



Republic of the Philippines  
**Department of Education**  
National Capital Region  
**DIVISION OF CITY SCHOOLS**  
San Francisco High School Compound, Misamis St.  
Bago Bantay, Quezon City



September 12, 2010

**MEMORANDUM TO:**

**Asst. Schools Division Superintendents**  
**Division / District Supervisors**  
**Elementary / Secondary School Principals**  
**Head Teachers and Teachers In - Charge**

Reproduced is a letter from Hon. Ma. Josefina G. Belmonte, Vice Mayor, Quezon City, dated September 8, 2010, re: "Accreditation of NGOs/Pos/PAs", the contents of which are self-explanatory, for information and appropriate action.

**CORAZON C. RUBIO, CESO VI**  
Asst. Schools Division Superintendent  
**Officer-in-Charge**  
Office of the Schools Division Superintendent

9/8/14



Republic of the Philippines  
Quezon City

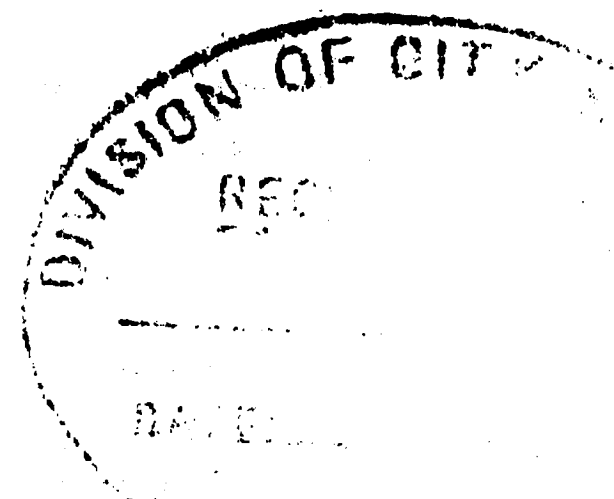
## OFFICE OF THE VICE MAYOR

2/F Legislative Wing Bldg.  
Quezon City Hall  
Diliman, Quezon City  
Trunkline 444-7272

Dra. Corazon C. Rubio, PhD  
Officer-In-Charge,  
Division of City Schools

Quezon City

Dear Dra. Rubio,



In accordance with the mandates of Local Government Code of 1991, otherwise known as RA 7160, its governing Implementing Rules and Regulations ( DILG MC 2007-81), and Quezon City Ordinance Nos. SP-23, S-92 and SP 1494, S-2005, the Quezon City Council through its NGO/PO Accreditation Committee is now opening its doors for applications for (NGOs), Business, Professional and other similar congregations operating in Quezon City.

In this note, we would like to request from your good office assistance in further disseminating this information and in further encouraging organizations and associations working in cooperation with your office to apply for accreditation in order that they be able to participate in the selection of Pos/NGOs, PS Representatives in the City Development Council (CDC) and other local Special Bodies (LSBs) in the City.

For Application Forms and for further Inquiries, you may contact the Community Relations Office (CRO) located at the 5<sup>th</sup> Floor Civic Center., Quezon City Hall with **local number 8527**.

The list of requirements to be complied by the congregations who seek accreditation has been attached herewith for your reference.

Your cooperation in this matter will be highly appreciated.

Thank you and More Power!

  
**HON. MA. JOSEFINA G. BELMONTE**  
Vice Mayor  
Quezon City

## REQUIREMENTS/PROCEDURE

### ACCREDITATION OF NGOs/POs/PAs

As per : a) Article 64, Rule XIII, Rules and Regulations Implementing RA 7160 (Local Government Code of 1991)  
b) DILG Memorandum Circular No. 2010-73  
c) QC Ordinance SP No 1494, S 2005  
d) Ordinance SP-1942, S-2009

#### A. Requirements:

- ☐ 1. Duly accomplished application form;
- ☐ 2. Board Resolution signifying intention for accreditation for the purpose of membership in the local special bodies and the names of the duly authorized principal and alternate representatives and their respective addresses signed by the majority of the members of the board of directors and duly certified by the secretary of the organization;
- ☐ 3. Duly Certified Photo copies of Certificate of Registration issued by \_\_\_\_\_,
- ☐ 4. Duly Certified copies of Constitution/Articles of Association and By-Laws, minutes of the adoption or ratification thereof, as well as the list of members who participated therein as evidence by their signatures.
- ☐ 5. List of current officers and members of the organization/associations indicating their names, residence/address, citizenship, contact number and other related information, duly certified by the secretary of the organization.
- ☐ 6. Annual Accomplishment Report and list of projects and activities for the immediately preceding year.
- ☐ 7. Financial Statement also of the immediately preceding year;
- ☐ 8. Minutes of the annual/organizational meeting and the attendance therein of the majority of the officers and members with their affixed signatures, duly certified by the board secretary of the organization;
- ☐ 9. Certification from the Barangay Captain attesting to the existence of the organization in the barangay.

#### B. Procedure:

- Submission of the application form together with all requirements (3 copies) at the CRO. One (1) copy will be retained by the applicant organization.
- The applicant organization are advised immediately of the procedure and properly appraised if there is any requirement/s lacking.
- All applications are transmitted to the Committee on NGOs/POs Accreditation Committee, City Council, Quezon City, for further study and evaluation.
- Issuance of Certificate of Accreditation by the City Council.