

LETTER OF APPLICATION

DATE

Hon. FAUSTINO A. OLOWAN
City Vice Mayor and Presiding Officer
Sangguniang Panlungsod
Baguio City

Your Honor:

In response to your Notice of Call for Accreditation, kindly be informed that _____, with office address
(Name of CSO)
at _____, would like to seek for accreditation
by the Sanggunian.

In support of this application are the following administrative requirements:

1. DULY ACCOMPLISHED APPLICATION FORM FOR ACCREDITATION;
2. DULY APPROVED BOARD RESOLUTION;
3. CERTIFICATE OF REGISTRATION OR CERTIFICATE OF ACCREDITATION FROM _____;
4. LIST OF CURRENT OFFICERS AND MEMBERS;
5. ORIGINAL SWORN STATEMENT;
6. MINUTES OF ANNUAL MEETING;
7. ANNUAL ACCOMPLISHMENT REPORT;
8. FINANCIAL STATEMENT;
9. PROFILE indicating the purposes and objectives of the organization; and
10. PHOTOCOPY OF PROFILES of at least three (3) individuals in the organization (For CSOs applying to be members of the Local School or Health Board).

Very truly yours,

(Head of the Organization)

(Contact Numbers)

(Email address)