



Document Code:	FM-OPM-TSSD-11-01	Issue Number:	02
Effective Date:	December 18, 2017	Revision Number:	00

CHECKLIST OF DOCUMENTARY REQUIREMENTS

(Through ACP-Kabuhayan Program)

Project Beneficiary:	
Project Title:	
Project ACP:	
Project Location:	

A. LGU/SUC/NGA as ACP

- Certification from DOLE Regional Office's Accountant that the previous cash advance granted to the ACP has been liquidated (c/o Accountant)
- Memorandum of Agreement (to be submitted by FO after approval of the project proposal)
- Project Evaluation/Appraisal and Validation Sheet
- Application Letter duly signed by the ACP authorized official
- Project Proposal duly approved/signed by the ACP authorized official and indicating equity (Annex Y or Z of DO 173)
- For LGUs and SUCs, Board or Sanguniang Bayan Resolution authorizing the LCE or Head to enter into a MOA to avail of DOLE Livelihood program (majority signed by the board)
- For LGUs, Provincial/City/Municipality, a copy of the portion of their Local Development Plan/Annual Investment Plan referring to Labor and Employment/Social Services, with detailed estimates of Approved Project Expenditures or Estimated Expenses
- ACP and Beneficiaries Profile
- Certificate of Registration of Association/Organization
- Resolution/Deed of Donation/Contract of Lease or Certification by the Proponent, whichever is applicable

B. NGO/PO as ACP

- Certification from the DOLE Regional Office's Accountant that previous cash advance granted has been liquidated and stamped received by COA (c/o Accountant)
- Project Appraisal/Evaluation and Validation Sheet
- Memorandum of Agreement
- Application Letter by the ACP addressed to the DOLE Regional Director
- Detailed and signed Project Proposal from the ACP (**indicating/showing that the ACP has equity equivalent to 20% of the TOTAL Project COST**)
- ACP and Beneficiaries Profile
- Copy of ACP Certificate of Accreditation
- Certificate of Registration of Association/Organization
- Board Resolution authorizing the Head of Office to enter into a MOA
- 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

Date Forwarded to FO: _____

Received by: _____

TSSD Staff

Date: _____