**

**SOCIAL HOUSING FINANCE CORPORATION**

**PROGRAM DEVELOPMENT & ENHANCEMENT DEPARTMENT**

**PARTNER RELATIONS DIVISION**

**CHECKLIST OF REQUIREMENTS**

**FOR ACCREDITATION OF MOBILIZERS**

Name : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Office Address : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Person : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Person Designation / No. : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| --- | --- | --- | --- | --- |
| **No.** | **Documentary Requirement** | |  | **Remarks** |
| 1. | Application letter. | | 🞎 |  |
| 2. | Mobilizer Information Sheet | | 🞎 |  |
| 3. | Certified True Copy of SEC/CDA Certificate of Registration, Articles of Incorporation and By-Laws | | 🞎 |  |
| 4. | Updated General Information Sheet (GIS) | | 🞎 |  |
| 5. | Organizational structure (including the functional chart of officers and staff) | | 🞎 |  |
| 6. | Bio-data of officers indicating past and present positions held in relation to their involvement in community development and organizing work and home financing activities. | | 🞎 |  |
| 7. | List of Projects with complete details (CA Name, # of MB’s, location and contact person from the CA, authorized representative/project officer of project) | | 🞎 |  |
| 8. | Annual Audited Financial Statements (for the last 2 years) | | 🞎 |  |
| 9. | Capacity Building Training to be conducted by SHFC (Majority of officers and staff certified) | | 🞎 |  |
| 10. | Endorsement certificate or letter from the LGU where they seek to operate (Per Project) | | 🞎 |  |
| 11. | Proof of local presence & sufficient capacity to perform functions of a Mobilizer | | 🞎 |  |
| 12. | List of resources needed to perform Mobilizers functions  (e.g., savings of the organization, office space, equipment) | | 🞎 |  |
| 13. | Favorable feedback / report from communities being organized | | 🞎 |  |
| 14. | Other documents that may be deemed necessary: | | 🞎 |  |
|  | 14.1 |  | 🞎 |  |
|  | 14.2 |  | 🞎 |  |

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| Received by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |