



Republic of the Philippines
DEPARTMENT OF LABOR AND EMPLOYMENT
 Regional Office No. 1
 San Fernando City, La Union

Code	FM-CPM3-01
Rev No	2
Effectivity Date	February 4, 2019
Issuance No	2



APPLICATION FOR ACCREDITATION OF CO-PARTNERS (DO 173-17)

I. PROFILE:

- a. Name of Applicant: _____
- b. Address: _____
- c. Registering Agency: _____
- d. Date of Registration/Reg. No.: _____
- e. Validity Period of Registration: _____
- f. Area of Coverage: _____
- g. Name of Authorized Representative: _____ Contact No. _____
- h. Position: _____

FO LEVEL			
II. CHECKLIST OF REQUIREMENTS:			
REQUIREMENTS	COMPLIANCE		FINDINGS/OBSERVATION
	YES	NO	
Four (4) sets of duly accomplished and signed Application Form			
Application Letter address to the Regional Director			
Four (4) copies of Information Sheet			
Certificate of Registration with the Securities and Exchange Commission (SEC), or the Cooperative Development Authority (CDA) or the DOLE, as the case may be;			
Authenticated copy of the latest Articles of Incorporation in the case of a corporation, or the Articles of Cooperation in the case of cooperative, or Constitution and By-laws in the case of unions/associations, showing the original incorporators/organizers and the Secretary's Certificate for incumbent officers, together with the SEC/Certificate of Approval by the CDA			
Audited financial reports for the past three (3) years preceding the date of project implementation. For applicant which has been in operation for less than three (3) years, financial reports for the years in operation and proof of previous implementation of similar projects;			
List and/or photographs of similar projects previously completed, if any, indicating the source of funds for implementation; and			
Sworn affidavit 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 Memorandum of Agreement (MOA), and release funds.			
Disclosure by the NGO/PO of other related business, if any, and extent of ownership therein;			
All documents were verified from the original.			

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II. SUMMARY OF EVALUATION:

Indicate the highlights of the assessment and evaluation of records review of submitted documents, ocular inspection/validation made by the FO and collateral interview with the board members, key personnel and others as well as the feedback from the public.

Evaluated By:

Approved by:

FO Focal Person

FO Head

RO LEVEL			
IV. VALIDATION/RECOMMENDATION			
REQUIREMENTS	COMPLIANCE		FINDINGS/OBSERVATION
	YES	NO	
1. Completeness of documents			
2. Authenticity of documents			
3. Financial Capability			

Validated by:

Recommended for Approval:

TSSD Focal

TSSD Chief

- Approved
 Disapproved

Regional Director

DISCLAIMER

The personal information you provided us will be used for legal or legitimate purpose only, and it will be kept, maintained and stored in DOLE database. If your personal information is used for different purpose by unauthorized person or entity without fault or negligence on the part of DOLE, it assumes neither responsibility nor liability.

In case DOLE shares your personal information for legal or legitimate purpose with any other person or entity thru Data Sharing Agreement in conformity with Data Privacy Act of 2012, and data privacy is breached without fault or negligence on the part of DOLE, it likewise assumes no responsibility.