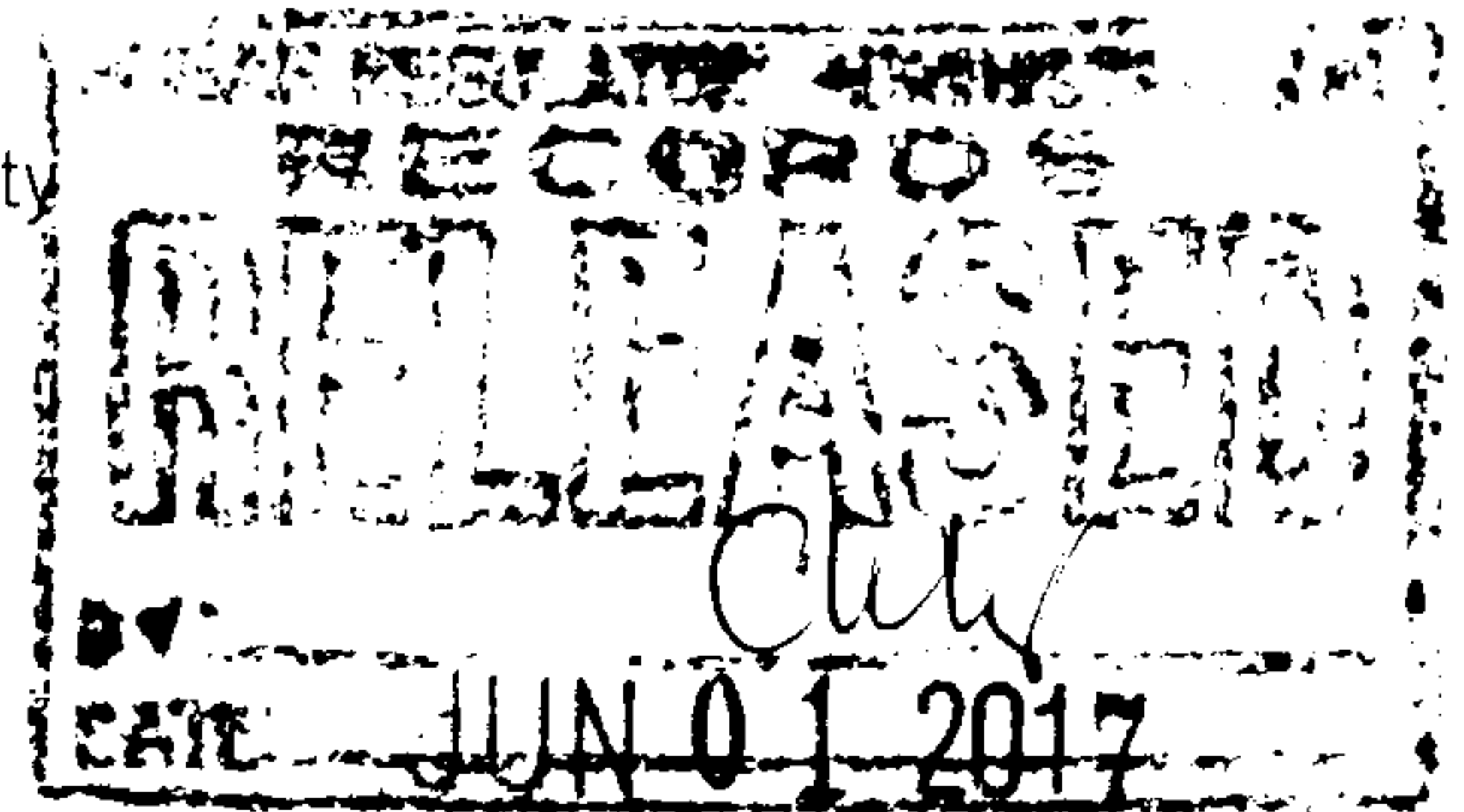




Republic of the Philippines  
Department of Agriculture  
**SUGAR REGULATORY ADMINISTRATION**  
Sugar Center Bldg., North Ave., Diliman, Quezon City  
Philippines 1101  
TIN 000-784-336

