

CHECKLIST OF DOCUMENTARY REQUIREMENTS
 (payment through ACP/Proponent)
 Kabuhayan Program

1. Project Preparation & Approval

A. LGU as PROPONENT

- Application letter addressed to the Regional Director
- Project Proposal prepared by beneficiary or PESO and endorsed by the LCE
- Board or Sanguniang Bayan Resolution authorizing the LCE to enter into a MOA to avail of DOLE programs
- Certification of no unliquidated cash advances and/or grants from DOLE
- Work and Financial Plan (Annual Investment Plan-Livelihood Component Only)
- Beneficiaries' profile
- Certificate of Registration of Association/Organization
- Project Evaluation

B. NGO/PO as ACP

- Application Letter addressed to the DOLE Regional Director by the ACP
- Detailed and signed Project Proposal from the ACP (**indicating/showing that the ACP has equity equivalent to 20% of the TOTAL Project COST**)
- Beneficiaries' profile (with 1X1 ID picture)
- ACP profile
- Copy of ACP Certificate of Accreditation
- Certificate of Registration of Association/Organization
- Project Evaluation
- Board Resolution authorizing the President or Chairman to enter into a MOA with DOLE
- Audited Financial Reports/Statements for the past 3 years preceding the date of project Implementation
- Financial Reports for the years in operation and proof of previous implementation of similar projects (**for ACP which has been in operation for less than 3 years**)
- Disclosure of other related business, if any
- Work and Financial Plan, and sources of and details of proponent's equity participation in the Project
- List and /or photographs of similar projects previously completed, if any, indicating the source of fund for implementation
- Sworn statement of the secretary of the applicant organization/entity that none of its incorporators, organizers, directors or officers is an agent of or related by consanguinity or affinity up to the fourth civil degree to the official of the agency authorized to process and/or approve proposed MOA and release of funds
- Certification for the DOLE-CAR Office's Accountant that the previous cash advance granted has been liquidated, liquidation documents are post-audited and properly taken up in the books

2. Processing of Payment of Fund Assistance

- Disbursement Voucher (2 copies)
- Obligation Request & Status (3 copies)
- Signed Memorandum of Agreement (4 sets)

Project Proposal with Supporting Documents for RPMT Evaluation				
	1 st Endorsement	Date	2 nd Endorsement	Date
FO Technical Staff				
RRCO				
TSSD Technical Staff				
RRCO (For RPMT Signature)				