

PUBLIC SOLICITATION

It refers to the issuance of permit to any person, corporation, organization or association desiring to solicit or receive contributions for charitable or public welfare purposes.

Office or Division	Standards Section
Classification	Simple
Type of Transaction	G2C – Government to Citizens G2B – Government to Business G2G – Government to Government
Who may avail	Any applicant person, corporation, organization or association or any other juridical entity including but not limited to National Government Agencies (NGAs), Government Owned and Controlled Corporations (GOCCs), state colleges/universities (SUCs) and other government agencies, non-government organizations, civic society organizations (CSOs) operating in the Philippines that are desiring to solicit or receive contributions from the public for charitable or public welfare purposes.
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
Government Agencies	
Duly accomplished Application Form	Applicant
Project Proposal including the work and financial plan on the activity to be undertaken.	Applicant
Profile of current governing board members or its equivalent in the corporation	Applicant
Notarized written agreement or any similar document signifying of the intended beneficiary/ies concurrence as recipient of the fund raising activities	Applicant
Approved and notarized board resolution or written authorization for the solicitation activity which shall ensure strict compliance to the standard ratio of fund utilization or pledge of commitment	Applicant
Endorsement or certification from any but not limited to the following agencies allowing the applicant to undertake solicitation in the agency's jurisdiction such as: a. Director of Private Schools –if for private school projects b. School Superintendent –if for public school projects c. Department of Health –if for	Applicant

<p>medical and health projects</p> <p>d. Local Government Unit –if for provincial/city/municipality projects</p> <p>e. Bishop/Parish Priest/Minister or Head of any Sect –if church or religious projects for public and charitable purposes</p> <p>f. Endorsement Letter from DSWD registered and licensed SWDA or the Crisis Intervention Unit of the DSWD or LGU –if allows the individual applicant to raise funds under its name.</p>	
Processing Fee (Php 500.00)	Applicant
Fund utilization report of its proceeds and expenditures duly certified by its auditor/book keeper.	Applicant
Non-government Organizations / Associations	
Duly accomplished Application Form	Applicant
Certified true copy of Certificate of Registration and Articles of Incorporation and by-laws with the SEC or other regulatory government agency which has jurisdiction to regulate the applicant, <i>if new application</i>	Applicant
Updated Certification of Good Standing, or Updated Certificate of Corporate Filing/Accomplished SEC General Information Sheet from any of the above-mentioned regulatory government agencies. This shall be required if the date of registration with the concerned regulatory government agency is more than five (5) years prior to application.	Applicant
Project Proposal including the work and financial plan on the activity to be undertaken.	Applicant
Profile of current governing board members or its equivalent in the corporation	Applicant
Notarized written agreement or any similar document signifying of the intended beneficiary/ies concurrence as recipient of the fund raising activities	Applicant
Approved and notarized board resolution or written authorization for the solicitation activity which shall ensure strict compliance to the standard ratio of fund utilization or pledge of commitment	Applicant

<i>(for individual)</i>	
<p>Endorsement or certification from any but not limited to the following agencies allowing the applicant to undertake solicitation in the agency's jurisdiction such as:</p> <ol style="list-style-type: none"> Director of Private Schools –if for private school projects School Superintendent –if for public school projects Department of Health –if for medical and health projects Local Government Unit –if for provincial/city/municipality projects Bishop/Parish Priest/Minister or Head of any Sect –if church or religious projects for public and charitable purposes Endorsement Letter from DSWD registered and licensed SWDA or the Crisis Intervention Unit of the DSWD or LGU –if allows the individual applicant to raise funds under its name. 	Applicant
Fund utilization report of its proceeds and expenditures duly certified by its auditor/book keeper.	Applicant
Processing Fee (Php 500.00)	Applicant
Persons	
Duly Accomplished Application Form	Applicant
Certified true copy of Certificate of Registration and Articles of Incorporation and by-laws with the SEC or other regulatory government agency which has jurisdiction to regulate the applicant, <i>if new application</i>	Applicant
Updated Certification of Good Standing, or Updated Certificate of Corporate Filing/Accomplished SEC General Information Sheet from any of the above-mentioned regulatory government agencies. This shall be required if the date of registration with the concerned regulatory government agency is more than five (5) years prior to application.	Applicant
Project Proposal including the work and financial plan on the activity to be undertaken.	Applicant