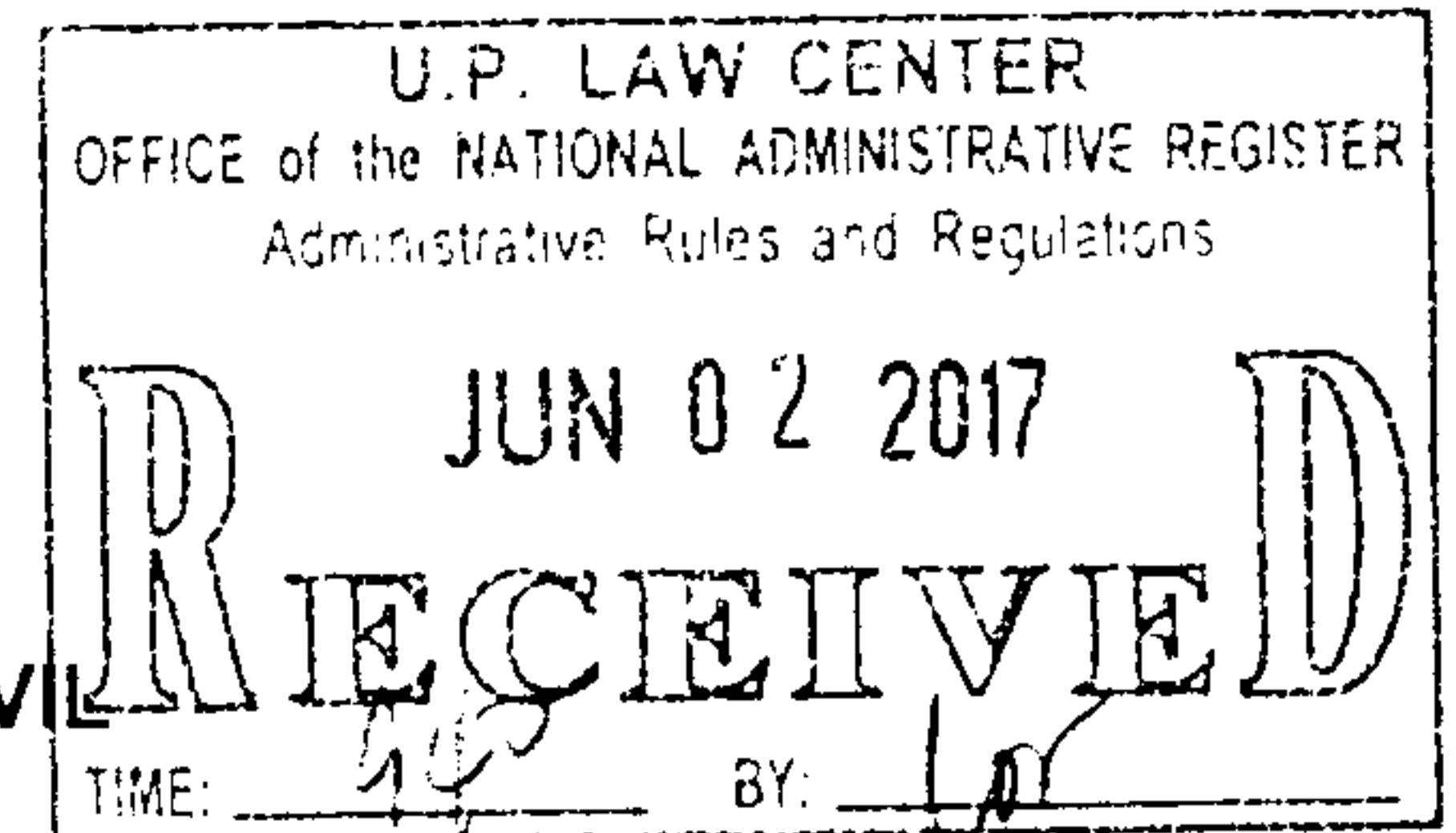


MEMO-PPD-2017-MAY-024

15 May 2017

MEMORANDUM CIRCULAR NO. 8  
Series of 2017

SUBJECT: **GUIDELINES FOR THE SRA ACCREDITATION OF CIVIL SOCIETY ORGANIZATIONS (CSOs)**



### I. POLICY STATEMENT

Pursuant to the General Appropriations Act of 2017 (GAA 2017), Civil Society Organizations (CSOs) that may avail of government funding which involves cash transfer are required to be accredited by the implementing government agency. Through the mandated appropriations that are provided under the Sugarcane Industry Development Act of 2015 and its corporate fund, the Sugar Regulatory Administration (SRA) implements various projects, activities and programs for the sugarcane industry.

The SRA hereby adopts these Guidelines for the accreditation of CSOs to qualify them for funding support involving fund transfers from the agency for the implementation of projects intended for the development of the sugarcane industry.

### II. SCOPE AND COVERAGE

The guidelines shall apply to CSOs that are implementing a government programs or projects jointly with the SRA or those that are beneficiaries of SRA's projects or programs. Beneficiary or implementing CSOs that receive assistance from the SRA "in kind" shall **not be required** to obtain SRA accreditation.

These Guidelines cover all Mill District Development Councils (MDDCs), planters' federations, planters' associations / foundations/ cooperatives, sugarcane/ sugar/ bioethanol industry foundations and organizations, workers' federations and other legitimate /recognized CSOs of the sugarcane industry.

