



10. Civil Society Organization (CSO) Accreditation for Partnership Endeavors for CHR Go Just Projects

The Commission on Human Rights (CHR) engages with civil society organizations (CSOs) to serve as partners in the delivery of human rights services. This CSO Accreditation for Partnership Endeavors provides opportunities for organizations (civil society, non-governmental, faith-based, academe) to officially take part in the various initiatives of the CHR to protect and to promote human rights in the country. This service ensures that CSOs are properly accorded and recognized as the CHR's partners in compliance with government rules and/or policies.

Office or Division:	Project Management Division – Planning and Management Office (PMD-PMO)	
Classification:	Highly Technical	
Type of transaction:	G2C - Government to Citizen	
Who may avail:	Civil Society Organizations/Non-Governmental Organizations/ Peoples' Organizations/Faith-Based Organizations/Academic Organizations	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For CSO/PO operating for more than three (3) years:		
1. Duly accomplished CSO Application Form (1 original/scanned/soft copy)	CHR Planning and Management Office - Project Management Division; www.gojusthrp.com or www.gojusthr.wixsite.com	
2. Certificate of Registration (1 original/scanned copy)	<ul style="list-style-type: none"> • Securities and Exchange Commission (SEC); • Cooperative Development Authority (CDA); • Department of Social Welfare and Development (DSWD); or • Other government agencies 	
3. Authenticated copy of the latest Articles of Incorporation, or the Articles of Cooperation, as the case may be, showing the original incorporators/organizers (1 original/scanned copy)	CSO Applicant as submitted to the SEC	
4. Secretary's Certificate for incumbent officers (1 original/scanned/soft copy)	CSO Applicant's Secretary	
5. Certificate of Filing or Certificate of Approval (1 original/scanned copy)	SEC or CDA	
6. General Information Sheet in the case of SEC registration (1 original/scanned copy)	SEC	
7. Organizational Structure	CSO Applicant	



(1 original/scanned/soft copy)	
8. List of Officers with Address and Bio-Data (1 original/scanned/soft copy)	CSO Applicant
9. Location Map (1 original/scanned/soft copy)	CSO Applicant
10. Omnibus Sworn Statement (with form from CHR) (1 original/scanned/soft copy)	CHR Planning and Management Office - Project Management Division; www.gojusthrp.com or www.gojusthr.wixsite.com
11. Financial Reports, preferably audited by an independent Certified Public Accountant, for the past 3 years preceding the date of project implementation (1 original/scanned copy)	CSO Applicant
12. Undertaking from the Head of the organization to put up equity of at least 20% of project cost (1 original/scanned/soft copy)	CHR Planning and Management Office - Project Management Division; www.gojusthrp.com or www.gojusthr.wixsite.com
13. Certificate of Good Standing (if any) (1 original/scanned copy)	Government Agency from which the organization received public funds
14. Philippine Government Electronic Procurement System (PhilGEPS) Online Registration (1 printed/scanned copy)	PhilGEPS
For CSO/PO operating for less than three (3) years:	
1. Duly accomplished Application Form (1 original/scanned/soft copy)	CHR Planning and Management Office - Project Management Division; www.gojusthrp.com or www.gojusthr.wixsite.com
2. Certificate of Registration (1 original/scanned copy)	<ul style="list-style-type: none"> • SEC; • CDA; • DSWD; or • Other government agencies
3. Authenticated copy of the latest Articles of Incorporation, or the Articles of Cooperation, as the case may be, showing the original incorporators/organizers (1 original/scanned copy)	CSO Applicant as submitted to the SEC
4. Secretary's Certificate for incumbent officers (1 original/scanned/soft copy)	CSO Applicant's Secretary
5. Certificate of Filing or Certificate of Approval (1 original/scanned copy); or	SEC or CDA
6. General Information Sheet in the case of SEC registration	SEC



(1 original/scanned copy)				
7. Organizational Structure (1 original/scanned/soft copy)	CSO Applicant			
8. List of Officers with Address and Bio-Data (1 original/scanned/soft copy)	CSO Applicant			
9. Location Map (1 original/scanned/soft copy)	CSO Applicant			
10. Omnibus Sworn Statement (with form from CHR) (1 original/scanned/soft copy)	CHR Planning and Management Office - Project Management Division; www.gojusthrp.com or www.gojusthr.wixsite.com			
11. Report of accomplishment or any equivalent proof certified by its President and Secretary that it had previously implemented similar projects (if any) (1 original/scanned/soft copy)	CSO Applicant			
12. Financial report/s for the year/s it has been in operation (1 original/scanned copy)	CSO Applicant			
13. Bank Book of an existing bank account with complete bank information of the organization (1 photocopy or scanned copy)	CSO Applicant's Servicing Bank			
14. List and/or photographs of similar projects and their status, the applicant or proponent is implementing or has previously undertaken including sources of funds (1 original/scanned/soft copy)	CSO Applicant			
15. Philippine Government Electronic Procurement System (PhilGEPS) Online Registration (1 printed/scanned copy)	PhilGEPS			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Application Form and documentary requirements to the Project Management Division (PMD) through face-	1. Receive and pre-screen accomplished Application Form and the documentary requirements from the CSO/non-governmental	None	10 minutes	<i>Chief</i> Project Management Division (PMD)



to-face transaction or via email.	organization (NGO). <i>Note: on the assumption that requirements submitted are complete</i>			
2. Wait for result or advice through email or other forms of online messaging	2. Conduct documentary review	None	3 Working Days	Chief PMD / Social Mobilization Team (SMT)
	2.1. Evaluate and recommend the accreditation to Chairperson	None	5 Working Days	CHR Bids and Awards Committee (CHR BAC) *
3. Receive Certificate of Partnership Accreditation from PMD through face-to-face transaction, email or other forms of online messaging	3. Issue Certificate of Partnership Accreditation to the CSO	None	1 Working Day	Members/Directors, CHR BAC; CHR Office of the Chairperson; CHR PMO-PMD *
	3.1. Post CSO Accreditation on CHR website or in a conspicuous place within CHR	None	1 Working Day	Director Planning and Management Office (PMO)
TOTAL:		None	10 Working Days, 10 minutes	

* reflects "Person/s in-charge of actual task" (as BAC is an independent body)

Note: This is an updated process adopted in consideration of the declaration of a State of Public Health Emergency.