have had their Accreditations or Certifications revoked shall not be eligible for re-application and shall not be considered for future DILG engagements.

11.0 Reporting

- 11.1.** The RAC and PAC shall, within the first month from the effectivity of this Circular, submit to the NAC the list of names, positions, and contact details of the members of the Secretariats to the RAC and PAC. The RAC and PAC shall update the NAC of any changes to the compositions of the Secretariats, as applicable.
- 11.2.** The Bureau/PMO in the DILG Central Office, the PMO and/or Program Manager in the Regional and Provincial Offices shall report to the NAC, RAC, and PAC, respectively. They shall submit copies of all agreements entered into with the partner CSOs during the immediately preceding month, within the first five (5) working days of every month to the appropriate Accreditation Committee.
- 11.3.** The concerned Bureau/PMO, and/or Program Manager, shall also submit a Semestral Report to update the NAC, RAC, or the PAC of the status of the partnership with the partner CSO (Annex H).
- 11.4.** The NAC shall prepare the list of Accredited and Certified Partner CSOs at the national level for posting on the DILG official website. The RAC shall prepare the list of Accredited and Certified Partner CSOs at the regional and provincial level for posting on their respective DILG official regional websites. Such lists shall be updated every quarter.
- 11.5.** The RAC and the PAC, through their respective Secretariat, shall prepare Quarterly Reports on funds transferred to partner CSOs in their

respective regions and provinces, including a summary of updates on the status of all partnerships, and submit to the NAC Secretariat for consolidation within the first ten (10) days of the ensuing quarter (Annex I).

- 11.6. The NAC, through the Secretariat, shall prepare Quarterly Reports on funds transferred to partner CSOs and submit to the Speaker of the House of Representatives, the President of the Senate of the Philippines, the House Committee on Appropriations and the Senate Committee on Finance. These Quarterly Reports shall be posted on the DILG official website.

12.0 Repealing Clause

All existing issuances issued by the DILG or parts thereof which are inconsistent herewith are hereby superseded. DILG Memorandum Circular No. 2018-79 dated May 25, 2018, and DILG Memorandum Circular No. 2018-89 dated June 11, 2018, are hereby repealed.

13.0 References

- 13.1. General Appropriations Act of 2021 (Republic Act No. 11518)
- 13.2. 2019 Accreditation of CSOs and Selection of Representatives to the Local Special Bodies (Department of the Interior and Local Government Memorandum Circular No. 2019-72 dated May 22, 2019)
- 13.3. Guidelines for Accreditation of Civil Society Organizations as Implementing Entities of Government or Public Funds (Commission on Audit-Department of Budget and Management-Department of Social Welfare and Development Joint Resolution No. 2014-001 dated December 5, 2014)
- 13.4. Revised Guidelines in the Granting, Utilization, Accounting and Auditing of the Funds Released to Non-Governmental Organizations/People's Organizations (Commission on Audit Circular No. 2007-001 dated October 25, 2007)

14.0 Annexes

- 14.1. Annex A: Form A (Application Form) and Checklist of Requirements
- 14.2. Annex B: Form B (PMO's Evaluation Form)
- 14.3. Annex C: Form B.1 (Request for Additional Documents)
- 14.4. Annex D: Form B.2 (Declination Notice)

- 14.5. Annex E: Form C (Recommendation of Issuance of Certificate)
- 14.6. Annex F: Template for Certificate of Accreditation
- 14.7. Annex G: Template for Certification
- 14.8. Annex H: Template for Semestral Reporting of Bureaus/PMOs
- 14.9. Annex I: Template for Quarterly Reporting of RAC and PAC
- 14.10. Annex J: List of DILG PPAs Requiring CSO Engagement
- 14.11. Annex K: Sample Letter of Intent to Apply for Accreditation/Certification
- 14.12. Annex L: Sample Certification Under Oath - Application
- 14.13. Annex M: Sample Certification Under Oath – No Derogatory Record
- 14.14. Annex N: Sample Board Resolution – Application
- 14.15. Annex O: Template for Bureaus/PMOs' Specific Guidelines on Engagements with CSOs
- 14.16. Annex P: Sample Partnership Agreement (MOU/MOA) of Bureau/PMO with CSO
- 14.17. Annex Q: Sample Guide for Terms of Reference of Bureau/PMO with CSO
- 14.18. Annex R: Template for Certificate of Completion from Partner Bureau/PMO
- 14.19. Annex S: Template for Certificate of Participation from Partner Bureau/PMO


15.0 Effectivity

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

16.0 Feedback

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

17.0 Approving Authority


EDUARDO M. AÑO
 Secretary

OSEC/EMA/BLGS-CSO-PPPP/JDC/mca/sfa

