

	Republic of the Philippines DEPARTMENT OF LABOR AND EMPLOYMENT Cordillera Administrative Region Cabinet Hill, Baguio City Tel. Nos.: (074) 424-0824; (074) 443-5338 Email: dolecar88@yahoo.com	Document Code
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CHECKLIST OF DOCUMENTARY REQUIREMENTS
 (Application for ACP Accreditation)
 In 4 Sets

- Duly Accomplished and Signed Application Form
- Certificate of Registration with SEC or CDA or DOLE
- Authenticated copy of the latest Article of Incorporation in the case of a Corporation, showing the original incorporators and the Secretary's Certificate for incumbent officers, together with the Certificate of Filing with the SEC
- Authenticated copy of latest Articles of Cooperation in the case of Cooperative, showing the original organizers and the Secretary's Certificate for incumbent officers, together with the Certificate of Approval by the CDA
- 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)**
- Constitution and By-laws in case of unions/associations
- Audited Financial Reports for the past three years preceding the date of project implementation
- List and/or photographs of similar projects previously completed, if any, indicating the source of fund for the 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.
- ACP Profile

SITE VALIDATION REPORT

	Name and Signature of DOLE Staff	Date
Validated by (FO Focal Person)		
Endorse and Recommend for Approval (FO Head)		

