

**CITIZEN CHARTER  
CSO DESK OFFICE**

**APPLICATION FOR ACCREDITATION PROCESS**

Pursuant to RA 7160 and DILG Memorandum Circular 083-2022, there must be a mechanism where people through the civil society organization can participate in governance. Hence, the latter must be accredited by the City through the assistance of the City's CSO Desk Office.

**CSO ACCREDITATION**

<b>Office or Division:</b>	MAYOR'S OFFICE
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C – Government to Citizens G2G- Government to Government
<b>Who may avail:</b>	CSOs

<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
<ol style="list-style-type: none"> <li>1. Duly Accomplished Application for CSO Accreditation Form</li> <li>2. Duly approved Board Resolution signifying intention for Accreditation for the purpose of representation in the Local Special Body</li> <li>3. Original Sworn Statement stating that the CSO is an independent, non-partisan organization and that it will retain its autonomy while pursuing the advancement of the people's interest through its membership in a local special body, after satisfying all the requirements and set criteria, and after securing a Certificate of Accreditation from the concerned Sanggunian</li> <li>4. Certificate of Registration</li> <li>5. List of Current Officers and Members</li> <li>6. CY 2021 Minutes of the Annual Meeting</li> <li>7. CY 2021 Annual Accomplishment Report</li> <li>8. CY 2021 Financial Statements</li> </ol>	CSO Desk Office (LYDO Office)

#	CLIENT STEPS	OFFICE ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Get the application form for Accreditation/Recognition at the CSO Desk Office.	Release the application form and briefly explain the requirements.	NONE	1-3 minute(s)	<b>Carmina L. Senogat</b> Executive Assistant 1  <b>Jed P. Demano</b> Administrative Aide III  <b>Kaye B. Alava</b> Administrative Aide III  <b>Angel R. Olsen</b> Administrative Aide I
2	Submit the application form with the requirements needed to the CSO Desk Office	Pre-screen and file the submitted forms and requirements.	NONE	1-3 minute(s)	<b>Carmina L. Senogat</b> Executive Assistant 1  <b>Jed P. Demano</b> Administrative Aide III  <b>Kaye B. Alava</b> Administrative Aide III  <b>Angel R. Olsen</b> Administrative Aide I
3	Wait for the deliberation and approval of the Resolution accrediting or recognizing the client's CSO.	Transmit the pre-screened application to Sangguniang Panlungsod for the approval of accreditation/ Recognition.	NONE	On or before the 2 <sup>nd</sup> Week of August (as pursuant to DILG MC 083-2022)	<b>Carmina L. Senogat</b> Executive Assistant 1