

REQUIREMENTS FOR LIVELIHOOD LOAN ASSISTANCE PROGRAM (LLAP) APPLICATION

INITIAL REQUIREMENTS:

- RESOLUTION OF THE ORGANIZATION OR LETTER OF REQUEST ADDRESSED TO THE PROVINCIAL GOVERNOR
- ENDORSEMENT FROM BARANGAY
- ENDORSEMENT FROM THE MUNICIPAL MAYOR
- ENDORSEMENT FROM THE MUNICIPAL AGRICULTURIST/MAO/MSWD
- ACCREDITATION FROM THE SANGGUNIANG BAYAN
- COMPLETE PROJECT PROPOSAL APPROVED/SIGNED BY ITS OFFICERS WHICH SHALL INCLUDE THE OBJECTIVES, TARGET BENEFICIARIES, FEASIBILITY STUDIES, RISK ASSESSEMENT, DESIGNS, PLANS, BLUEPRINTS, CHARTS, ETC.

OTHER REQUIREMENTS:

- CERTIFICATE OF REGISTRATION WITH THE SEC AND/OR EITHER CDA OR THE DOLE
- AUTHENTICATED COPY OF THE LATEST ARTICLES OF INCORPORATION OR THE ARTICLES OF COOPERATION AS THE CASE MAYBE SHOWING THE ORIGINAL INCORPORATORS/ORGANIZERS AND THE SECRETARY'S CERTIFICATE FOR INCUMBENT OFFICERS, TOGETHER WITH THE CERTIFICATE OF FILING WITH THE SEC/CERTIFICATE OF APPROVAL BY THE CDA
- AUDITED FINANCIAL REPORTS BY AN INDEPENDENT CERTIFIED PUBLIC ACCOUNTANT FOR THE PAST THREE (3) YEARS PRECEDING THE DATE OF PROJECT IMPLEMENTATION, TO ENSURE THAT IT HAS A STABLE FINANCIAL CONDITION AND THAT THE FUNDS PROVIDED BY THE G.O. SHALL NOT BE ITS SOLE SOURCE OF FUNDS. **FOR ORGANIZATIONS WHICH HAS BEEN IN OPERATION FOR LESS THAN THREE YEARS, REPORT OF ACCOMPLISHMENT OR ANY EQUIVALENT PROOF CERTIFIED BY ITS PRESIDENT AND SECRETARY THAT IT HAD PREVIOUSLY IMPLEMENTED SIMILAR PROJECTS AND FINANCIAL REPORTS FOR THE YEARS IT HAS BEEN IN OPERATION.**
- DISCLOSURE BY THE ORGANIZATION OF OTHER RELATED BUSINESS, IF ANY, AND EXTENT OF OWNERSHIP
- WORK AND FINANCIAL PLAN AND SOURCES OF DETAILS OF PROPONENTS EQUITY PARTICIPATION IN THE PROJECT
- LIST AND/OR PHOTOGRAPHS OF SIMILAR PROJECTS PREVIOUSLY COMPLETED BY THE ORGANIZATION, IF ANY, INDICATING THE SOURCE OF FUND FOR THEIR IMPLEMENTATION
- SWORN AFFIDAVIT OF THE SECRETARY OF THE ORGANIZATION THAT NONE OF ITS INCORPORATORS, ORGANIZERS, DIRECTORS OR OFFICIALS IS AN AGENT OF OR RELATED BY CONSANGUINITY OR AFFINITY UP TO THE FOURTH DEGREE TO THE OFFICIALS OF THE GOVERNMENT ORGANIZATION AUTHORIZED TO PROCESS AND/OR APPROVE THE PROPOSAL, THE MOA AND THE RELEASE OF FUNDS
- SAVINGS ACCOUNT (PHOTOCOPY)
- AUTHORIZATION OF THE PAYEE OR WHO WILL RECEIVE THE CHECK