

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

**Checklist of Requirements for Availment**

**Accredited Co-Partner – Other type of ACP**

**Proponent :** \_\_\_\_\_

**Project :** \_\_\_\_\_

**Amount :** \_\_\_\_\_

- 1. Application Letter by the ACP addressed to DOLE Regional Director;
- 2. Detailed and duly signed Project Proposal from the ACP ( indicating/showing that the ACP has equity equivalent to 20% of the total project cost);
- 3. Individual Beneficiary Profile ( with picture) and ACP (proponent) Profile;
- 4. Copy of ACP Certificate of Accreditation;
- 5. Board Resolution authorizing a representative to enter into a MOA;
- 6. Memorandum of Agreement (MOA) between the DOLE RO and ACP (6 copies);
- 7. Audited financial reports (statements) for the past three (3) years preceding the date of project implementation. For applicant which has been in operation for less than three (3) years, financial report for the years in operation and proof of previous implementation of projects;
- 8. Disclosure of other related business, if any;
- 9. Work and Financial Plan (WFP), and source of and details of proponent's equity participation in the project;
- 10. List and/or photographs of similar projects previously completed, if any, indicating the source of funds for implementation;
- 11. Sworn affidavit of the secretary of the applicant organization/entity that none of its incorporators, organizers, directors or officers is an agent of or related by consanguinity or affinity up to the fourth civil degree to the official of agency authorized to process and/or approve proposed Memorandum of Agreement (MOA), and release funds; and
- 12. Certification from DOLE Regional Office's Accountant that the previous cash advance granted has been liquidated, liquidation documents are post-audited and properly taken up in the books.

**Evaluator:** \_\_\_\_\_  
\_\_\_\_\_