

No.	CHECKLIST OF REQUIREMENT		REMARKS
1	Accomplished notarized data sheet with organizational set up		
2	Certification of good standing from LCE or head of agency		
3	Valid mayor's permit and BIR registration		
4	Certificate of registration from SEC/ CDA/ DOLE-BRW, certificate of compliance from CDA if CDA registered		
5	Certificate of good standing from government agencies or the Certification from the Chairperson that they did not receive any intervention, projects or programs from any government agency shall be issued		
6	Notarized Omnibus sworn statement		
7	Copy of Biodata with recent photo of current President/Chairman and latest amended Articles of Incorporation/ Corporation and by-laws, showing the original Incorporators/ organizers and the notarized Secretary's Certificate for incumbent officers		
8	CSOs that have been in operation for the past three years are required to submit Financial Reports audited by an independent auditor to ensure its financial condition for the last three years. However, for CSOs which had been in operation for less than three years, a report of accomplishment or any equivalent proof that it had previously implemented similar projects certified by the President and the Secretary, in addition to the audited financial reports for the years that they have been in operation.		
9	Notarized Disclosure of the CSO Directors and Trustees of other related businesses, if any, extent of ownership therein		
10	Notarized Sworn affidavit of the CSO Secretary that none of its incorporators, or official, is an agent of, or related by consanguinity or affinity up to the fourth civil degree to the officials of the implementing agency who are authorized to process accreditation application		