



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

CHECKLIST OF DOCUMENTARY REQUIREMENTS

(Through Direct Administration-Kabuhayan Program)

Project Beneficiary:	
Project Title:	
Amount of DOLE Counterpart:	
Project Location:	

- RPMT Validation
- Project Evaluation/Appraisal Sheet
- Memorandum of Agreement
- Application Letter
- Project Proposal duly signed by the beneficiary (Annex Y or Z of DO 173)
- Beneficiaries Profile (use the same form under ACP implementation)
- Certificate of Registration of Association/Organization
- Proof of Counterpart: Resolution/Deed of Donation/Contract of Lease or Certification by the Beneficiary-Organization signed by the Officers and photo, whichever is applicable

Received by:

TSSD Staff	Date