

Annex D: Letter of Application

[Date]

Presiding Officer, Sangguniang Bayan/Barangay
Barangay _____
Municipality of _____
Province of _____

Dear **Presiding Officer**:

In response to your Notice of Call for Accreditation, kindly be informed that

[Name of CSO], with office address at

[office address], would like to seek accreditation by the sangguniang bayan.

In support of this application are the following administrative requirements:

1. Duly accomplished Application Form for Accreditation;
2. Duly approved Board Resolution signifying intention for accreditation for the purpose of representation in the local special body;
3. Certificate of Registration issued by the [SEC, CDA, DOLE, DHSUD/HLURB] or existing valid Certificate of Accreditation issued by the [Name of NGA] or Certification issued by the NCIP;
4. List of Current Officers;
5. CY 2024 Minutes of the Annual Meeting;
6. CY 2024 Annual Accomplishment Report; and
7. CY 2024 Financial Statements

Thank you.

Sincerely,

[Name of Head of the Organization]
[Position]