

BOARD OF INVESTMENTS
Industry and Investments Building
385 Sen. Gil Puyat Ave., Makati City

NOTICE

Notice is hereby given that the Board, in its meeting of 29 June 2011, approved the following Guidelines for Accreditation of NGOs/Foundations Engaged in Socialized Housing and Community Development Projects.

Guidelines for Accreditation of NGOs/Foundations Engaged in Socialized Housing and Community Development Projects

A. General

1. The compliance of vertical housing developers with the 20% socialized housing requirement rests largely with NGOs/Institutions engaged in the development of socialized housing communities as the Board recognizes that the Developers' core business may not be in construction of socialized housing units. The accreditation of an NGO or an Institution by the Board is required to ensure that a basic level of qualifications in the development of socialized housing communities has been achieved and recognized.
2. A Certificate of Accreditation shall be issued by the Board upon its approval of the NGO's or Institution's application for accreditation. The Certificate of Accreditation shall include terms and conditions to be observed by the accredited entity.
3. In line with the Board's thrust to promote holistic community development, Corporate Social Responsibility (CSR) projects of other BOI-registered firms may be directed in identified socialized housing projects.

B. Criteria

The following are the requirements and qualifications for accreditation:

1. The applicant must be an entity organized under Philippine laws and must have been accredited by the Philippine Council for NGO Certification (PCNC) and/or the Housing and Land Use Regulatory Board (HLURB).
2. The applicant must have a good track record in the development and management of socialized housing communities and must have done either of the following:
 - 2.1 Has successfully built at least five hundred (500) housing units; or
 - 2.2 Has developed at least five (5) communities with not less than fifty (50) housing units per community and has introduced social or economic development programs that provide assistance to these communities, such as health, education, values formation and livelihood projects.

3. The applicant must have sufficient absorptive capacity on a national scale. It must be able to identify project sites and prepare the corresponding master plans that will include the estimated number of socialized housing units to be put up within a specific period.
4. The applicant's programs must benefit the underprivileged and homeless families who shall not assume financial equity in the housing units.
5. The applicant must submit a proposal containing information pertinent to its application, including:
 - 5.1 Organizational Profile (History, Key Programs and Activities, Organizational Structure/ List of Current Board Officers and Members)
 - 5.2 Qualifications (Membership in NGO networks, Certifications/Accreditations, Partnerships with Government Offices/Units and the Private Sector)
 - 5.3 Experience in Development of Socialized Housing Communities (Socialized Communities Developed, Description/Specifications of Housing Units, Number of Houses Constructed, Number of Beneficiaries)
 - 5.4 Policy on Selection of Beneficiaries
 - 5.5 Absorptive Capacity
 - 5.6 Types of Contributions Acceptable to the Institution and Requirements thereof
 - 5.7 Policy on Transparency
6. The applicant must adhere to and comply with other criteria as may be set by the Board.

C. Responsibilities of the Accredited Entity

1. The accredited entity shall be accountable for the developers' contributions and shall be responsible for the completion and management of the socialized housing project.
2. It shall issue a Letter of Acceptance to the developer indicating the amount and type of contribution and the date the same was received.
3. It shall submit the following reports to the Board:
 - 3.1 Master plans for projects covered by these guidelines for approval of the Board
 - 3.2 Status report to be submitted upon 50% project completion indicating primarily the number of socialized housing units constructed and other community projects built within the area
 - 3.3 Project completion report to be submitted within thirty (30) calendar days after completion of the project
 - 3.4 Annual community report to be submitted within thirty (30) calendar days after the end of a calendar year
 - 3.5 Quarterly and annual summary of contributions received indicating the name of the developer, amount and type of contribution and utilization thereof to be submitted within thirty (30) calendar days after the end of a semester or calendar year.

4. It shall abide by all the terms and conditions that may be set by the Board.
5. Failure of the accredited entity to meet these responsibilities is a ground for revocation of its accreditation.

D. Fees

The applicant shall pay a filing fee of Php 2,000 and, upon approval of its application, an accreditation or a renewal fee of Php 3,000.

E. Required Documentation

1. Applications for accreditation shall include the following documents:
 - 1.1 Annual Reports or List of Accomplishments
 - 1.2 Organizational Chart or Table of Organization
 - 1.3 Certified True Copy of SEC Registration With Articles of Incorporation & By-Laws
 - 1.4 List of Current Board Members & Officers with Contact Addresses
 - 1.5 BIR Certificate of Registration (BIR Form 2303)
 - 1.6 Audited Financial Statements (duly stamped received by BIR & SEC) for the last two (2) years
 - 1.7 Copy of the Auditor's Certificate of Accreditation from the Board of Accountancy (BOA).
 - 1.8 Certificate of Accreditation (if accredited by other government agency/ies)
 - 1.9 Certificate of Affiliation (if a member of a NGO network/s)
 - 1.10 Brochure (if any)
2. Applications for renewal of accreditation shall include a certification from PCNC and/or HLURB that the entity's accreditation with the aforementioned agencies is still valid.

F. Procedures for Accreditation

1. The applicant shall file with the BOI's Supervision and Monitoring Department (SMD) a Letter of Intent to apply, complete with the documentary requirements listed under Section E of this Guidelines. If necessary, the Board may require additional supporting documents.
2. The SMD shall checklist the submitted documents. If the documents are complete the applicant shall pay the filing fee to the BOI Cashier and the Records Section shall officially accept the application.
3. In the process of evaluation, the SMD shall verify the information represented in the documents and shall conduct site inspection of the applicant's existing socialized housing projects and its proposed site(s) for new projects. The department shall then prepare an evaluation report for presentation to the Management Committee and to the Board.
4. Upon approval of the application, the SMD shall log the name of the qualified applicant, the contact details and pertinent details (CA number, date of accreditation, etc.) of the Certificate of Accreditation in the Book of Accredited Institutions/Organizations.
5. The SMD shall prepare the Certificate of Accreditation to be signed by the SMD Director and the duly designated Executive Director.

6. The Certificate of Accreditation shall be issued to the accredited entity upon its payment of the accreditation fee to the BOI Cashier.
7. The Certificate of Accreditation shall be issued to the accredited entity within fifteen (15) working days from the date of official acceptance of the application.

G. Validity

1. The Certificate of Accreditation shall be valid from its date of approval and shall be in effect for three (3) years, unless revoked by the Board.
2. It may be renewed thereafter provided that the accredited entity continues to meet the accreditation criteria. Application for renewal must be filed one (1) month before the expiry date of the accreditation.

H. Revocation and Cancellation

1. The Board reserves the right to revoke or cancel the accreditation of any accredited entity. Revocation of accreditation may occur if it is determined that the entity:
 - 1.1 No longer satisfies the eligibility criteria set forth in these guidelines
 - 1.2 Fails to comply with any of the terms and conditions of its accreditation
 - 1.3 Fails to act in good faith in providing data and other information to the Board
2. An institution whose accreditation is revoked or that has requested cancellation of its accreditation shall be required to transfer any unfinished project/s including unutilized contributions to another accredited institution that will be determined by the Board. It shall also be required to settle all its liabilities with other parties in connection with the project.

I. Applicability

These guidelines shall be in force in accordance with the implementation of the Guidelines on the Compliance of Vertical Housing Projects with the 20% Socialized Housing Requirement, pursuant to the provisions of the 2010 and 2011 Investment Priorities Plan (IPP), and succeeding IPPs, whenever applicable.

These Guidelines shall take effect fifteen (15) calendar days after their publication in a newspaper of general circulation.

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