
(Date)

Hon. ANECITA DIANA A. TAYAG
Vice-Governor
Occidental Mindoro

Dear Vice-Governor Tayag;

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

In support of this application are the following administrative requirements:

1. Duly accomplished Application Form for Accreditation;
2. Duly approved Board Resolution signifying intention for accreditation for the purpose of representation in the local special body;
3. Certificate of Registration issued by the [SEC, CDA, DOLE, DHSUD] or existing valid Certificate of Accreditation issued by the [Name of NGA] or Certification issued by the NCIP;
4. List of Current Officers;
5. CY 2024 Minutes of the Annual Meeting;
6. CY 2024 Annual Accomplishment Report; and
7. CY 2024 Financial Statements

Thank you.

Very truly yours,

(Head of the Organization)