

**DOLE INTEGRATED LIVELIHOOD AND EMERGENCY
EMPLOYMENT PROGRAM (DILEEP)**

Checklist of Requirements for Availment

Accredited Co-Partner – LGU/SUC

Proponent : _____

Project : _____

Amount : _____

- 1. Application letter by the LGU duly signed by the Local Chief Executive (LCE); Chairman/ President for SUC addressed to DOLE Regional Director;
- 2. Detailed Project Proposal which is duly approve/signed by the LCE/Chairman/President;
- 3. Board of Sangguniang Bayan (SB) Resolution authorizing the Official to enter into a MOA to avail of DOLE programs;
- 4. Individual Beneficiary Profile (with picture) and Proponent ACP Profile;
- 5. Memorandum of Agreement (MOA) between the parties (6 copies);
- 6. For LGUs City/Provincial/Municipal, copy of the portion on their Local Development Plan referring to Labor and Employment/ Social Services, with detailed estimates of Approved Project Expenditures or Estimated Expenses;
- 7. Certification from the DOLE Regional Office's Accountant that the previous cash advance granted has been liquidated and stamped received by COA.

Evaluator:

