



NAME OF PROPONENT: \_\_\_\_\_  
 Project location: \_\_\_\_\_  
 Title of Project: \_\_\_\_\_  
 Amount requested: \_\_\_\_\_  
 Purpose of availment: \_\_\_\_\_ Formation \_\_\_\_\_ Enhancement \_\_\_\_\_ Restoration \_\_\_\_\_  
 Total no. of beneficiaries: \_\_\_\_\_ Female: \_\_\_\_\_  
 Type of beneficiary: \_\_\_\_\_

Pursuant to Section 19, Department Order No. 173, Series of 2017, DOLE Memorandum dated May 24, 2018 and COA Circular 2007-01, the following are the requirements for the availment of DOLE Integrated Livelihood Program (DILP):

REQUIREMENTS	PROVINCIAL Assessment & Evaluation	TSSD Review and Validation	REMARKS
<b>Direct Administration for Organizations</b>			
Application Letter by the Proponent addressed to the DOLE Regional Director;			
Project Proposal using the prescribed template duly signed by the ACP, to include: <ul style="list-style-type: none"> <li>- objectives of the project;</li> <li>- project management committee;</li> <li>- project partners, if any;</li> <li>- list of intended beneficiaries and their addresses;</li> <li>- project duration and target dates of completion;</li> <li>- detailed project costs including the equity of the organization in monetary terms;</li> <li>- ACP equity equivalent to at least 20% of the total project cost; and</li> <li>- other potential or actual sources of project funds.</li> </ul>			
Individual beneficiary profile with picture and ACP profile;			
Beneficiaries' Certification of Non-coverage to Pantawid Pamilya Pilipino Program (4Ps) issued by DSWD ( <i>except for the parent of child laborers</i> );			
Board resolution authorizing a representative to enter into a MOA with DOLE, attested and duly subscribed and sworn to by the appropriate officer;			
Copy of Certificate of Registration with SEC, CDA or DOLE together with Articles of Incorporation in case of corporation, Articles of Cooperation in case of cooperative and Constitution and By-laws in case of labor union;			
Audited financial reports (statement) for the past three (3) years preceding the date of project implementation. For applicant which has been in operation for less than 3 years, financial reports for the years in operation and roof of previous implementation of similar projects;			
Disclosure by the proponent of other related business, if any;			
Work and Financial Plan and sources of and details of proponent's equity participation in the project;			
List and/or photographs of similar projects of the proponent is implementing or has previously undertaken, including sources of funds;			
Sworn affidavit of the Secretary of the proponent that none of its incorporators, organizers, directors or officials is an agent of or related by consanguinity or affinity up to the fourth civil degree to the officials of the government office authorized to process and/or approve the proposal, MOA and release of funds;			
Certification of no unliquidated cash advances and/or grants from DOLE;			
Certification duly approved by the board of director or officers designating a Focal Person to coordinate and transact with DOLE in the availment of program and services; and			
<b>To be submitted prior to the release of fund:</b> MOA between DOLE and the organization			
<b>NAME &amp; SIGNATURE OF THE EVALUATOR</b>			
<b>DATE</b>			

NAME & SIGNATURE OF APPLICANT: \_\_\_\_\_

Date Filed: \_\_\_\_\_