

**DENR Memorandum Circular
No. 02
January 11, 1993**

**SUBJECT : Implementing Guidelines Governing the
Annual Re-accreditation of Non-
Governmental Organizations (NGOs)**

In accordance with the provisions of DAO 52, Series of 1992 and in order to ensure genuine NGO participation in DENR programs, the following implementing guidelines are hereby promulgated.

Section 1. Coverage

All NGOs, whether with existing DENR contracts or in the process of participating in the various programs/projects, shall be covered by the re-accreditation activity.

Certificates of accreditation shall be provided annually to NGOs who have met the requirements of re-accreditation.

The Certificate of accreditation shall be a pre-requisite document before an NGO can participate in any DENR program/project. It shall also be a pre-requisite document before an NGO can avail of payments from any DENR program/project the latter has contracted.

Section 2. Re-accreditation Requirements

The following documents, shall be required from the NGO applying for re-accreditation:

- a. Annual accomplishment report
- b. Annual financial statement
- c. Changes in the list of officers, if applicable

Section 3. Who will Re-accredit?

The National and the respective Regional NGO Desks shall be the main bodies to re-accredit NGOs. National-based NGOs shall be covered by the National NGO Desk while Provincial and Regional-based NGOs shall be covered by the respective Regional NGO Desks.

The Desks reserve the right to deny any NGO of re-accreditation after due process and for cause. A background investigation shall be conducted if the DENR Secretary or the Desks deem it necessary.

Section 4. Effectivity. This Order takes effect immediately.

ANGEL C. ALCALA
Secretary

Recommending Approval:

MANUEL E. GONZALES, JR.
Director, Special Concerns Office