

\_\_\_\_\_  
Date

**HON. IYO CHRISTIAN C. BERNARDO**

City Vice Mayor and  
Presiding Officer-Sangguniang Panlungsod  
Pasig City

**Dear Vice Mayor Bernardo,**

In response to your **Notice of Call for Accreditation**, kindly be informed that \_\_\_\_\_ (Name of CSO) \_\_\_\_\_ with office address at \_\_\_\_\_, would like to seek for accreditation by that Sanggunian.

In support of this application are the following administrative requirements:

1. Duly accomplished Application Form for Accreditation;
2. Board Resolution;
3. Certificate of registration issued by \_\_\_\_\_;
4. List of Current Officers and Members;
5. 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, as stated in DILG Memorandum Circular No. 2019-72 dated May 22, 2019, and after securing a Certificate of Accreditation from the concerned Sanggunian;
6. CY \_\_\_\_\_ Annual Accomplishment Report (latest);
7. CY \_\_\_\_\_ Financial Statement (latest);
8. Profile indicating the purposes and objectives of our organization;
9. Copy of the Minutes of the CY \_\_\_\_\_ Meeting of the organization; and
10. For CSOs applying to be members of the Local School Board or Health Board: Photocopy of profiles of at least three (3) individuals in the organization that will verify their involvement in the health or education sector.

Very truly yours,

\_\_\_\_\_  
(Head of the Organization)