

# Issuance of Certificate of Accreditation for Non-Government Organization as National Service Training Program (NSTP) Service Provider

---

**Clients:**

All non-government organizations that provide services for NSTP implementation

**Requirements:**

1. Duly registered with the Securities and Exchange Commission (SEC)/Cooperative Development Authority (CDA)
2. Proof of good track record of community service
3. List of personnel on program implementation including documentary evidences on their qualifications
4. Company Profile
5. Proof of viability of the program and sustainability of the organization

**Schedule of the Availability of Service:**

Monday to Friday  
8:00 am to 5:00 pm

**Fees:**

Free of Charge

**Total/Maximum Duration of Process:**

One (1) Month

**How to Avail of the Service**

No.	Client Step	Agency Action	Office/Person Responsible	Location of Office	Duration of Activity <i>(under normal condition per transaction)</i>
1	Presents application letter together with the supporting documents	Evaluates completeness of the documents and issues order of payment	<b>Student Assistant and Service Division Staff (SASD) Staff</b>	<b>Office of the Student Services (OSS) 3/F Higher Education Development Center (HEDC) Building</b>	10 minutes
2	Submits application letter together with the supporting documents	Receives the NGO Application and forwards to OSS	Records Officer	<b>Office of Administrative Services (OAS) G/F HEDC Building</b>	10 minutes
3		Receives the NGO Applications	SASD Staff	OSS 3/F HEDC Building	5 minutes

No.	Client Step	Agency Action	Office/Person Responsible	Location of Office	Duration of Activity <i>(under normal condition per transaction)</i>
4		Forwards the same to the Director for routing	1.Receiving Staff 2. Director IV	OSS 3/F HEDC Building	10 minutes
5		Prepares the preliminary evaluation report based on the document submitted	NSTP Coordinator	OSS 3/F HEDC Building	1 day
6	Waits for the notice of ocular inspection	Requests and arranges for validation of documents through ocular inspections of facilities	NSTP Coordinator	OSS 3/F HEDC Building	1 day
7	Prepares for ocular inspection (Personnel-In-charge, Docs, etc.)	Conducts ocular inspection	NSTP Coordinator, Supervising EPS/Chief EPS - SASD, Director III/ Director IV	OSS 3/F HEDC Building	1 day
8	Waits for further recommendation after the inspection	Prepares the ocular and validation report - recommends service provider for accreditation	NSTP Coordinator	OSS, 3/F HEDC Building	1 day
9		Reviews the recommendation for accreditation	SASD Chief & Supervising Education Program Specialist	OSS, 3/F HEDC Building	½ day
10		Transmits the Evaluation Report including proposed Accreditation Certificate to the Executive Director for further review	Director IV	OSS, 3/F HEDC Building	½ day
11	Follows up the status to the OSS	Endorses to the Chairman for approval	Executive Director	Executive Office, 3/F HEDC Building	½ day
12		Signs the Accreditation Certificate	Chairman	Office of the Chairman, 4/F HEDC Building	1 day
13	Receives the Certificate	Releases the Accreditation Certificate	NSTP Coordinator	OSS, 3/F HEDC Building	5 minutes
<b>END OF TRANSACTION</b>					

*References:*

- Republic Act No. 9163 – “*The National Service Training Program (NSTP) Act of 2001*”
- Implementing Rules and Regulations of R.A. 9163, issued on 28<sup>th</sup> day of December 2006