Block farms, individual farmers and service providers who want to avail of the socialized credit program and other funding windows are not covered by the herein Guidelines because they are covered by separate accreditation/ registration guidelines issued by the SRA for the block farm and socialized credit programs.

### III. QUALIFICATION OF CIVIL SOCIETY ORGANIZATIONS (CSOs)

- The existence of a CSO in its declared address and area of operation is valid.
- The CSO has an identified membership and leadership and defined organizational structure.
- The CSO is in good standing with all government agencies from which the CSO received public funds.
- The CSO is not in default or in delay in liquidating any public funds received from any government agency.

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*Ally*  
CONCEPCION C. RUBY 1  
Deputy Director III  
Sugar Regulatory Administration  
Diliman, Quezon City

- For implementing CSOs, the CSO must have a proven track record and good standing in undertaking civil society works; the CSO must not have any Director, Trustee, Officer or key personnel related within the fourth civil degree of consanguinity or affinity to any official involved in the processing of its accreditation, or any official in the government agency funding or implementing the program or project to be implanted by the CSO; and the CSO must have legal proven existence.
- For beneficiary CSOs, the CSO must have the appropriate social preparation from the government agency providing the grant of financial assistant.
- The CSO must be a target beneficiary of sugarcane industry project with appropriate social preparation as certified by a government entity or industry foundations/ organizations.
- The CSO must be a target implementer of sugarcane industry projects with a project management team in place.
- In the case of cooperative who wishes to become a CSO partner, the submission of certificate of registration and certificate of compliance as issued by the Cooperative Development Authority specifically for that purpose including meeting the minimum requirements as stated in GAA 2017 shall be sufficient for it to qualify as a CSO partner.<sup>1</sup>

#### IV. ACCREDITATION REQUIREMENTS

1. Letter of intent from the CSO Chairperson addressed to the SRA Administrator;
2. Valid Certificate of registration issued by the Securities and Exchange Commission, Cooperative Development Authority and Department of Labor and Employment;
3. Constitution & By-Laws;
4. Articles of Incorporation / Articles of Cooperation;
5. Updated SEC General Information Sheet;
6. Mayor's permit;
7. Project management team – names, qualifications & functions of each team member must be indicated, duly supported with a Board / Committee resolution and approved by the CSO Chairperson; and
8. Certificate of No "overdue" unliquidated cash advances from SRA.

The SRA reserves the right to verify the submitted documents, conduct geo-tagging / GPS survey and inspect the CSO office and project sites.

#### V. FILING OF APPLICATION

1. The application for accreditation may be filed personally or through mail / courier;
2. Original copies of documents should be brought or mailed together with 1 photocopy each which will be certified by the SRA Records Section as photocopy of the original;
3. SRA shall return original copies of submitted documents to the applicant and retain the certified photocopies; and
4. The CSO accreditation with SRA shall be renewed every three (3) years subject to pre-termination condition.

#### VI. ACCREDITATION FEE

1. Accreditation fee is One Thousand Pesos only (Php1,000.00) which shall be paid upon approval of the accreditation.

#### VII. CRITERIA AND PROCEDURE OF APPROVAL

1. The CSO applicant has submitted all the documentary requirements enumerated in item No. IV;

<sup>1</sup> Section 65, Republic Act No. 10924 or the "General Appropriations Act 2017".

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REGISTRATION DIVISION  
SUGAR REGULATORY ADMINISTRATION  
DILIMAN, QUEZON CITY

2. The SRA has validated the authenticity of submitted documents and inspected the CSO office and target project sites (optional);
3. The CSO accreditation shall be endorsed by the concerned Chief or Officer-in-charge of the Agricultural Extension Services Division (or any concerned unit of SRA), and the R, D & E Manager III or Officer-in-charge (or any concerned Manager or Department Head) shall recommend the approval of accreditation to the Bids and Awards Committee (BAC);
4. The Bids and Awards Committee (BAC) of Quezon City and Bacolod shall evaluate /assess the CSO applicants under their respective jurisdictions and submit recommendation to the SRA Administrator or her duly designated Alternate; and
5. The guidelines shall be approved by the Sugar Board giving continuing authority to the Administrator or her authorized alternate in approving the accreditation of qualified CSO applicants, or act upon the recommendation of the BAC.

#### VIII. VALIDITY OF ACCREDITATION

The accreditation issued by the SRA to a CSO shall be valid for three (3) years subject to the following pre-termination conditions:

1. Fraud or misrepresentation;
2. Failure to liquidate the fund transferred on prescribed / allowable timeframe; and
3. Other offenses as determined by the Sugar Board to be punishable.

#### IX. EFFECTIVITY

The SRA accreditation Guidelines of CSOs shall take effect fifteen (15) days upon publication in the UP Law Library.

By Authority of the Sugar Board:

  
Anna Rosario V. Paner  
Administrator