Profile of current governing board members or its equivalent in the corporation	Applicant
Notarized written agreement or any similar document signifying of the intended beneficiary/ies concurrence as recipient of the fund raising activities	Applicant
Approved and notarized board resolution or written authorization for the solicitation activity which shall ensure strict compliance to the standard ratio of fund utilization or pledge of commitment (<i>for individual</i>)	Applicant
<p>Endorsement or certification from any but not limited to the following agencies allowing the applicant to undertake solicitation in the agency's jurisdiction such as:</p> <ul style="list-style-type: none"> a. Director of Private Schools –if for private school projects b. School Superintendent –if for public school projects c. Department of Health –if for medical and health projects d. Local Government Unit –if for provincial/city/municipality projects e. Bishop/Parish Priest/Minister or Head of any Sect –if church or religious projects for public and charitable purposes f. Endorsement Letter from DSWD registered and licensed SWDA or the Crisis Intervention Unit of the DSWD or LGU –if allows the individual applicant to raise funds under its name. 	Applicant
9. Applicant's Social Case Study Report from his/her localities duly signed by the City/Municipal Social Welfare and Development Office (C/MSWDO)	Applicant
10. Treatment Protocol (Original/Certified True Copy by the attending physician with corresponding license number) or Medical Certificate/Abstract (Certified True Copy of the Hospital's Records Section)	Applicant
Fund utilization report of its proceeds and expenditures duly certified by its	Applicant

auditor/book keeper.				
Processing Fee (Php 500.00)		Applicant		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESING TIME (RA 11032)	RESPONSIBLE PERSON
1. Submit complete requirements to DSWD Field Office No. 02 Standards Section	1. Receive and review complete requirement Note: If incomplete, inform the applicant of the required documents	None	1 minute	Client/End User
2. Pay processing fee at Cashier	2. Receive payment and issue official receipt (OR)	Php 500.00	3 minutes	Cashier
3. Photocopy OR	3. Receive photocopy of OR	None	1 minute	Administrative Staff
4. Await disposition of the request	4. Prepare Assessment Report	None	45 minutes	Social Worker
	4.1. Review and endorse approval of the Assessment Report	None	5 minutes	Social Worker
	4.2. Review and approve Assessment Report Note: If not approved, the Assessment Report shall be reverted back to the Applicant for enhancement.	None	5 minutes	Chief, Policy and Plans Division
	Prepare Solicitation Permit	None	2 minutes	Administrative Assistant
	TOTAL	Php 500.00	1 hour and 2 minutes	

Feedback and Complaints

FEEDBACK AND COMPLAINTS MECHANISMS	
How to send feedback	Kindly accomplish the Feedback Form available at the Standards Section or at PACD Desk located at DSWD Field Office No. 02 lobby. Telephone: (078) 304 – 1004 Email: fo2@dswd.gov.ph

How feedbacks are processed	<p>Every end of the month, feedbacks are consolidated by the designated PACD Focal Person. Feedbacks requiring answers/clarifications shall be forwarded to appropriate Division for immediate resolution, within 3 working days.</p> <p>For status of query/clarification, please contact the following:</p> <p>Telephone: (078) 304 – 1004 Email: fo2@dswd.gov.ph</p>
How to file a complaint	<p>Kindly accomplish the Feedback Form available at the PACD Desk located at DSWD Field Office No. 02 lobby.</p> <p>You may also file your complaint through telephone or via email with the following details:</p> <ul style="list-style-type: none"> • Your Name and contact details • Transaction with Standards Section • Name of Person complained of • Reason for complaint • Evidence/s, if any <p>For the status of your complaint/s, you may contact us thru:</p> <p>Telephone: (078) 304 – 1004 Email: fo2@dswd.gov.ph</p>
How complaints are processed	<p>Every end of the month, feedbacks are consolidated by the designated PACD Focal Person. Feedbacks requiring answers/clarifications shall be forwarded to appropriate Division for immediate resolution, within 3 working days.</p> <p>Proper investigation shall be conducted and a report shall be filed by the designated PACD Focal Person.</p> <p>Client concerned shall be informed of the response.</p> <p>For the status of your complaint, you may contact us thru:</p> <p>Telephone: (078) 304 – 1004 Email: fo2@dswd.gov.ph</p>