



3. Issuance of Endorsement (For DA-Accreditation)

Issuance of endorsement is deemed necessary to know the roles and functions of cooperating partners or agencies and basis for evaluation and validation.

Office or Division	Office of the Municipal Agriculturist
Classification	Simple
Type of Transaction	G2C - Government to Citizen
Who may avail	Farmers/Fisherfolks/Organization
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Submit 1 original copy and 4 photocopies of the following documents:	
Accomplished Application Form and Letter of Intent	Client
Accomplished data sheet with organization set-up	Client
Certificate of good standing from LCE or head of religious organizations where the program/project to be implemented	Client
Valid mayor's Permit/Business Permit and BIR registration	Client
Certificate of registration and/or certificate of filing from SEC, CDA, DOLE-BRW	Client
Certificate of Good Standing from the government agency Certificate of Compliance from CDA	Client
Omnibus Sworn Statement (Notarized)	Client
Copy of biodata sheet with recent photo	Client
Articles of Incorporation (if SEC Registered); Cooperation (if CDA registered) latest amend by law	Client
By Laws showing the Original incorporators/organizers Secretary's certificate for incumbent officers	Client



CSO which has been in operation for less than three years of accomplishment or any equivalent proof certified by its President and Secretary that it had previously implemented similar projects shall be required		Client		
Affidavit of Disclosure by the CSO Director and extent of ownership herein		Client		
Sworn affidavit of the secretary of the CSO that its incorporators, organizers, directors or officials are not related by consanguinity or affinity up to the 4th degree		Client		
Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible
1. Submit complete requirements at the receiving area	1. Assess necessary documents based on the correctness and completeness of the documents	None	20 Minutes	<i>Agricultural Technologist</i> Office of the Municipal Agriculturist
2. Submit all necessary documents to the Department of Agriculture Regional Office 12 in Koronadal City	2. Prepare endorsement letter to be signed by Municipal Agriculturist (1 st Endorsement) 2.1 MAFC Chairman (2 nd Endorsement) 2.2 Mayor (3 rd Endorsement)	None	10 Minutes	<i>Agricultural Technologist</i> Office of the Municipal Agriculturist
TOTAL:		None	30 Minutes	